

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS October 24, 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)**
- 9:30 **Break**
- 9:40 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 October 10, 2017 – October 24, 2017**  
B) **Approve October 10, 2017 County Board Minutes**  
C) **Approve Commissioner Warrants**  
D) **Approve Auditor Warrants – September Sales and Use Tax**  
E) **Approve County Administrator's Performance Evaluation Summary**  
F) **Accept \$2,000 Donation to STS from the McGregor Area Lions Club**  
G) **Approve Request to Allow the DAV Mobile Office to Park in the West Courthouse Parking Lot on November 1, 2017 from 8:00 a.m. to 3:30 p.m.**  
H) **Approve Authorization to Sell Excess Materials/ Equipment**  
I) **Approve Temporary 3.2% Malt Liquor License – Jacobsen Vol. Fire Dept.**  
J) **Adopt Resolution to Make Final Payment to Central Specialties**  
K) **Adopt Resolution Local Road Improvement Program**
- 9:45 3) **Bobbie Danielson, HR Director**  
A) **Approve Personnel Committee Recommendation**
- 10:00 4) **Lori Grams, County Treasurer**  
A) **2017 Third Quarter Investment Report**
- 10:10 5) **Mike Dangers, County Assessor**  
A) **Non-Profit Organizations and Property Taxes**

- 10:30 6) Cathy Buhlmann, Land Asset Manager**
  - A) Direction Requested on Repurchase Application**
  
- 10:40 7) John Welle, County Engineer**
  - A) 2018-2022 Capital Road Improvement Plan**
  
- 11:10 8) Ross Wagner, Economic Development & Forest Industry Coordinator**
  - A) Adopt Resolution To Apply for Small Cities Development Program**
  - B) Discussion Item: Aitkin Growth Land Exchange**
  
- 12:05 9) Jessica Seibert, County Administrator**
  - A) Third Quarter Financial Report**
  
- 12:15 10) Committee Updates**
  
- 12:45 Adjourn**

The Aitkin County Board of Commissioners met this 10<sup>th</sup> day of October, 2017 at 9:04 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.

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to approve the October 10, 2017 agenda.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: September 26, 2017 to October 9, 2017; B) Approve County Board Minutes: September 26, 2017; C) Approve Commissioner Warrants: General Fund \$126,249.23, Road & Bridge \$17,219.28, Health & Human Services \$1,205.54, Trust \$49,198.36, Forest Development \$25,086.99, Long Lake Conservation Center \$5,684.75, Parks \$2,675.49 for a total of \$227,319.64; D) Approve Auditor Warrants - Period 2 RE Tax Overpays: Taxes & Penalties \$1,564.28; E) Approve September Manual Warrants: General Fund \$18,691.92, Road & Bridge \$676,045.66, Health & Human Services \$2,551.30, State \$78,478.71, Trust \$5,766.10, Taxes & Penalties \$1,191.84, Long Lake Conservation Center \$4,116.21, Parks \$504.13 for a total of \$787,345.87; F) Accept \$100 Donation to Veterans Services from McGregor American Legion; G) Adopt (3) Resolutions: Application for Repurchase of Tax Forfeited Property – Weston; H) Approve Lions' Request to Replace Benches; I) Approve Appointment to Aitkin County Community Corrections Advisory Board

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution - Application to Repurchase Tax-Forfeited Property – Weston (1):

**WHEREAS**, Gary Weston, a former owner has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

Part SW-NW as in Doc 326907 Sec 36 Twp 47 Rge 27

PIN # 56-0-177101

**and, WHEREAS**, said applicant has set forth in her application that:

- a) a hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:
  - Approximately 2 ½ years ago I received approximately \$70,000 for a work compensation claim. My wife took all savings account. She had money to pay taxes out of savings but did not.
- b) that the repurchase of said land by me will promote and best serve the public interest, because
  - Paid taxes on time in future.

**CALL TO ORDER**

**APPROVED AGENDA**

**CONSENT AGENDA**

**RESOLUTION 20171010-074 APPLICATION TO REPURCHASE TAX-FORFEITED PROPERTY – WESTON (1)**

**and, WHEREAS**, this board is of the opinion that said application should be granted for such reasons.

**NOW THEREFORE BE IT RESOLVED**, that the application of Gary Weston for the repurchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241 as amended.

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Application to Repurchase Tax-Forfeited Property – Weston (2):

**WHEREAS**, Gary Weston, a former owner has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

North One Half of Southwest Quarter of the Southeast Quarter West of Township Road Sec 15 Twp 50 Rge 24

PIN # 18-0-025901

**and, WHEREAS**, said applicant has set forth in her application that:

- a) a hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:  
 Approximately 2 ½ years ago I received approximately \$70,000 for a work compensation claim. My wife, whom I am separated from withdrew large amounts of money from our joint checking account. I was not aware of this.
- b) that the repurchase of said land by me will promote and best serve the public interest, because  
 Backtaxes will be paid in full. I will also be able to maintain and keep my taxes up to date.

**and, WHEREAS**, this board is of the opinion that said application should be granted for such reasons.

**NOW THEREFORE BE IT RESOLVED**, that the application of Gary Weston for the repurchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241 as amended.

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Application to Repurchase Tax-Forfeited Property – Weston (3):

**WHEREAS**, Gary Weston, a former owner has made and filed an application with the

**RESOLUTION  
20171010-075  
APPLICATION TO  
REPURCHASE  
TAX-FORFEITED  
PROPERTY –  
WESTON (2)**

**RESOLUTION**

County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

Part NW-NW of river as in Document #306454 Sec 36 Twp 47 Rge 27

PIN # 56-0-180800

**and, WHEREAS**, said applicant has set forth in her application that:

- a) a hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:  
 Approximately 2 ½ years ago I received approximately \$70,000 for a work compensation claim. My wife, whom I am separated from withdrew large amounts of money from our joint checking account. I was not aware of this.
- b) that the repurchase of said land by me will promote and best serve the public interest, because  
 Backtaxes will be paid in full. I will also be able to maintain and keep my taxes up to date.

**and, WHEREAS**, this board is of the opinion that said application should be granted for such reasons.

**NOW THEREFORE BE IT RESOLVED**, that the application of Gary Weston for the repurchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241 as amended.

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the Aitkin Lions' request to remove the benches in front of the courthouse and replace them with new benches. There will be no cost to Aitkin County, and the work will be done by volunteer Lions.

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to appoint Gabrea Francis, Crime Victim Coordinator, to the Aitkin County Community Corrections Advisory Board.

The Board discussed: NACO/Washington DC, NCLUCB, Natural Resources Advisory Board, ATV Public Input Meetings, ECRL, ARDC, McGregor City Council Mtg., Personnel, Facilities, Aitkin Airport, and Historical Society.

Break: 10:00 a.m. to 10:13 a.m.

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all

**20171010-076  
APPLICATION TO  
REPURCHASE  
TAX-FORFEITED  
PROPERTY –  
WESTON (3)**

**BENCH  
REPLACEMENT**

**APPOINTMENT TO  
ACCC ADVISORY  
BOARD**

**BOARD  
DISCUSSION**

**BREAK**

**CLOSED SESSION**

# AITKIN COUNTY BOARD

October 10, 2017

members voting to close the meeting at 10:13 a.m. under MN Statute 13D.05 Subd. 3  
(a) Performance Evaluation of County Administrator.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting to reopen the meeting at 11:07 a.m.

**REOPEN MEETING**

Motion by Commissioner Westerlund seconded by Commissioner Pratt and carried, all members voting to adjourn the meeting at 11:07 a.m. until Tuesday, October 24, 2017 at 9:00 a.m.

**ADJOURN**

---

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

---

Jessica Seibert, County Administrator

20

DKB1  
10/16/17 1:43PM

# 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

DKB1  
10/16/17 1:43PM  
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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1	DEPT		Commissioners		
	86222 Aitkin Independent Age				
	01-001-000-0000-6230		Synopsis 8/22/17	1479	Printing, Publishing & Adv
	01-001-000-0000-6230	105.00	Public Input Mtgs/ATV- Age	1479	Printing, Publishing & Adv
	01-001-000-0000-6230	92.52	Public Input Mtgs/ATV- BH	1479	Printing, Publishing & Adv
	86222 Aitkin Independent Age	290.04	3 Transactions		
	10452 AT&T Mobility				
	01-001-000-0000-6250	70.18	Foundation Account	287359994975	Telephone
	10452 AT&T Mobility	70.18	1 Transactions		
	14289 Pratt/Bill				
	01-001-000-0000-6340	31.04	Meals/Fall Policy Conference		Meals (Overnight)
	01-001-000-0000-6330	370.76	September mileage	693@.535	Transportation & Travel & Parking
	14289 Pratt/Bill	401.80	2 Transactions		
	6097 Verizon Wireless				
	01-001-000-0000-6250	35.01	Monthly wifi charge	786663881	Telephone
	6097 Verizon Wireless	35.01	1 Transactions		
1	DEPT Total:	797.03	Commissioners	4 Vendors	7 Transactions
12	DEPT		Court Administration		
	11634 Gammello & Pearson PLLC				
	01-012-000-0000-6232	187.50	FEES 01- JV- 17- 510	59438	Attorney Services
	01-012-000-0000-6232	52.50	FEES 01- JV- 17- 469	59439	Attorney Services
	01-012-000-0000-6232	255.00	FEES 01- FA- 17- 529	59440	Attorney Services
	01-012-000-0000-6232	112.50	FEES 01- JV- 17- 629	59441	Attorney Services
	01-012-000-0000-6232	75.00	FEES 01- JV- 17- 614	59442	Attorney Services
	01-012-000-0000-6232	37.50	FEES 01- FA- 17- 647	59443	Attorney Services
	11634 Gammello & Pearson PLLC	720.00	6 Transactions		
	5851 Gustafson Attorney at Law/Jean M.				
	01-012-000-0000-6232	296.80	Attorney mileage		Attorney Services
	01-012-000-0000-6232	1,725.00	Attorney fees	01- PR- 17- 887	Attorney Services
	5851 Gustafson Attorney at Law/Jean M.	2,021.80	2 Transactions		
	14654 Jones and Magnus, Attorneys at Law				
	01-012-000-0000-6232	1,661.25	Professional services	16430	Attorney Services



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
14654 Jones and Magnus, Attorneys at Law			1 Transactions	
2810 Larson/Shari S				
01-012-000-0000-6232		3,818.75 FEES		Attorney Services
01-012-000-0000-6232		395.25 COSTS		Attorney Services
2810 Larson/Shari S		4,214.00	2 Transactions	
3578 Skaj/Karen				
01-012-000-0000-6232		52.50 Transcript 01- CR- 17- 736	2017- 11	Attorney Services
3578 Skaj/Karen		52.50	1 Transactions	
12 DEPT Total:		8,669.55	Court Administration	5 Vendors 12 Transactions
40 DEPT			Auditor	
86222 Aitkin Independent Age				
01-040-021-0000-6230		36.00 License Ctr/Ser Dir/Age	1014	Printing, Publishing & Adv
86222 Aitkin Independent Age		36.00	1 Transactions	
2099 Harmon/Elizabeth				
01-040-000-0000-6330		106.79 Mileage/GIS workshop	245.5@.435	Transportation & Travel
2099 Harmon/Elizabeth		106.79	1 Transactions	
2214 Holder/Maryann				
01-040-021-0000-6301		750.00 Nov.License Center Rent		Rentals
2214 Holder/Maryann		750.00	1 Transactions	
86290 Mn Counties Information Systems				
01-040-000-0000-6231		4,241.00 Payroll 2017 Quarterly support	1385	Services, Labor, Contracts
01-040-000-0000-6231		57.00 Payroll 2015 Quarterly Adjustm	1385	Services, Labor, Contracts
01-040-000-0000-6231		752.00 Finance 2017 Quarterly support	1385	Services, Labor, Contracts
01-040-000-0000-6231		13.00 Finance 2015 Quarterly adjustm	1385	Services, Labor, Contracts
86290 Mn Counties Information Systems		5,037.00	4 Transactions	
86235 The Office Shop Inc				
01-040-021-0000-6405		15.05 fingertip moistener,rubber ban	294788-0	Office & Computer Supplies
01-040-021-0000-6405		16.50 Paper, highlighters	294812-0	Office & Computer Supplies
86235 The Office Shop Inc		31.55	2 Transactions	

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
40	DEPT Total:		Auditor	5 Vendors	9 Transactions
41	DEPT		Internal Audit		
	12780 CliftonLarsonAllen, LLP		F/S Prep- Yr ending 12/31/16	1623306	Services, Labor, Etc
	01- 041- 000- 0000- 6231	800.00			
	12780 CliftonLarsonAllen, LLP	800.00	1 Transactions		
41	DEPT Total:	800.00	Internal Audit	1 Vendors	1 Transactions
42	DEPT		Treasurer		
	86235 The Office Shop Inc		Ribbon	1032861- 1	Office & Computer Supplies
	01- 042- 000- 0000- 6405	6.50			
	86235 The Office Shop Inc	6.50	1 Transactions		
42	DEPT Total:	6.50	Treasurer	1 Vendors	1 Transactions
43	DEPT		Assessor		
	10452 AT&T Mobility		monthly wireless statement	287250162187	Telephone
	01- 043- 000- 0000- 6250	209.94			
	10452 AT&T Mobility	209.94	1 Transactions		
	783 Canon Financial Services, Inc		Copier Contract- 033	17731114	Services, Labor, Contracts
	01- 043- 000- 0000- 6231	164.08			
	783 Canon Financial Services, Inc	164.08	1 Transactions		
	5398 CDW Government, Inc		Security Fobs Maintenance	KHM1532	Office, Film & Computer Supplies
	01- 043- 000- 0000- 6405	126.90			
	5398 CDW Government, Inc	126.90	1 Transactions		
	4641 Holiday Credit Office		September gas	1400000147443	Gas And Oil
	01- 043- 000- 0000- 6511	351.68			
	4641 Holiday Credit Office	351.68	1 Transactions		
	13934 Tire Barn		tire repair on vehicle	40253	Car Maintenance
	01- 043- 000- 0000- 6302	25.00			
	01- 043- 000- 0000- 6302	385.74	Trans.line repair,AT Fluid	40253	Car Maintenance
	01- 043- 000- 0000- 6302	7.50	shop supplies	40253	Car Maintenance
	01- 043- 000- 0000- 6511	35.99	Oil change- 2007 Jeep Liberty	40253	Gas And Oil

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
01-043-000-0000-6302		battery test.Remove/Replace	40384	Car Maintenance
01-043-000-0000-6302		remove/replace brakes,rotors	40384	Car Maintenance
01-043-000-0000-6302		shop supplies	40384	Car Maintenance
01-043-000-0000-6511		Oil change- 2012 Escape	40384	Gas And Oil
<b>13934 Tire Barn</b>				
		8 Transactions		
<b>43 DEPT Total:</b>		<b>1,824.83 Assessor</b>	<b>5 Vendors</b>	<b>12 Transactions</b>
<b>44 DEPT</b>		<b>Central Services</b>		
3336 Office Of MN. IT Services		September usage	DV17090412	Services, Labor, Contracts
01-044-000-0000-6231				
3336 Office Of MN. IT Services				
		1 Transactions		
3724 Performance Office Papers		80 cases copy paper @23.90	380426-00	Office & Computer Supplies
01-044-000-0000-6405				
3724 Performance Office Papers				
		1 Transactions		
<b>44 DEPT Total:</b>		<b>3,212.00 Central Services</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
<b>45 DEPT</b>		<b>Motor Pool</b>		
4070 Riley Auto Supply		1 QT ENGINE OIL	591748	Car Maintenance
01-045-000-0000-6302				
4070 Riley Auto Supply				
		1 Transactions		
13934 Tire Barn		Tire repair #21	40509	Car Maintenance
01-045-000-0000-6302				
13934 Tire Barn				
		1 Transactions		
<b>45 DEPT Total:</b>		<b>29.58 Motor Pool</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
<b>49 DEPT</b>		<b>Information Technologies</b>		
10452 AT&T Mobility		IPAD Data Plan	28727950743	Programming, Services, Contracts
01-049-000-0000-6231				
10452 AT&T Mobility				
		1 Transactions		
5398 CDW Government, Inc		Security Fobs Maintenance	KHM1532	Programming, Services, Contracts
01-049-000-0000-6231				

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
5398 CDW Government, Inc			1 Transactions	
72.76				
88880 Datacomm Computers & Networks Inc				
01-049-000-0000-6402		Cable supplies, Cover plates	10072	Computer Supplies & Software
217.50				
88880 Datacomm Computers & Networks Inc			1 Transactions	
217.50				
10691 Itasca County				
01-049-000-0000-6208		SAN Security training		Training/Education
820.00		09/29/2017 09/29/2017	0	
10691 Itasca County			1 Transactions	
820.00				
86290 Mn Counties Information Systems				
01-049-000-0000-6231		Tax 2017 Quarterly support	1385	Programming, Services, Contracts
15,702.00				
01-049-000-0000-6231		Tax 2015 Quarterly adjustment	1385	Programming, Services, Contracts
29.00				
01-049-000-0000-6231		Tax 2017 Quarterly support	1385	Programming, Services, Contracts
6,579.00				
01-049-000-0000-6231		Tax 2015 Quarterly adjustment	1385	Programming, Services, Contracts
29.00				
86290 Mn Counties Information Systems			4 Transactions	
22,223.00				
<b>49 DEPT Total:</b>		<b>Information Technologies</b>	<b>5 Vendors</b>	<b>8 Transactions</b>
23,369.50				
52 DEPT		Administration/Personnel Dept		
86222 Aitkin Independent Age				
01-052-000-0000-6230		Position vacancies 9/13/17	1483	Printing, Publishing & Adv
83.17				
86222 Aitkin Independent Age			1 Transactions	
83.17				
10452 AT&T Mobility				
01-052-000-0000-6250		Foundation Account	287359994975	Telephone
108.81				
10452 AT&T Mobility			1 Transactions	
108.81				
5398 CDW Government, Inc				
01-052-000-0000-6231		Security Fobs Maintenance	KHM1532	Services, Labor, Contracts
54.14				
5398 CDW Government, Inc			1 Transactions	
54.14				
4641 Holiday Credit Office				
01-052-000-0000-6511		Gas - Administration	1400000135194	Gas And Oil
13.11				
4641 Holiday Credit Office			1 Transactions	
13.11				
13243 Shred-N-Go, Inc				
01-052-000-0000-6231		Recycling	71143	Services, Labor, Contracts
195.08				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
13243 Shred-N-Go, Inc				
	195.08		1 Transactions	
86235 The Office Shop Inc				
01-052-000-0000-6405	20.60	Office supplies	1033242-0	Office & Computer Supplies
		09/29/2017 09/29/2017	0	
01-052-000-0000-6405	7.69	Office supplies	1033242-1	Office & Computer Supplies
		10/03/2017 10/03/2017	0	
01-052-000-0000-6405	95.99	(1) HP Toner	1033780-0	Office & Computer Supplies
01-052-000-0000-6405	132.59	(1) Samsung Toner	1033780-0	Office & Computer Supplies
86235 The Office Shop Inc	256.87		4 Transactions	
6097 Verizon Wireless				
01-052-000-0000-6250	26.02	Monthly wifi charge	786663881	Telephone
6097 Verizon Wireless	26.02		1 Transactions	
52 DEPT Total:	737.20	Administration/Personnel Dept	7 Vendors	10 Transactions
90 DEPT		Attorney		
783 Canon Financial Services, Inc				
01-090-000-0000-6405	359.91	Copier Contract-038	17535466	Office & Computer Supplies
		07/20/2017 08/19/2017	0	
01-090-000-0000-6405	359.91	Copier Contract-038	17641731	Office & Computer Supplies
		08/20/2017 09/19/2017	0	
783 Canon Financial Services, Inc	719.82		2 Transactions	
1180 Crow Wing Co Sheriff's Office				
01-090-000-0000-6234	75.00	Supoena 01CR161247	4735	Co Sheriff Services
1180 Crow Wing Co Sheriff's Office	75.00		1 Transactions	
89541 Culligan				
01-090-000-0000-6213	58.00	Monthly water supplies	150x00915405	Drug & Forfeiture Ms387.213
89541 Culligan	58.00		1 Transactions	
11994 Garrison Inn & Suites				
01-090-000-0000-6333	74.09	Hotel/AG's office-Patton case	1189	Crt.Related Travel Expenses
11994 Garrison Inn & Suites	74.09		1 Transactions	
10736 Miller/Tammy				
01-090-000-0000-6240	20.00	Register Notary		Dues & Registration Fee

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10736 Miller/Tammy				
		1 Transactions		
3273 Mn Co Attorneys Assn				
01-090-000-0000-6208		civil commit.trng- Rakotz	200003296	Training/Education
01-090-000-0000-6208		civil commit.trng- Winge	200003296	Training/Education
3273 Mn Co Attorneys Assn		2 Transactions		
9493 Mn Paralegal Association				
01-090-000-0000-6240		membership renewal	780	Dues & Registration Fee
9493 Mn Paralegal Association		1 Transactions		
6039 Motherway/Michele				
01-090-000-0000-6230		Mileage/MCAP training	128@.535	Transportation & Travel & Parking
6039 Motherway/Michele		1 Transactions		
8454 Ramsey County Sheriff				
01-090-000-0000-6234		subpoena 01CR17522	201707156	Co Sheriff Services
8454 Ramsey County Sheriff		1 Transactions		
86235 The Office Shop Inc				
01-090-000-0000-6231		Staples	1033022-0	Services, Labor, Contracts
01-090-000-0000-6231		Copier Meter 1	294611-0	Services, Labor, Contracts
01-090-000-0000-6231		Copier Meter 2	294611-0	Services, Labor, Contracts
86235 The Office Shop Inc		3 Transactions		
90 DEPT Total:		2,178.21 Attorney	10 Vendors	14 Transactions
100 DEPT		Recorder		
5398 CDW Government, Inc				
01-100-196-0000-6231		Security Fobs Maintenance	KHM1532	Services, Labor, Contracts- Recorder's
5398 CDW Government, Inc		1 Transactions		
10795 Moriarty/Michael				
01-100-000-0000-6330		Mileage/W.central index conf	182.8@43.5	Transportation & Travel
01-100-000-0000-6332		Hotel/W.central index conferen	649431	Hotels / Motels
10795 Moriarty/Michael		2 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
100 DEPT Total:		282.13	Recorder	2 Vendors	3 Transactions
110 DEPT			Courthouse Maintenance		
10452 AT&T Mobility					
01-110-000-0000-6250		34.99	Foundation Account	287359994975	Phone
10452 AT&T Mobility		34.99			1 Transactions
88628 Dalco					
01-110-000-0000-6422		195.38	white hard roll towels	3230266	Janitorial Supplies
88628 Dalco		195.38			1 Transactions
1754 Garrison Disposal Company, Inc					
01-110-000-0000-6255		730.47		28479	Garbage
1754 Garrison Disposal Company, Inc		730.47			1 Transactions
2186 Hillyard Inc - Kansas City					
01-110-000-0000-6422		547.68	Employer, Seal, Affinity	602714788	Janitorial Supplies
01-110-000-0000-6422		26.78	MASK RESPIRATORS	602721247	Janitorial Supplies
2186 Hillyard Inc - Kansas City		574.46			2 Transactions
4641 Holiday Credit Office					
01-110-000-0000-6511		73.98	Gas - Maintenance	1400000135208	Gas And Oil
4641 Holiday Credit Office		73.98			1 Transactions
7525 Hometown Bldg Supply					
01-110-000-0000-6422		3.99	Mini Champ Pry Bar	2904	Janitorial Supplies
7525 Hometown Bldg Supply		3.99			1 Transactions
2340 Hyytinen Hardware Hank					
01-110-000-0000-6422		17.99	Gloves	1423285	Janitorial Supplies
01-110-000-0000-6422		9.99	White upside down marking	1423979	Janitorial Supplies
01-110-000-0000-6422		9.55	Keys, Shelf Bracket	1424188	Janitorial Supplies
2340 Hyytinen Hardware Hank		37.53			3 Transactions
89765 Minnesota Elevator, Inc					
01-110-000-0000-6231		171.64	October monthly service	723485	Services, Labor, Contracts
89765 Minnesota Elevator, Inc		171.64			1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
110 DEPT Total:		Courthouse Maintenance	8 Vendors	11 Transactions
120 DEPT		Service Officer		
86222 Aitkin Independent Age 01-120-000-0000-6230		Senior Page/Age Ad 4- C	1783	Printing, Publishing & Adv
86222 Aitkin Independent Age			1 Transactions	
10452 AT&T Mobility 01-120-000-0000-6250		Foundation Account	287270539560	Telephone
10452 AT&T Mobility			1 Transactions	
5398 CDW Government, Inc 01-120-000-0000-6405		Security Fobs Maintenance	KHM1532	Office & Computer Supplies
5398 CDW Government, Inc			1 Transactions	
4641 Holiday Credit Office 01-120-000-0000-6511		September gas Vet Van	1400000136034	Gas And Oil
4641 Holiday Credit Office			1 Transactions	
14508 Janzen/Hugh 01-120-000-0000-6350		Drive Van	St Cloud	Per Diem
		09/25/2017	09/25/2017	0
14508 Janzen/Hugh			1 Transactions	
3093 Jones/St Stanley Carter 01-120-000-0000-6350		Drive Van	St Cloud	Per Diem
		09/19/2017	09/19/2017	0
3093 Jones/St Stanley Carter			1 Transactions	
10234 Miller/Conrad 01-120-000-0000-6350		Drive Van	St Cloud	Per Diem
		09/01/2017	09/01/2017	0
10234 Miller/Conrad			1 Transactions	
10677 Olsen/Gerald D 01-120-000-0000-6350		Drive Van	St Cloud	Per Diem
		09/05/2017	09/05/2017	0
10677 Olsen/Gerald D			1 Transactions	



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
3912 Peterson/Richard 01-120-000-0000-6350		Drive Van 09/14/2017	Mpls 0	Per Diem
3912 Peterson/Richard		50.00	1 Transactions	
11362 Roscoe/Bernie 01-120-000-0000-6350		Drive Van 09/26/2017	Mpls 0	Per Diem
01-120-000-0000-6350		50.00	St Cloud 0	Per Diem
11362 Roscoe/Bernie		100.00	09/29/2017 2 Transactions	
3518 Voyageur Press Of Mcgregor/The 01-120-000-0000-6230		Display Ad- Veterans Benefits 10/03/2017	36683 0	Printing, Publishing & Adv
3518 Voyageur Press Of Mcgregor/The		81.00	1 Transactions	
9255 Witt/Warren 01-120-000-0000-6350		Drive Van 09/08/2017	St Cloud 0	Per Diem
9255 Witt/Warren		50.00	1 Transactions	
9063 Workman/Jeff 01-120-000-0000-6511		Gas Reimbursement	9/21/17	Gas And Oil
01-120-000-0000-6350		50.00	St Cloud 0	Per Diem
9063 Workman/Jeff		67.60	09/21/2017 2 Transactions	
120 DEPT Total:		964.63	Service Officer	13 Vendors 15 Transactions
122 DEPT			Planning & Zoning	
14320 Benson/Lin 01-122-000-0000-6350		BOA Meeting	10/4/2017	Per Diem
01-122-038-0000-6330		37.45	BOA Mileage 70 @.535	Boa/Pc Mileage
14320 Benson/Lin		87.45	2 Transactions	
14339 Bright/Richard Edward 01-122-000-0000-6350		BOA Onsites		Per Diem
01-122-000-0000-6350		50.00	BOA Meeting 10/4/2017	Per Diem

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<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>
14339 Bright/Richard Edward		BOA Mileage	227@.535	Boa/Pc Mileage
				3 Transactions
12194 BWSR		2017 BWSR Reg Fee	B.Sovde	Training/Education
		2017 BWSR Reg Fee	P.Gansen	Training/Education
12194 BWSR				2 Transactions
11414 Coil/Douglas		full refund App# 2017- 002213		Refunds & Reimbursements
11414 Coil/Douglas				1 Transactions
14646 Ellango, Clement		partial refund App#2017- 002221		Refunds & Reimbursements
14646 Ellango, Clement				1 Transactions
13066 Hargrave/Bryan		Contract Inspections	5 days @ 350	Services, Labor, Contracts, Programming
		10/01/2017	10/05/2017	0
13066 Hargrave/Bryan				1 Transactions
4641 Holiday Credit Office		P & Z Gas	1400000135321	Gas And Oil
4641 Holiday Credit Office				1 Transactions
14647 Irvin Builders		Mitchell Sewer Replacement		MPCA SSTS Upgrade Grant Expenses
14647 Irvin Builders				1 Transactions
5892 McGregor Printing & Graphics, Inc		2,500 #10 Envelopes	193567	Office, Computer, Film, & Field Supplies
5892 McGregor Printing & Graphics, Inc				1 Transactions
5516 Paquette/Jeremy M		BOA onsites		Per Diem
		BOA Meeting	10/4/2017	Per Diem
		BOA Mileage	295@.535	Boa/Pc Mileage
5516 Paquette/Jeremy M				3 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount		
4010 Rasley Oil Company		67.92	.AITCOZOS	Gas And Oil
01-122-000-0000-6511				
4010 Rasley Oil Company		67.92		
			1 Transactions	
13424 Sonnee/Dennise J		150.00		Refunds & Reimbursements
01-122-000-0000-6820				
13424 Sonnee/Dennise J		150.00		
			1 Transactions	
10028 Spiel/Edward		50.00		Per Diem
01-122-000-0000-6350				
01-122-000-0000-6350		50.00	10/4/2017	Per Diem
01-122-038-0000-6330		98.98	185@.535	Boa/Pc Mileage
10028 Spiel/Edward		198.98		
			3 Transactions	
12077 Stromberg/Kevin		50.00		Per Diem
01-122-000-0000-6350				
01-122-000-0000-6350		50.00	10/4/2017	Per Diem
01-122-038-0000-6330		127.87	239@.535	Boa/Pc Mileage
12077 Stromberg/Kevin		227.87		
			3 Transactions	
86235 The Office Shop Inc		65.55	1033281-0	Office, Computer, Film, & Field Supplies
01-122-000-0000-6405				
86235 The Office Shop Inc		65.55		
			1 Transactions	
122 DEPT Total:		18,813.99	15 Vendors	25 Transactions
123 DEPT				
3987 Ramsey County Medical Examiner		1,400.00		Autopsies - Pathologist, Xrays, Etc
01-123-000-0000-6260				
3987 Ramsey County Medical Examiner		1,400.00		
			1 Transactions	
123 DEPT Total:		1,400.00	1 Vendors	1 Transactions
200 DEPT				
50 Aitkin Body Shop, Inc		541.60	9241	Car Maintenance
01-200-000-0000-6302				
50 Aitkin Body Shop, Inc		541.60		
			1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
117 Aitkin County Sheriff		224 & Loki membership		Dues/Assoc Fees
01- 200- 019- 0000- 6240				
117 Aitkin County Sheriff			1 Transactions	
	40.00			
170 Aitkin Motor Company		Throttle body #223	14900	Car Maintenance
01- 200- 000- 0000- 6302				
01- 200- 000- 0000- 6302		Oil change #220	15420	Car Maintenance
170 Aitkin Motor Company			2 Transactions	
	169.19			
	45.76			
	214.95			
10452 AT&T Mobility		Wireless	287258495419	Telephone
01- 200- 000- 0000- 6250				
10452 AT&T Mobility			1 Transactions	
	1,005.56			
86467 Auto Value Aitkin		Headlight bulb #206	40109269	Car Maintenance
01- 200- 000- 0000- 6302				
86467 Auto Value Aitkin			1 Transactions	
	13.99			
	13.99			
14568 Axon Enterprise, Inc		DPM Battery Pack	SI1503321	Office Supplies
01- 200- 000- 0000- 6405				
14568 Axon Enterprise, Inc			1 Transactions	
	170.64			
	170.64			
12445 Brandl Chevrolet, Buick GMC		Cover #206	100979	Car Maintenance
01- 200- 000- 0000- 6302				
01- 200- 000- 0000- 6302		Replace solenoid #204	304036	Car Maintenance
12445 Brandl Chevrolet, Buick GMC			2 Transactions	
	47.61			
	115.77			
	163.38			
13325 Bruggman/Paul		September phone/internet		TZD Grant Expenses
01- 200- 040- 0000- 6304				
01- 200- 040- 0000- 6304		September Miles	254@.535	TZD Grant Expenses
01- 200- 040- 0000- 6304		September Hours Worked	40@32.00	TZD Grant Expenses
13325 Bruggman/Paul			3 Transactions	
	28.50			
	135.89			
	1,280.00			
	1,444.39			
10442 Bureau Of Crim.Apprehension		new and renewals	01- 000054	Gun Permit Expenses
01- 200- 039- 0000- 6425				
10442 Bureau Of Crim.Apprehension			1 Transactions	
	445.00			
	445.00			
783 Canon Financial Services, Inc		Monthly lease 001	17798073	Services & Labor (Incl Contracts)
01- 200- 000- 0000- 6231				
	164.95			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<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>
783 Canon Financial Services, Inc		1 Transactions		
4641 Holiday Credit Office				
01-200-000-0000-6511		Gas	1400000288942	Gas And Oil
4641 Holiday Credit Office		1 Transactions		
2925 L & M Supply, Inc.				
01-200-019-0000-6405		food, biscuits	8300771	Office & Computer Supplies
01-200-019-0000-6405		primer for dog door	8315835	Office & Computer Supplies
2925 L & M Supply, Inc.		2 Transactions		
4010 Rasley Oil Company				
01-200-000-0000-6511		Gas	AITCOSHERS	Gas And Oil
4010 Rasley Oil Company		1 Transactions		
13864 Sandberg/Kristi				
01-200-000-0000-6150		November Cobra Premium		Health Insurance-Employer
13864 Sandberg/Kristi		1 Transactions		
4681 Streichers				
01-200-000-0000-6410		uniform pant #209	11282445	Clothing Allowance
4681 Streichers		1 Transactions		
13934 Tire Barn				
01-200-000-0000-6302		4 tires, oil change #209	40377	Car Maintenance
01-200-000-0000-6302		Rear window switch 07 dodge	40467	Car Maintenance
13934 Tire Barn		2 Transactions		
200 DEPT Total:		6,524.32 Enforcement	16 Vendors	22 Transactions
202 DEPT		Boat & Water		
10452 AT&T Mobility				
01-202-000-0000-6250		Wireless	287258495419	Telephone
10452 AT&T Mobility		1 Transactions		
202 DEPT Total:		52.92 Boat & Water	1 Vendors	1 Transactions
252 DEPT		Corrections		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount		
9868 Aitkin Co Jail Inmate Account				
01- 252- 252- 0000- 6405		489.00	Reimb.Funds- Malin 17- 2485	Restit.claimed Prisoner Welfare
9868 Aitkin Co Jail Inmate Account		489.00	1 Transactions	
5658 Amerigas				
01- 252- 000- 0000- 6254		43.88	Propane	803525853 Utilities & Heating
5658 Amerigas		43.88	1 Transactions	
10452 AT&T Mobility				
01- 252- 000- 0000- 6250		49.62	Wireless	287258495419 Telephone
10452 AT&T Mobility		49.62	1 Transactions	
788 Bureau of Crim. Apprehension				
01- 252- 000- 0000- 6231		390.00	CJDN Quarterly	437518 Services & Labor (Incl Contracts)
788 Bureau of Crim. Apprehension		390.00	1 Transactions	
5398 CDW Government, Inc				
01- 252- 000- 0000- 6625		1,018.58	Security Fobs Maintenance	KHM1532 Office Equipment
5398 CDW Government, Inc		1,018.58	1 Transactions	
88628 Dalco				
01- 252- 000- 0000- 6422		538.44	Paper products for jail	3230268 Janitorial Supplies
88628 Dalco		538.44	1 Transactions	
11715 Granite Electronics				
01- 252- 000- 0000- 6231		904.60	Add channel to logger	150002527- 1 Services & Labor (Incl Contracts)
11715 Granite Electronics		904.60	1 Transactions	
2186 Hillyard Inc - Kansas City				
01- 252- 000- 0000- 6422		1,210.55	Janitorial	602714844 Janitorial Supplies
01- 252- 000- 0000- 6422		2.51	clip end	602723527 Janitorial Supplies
2186 Hillyard Inc - Kansas City		1,213.06	2 Transactions	
5756 KEEPRS, Inc				
01- 252- 000- 0000- 6410		109.98	Uniform pant Bren	355330- 02 Clothing Allowance
01- 252- 000- 0000- 6410		61.19	Uniform shirt Dave	356846 Clothing Allowance
5756 KEEPRS, Inc		171.17	2 Transactions	
12777 Lammers Appliance Repair				

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
12777 Lammers Appliance Repair		Install new washer	2110	Services & Labor (Incl Contracts)
		1 Transactions		
13691 MEnD Correctional Care, PLLC		Healthcare services Oct 2017	2850	Medical Expenses & Supplies - Inmates
		Urine test kits	2902	Medical Expenses & Supplies - Inmates
13691 MEnD Correctional Care, PLLC		2 Transactions		
89765 Minnesota Elevator, Inc		Monthly service	723118	Services & Labor (Incl Contracts)
89765 Minnesota Elevator, Inc		1 Transactions		
3789 Pan-O-Gold Baking Company		Groceries	10002417271030	Groceries
		Groceries	10002417278029	Groceries
3789 Pan-O-Gold Baking Company		2 Transactions		
4070 Riley Auto Supply		Air handler belts	591767	Repair & Maintenance Supplies
4070 Riley Auto Supply		1 Transactions		
4681 Streichers		uniform pant D. Boldt	I1281926	Clothing Allowance
		uniform pant D. Boldt	I1282651	Clothing Allowance
4681 Streichers		2 Transactions		
4761 Sysco Minnesota Inc		Groceries	153169977	Groceries
		Groceries	153175102	Groceries
4761 Sysco Minnesota Inc		2 Transactions		
11608 Thrifty White Pharmacy- McGregor		September Prescriptions	52914536063080	Medical Expenses & Supplies - Inmates
11608 Thrifty White Pharmacy- McGregor		1 Transactions		
13934 Tire Barn		Oil change #2	40417	Car Maintenance
13934 Tire Barn		1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

Vendor No.	Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
	No. Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
252	<b>DEPT Total:</b>			22,249.51	<b>Corrections</b>	<b>18 Vendors</b>	<b>24 Transactions</b>
253	DEPT				Sentence to Serve		
	10452 <b>AT&amp;T Mobility</b>						
	01- 253- 000- 0000- 6250			34.99	Wireless	287258495419	Telephone
	<b>10452 AT&amp;T Mobility</b>			34.99		1 Transactions	
	7525 <b>Hometown Bldg Supply</b>						
	01- 253- 000- 0000- 6405			66.50	Treated lumber	3036	Operating Supplies
	01- 253- 000- 0000- 6405			54.95	Vent, diffuser	3060	Operating Supplies
	01- 253- 000- 0000- 6405			6.99	Duct tape	3077	Operating Supplies
	01- 253- 000- 0000- 6405			7.18	Cutting blades	3087	Operating Supplies
	01- 253- 000- 0000- 6405			27.19	AV snips, taupe neo	3096	Operating Supplies
	<b>7525 Hometown Bldg Supply</b>			162.81		5 Transactions	
	4010 <b>Rasley Oil Company</b>						
	01- 253- 000- 0000- 6511			268.71	Gas	AITCOSHERS	Gas And Oil
	<b>4010 Rasley Oil Company</b>			268.71		1 Transactions	
	13934 <b>Tire Barn</b>						
	01- 253- 000- 0000- 6302			127.98	Trailer tires STS	40360	Car Maintenance
	<b>13934 Tire Barn</b>			127.98		1 Transactions	
253	<b>DEPT Total:</b>			594.49	<b>Sentence to Serve</b>	<b>4 Vendors</b>	<b>8 Transactions</b>
254	DEPT				Enhanced 911 System		
	9373 <b>ESRI</b>						
	01- 254- 000- 0000- 6231			1,250.00	ArcGIS	93357962	Services, Labor, Contracts
					01/01/2018	12/31/2018	0
	<b>9373 ESRI</b>			1,250.00		1 Transactions	
254	<b>DEPT Total:</b>			1,250.00	<b>Enhanced 911 System</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
257	DEPT				Community Corrections		
	248 <b>Association of Mn Counties</b>						
	01- 257- 251- 0000- 6241			150.00	MACCAC Fall Conference	47858	Registration Fee
	<b>248 Association of Mn Counties</b>			150.00		1 Transactions	



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
		Amount			
5398 CDW Government, Inc					
01- 257- 000- 0000- 6342		91.37	Security Fobs Maintenance	KHM1532	Office Equipment Rental/Contracts
5398 CDW Government, Inc		91.37	1 Transactions		
4641 Holiday Credit Office					
01- 257- 251- 0000- 6335		42.65	Gas	1400000155373	Gas/Vehicle Fuel Charges
01- 257- 255- 0000- 6335		18.60	Gas	1400000155373	Gas/Vehicle Fuel Charges
01- 257- 258- 0000- 6335		27.48	Gas	1400000155373	Gas/Vehicle Fuel Charges
4641 Holiday Credit Office		88.73	3 Transactions		
14642 Leonhardt/Jacob					
01- 257- 251- 0000- 6330		66.12	Mileage MACPO Training	152@.435	Mileage
14642 Leonhardt/Jacob		66.12	1 Transactions		
13056 McKenzie/Jill					
01- 257- 022- 0000- 6406		14.37	Candy from Costco		Sobriety Crt Expenses
13056 McKenzie/Jill		14.37	1 Transactions		
11997 Minnesota Monitoring					
01- 257- 267- 0000- 6341		4,665.75	electronic home monitoring	4468	Equipment Rental
01- 257- 267- 0000- 6341		2,815.00	Electronic home monitoring	4566	Equipment Rental
11997 Minnesota Monitoring		7,480.75	2 Transactions		
9489 Redwood Toxicology Laboratory, Inc					
01- 257- 267- 0000- 6274		93.47	URINALYSIS TESTING	02239920179	Drug Testing Fee
9489 Redwood Toxicology Laboratory, Inc		93.47	1 Transactions		
86235 The Office Shop Inc					
01- 257- 000- 0000- 6405		185.26	Office supplies	294699- 0	Office Supplies
86235 The Office Shop Inc		185.26	1 Transactions		
6097 Verizon Wireless					
01- 257- 257- 0000- 6215		54.31	Cell phone	9793360129	Wireless Telephone Services
6097 Verizon Wireless		54.31	1 Transactions		
257 DEPT Total:		8,224.38	Community Corrections	9 Vendors	12 Transactions
390 DEPT			Environmental Health (FBL)		
4641 Holiday Credit Office					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01-390-000-0000-6511	69.77	FBL Gas	1400000135321	Gas And Oil
<b>4641 Holiday Credit Office</b>	<b>69.77</b>		<b>1 Transactions</b>	
86235 The Office Shop Inc				
01-390-000-0000-6405	3.89	Calendars	1033281-0	Office, Film, And Field Supplies
<b>86235 The Office Shop Inc</b>	<b>3.89</b>		<b>1 Transactions</b>	
<b>390 DEPT Total:</b>	<b>73.66</b>	<b>Environmental Health (FBL)</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
<b>391 DEPT</b>		<b>Solid Waste</b>		
3376 Minnesota Zoomobile				
01-391-036-0000-6416	915.00	EED programs at LLCC	6789	EED Expenses/Supplies
<b>3376 Minnesota Zoomobile</b>	<b>915.00</b>		<b>1 Transactions</b>	
86235 The Office Shop Inc				
01-391-000-0000-6405	23.78	Calendars	1033281-0	Office & Film Supplies
<b>86235 The Office Shop Inc</b>	<b>23.78</b>		<b>1 Transactions</b>	
<b>391 DEPT Total:</b>	<b>938.78</b>	<b>Solid Waste</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
<b>392 DEPT</b>		<b>Water Wells</b>		
12486 Leitinger/Michelle				
01-392-000-0000-6405	17.80	reimb.for sampling cups		Office & Film Supplies
<b>12486 Leitinger/Michelle</b>	<b>17.80</b>		<b>1 Transactions</b>	
12214 Shopko Store Operating Co. LLC				
01-392-000-0000-6405	26.10	isopropyl alcohol/swabs,	6243	Office & Film Supplies
<b>12214 Shopko Store Operating Co. LLC</b>	<b>26.10</b>		<b>1 Transactions</b>	
10501 Sigma- Aldrich RTC				
01-392-000-0000-6405	245.77	Microbiological PT- WS	542864677	Office & Film Supplies
01-392-000-0000-6405	69.32	PE1364- 20ML, Anions- 20ml	542865333	Office & Film Supplies
<b>10501 Sigma- Aldrich RTC</b>	<b>315.09</b>		<b>2 Transactions</b>	
13679 THOMAS SCIENTIFIC				
01-392-000-0000-6405	89.40	Whirl pack bags	1175747	Office & Film Supplies
<b>13679 THOMAS SCIENTIFIC</b>	<b>89.40</b>		<b>1 Transactions</b>	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
392	DEPT Total:		Water Wells	4 Vendors	5 Transactions
601	DEPT		Extension		
	89471 Aitkin Co 4- H Council				
	01- 601- 551- 0000- 5840	40.00	Plat bks- License ctr R#475	5568	4- H Plat Book Sales
	01- 601- 551- 0000- 5840	400.00	Plat bks- Recorder's R#476	5700- 5709	4- H Plat Book Sales
	89471 Aitkin Co 4- H Council	440.00		2 Transactions	
601	DEPT Total:	440.00	Extension	1 Vendors	2 Transactions
711	DEPT		Economic Development		
	89471 Aitkin Co 4- H Council				
	01- 711- 000- 0000- 6405	40.00	Plat Book	#5726	Office & Computer Supplies
	89471 Aitkin Co 4- H Council	40.00		1 Transactions	
	4641 Holiday Credit Office				
	01- 711- 000- 0000- 6511	13.27	Gas - Administration	1400000135194	Gas And Oil
	4641 Holiday Credit Office	13.27		1 Transactions	
711	DEPT Total:	53.27	Economic Development	2 Vendors	2 Transactions
1	Fund Total:	111,718.65	General Fund		214 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			Undesignated		
14650	Johnson/Donald 03-000-000-0000-5857		500.00	DEPOSIT REFUND		Culverts
14650	Johnson/Donald		500.00		1 Transactions	
7042	Vierkandt/Brian 03-000-000-0000-5857		500.00	DEPOSIT REFUND		Culverts
7042	Vierkandt/Brian		500.00		1 Transactions	
0	DEPT Total:		1,000.00	Undesignated	2 Vendors	2 Transactions
301	DEPT			R&B Administration		
13649	Aitkin Rental Center 03-301-000-0000-6296		60.00	ATV MEETING PROJECTOR		Meeting Expense/Physicals
13649	Aitkin Rental Center		60.00		1 Transactions	
89541	Culligan 03-301-000-0000-6400		50.75	WATER	434938	Supplies And Materials
	03-301-000-0000-6400		10.50	OCT EQUIP RENTAL	STMT	Supplies And Materials
89541	Culligan		61.25		2 Transactions	
2340	Hyytinen Hardware Hank 03-301-000-0000-6400		32.97	OFFICE SUPPLIES	1421179	Supplies And Materials
2340	Hyytinen Hardware Hank		32.97		1 Transactions	
86235	The Office Shop Inc 03-301-000-0000-6400		360.23	CONTRACT	294460-0	Supplies And Materials
86235	The Office Shop Inc		360.23		1 Transactions	
301	DEPT Total:		514.45	R&B Administration	4 Vendors	5 Transactions
302	DEPT			R&B Engineering/Construction		
2340	Hyytinen Hardware Hank 03-302-000-0000-6449		5.18	ENGINEERING SUPPLIES	1421179	Rd/Br Engr. Supplies
2340	Hyytinen Hardware Hank		5.18		1 Transactions	
302	DEPT Total:		5.18	R&B Engineering/Construction	1 Vendors	1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
303	DEPT		R&B Highway Maintenance		
50	Aitkin Body Shop, Inc				
	03-303-000-0000-6590		REPAIR PARTS	9256	Repair & Maintenance Supplies
	03-303-000-0000-6590	782.22	REPAIR LABOR	9256	Repair & Maintenance Supplies
	03-303-000-0000-6590	313.20	REPAIR PARTS	9265	Repair & Maintenance Supplies
	03-303-000-0000-6590	57.00	REPAIR LABOR	9265	Repair & Maintenance Supplies
	03-303-000-0000-6590	87.00			
50	Aitkin Body Shop, Inc	1,239.42			4 Transactions
195	Aitkin Tire Shop				
	03-303-000-0000-6590	80.00	REPAIR LABOR	0-057919	Repair & Maintenance Supplies
	03-303-000-0000-6590	60.00	REPAIR LABOR	0-057967	Repair & Maintenance Supplies
195	Aitkin Tire Shop	140.00			2 Transactions
10452	AT&T Mobility				
	03-303-000-0000-6254	34.99	PAUL'S IPAD SERVICE	287266104878X0	Utilities
10452	AT&T Mobility	34.99			1 Transactions
8674	Boyer Trucks				
	03-303-000-0000-6590	717.55	REPAIR PARTS	1181451	Repair & Maintenance Supplies
	03-303-000-0000-6590	825.39	REPAIR PARTS	186612R	Repair & Maintenance Supplies
8674	Boyer Trucks	1,542.94			2 Transactions
8048	Cemstone Products Co				
	03-303-000-0000-6524	4,566.48	SALT SAND	A6086476	Winter Sand
	03-303-000-0000-6524	3,343.27	SALT SAND	A6086552	Winter Sand
	03-303-000-0000-6524	5,752.82	SALT SAND	A6086928	Winter Sand
8048	Cemstone Products Co	13,662.57			3 Transactions
1491	Dutch's Electric, Inc				
	03-303-000-0000-6521	460.54	REPLACE LAMPS	25849	Maintenance Supplies
1491	Dutch's Electric, Inc	460.54			1 Transactions
11180	Fastenal Company				
	03-303-000-0000-6298	1,080.99	AITKIN SHOP SUPPLIES	MNBAX210181	Shop Maintenance
11180	Fastenal Company	1,080.99			1 Transactions
8622	Frontier				
	03-303-000-0000-6254	65.99	JACOBSON	218-752-6591	Utilities
	03-303-000-0000-6254	65.99	MCGREGOR	218-768-4481	Utilities

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	
				<u>On Behalf of Name</u>	
		65.99	PALISADE	218- 845- 2607	Utilities
		65.99	MCGRATH	320- 592- 3580	Utilities
<b>8622 Frontier</b>		<b>263.96</b>			4 Transactions
<b>13468 G &amp; K Services</b>					
03- 303- 000- 0000- 6298		21.37	SHOP LAUNDRY	6043883953	Shop Maintenance
03- 303- 000- 0000- 6298		111.57	SHOP LAUNDRY	6043889632	Shop Maintenance
<b>13468 G &amp; K Services</b>		<b>132.94</b>			2 Transactions
<b>1754 Garrison Disposal Company, Inc</b>					
03- 303- 000- 0000- 6254		80.73	SEPT MCGREGOR SHOP	28837	Utilities
03- 303- 000- 0000- 6254		102.00	ROAD CLEAN UP	660280	Utilities
03- 303- 000- 0000- 6254		54.00	ROAD CLEAN UP	662955	Utilities
<b>1754 Garrison Disposal Company, Inc</b>		<b>236.73</b>			3 Transactions
<b>1829 Goble's Sewer Service Inc.</b>					
03- 303- 000- 0000- 6298		160.00	PALISADE SHOP	6355	Shop Maintenance
<b>1829 Goble's Sewer Service Inc.</b>		<b>160.00</b>			1 Transactions
<b>4641 Holiday Credit Office</b>					
03- 303- 000- 0000- 6513		4.11-	REBATE		Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		25.04-	FEDERAL TAX ADJUSTMENT		Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		52.80	GASOLINE	0- 84549051	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		59.01	GASOLINE	0- 92950047	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		60.00	GASOLINE	101600051	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		60.01	GASOLINE	105659072	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		48.65	GASOLINE	125842088	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		47.00	GASOLINE	133244117	Motor Fuel & Lubricants
<b>4641 Holiday Credit Office</b>		<b>298.32</b>			8 Transactions
<b>2340 Hyytinen Hardware Hank</b>					
03- 303- 000- 0000- 6298		6.98	JACOBSON SHOP SUPPLIES	1419826	Shop Maintenance
03- 303- 000- 0000- 6298		8.69	AITKIN SHOP SUPPLIES	1420031	Shop Maintenance
03- 303- 000- 0000- 6298		16.48	AITKIN SHOP SUPPLIES	1421966	Shop Maintenance
03- 303- 000- 0000- 6298		23.96	PALISADE SHOP SUPPLIES	1422464	Shop Maintenance
03- 303- 000- 0000- 6298		8.58	AITKIN SHOP SUPPLIES	1423688	Shop Maintenance
<b>2340 Hyytinen Hardware Hank</b>		<b>64.69</b>			5 Transactions
<b>2763 J &amp; H Transfer Station- Lakes Sanitary</b>					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6254		OCTOBER - PALISADE	125737	Utilities
2763	J & H Transfer Station-Lakes Sanitary				1 Transactions
91187	Lake Country Power				
	03-303-000-0000-6254		AUG-SEPT JACOBSON SHOP	1400073000	Utilities
	03-303-000-0000-6254		AUG-SEPT CSAH 14	141979801	Utilities
	03-303-000-0000-6254		AUG-SEPT CSAH 6	141979901	Utilities
91187	Lake Country Power				3 Transactions
14038	Lube-Tech & Partners, LLC				
	03-303-000-0000-6298		MCGREGOR SHOP SUPPLIES	1032724	Shop Maintenance
	03-303-000-0000-6298		AITKIN SHOP SUPPLIES	1032725	Shop Maintenance
14038	Lube-Tech & Partners, LLC				2 Transactions
2941	M R Sign Co Inc				
	03-303-000-0000-6516		RESIDENT E-911 SIGNS	197744	Signs & Posts
2941	M R Sign Co Inc				1 Transactions
2991	Malmo Market				
	03-303-000-0000-6513		GASOLINE	35779	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE	38803	Motor Fuel & Lubricants
2991	Malmo Market				2 Transactions
10824	Maney International Inc				
	03-303-000-0000-6590		REPAIR PARTS	765101	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS	765162	Repair & Maintenance Supplies
10824	Maney International Inc				2 Transactions
3100	McGregor Oil				
	03-303-000-0000-6513		DISCOUNT		Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE	10752	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE	10753	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE	10754	Motor Fuel & Lubricants
	03-303-000-0000-6513		SWATARA DIESEL	10932	Motor Fuel & Lubricants
	03-303-000-0000-6513		PALISADE DIESEL	10934	Motor Fuel & Lubricants
	03-303-000-0000-6513		PALISADE DIESEL	11010	Motor Fuel & Lubricants
3100	McGregor Oil				7 Transactions
9692	Minnesota Energy Resources Corporation				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03-303-000-0000-6297	57.48	NAT GAS: AITKIN SHOP	SEPTEMBER	Shop Fuel
9692 Minnesota Energy Resources Corporation	57.48		1 Transactions	
10701 Northern Safety Technology Inc				
03-303-000-0000-6590	284.78	REPAIR PARTS	44550	Repair & Maintenance Supplies
10701 Northern Safety Technology Inc	284.78		1 Transactions	
14648 Northland Freightliner				
03-303-000-0000-6590	91.00	REPAIR LABOR	500788	Repair & Maintenance Supplies
03-303-000-0000-6590	2.22	REPAIR PARTS	500788	Repair & Maintenance Supplies
14648 Northland Freightliner	93.22		2 Transactions	
10720 Nuss Truck & Equipment				
03-303-000-0000-6590	184.65	REPAIR PARTS	3174246P	Repair & Maintenance Supplies
10720 Nuss Truck & Equipment	184.65		1 Transactions	
8537 Powerplan OIB				
03-303-000-0000-6590	90.37	FILTERS	1782936	Repair & Maintenance Supplies
8537 Powerplan OIB	90.37		1 Transactions	
4010 Rasley Oil Company				
03-303-000-0000-6513	51.11	GASOLINE	25309	Motor Fuel & Lubricants
03-303-000-0000-6513	9.23	GASOLINE	25310	Motor Fuel & Lubricants
03-303-000-0000-6513	39.84	GASOLINE	25393	Motor Fuel & Lubricants
03-303-000-0000-6513	65.65	GASOLINE	25401	Motor Fuel & Lubricants
03-303-000-0000-6513	51.96	GASOLINE	25406	Motor Fuel & Lubricants
03-303-000-0000-6513	44.26	GASOLINE	25420	Motor Fuel & Lubricants
03-303-000-0000-6513	49.10	GASOLINE	25449	Motor Fuel & Lubricants
03-303-000-0000-6513	73.39	GASOLINE	25467	Motor Fuel & Lubricants
03-303-000-0000-6513	41.69	GASOLINE	25487	Motor Fuel & Lubricants
03-303-000-0000-6513	48.17	GASOLINE	25508	Motor Fuel & Lubricants
03-303-000-0000-6513	28.07	GASOLINE	25535	Motor Fuel & Lubricants
03-303-000-0000-6513	73.85	GASOLINE	25548	Motor Fuel & Lubricants
03-303-000-0000-6513	55.58	GASOLINE	25668	Motor Fuel & Lubricants
03-303-000-0000-6513	63.21	GASOLINE	25688	Motor Fuel & Lubricants
03-303-000-0000-6513	43.54	GASOLINE	25707	Motor Fuel & Lubricants
03-303-000-0000-6513	57.44	GASOLINE	25741	Motor Fuel & Lubricants
03-303-000-0000-6513	33.76	GASOLINE	25751	Motor Fuel & Lubricants
03-303-000-0000-6513	36.20	GASOLINE	25774	Motor Fuel & Lubricants



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
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>
03-303-000-0000-6513		60.22	GASOLINE	25799	Motor Fuel & Lubricants
03-303-000-0000-6513		34.28	GASOLINE	25802	Motor Fuel & Lubricants
03-303-000-0000-6513		42.73	GASOLINE	25828	Motor Fuel & Lubricants
03-303-000-0000-6513		52.72	GASOLINE	25838	Motor Fuel & Lubricants
03-303-000-0000-6513		41.69	GASOLINE	25848	Motor Fuel & Lubricants
03-303-000-0000-6513		102.96	GASOLINE	25878	Motor Fuel & Lubricants
03-303-000-0000-6513		41.63	GASOLINE	25908	Motor Fuel & Lubricants
03-303-000-0000-6513		15.71	GASOLINE	25995	Motor Fuel & Lubricants
03-303-000-0000-6513		43.41	GASOLINE	26016	Motor Fuel & Lubricants
03-303-000-0000-6513		57.25	GASOLINE	26062	Motor Fuel & Lubricants
03-303-000-0000-6513		59.09	GASOLINE	26077	Motor Fuel & Lubricants
03-303-000-0000-6513		45.97	GASOLINE	26128	Motor Fuel & Lubricants
03-303-000-0000-6513		39.10	GASOLINE	26132	Motor Fuel & Lubricants
03-303-000-0000-6513		64.65	GASOLINE	26136	Motor Fuel & Lubricants
03-303-000-0000-6513		61.89	GASOLINE	26175	Motor Fuel & Lubricants
03-303-000-0000-6513		28.52	GASOLINE	26219	Motor Fuel & Lubricants
03-303-000-0000-6513		64.37	GASOLINE	26309	Motor Fuel & Lubricants
03-303-000-0000-6513		36.78	GASOLINE	26314	Motor Fuel & Lubricants
03-303-000-0000-6513		57.20	GASOLINE	26315	Motor Fuel & Lubricants
03-303-000-0000-6513		46.63	GASOLINE	26319	Motor Fuel & Lubricants
03-303-000-0000-6513		52.42	GASOLINE	26363	Motor Fuel & Lubricants
03-303-000-0000-6513		49.67	GASOLINE	26405	Motor Fuel & Lubricants
03-303-000-0000-6513		44.15	GASOLINE	26409	Motor Fuel & Lubricants
03-303-000-0000-6513		65.31	GASOLINE	26420	Motor Fuel & Lubricants
03-303-000-0000-6513		52.42	GASOLINE	26440	Motor Fuel & Lubricants
03-303-000-0000-6513		45.06	GASOLINE	26455	Motor Fuel & Lubricants
03-303-000-0000-6513		39.56	GASOLINE	26509	Motor Fuel & Lubricants
03-303-000-0000-6513		53.82	GASOLINE	26510	Motor Fuel & Lubricants
<b>4010 Rasley Oil Company</b>		<b>2,265.26</b>		<b>46 Transactions</b>	
<b>4070 Riley Auto Supply</b>					
03-303-000-0000-6590		135.49	REPAIR PARTS	590775	Repair & Maintenance Supplies
03-303-000-0000-6590		73.43	REPAIR PARTS	590834	Repair & Maintenance Supplies
03-303-000-0000-6590		37.99	REPAIR PARTS	590891	Repair & Maintenance Supplies
03-303-000-0000-6590		41.98	REPAIR PARTS	590916	Repair & Maintenance Supplies
03-303-000-0000-6590		7.99	REPAIR PARTS	590927	Repair & Maintenance Supplies
03-303-000-0000-6590		303.79	REPAIR PARTS	591117	Repair & Maintenance Supplies
03-303-000-0000-6590		49.98	REPAIR PARTS	591118	Repair & Maintenance Supplies
03-303-000-0000-6590		103.98	REPAIR PARTS	591223	Repair & Maintenance Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	
<u>On Behalf of Name</u>					
03-303-000-0000-6298		139.98	MCGREGOR SHOP SUPPLIES	591234	Shop Maintenance
03-303-000-0000-6590		216.95	REPAIR PARTS	591234	Repair & Maintenance Supplies
03-303-000-0000-6298		29.99	AITKIN SHOP SUPPLIES	591257	Shop Maintenance
03-303-000-0000-6298		59.97	AITKIN SHOP SUPPLIES	591260	Shop Maintenance
03-303-000-0000-6590		134.41	REPAIR PARTS	591332	Repair & Maintenance Supplies
03-303-000-0000-6590		23.48	REPAIR PARTS	591344	Repair & Maintenance Supplies
03-303-000-0000-6298		69.98	AITKIN SHOP SUPPLIES	591548	Shop Maintenance
<b>4070 Riley Auto Supply</b>		<b>1,429.39</b>			15 Transactions
<b>4711 Sunnys Citgo</b>					
03-303-000-0000-6513		45.52	GASOLINE	1014528	Motor Fuel & Lubricants
03-303-000-0000-6513		55.98	GASOLINE	1017839	Motor Fuel & Lubricants
<b>4711 Sunnys Citgo</b>		<b>101.50</b>			2 Transactions
<b>90805 Temco</b>					
03-303-000-0000-6590		175.03	REPAIR PARTS	21884	Repair & Maintenance Supplies
03-303-000-0000-6590		2,890.00	REPAIR LABOR	21884	Repair & Maintenance Supplies
<b>90805 Temco</b>		<b>3,065.03</b>			2 Transactions
<b>8364 Towmaster, Inc</b>					
03-303-000-0000-6590		288.27	REPAIR PARTS	396529	Repair & Maintenance Supplies
<b>8364 Towmaster, Inc</b>		<b>288.27</b>			1 Transactions
<b>10431 Verizon Business</b>					
03-303-000-0000-6254		17.91	SEPT- HWY OFFICE	4227948181709	Utilities
<b>10431 Verizon Business</b>		<b>17.91</b>			1 Transactions
<b>6097 Verizon Wireless</b>					
03-303-000-0000-6254		336.56	SEPT- DEPT CELL PHONES	9793750048	Utilities
<b>6097 Verizon Wireless</b>		<b>336.56</b>			1 Transactions
<b>8605 Wayne's Sanitation Llc</b>					
03-303-000-0000-6254		26.25	GARBAGE: MCGRATH	274519	Utilities
<b>8605 Wayne's Sanitation Llc</b>		<b>26.25</b>			1 Transactions
<b>5295 Ziegler Inc</b>					
03-303-000-0000-6590		310.08	AITKIN SHOP SUPPLIES	PC190070291	Repair & Maintenance Supplies
<b>5295 Ziegler Inc</b>		<b>310.08</b>			1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
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>
303	DEPT Total:		33,834.58	R&B Highway Maintenance	34 Vendors	131 Transactions
3	Fund Total:		35,354.21	Road & Bridge		139 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
5 Health & Human Services

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>
400 DEPT			Public Health Department	
5398 CDW Government, Inc 05- 400- 440- 0410- 6239		31.95	Security Fobs Maintenance	KHM1532 Software Fees/License Fees
5398 CDW Government, Inc		31.95	1 Transactions	
400 DEPT Total:		31.95	Public Health Department	1 Vendors 1 Transactions
420 DEPT			Income Maintenance	
5398 CDW Government, Inc 05- 420- 600- 4800- 6239		67.88	Security Fobs Maintenance	KHM1532 Software Fees/License Fees
5398 CDW Government, Inc		67.88	1 Transactions	
420 DEPT Total:		67.88	Income Maintenance	1 Vendors 1 Transactions
430 DEPT			Social Services	
5398 CDW Government, Inc 05- 430- 700- 4800- 6239		99.83	Security Fobs Maintenance	KHM1532 Software Fees/License Fees
5398 CDW Government, Inc		99.83	1 Transactions	
430 DEPT Total:		99.83	Social Services	1 Vendors 1 Transactions
5 Fund Total:		199.66	Health & Human Services	3 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
6 Debt Service

<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>
949	DEPT			Courthouse Addition		
14044	Boarman Kroos Vogel Group Inc					
	06- 949- 000- 0000- 6231		22,137.50	Design Development	44038	Services, Labor, Contracts
	06- 949- 000- 0000- 6231		141.18	Expenses	44038	Services, Labor, Contracts
14044	Boarman Kroos Vogel Group Inc		22,278.68	2 Transactions		
949	DEPT Total:		22,278.68	Courthouse Addition	1 Vendors	2 Transactions
6	Fund Total:		22,278.68	Debt Service		2 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
9 State

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
0	DEPT			Undesignated	
	4580 Mn Dept Of Finance				
	09- 000- 000- 0000- 2030		555.00	Sept.marriage license fees	State Fees, Assessments & Surcharges
	4580 Mn Dept Of Finance		555.00	1 Transactions	
0	DEPT Total:		555.00	Undesignated	1 Vendors 1 Transactions
9	Fund Total:		555.00	State	1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
10 Trust

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
900 DEPT				Timber Permit Bonds
5791 Sappi				
10- 900- 000- 0000- 2300		2,879.60	timbr bond refund R#3115	13778 Timber Permit Bonds
5791 Sappi		2,879.60	1 Transactions	
900 DEPT Total:		2,879.60	Timber Permit Bonds	1 Vendors 1 Transactions
921 DEPT				Co. Development
1958 Haasken/Daniel D.				
10- 921- 000- 0000- 6340		20.05	Meals/GIS Conference	Meals Reimbursed Non- Taxable
10- 921- 000- 0000- 6332		243.92	Hotel/GIS Conference	10/6/17 Hotel/Motel Lodging
10- 921- 000- 0000- 6330		105.27	Mileage/GIS Conference	242@.535 Transportation & Travel
1958 Haasken/Daniel D.		369.24	3 Transactions	
13602 Hughley/Josh				
10- 921- 000- 0000- 6231		270.00	remove 9 beaver	9@\$30.00 Services, Labor, Contracts
13602 Hughley/Josh		270.00	1 Transactions	
5889 USDA, APHIS, General				
10- 921- 000- 0000- 6231		6,494.50	Beaver Removal	3002528402 Services, Labor, Contracts
5889 USDA, APHIS, General		6,494.50	1 Transactions	
921 DEPT Total:		7,133.74	Co. Development	3 Vendors 5 Transactions
923 DEPT				Forfeited Tax Sales
10714 ACCT Incorporated				
10- 923- 000- 0000- 6231		593.00	asbestos inspection- Tamarack	105467 Services, Labor, Contracts
10714 ACCT Incorporated		593.00	1 Transactions	
50 Aitkin Body Shop, Inc				
10- 923- 000- 0000- 6590		327.00	tail light, bumper	9191 Repair & Maintenance Supplies
10- 923- 000- 0000- 6590		641.45	windshield	9224 Repair & Maintenance Supplies
50 Aitkin Body Shop, Inc		968.45	2 Transactions	
86222 Aitkin Independent Age				
10- 923- 000- 0000- 6230		1,181.25	tax forfeit land sale	1519 Printing, Publishing & Adv
10- 923- 000- 0000- 6230		1,181.25	tax forfeit land sale	1519 Printing, Publishing & Adv

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
10 Trust

<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>				
86222 Aitkin Independent Age		2,362.50	2 Transactions	
170 Aitkin Motor Company				
10- 923- 000- 0000- 6590		45.76	LOF	14965
10- 923- 000- 0000- 6590		134.83	TPMS Sensor	15091
10- 923- 000- 0000- 6590		188.29	mirror	15133
170 Aitkin Motor Company		368.88	3 Transactions	
195 Aitkin Tire Shop				
10- 923- 000- 0000- 6590		560.00	2 tires- includes labor	57928
195 Aitkin Tire Shop		560.00	1 Transactions	
10452 AT&T Mobility				
10- 923- 000- 0000- 6254		133.61	cell phone charges	287257204209
10452 AT&T Mobility		133.61	1 Transactions	
86467 Auto Value Aitkin				
10- 923- 000- 0000- 6590		146.00	battery	40107475
10- 923- 000- 0000- 6590		146.00	battery	40107475
10- 923- 000- 0000- 6590		54.00-	battery return credit	40107475
10- 923- 000- 0000- 6590		5.98	Oil	40107475
10- 923- 000- 0000- 6590		34.15	hydraulic fluid	40107673
10- 923- 000- 0000- 6590		15.99	brake fluid	40108070
10- 923- 000- 0000- 6590		8.49	diesel clean	40108070
10- 923- 000- 0000- 6590		326.69	oil, fuel adds, filter	40108371
86467 Auto Value Aitkin		629.30	8 Transactions	
91022 Courtemanche/Richard				
10- 923- 000- 0000- 6330		16.10	Mileage to LLCC	37@.535
91022 Courtemanche/Richard		16.10	1 Transactions	
88880 Datacomm Computers & Networks Inc				
10- 923- 000- 0000- 6405		88.00	computer memory for Rich	10046
10- 923- 000- 0000- 6405		1,050.00	computer for Beth	10047
88880 Datacomm Computers & Networks Inc		1,138.00	2 Transactions	
4641 Holiday Credit Office				
10- 923- 000- 0000- 6511		784.04	September Billing	1400000134961



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
10 Trust

<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>
4641 Holiday Credit Office		784.04			1 Transactions
2340 Hyytinen Hardware Hank					
10- 923- 000- 0000- 6590		1.19	Swatara, Key	1419339	Repair & Maintenance Supplies
10- 923- 000- 0000- 6590		7.99	car wash liquid	1424189	Repair & Maintenance Supplies
2340 Hyytinen Hardware Hank		9.18			2 Transactions
3100 McGregor Oil					
10- 923- 000- 0000- 6511		781.14	September Gas	AITKINLA	Gas And Oil
3100 McGregor Oil		781.14			1 Transactions
8436 Northland Parts					
10- 923- 000- 0000- 6590		25.84	antifreeze, oil	347770	Repair & Maintenance Supplies
8436 Northland Parts		25.84			1 Transactions
4010 Rasley Oil Company					
10- 923- 000- 0000- 6511		1,643.11	September Gas	AITCOL&PS	Gas And Oil
4010 Rasley Oil Company		1,643.11			1 Transactions
4070 Riley Auto Supply					
10- 923- 000- 0000- 6590		71.98	OIL	590932	Repair & Maintenance Supplies
10- 923- 000- 0000- 6590		27.93	HOSE SLEEVE	590932	Repair & Maintenance Supplies
10- 923- 000- 0000- 6590		21.00	BATTERY CABLE	590932	Repair & Maintenance Supplies
4070 Riley Auto Supply		120.91			3 Transactions
4711 Sunnys Citgo					
10- 923- 000- 0000- 6511		105.00	Fuel	1013641	Gas And Oil
10- 923- 000- 0000- 6511		110.01	Fuel	1014079	Gas And Oil
4711 Sunnys Citgo		215.01			2 Transactions
86235 The Office Shop Inc					
10- 923- 000- 0000- 6405		31.38	rechargeable batteries	1033094- 0	Office Supplies
10- 923- 000- 0000- 6405		32.22	dry erase markers	1033094- 0	Office Supplies
86235 The Office Shop Inc		63.60			2 Transactions
12788 Timmer Implement of Aitkin					
10- 923- 000- 0000- 6590		89.00	filters	IA11199	Repair & Maintenance Supplies
10- 923- 000- 0000- 6590		65.00	belt and pulley	IA11228	Repair & Maintenance Supplies
10- 923- 000- 0000- 6590		29.39	coupler	IA11283	Repair & Maintenance Supplies

# Aitkin County



DKB1  
10/16/17 1:43PM  
10 Trust

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
12788	Timmer Implement of Aitkin				
		183.39	3 Transactions		
13934	Tire Barn				
	10-923-000-0000-6590	936.53	LOF, Ujoint, lock hub actuator	40095	Repair & Maintenance Supplies
13934	Tire Barn		1 Transactions		
14653	Weston/Gary				
	10-923-000-0000-6820	71.00	refund overpay on repurchase		Refunds & Reimbursements
14653	Weston/Gary		1 Transactions		
923	DEPT Total:	11,603.59	Forfeited Tax Sales	20 Vendors	39 Transactions
10	Fund Total:	21,616.93	Trust		45 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
11 Forest Development

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
924	DEPT		Forest Resource		
10452	AT&T Mobility				
	11-924-000-0000-6250		71.25	cell phone charges	287257204209 Telephone
10452	AT&T Mobility		71.25		1 Transactions
438	Berntsen International Inc				
	11-924-000-0000-6406		488.82	plastic caps for surveying	187790 Field Supplies
438	Berntsen International Inc		488.82		1 Transactions
12526	Bixby/James				
	11-924-000-0000-6350		35.00	NRC Meeting	10/9/17 Per Diem
	11-924-000-0000-6330		36.38	NRC Mileage	68@.535 Transportation & Travel
12526	Bixby/James		71.38		2 Transactions
589	Blomberg/Judith				
	11-924-000-0000-6350		35.00	NRC Meeting	10/9/17 Per Diem
589	Blomberg/Judith		35.00		1 Transactions
2270	Hoppe/Russell Peter				
	11-924-000-0000-6350		35.00	NRC Meeting	10/9/17 Per Diem
	11-924-000-0000-6330		32.10	NRC Mileage	60@.535 Transportation & Travel
2270	Hoppe/Russell Peter		67.10		2 Transactions
2340	Hyytinen Hardware Hank				
	11-924-000-0000-6406		6.98	watch & calculator battery	1423673 Field Supplies
2340	Hyytinen Hardware Hank		6.98		1 Transactions
10890	Insley/Kevin				
	11-924-000-0000-6350		35.00	NRC Meeting	10/9/17 Per Diem
	11-924-000-0000-6330		20.33	NRC Mileage	38@.535 Transportation & Travel
10890	Insley/Kevin		55.33		2 Transactions
2448	Janzen/Carroll Mark				
	11-924-000-0000-6350		35.00	NRC Meeting	10/9/17 Per Diem
	11-924-000-0000-6330		29.96	NRC Mileage	56@.535 Transportation & Travel
2448	Janzen/Carroll Mark		64.96		2 Transactions
5759	Kitzrow/Donald				
	11-924-000-0000-6350		35.00	NRC Meeting	10/9/17 Per Diem

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
11 Forest Development

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
11- 924- 000- 0000- 6330		NRC Mileage	65.8@.535	Transportation & Travel
5759 Kitzrow/Donald		70.20		2 Transactions
5784 Lake/Robert				
11- 924- 000- 0000- 6350		NRC Meeting	10/9/17	Per Diem
11- 924- 000- 0000- 6330		NRC Mileage	28@.535	Transportation & Travel
5784 Lake/Robert		49.98		2 Transactions
12512 MARCUM/ROBERT				
11- 924- 000- 0000- 6350		NRC Meeting	10/9/17	Per Diem
11- 924- 000- 0000- 6330		NRC Mileage	48@.535	Transportation & Travel
12512 MARCUM/ROBERT		60.68		2 Transactions
10906 Shipp/Dale				
11- 924- 000- 0000- 6350		NRC Meeting	10/9/17	Per Diem
11- 924- 000- 0000- 6330		NRC Mileage	32@.535	Transportation & Travel
10906 Shipp/Dale		52.12		2 Transactions
86235 The Office Shop Inc				
11- 924- 000- 0000- 6405		ink	1032952- 0	Office Supplies
11- 924- 000- 0000- 6405		ink	1032953- 0	Office Supplies
86235 The Office Shop Inc		28.98		2 Transactions
4927 Turnock/Franklin Allen				
11- 924- 000- 0000- 6350		NRC Meeting	10/9/17	Per Diem
11- 924- 000- 0000- 6330		NRC Mileage	6@.535	Transportation & Travel
4927 Turnock/Franklin Allen		38.21		2 Transactions
10017 Tveit/Galen				
11- 924- 000- 0000- 6350		NRC Meeting	10/9/17	Per Diem
11- 924- 000- 0000- 6330		NRC Mileage	32@.535	Transportation & Travel
10017 Tveit/Galen		52.12		2 Transactions
6097 Verizon Wireless				
11- 924- 000- 0000- 6250		Sept cell phone service	580683827	Telephone
6097 Verizon Wireless		88.01		1 Transactions
13234 Western EcoSystems Technology, Inc.				
11- 924- 000- 0000- 6231		summer 2017 Bat Surveys	55844	Services, Labor, Contracts
		5,039.39		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
11 Forest Development

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<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>
13234 Western EcoSystems Technology, Inc.		5,039.39	1 Transactions	
924 DEPT Total:		6,340.51	Forest Resource	17 Vendors 28 Transactions
11 Fund Total:		6,340.51	Forest Development	28 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
12 Agency

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
1010	City Of Aitkin				
	12-000-000-0000-2280		Special Assessments balance	56-1-092800	Prepaid Property Taxes
	12-000-000-0000-2280		Spec.Asses.balance- #56981	56-1-170901	Prepaid Property Taxes
	12-000-000-0000-2280		Spec.Asses.balance- #56985	56-1-170901	Prepaid Property Taxes
1010	City Of Aitkin		18,721.78		3 Transactions
0	DEPT Total:		18,721.78	Undesignated	1 Vendors 3 Transactions
12	Fund Total:		18,721.78	Agency	3 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
19 Long Lake Conservation Co

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
521 DEPT		LLCC Administration		
12710 AdventureKEEN 19- 521- 000- 0000- 6400		Field guides, Journals	70377	Commissary Items
12710 AdventureKEEN		1 Transactions		
8622 Frontier 19- 521- 000- 0000- 6250		Service and Long Distance	2187684653	Telephone
8622 Frontier		1 Transactions		
13225 Graphics4Gear, LLC 19- 521- 000- 0000- 6400		Earrings for commissary	3529	Commissary Items
13225 Graphics4Gear, LLC		1 Transactions		
2763 J & H Transfer Station- Lakes Sanitary 19- 521- 000- 0000- 6255		October garbage service	125768	Garbage
2763 J & H Transfer Station- Lakes Sanitary		1 Transactions		
1652 Northland Fire Protection 19- 521- 000- 0000- 6231		Kitchen hood cleaning	3501	Services, Labor, Contracts
1652 Northland Fire Protection		1 Transactions		
4425 Shirts Plus 19- 521- 000- 0000- 6400		39 Logo T's	1271	Commissary Items
19- 521- 000- 0000- 6400		8 Hoodies	1271	Commissary Items
19- 521- 000- 0000- 6400		Screen charge	1271	Commissary Items
19- 521- 000- 0000- 6400		18 Tie- Dye T's	1271	Commissary Items
19- 521- 000- 0000- 6400		18 Wood Cookie Hoodies	1303	Commissary Items
4425 Shirts Plus		5 Transactions		
13446 Stuber- Benzie/Jessica 19- 521- 000- 0000- 6330		Mileage- Staff Training	303@.535	Transportation/Travel/Parking
13446 Stuber- Benzie/Jessica		1 Transactions		
86235 The Office Shop Inc 19- 521- 000- 0000- 6231		Copier Contract	294621- 0	Services, Labor, Contracts
86235 The Office Shop Inc		1 Transactions		
521 DEPT Total:		LLCC Administration	8 Vendors	12 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
19 Long Lake Conservation Co

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
523	DEPT		LLCC Food		
5662	McGregor Dairy, Inc				
	19- 523- 000- 0000- 6418		Groceries	27420	Groceries- Students
	19- 523- 000- 0000- 6418		Groceries	27450	Groceries- Students
5662	McGregor Dairy, Inc				
		494.16			2 Transactions
4761	Sysco Minnesota Inc				
	19- 523- 000- 0000- 6418		Groceries	153141315	Groceries- Students
	19- 523- 000- 0000- 6418		Groceries	153169978	Groceries- Students
	19- 523- 000- 0000- 6418		Groceries	153175104	Groceries- Students
4761	Sysco Minnesota Inc				
		1,678.97			3 Transactions
4968	Upper Lakes Foods, Inc				
	19- 523- 000- 0000- 6418		Refund- Yogurt	144013- 0A	Groceries- Students
	19- 523- 000- 0000- 6418		Groceries	145344- 00	Groceries- Students
	19- 523- 000- 0000- 6418		Groceries	148597- 00	Groceries- Students
	19- 523- 000- 0000- 6418		Groceries	149882- 00	Groceries- Students
	19- 523- 000- 0000- 6418		Groceries	153562- 00	Groceries- Students
4968	Upper Lakes Foods, Inc				
		2,796.14			5 Transactions
523	DEPT Total:	4,969.27	LLCC Food	3 Vendors	10 Transactions
524	DEPT		LLCC Maintenance		
13725	Beartooth True Value				
	19- 524- 000- 0000- 6422		(5) window screen repairs	R1036	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422		Softener Salt	R1036	Janitorial Services/Supplies
13725	Beartooth True Value				
		314.17			2 Transactions
88628	Dalco				
	19- 524- 000- 0000- 6422		1 case Toilet paper	3227242	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422		2 cases Paper towels	3228387	Janitorial Services/Supplies
88628	Dalco				
		74.54			2 Transactions
2340	Hyytinen Hardware Hank				
	19- 524- 000- 0000- 6422		Door handle	1418648	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422		pvc for curtains	1420837	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422		air freshener, drain cleaner	1421045	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422		Silicone, hardware	1421103	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422		paint for NSL shower rooms	1423396	Janitorial Services/Supplies



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
19 Long Lake Conservation C

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
19- 524- 000- 0000- 6422		light bulbs	1424040	Janitorial Services/Supplies
2340 Hyytinen Hardware Hank				
			6 Transactions	
3760 Palisade Cooperative Oil Assoc				
19- 524- 000- 0000- 6511		Fuel- 380410	LONGLAK	Gas And Oil
3760 Palisade Cooperative Oil Assoc			1 Transactions	
4010 Rasley Oil Company				
19- 524- 000- 0000- 6511		Fuel for van- 25762	LONG LAKE	Gas And Oil
4010 Rasley Oil Company			1 Transactions	
524 DEPT Total:		LLCC Maintenance	5 Vendors	12 Transactions
19 Fund Total:		Long Lake Conservation Center		34 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
10/16/17 1:43PM  
21 Parks

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		
10452	AT&T Mobility 21- 520- 000- 0000- 6250		44.53	cell phone charges	287257204209	Telephone
10452	AT&T Mobility		44.53		1 Transactions	
13725	Beartooth True Value 21- 520- 000- 0000- 6406		5.49	receiver pins	B47072	Field Supplies
	21- 520- 000- 0000- 6406		21.99	tie downs	B47072	Field Supplies
13725	Beartooth True Value		27.48		2 Transactions	
5845	Goble Portable Toilets 21- 520- 000- 0000- 6231		155.00	Round Lake Beach	19067	Services, Labor, Contracts
	21- 520- 000- 0000- 6231		120.00	Swatara ATV	19067	Services, Labor, Contracts
	21- 520- 000- 0000- 6231		155.00	Blind Lake ATV	19067	Services, Labor, Contracts
	21- 520- 000- 0000- 6231		230.00	Lone Lake Beach	19067	Services, Labor, Contracts
5845	Goble Portable Toilets		660.00		4 Transactions	
1829	Goble's Sewer Service Inc. 21- 520- 000- 0000- 6231		135.00	Aitkin- Pumping	6481	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.		135.00		1 Transactions	
2340	Hyytinen Hardware Hank 21- 520- 000- 0000- 6406		6.99	toilet brush	1419335	Field Supplies
	21- 520- 000- 0000- 6406		39.99	screws	1419504	Field Supplies
2340	Hyytinen Hardware Hank		46.98		2 Transactions	
2763	J & H Transfer Station- Lakes Sanitary 21- 520- 000- 0000- 6254		102.67	Berglund Park Garbage	125829	Utilities
2763	J & H Transfer Station- Lakes Sanitary		102.67		1 Transactions	
2991	Malmo Market 21- 520- 000- 0000- 6511		128.52	September gas bills	34727,36438	Gas And Oil
2991	Malmo Market		128.52		1 Transactions	
9692	Minnesota Energy Resources Corporation 21- 520- 000- 0000- 6254		46.22	sept.heating gas for shop	0502544561	Utilities
9692	Minnesota Energy Resources Corporation		46.22		1 Transactions	
14483	Norland Sanitary Services					

# Aitkin County



DKB1  
10/16/17 1:43PM  
21 Parks

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	21- 520- 000- 0000- 6231		Jacobson Dumpster	37451	Services, Labor, Contracts
14483	Norland Sanitary Services				
		90.00			
		90.00	1 Transactions		
520	DEPT Total:	1,281.40	Parks	9 Vendors	14 Transactions
21	Fund Total:	1,281.40	Parks		14 Transactions
	Final Total:	227,635.21	259 Vendors	483 Transactions	

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	111,718.65	General Fund
	3	35,354.21	Road & Bridge
	5	199.66	Health & Human Services
	6	22,278.68	Debt Service
	9	555.00	State
	10	21,616.93	Trust
	11	6,340.51	Forest Development
	12	18,721.78	Agency
	19	9,568.39	Long Lake Conservation Center
	21	1,281.40	Parks
<b>All Funds</b>		<b>227,635.21</b>	<b>Total</b>

Approved by, .....

.....

.....

2D

DKB1  
10/13/17 3:42PM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

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

September Sales + Use Tax

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
40 DEPT		Auditor		
89991 Bremer Bank				
01-040-000-0000-5840	0.13	Receipt Nbr 1406 09/28/2017		Misc Receipts
01-040-021-0000-5840	0.61	Receipt Nbr 1226 09/18/2017		Misc Receipts
01-040-021-0000-5840	0.64	Receipt Nbr 1226 09/18/2017		Misc Receipts
89991 Bremer Bank	1.38	3 Transactions		
40 DEPT Total:	1.38	Auditor	1 Vendors	3 Transactions
42 DEPT		Treasurer		
89991 Bremer Bank				
01-042-000-0000-5840	12.87	Receipt Nbr 4625 09/05/2017		Misc Receipts
01-042-000-0000-5840	0.13	Receipt Nbr 4633 09/08/2017		Misc Receipts
01-042-000-0000-5840	0.13	Receipt Nbr 4641 09/18/2017		Misc Receipts
01-042-000-0000-5840	0.13	Receipt Nbr 4641 09/18/2017		Misc Receipts
01-042-000-0000-5840	0.13	Receipt Nbr 4641 09/18/2017		Misc Receipts
01-042-000-0000-5840	0.13	Receipt Nbr 4641 09/18/2017		Misc Receipts
01-042-000-0000-5840	0.13	Receipt Nbr 4643 09/19/2017		Misc Receipts
01-042-000-0000-5840	0.13	Receipt Nbr 4644 09/19/2017		Misc Receipts
01-042-000-0000-5840	0.13	Receipt Nbr 4646 09/21/2017		Misc Receipts
01-042-000-0000-5840	0.77	Receipt Nbr 4648 09/22/2017		Misc Receipts
01-042-000-0000-5840	0.26	Receipt Nbr 4651 09/26/2017		Misc Receipts
01-042-000-0000-5840	0.13	Receipt Nbr 4651 09/26/2017		Misc Receipts
01-042-000-0000-5840	0.13	Receipt Nbr 4651 09/26/2017		Misc Receipts
89991 Bremer Bank	15.20	13 Transactions		
42 DEPT Total:	15.20	Treasurer	1 Vendors	13 Transactions
43 DEPT		Assessor		
89991 Bremer Bank				
01-043-000-0000-5840	0.26	Receipt Nbr 1037 09/05/2017		Misc Receipts
01-043-000-0000-5840	1.80	Receipt Nbr 1038 09/05/2017		Misc Receipts
01-043-000-0000-5840	0.26	Receipt Nbr 1039 09/18/2017		Misc Receipts
01-043-000-0000-5840	0.77	Receipt Nbr 1039 09/18/2017		Misc Receipts
01-043-000-0000-5840	0.06	Receipt Nbr 1039 09/18/2017		Misc Receipts
01-043-000-0000-5840	0.06	Receipt Nbr 1040 09/18/2017		Misc Receipts
01-043-000-0000-5840	0.26	Receipt Nbr 1040 09/18/2017		Misc Receipts

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
10/13/17 3:42PM  
1 General Fund

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		3.47	7 Transactions	
<b>43 DEPT Total:</b>		<b>3.47</b>	<b>Assessor</b>	<b>1 Vendors 7 Transactions</b>
90 DEPT			Attorney	
89991 Bremer Bank				
01-090-000-0000-5840		0.64	Receipt Nbr 1940 09/06/2017	Misc Receipts
01-090-000-0000-5840		0.64	Receipt Nbr 1941 09/06/2017	Misc Receipts
01-090-000-0000-5840		1.50	Receipt Nbr 1942 09/06/2017	Misc Receipts
01-090-000-0000-5840		0.64	Receipt Nbr 1943 09/11/2017	Misc Receipts
01-090-000-0000-5840		0.64	Receipt Nbr 1945 09/15/2017	Misc Receipts
01-090-000-0000-5840		3.86	Receipt Nbr 1946 09/15/2017	Misc Receipts
01-090-000-0000-5840		1.29	Receipt Nbr 1948 09/20/2017	Misc Receipts
01-090-000-0000-5840		0.64	Receipt Nbr 1949 09/20/2017	Misc Receipts
01-090-000-0000-5840		2.57	Receipt Nbr 1950 09/20/2017	Misc Receipts
01-090-000-0000-5840		1.29	Receipt Nbr 1951 09/22/2017	Misc Receipts
01-090-000-0000-5840		3.86	Receipt Nbr 1952 09/22/2017	Misc Receipts
89991 Bremer Bank		17.57	11 Transactions	
<b>90 DEPT Total:</b>		<b>17.57</b>	<b>Attorney</b>	<b>1 Vendors 11 Transactions</b>
100 DEPT			Recorder	
89991 Bremer Bank				
01-100-000-0000-6311		134.73	Sept.sales tax on copies	Sales Tax
01-100-000-0000-6312		0.27	sales tax adjustment	Sales Tax Adjustment
89991 Bremer Bank		135.00	2 Transactions	
<b>100 DEPT Total:</b>		<b>135.00</b>	<b>Recorder</b>	<b>1 Vendors 2 Transactions</b>
122 DEPT			Planning & Zoning	
89991 Bremer Bank				
01-122-000-0000-5840		1.61	Receipt Nbr 2089 09/15/2017	Misc Receipts
89991 Bremer Bank		1.61	1 Transactions	
<b>122 DEPT Total:</b>		<b>1.61</b>	<b>Planning &amp; Zoning</b>	<b>1 Vendors 1 Transactions</b>
252 DEPT			Corrections	
89991 Bremer Bank				

DKB1  
 10/13/17 3:42PM  
 1 General Fund

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
<u>Paid On Bhf #</u>				
01- 252- 252- 0000- 5872		182.92	Receipt Nbr 3294 09/26/2017	Phone Card Prisoner Welfare(Taxable)
01- 252- 252- 0000- 5885		42.73	Receipt Nbr 3279 09/12/2017	Commissary Sales Taxable
01- 252- 252- 0000- 5885		57.46	Receipt Nbr 3291 09/21/2017	Commissary Sales Taxable
01- 252- 252- 0000- 5885		17.45	Receipt Nbr 3294 09/26/2017	Commissary Sales Taxable
89991 Bremer Bank		300.56	4 Transactions	
252 DEPT Total:		300.56	Corrections	1 Vendors 4 Transactions
1 Fund Total:		474.79	General Fund	41 Transactions



# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<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>
0 DEPT		Undesignated		
89991 Bremer Bank				
03-000-000-0000-5855		1.93	Receipt Nbr 2078 09/07/2017	Charges- Individuals
03-000-000-0000-5855		5.79	Receipt Nbr 1009 09/08/2017	Charges- Individuals
03-000-000-0000-5855		3.44	Receipt Nbr 1009 09/08/2017	Charges- Individuals
03-000-000-0000-5855		1.93	Receipt Nbr 2089 09/15/2017	Charges- Individuals
03-000-000-0000-5855		1.93	Receipt Nbr 1010 09/15/2017	Charges- Individuals
03-000-000-0000-5855		1.93	Receipt Nbr 1010 09/15/2017	Charges- Individuals
03-000-000-0000-5855		0.13	Receipt Nbr 1010 09/15/2017	Charges- Individuals
03-000-000-0000-5855		0.39	Receipt Nbr 1011 09/18/2017	Charges- Individuals
03-000-000-0000-5855		3.44	Receipt Nbr 1012 09/22/2017	Charges- Individuals
03-000-000-0000-5855		1.93	Receipt Nbr 2104 09/28/2017	Charges- Individuals
03-000-000-0000-5855		1.93	Receipt Nbr 2106 09/28/2017	Charges- Individuals
03-000-000-0000-5855		1.93	Receipt Nbr 1013 09/29/2017	Charges- Individuals
03-000-000-0000-5855		0.13	Receipt Nbr 1013 09/29/2017	Charges- Individuals
03-000-000-0000-5857		15.23	Receipt Nbr 1012 09/22/2017	Culverts
03-000-000-0000-5857		16.65	Receipt Nbr 1013 09/29/2017	Culverts
89991 Bremer Bank		58.71	15 Transactions	
0 DEPT Total:		58.71	Undesignated	1 Vendors 15 Transactions
303 DEPT			R&B Highway Maintenance	
8410 Bremer Bank				
03-303-000-0000-6513		1,605.69	September Diesel Tax	Motor Fuel & Lubricants
8410 Bremer Bank		1,605.69	1 Transactions	
303 DEPT Total:		1,605.69	R&B Highway Maintenance	1 Vendors 1 Transactions
3 Fund Total:		1,664.40	Road & Bridge	16 Transactions

DKB1  
 10/13/17 3:42PM  
 9 State

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			Undesignated		
4580	Mn Dept Of Finance					
	09-000-000-0000-2022		120.00	September Birth		Birth/Death Surcharges
	09-000-000-0000-2022		344.00	September Death		Birth/Death Surcharges
	09-000-000-0000-2024		90.00	September Childrens		St Share Of Birth Cert.- Children
	09-000-000-0000-2031		12.00	September Torrens		Real Estate Assurance (Was 5874 And 627
	09-000-000-0000-2036		5,491.50	September State General Fund		Recording Surcharges (Was 5871 & 6281)
	09-000-000-0000-2036		300.00	Sept.State Gen.Fund Surcharge		Recording Surcharges (Was 5871 & 6281)
4580	Mn Dept Of Finance		6,357.50		6 Transactions	
3375	Mn Dept Of Health					
	09-000-000-0000-2027		1,360.00	September State Well		State Well Cert Fees (Was 5097 & 6203)
3375	Mn Dept Of Health		1,360.00		1 Transactions	
0	DEPT Total:		7,717.50	Undesignated	2 Vendors	7 Transactions
9	Fund Total:		7,717.50	State		7 Transactions

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



DKB1  
10/13/17 3:42PM  
10 Trust

Vendor No.	Name <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
921	DEPT			Co. Development		
	89991 Bremer Bank					
	10- 921- 000- 0000- 5840		3.22	Receipt Nbr 3212 09/12/2017		Misc Receipts
	10- 921- 000- 0000- 5840		12.28	Receipt Nbr 3218 09/14/2017		Misc Receipts
	10- 921- 000- 0000- 5840		9.13	Receipt Nbr 3223 09/25/2017		Misc Receipts
	10- 921- 000- 0000- 5840		0.93	Receipt Nbr 3223 09/25/2017		Misc Receipts
	89991 Bremer Bank		25.56	4 Transactions		
921	DEPT Total:		25.56	Co. Development	1 Vendors	4 Transactions
923	DEPT			Forfeited Tax Sales		
	89991 Bremer Bank					
	10- 923- 000- 0000- 6311		61.11	September gravel sales tax		Sales Tax
	89991 Bremer Bank		61.11	1 Transactions		
923	DEPT Total:		61.11	Forfeited Tax Sales	1 Vendors	1 Transactions
10	Fund Total:		86.67	Trust		5 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
 10/13/17 3:42PM  
 11 Forest Development

	<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>
925	DEPT			Reforestation	
	89991 Bremer Bank				
	11-925-000-0000-6312		0.11-	sales tax adjustment	Sales Tax Adjustment
	89991 Bremer Bank		0.11-	1 Transactions	
925	<b>DEPT Total:</b>		0.11-	<b>Reforestation</b>	<b>1 Vendors</b> <b>1 Transactions</b>
11	<b>Fund Total:</b>		0.11-	<b>Forest Development</b>	<b>1 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
 10/13/17 3:42PM  
 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 #</u> <u>On Behalf of Name</u>
521 DEPT			LLCC Administration	
89991 Bremer Bank				
19- 521- 000- 0000- 5885		2.89	Receipt Nbr 1524 09/14/2017	Commissary Sales Taxable
19- 521- 000- 0000- 5885		7.28	Receipt Nbr 1529 09/20/2017	Commissary Sales Taxable
19- 521- 000- 0000- 5885		64.06	Receipt Nbr 1532 09/28/2017	Commissary Sales Taxable
89991 Bremer Bank		74.23	3 Transactions	
521 DEPT Total:		74.23	LLCC Administration	1 Vendors 3 Transactions
19 Fund Total:		74.23	Long Lake Conservation Center	3 Transactions

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



DKB1  
10/13/17 3:42PM  
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>On Behalf of Name</u>
520 DEPT			Parks	
89991 <b>Bremer Bank</b>				
21-520-000-0000-5510		2.89	Receipt Nbr 3201 09/01/2017	Co. Parks Campground Fees
21-520-000-0000-5510		12.87	Receipt Nbr 3201 09/01/2017	Co. Parks Campground Fees
21-520-000-0000-5510		0.32	Receipt Nbr 3201 09/01/2017	Co. Parks Campground Fees
21-520-000-0000-5510		1.99	Receipt Nbr 3201 09/01/2017	Co. Parks Campground Fees
21-520-000-0000-5510		18.65	Receipt Nbr 3201 09/01/2017	Co. Parks Campground Fees
21-520-000-0000-5510		1.93	Receipt Nbr 3203 09/05/2017	Co. Parks Campground Fees
21-520-000-0000-5510		1.29	Receipt Nbr 3204 09/05/2017	Co. Parks Campground Fees
21-520-000-0000-5510		10.61	Receipt Nbr 3206 09/06/2017	Co. Parks Campground Fees
21-520-000-0000-5510		0.64	Receipt Nbr 3206 09/06/2017	Co. Parks Campground Fees
21-520-000-0000-5510		10.29	Receipt Nbr 3206 09/06/2017	Co. Parks Campground Fees
21-520-000-0000-5510		7.59	Receipt Nbr 3206 09/06/2017	Co. Parks Campground Fees
21-520-000-0000-5510		19.30	Receipt Nbr 3206 09/06/2017	Co. Parks Campground Fees
21-520-000-0000-5510		5.52	Receipt Nbr 3206 09/06/2017	Co. Parks Campground Fees
21-520-000-0000-5510		1.29	Receipt Nbr 3209 09/07/2017	Co. Parks Campground Fees
21-520-000-0000-5510		2.57	Receipt Nbr 3211 09/11/2017	Co. Parks Campground Fees
21-520-000-0000-5510		2.57	Receipt Nbr 3213 09/12/2017	Co. Parks Campground Fees
21-520-000-0000-5510		5.79	Receipt Nbr 3213 09/12/2017	Co. Parks Campground Fees
21-520-000-0000-5510		7.72	Receipt Nbr 3213 09/12/2017	Co. Parks Campground Fees
21-520-000-0000-5510		1.93	Receipt Nbr 3214 09/12/2017	Co. Parks Campground Fees
21-520-000-0000-5510		3.86	Receipt Nbr 3219 09/15/2017	Co. Parks Campground Fees
21-520-000-0000-5510		0.84	Receipt Nbr 3219 09/15/2017	Co. Parks Campground Fees
21-520-000-0000-5510		1.93	Receipt Nbr 3219 09/15/2017	Co. Parks Campground Fees
21-520-000-0000-5510		2.83	Receipt Nbr 3219 09/15/2017	Co. Parks Campground Fees
21-520-000-0000-5510		21.23	Receipt Nbr 3219 09/15/2017	Co. Parks Campground Fees
21-520-000-0000-5510		1.29	Receipt Nbr 3220 09/15/2017	Co. Parks Campground Fees
21-520-000-0000-5510		1.29	Receipt Nbr 3221 09/25/2017	Co. Parks Campground Fees
21-520-000-0000-5510		3.86	Receipt Nbr 3221 09/25/2017	Co. Parks Campground Fees
21-520-000-0000-5510		3.54	Receipt Nbr 3221 09/25/2017	Co. Parks Campground Fees
21-520-000-0000-5510		1.29	Receipt Nbr 3221 09/25/2017	Co. Parks Campground Fees
21-520-000-0000-5510		1.93	Receipt Nbr 3222 09/25/2017	Co. Parks Campground Fees
21-520-000-0000-5510		5.15	Receipt Nbr 3222 09/25/2017	Co. Parks Campground Fees
21-520-000-0000-5510		0.03	Receipt Nbr 3222 09/25/2017	Co. Parks Campground Fees
21-520-000-0000-5510		2.89	Receipt Nbr 3222 09/25/2017	Co. Parks Campground Fees
21-520-000-0000-5510		2.89	Receipt Nbr 3222 09/25/2017	Co. Parks Campground Fees
21-520-000-0000-5510		1.29	Receipt Nbr 3222 09/25/2017	Co. Parks Campground Fees
21-520-000-0000-5510		1.93	Receipt Nbr 3227 09/29/2017	Co. Parks Campground Fees
21-520-000-0000-6231		8.25	Warr Nbr 72151 09/08/2017	Services, Labor, Contracts

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
10/13/17 3:42PM  
21 Parks

<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>				
21- 520- 000- 0000- 6406		11.89	Warr Nbr 72229 09/22/2017	Field Supplies
21- 520- 000- 0000- 6406		13.03	Warr Nbr 72259 09/22/2017	Field Supplies
21- 520- 000- 0000- 6590		26.41	Warr Nbr 72260 09/22/2017	Repair & Maintenance Supplies
21- 520- 000- 0000- 6590		0.38	Warr Nbr 72260 09/22/2017	Repair & Maintenance Supplies
21- 520- 000- 0000- 5510		1.00-	sales tax overpay- R#3221	Co. Parks Campground Fees
<b>89991 Bremer Bank</b>		<b>225.71</b>	<b>42 Transactions</b>	
<b>520 DEPT Total:</b>		<b>225.71</b>	<b>Parks</b>	<b>42 Transactions</b>
			<b>1 Vendors</b>	
<b>21 Fund Total:</b>		<b>225.71</b>	<b>Parks</b>	<b>42 Transactions</b>
<b>Final Total:</b>		<b>10,243.19</b>	<b>16 Vendors</b>	<b>115 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	474.79	General Fund
3	1,664.40	Road & Bridge
9	7,717.50	State
10	86.67	Trust
11	-0.11	Forest Development
19	74.23	Long Lake Conservation Center
21	225.71	Parks
<b>All Funds</b>	<b>10,243.19</b>	<b>Total</b>

Approved by, .....

.....

.....





# Board of County Commissioners Agenda Request

2E  
Agenda Item #

**Requested Meeting Date:** October 24, 2017

**Title of Item:** County Administrator's Performance Evaluation Summary

<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> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  On October 10, 2017 the County Board held a closed session to evaluation the performance of County Administrator Jessica Seibert. The Board rated Ms. Seibert's performance as "success".		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve statement regarding performance evaluation of Jessica Seibert, County Administrator.		
<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      Please Explain:		



# Board of County Commissioners Agenda Request

2F  
Agenda Item #

Requested Meeting Date: 10/24/2017

Title of Item: STS Donation

<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> Sheriff Scott Turner	<b>Department:</b> Sheriff's Office
--	--

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

**Summary of Issue:**

In appreciation for their assistance during the Lions Corn Feed, the McGregor Area Lions Club has made a generous donation of \$2,000 to the Aitkin County STS Program.

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

**Recommended Action/Motion:**  
Accept donation.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*



# Board of County Commissioners Agenda Request

29  
Agenda Item #

**Requested Meeting Date:** October 24, 2017

**Title of Item:** DAV Mobile Office

<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> Penny Harms	<b>Department:</b> Veterans Services
-------------------------------------	---

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

**Summary of Issue:**  
The DAV National Service Officers will bring their Mobile Office to Aitkin on November 1, 2017 from 8:00 AM - 3:30 PM.  
Please allow the DAV to park the Mobile Office in the west parking lot.

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

**Recommended Action/Motion:**  
Approve above request.

**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

24  
Agenda Item #

**Requested Meeting Date:** 10-24-17

**Title of Item:** Authorization to Sell Excess Materials/Equipment

<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> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> NA		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b> An old drill press and one 72" x42' corrugated metal culvert have been identified for public auction.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Authorize sale of previously listed material/equipment.		
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 100px;">Please Explain:</span>		



# Board of County Commissioners Agenda Request

<span style="font-size: 2em; font-family: cursive;">21</span> Agenda Item #
--

**Requested Meeting Date:** October 24, 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)	<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> 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>  Temporary 3.2% Malt Liquor License		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>  Attached proposed Motion		
<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>		

For: County Board of October 24, 2017

Motion by Commissioner X, seconded by Commissioner X and carried, all members voting yes to approve the following Temporary On Sale **3.2 Malt Liquor License** for November 10, 2017.

**ON Sale:**

Jacobson Community Volunteer Fire Dept, d/b/a **Jacobson Volunteer Fire Dept** – Ball Bluff Township



# Board of County Commissioners Agenda Request

25  
Agenda Item #

**Requested Meeting Date:** 10-24-17

**Title of Item:** Final Contract Payment - Contract No. 20152

<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	<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> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> NA		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b> <p>Authorization by the following resolution is requested to make final payment to Central Specialties, Alexandria, MN in the amount of \$117,132.94 for this contract, which included tree clearing, bituminous mill and overlay, guardrail improvements, and shoulder widening work in guardrail areas, all on County Highway 28 from US Hwy 169 to TH 210.</p> <p>The final contract amount of \$2,342,658.73 is approximately 10.3% higher than the bid amount of \$2,124,193.72. The increased cost was primarily due to increased quantities of bituminous pavement needed for rut filling and crown restoration, common borrow for slope widening, and incentive payments for ride and density. In addition, nearly \$25,000 of drainage improvements on US Hwy 169 was conducted through this contract and paid by MnDOT.</p> <p>Resolution:          WHEREAS, Contract No. 20152 has in all been completed, and the County Board being fully advised in the premises.</p> <p>NOW THEN BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Central Specialties in the amount of \$117,132.94.</p>		
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 117,132.94 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request

2K  
Agenda Item #

Requested Meeting Date: 10-24-17

Title of Item: Local Road Improvement Program

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> NA		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b> Earlier this year, the state legislature made \$25.3 million available for a statewide solicitation for the Local Road Improvement Program. MnDOT is now soliciting projects to be funding through this program, with a submittal deadline of November 3, 2017. The attached resolution is needed as part of the grant application.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt resolution.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



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

ADOPTED October 24, 2017

By Commissioner: XX

20171010-0XX

Local Road Improvement Program

**WHEREAS**, approximately \$25,300,000 of bond funds were appropriated to the Local Road Improvement Program by the Minnesota Legislature during the 2017 legislative session for a statewide solicitation to fund projects in the Routes of Regional Significance Account, the Rural Road Safety Account, or the Trunk Highway Account

**and, WHEREAS**, grant applications are currently being solicited by the Minnesota Department of Transportation for eligible local projects

**and, WHEREAS**, S.A.P. 01-612-021 is an eligible local project on Aitkin County State Aid Highway No. 12 that is currently seeking funding for construction during the 2018 construction season.

**NOW THEREFORE BE IT RESOLVED**, that Aitkin County hereby supports the submission of S.A.P. 01-612-021 for consideration for 2017 Local Road Improvement Program funding.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, 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 24<sup>th</sup> day of October 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24<sup>th</sup> day of October 2017

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



# Board of County Commissioners Agenda Request

3A  
Agenda Item #

Requested Meeting Date: 10/24/2017

Title of Item: Personnel Committee Recommendations

<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) <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> Bobbie Danielson <i>Bobbie Danielson</i>		<b>Department:</b> Administration/HR
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> 10-15 mins
<b>Summary of Issue:</b> The Personnel Committee met on October 10, 2017, and recommends the following:  *Authorize new full-time Office Support Specialist position in HHS. Funds are in the budget. This position replaces a previously budgeted PHN position. See attached.  *Thanks and recognition of employee Veterans at next board meeting.  *Restructure in the Sheriff's Office (Jail) to provide a full-time Jail Program Coordinator, utilizing existing STS staff.  *Minnesota Life response attached related to our request to extend the \$200k Guarantee Issue to all staff. Will discuss.  *Informational only. Individualized performance evaluation forms will be distributed to the Leadership Team in October, for the review period of January 1, 2017 - December 31, 2017. Leadership Team is requested to have 100% completion/return rate by April 1, 2018 (amended from March).  *Informational only. The Safety Committee will be requested to meet monthly, instead of quarterly, in 2018.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion(s) to create a new OSS position in HHS effective 10/24/2017, invite employee Veterans to next board meeting, restructure in the Sheriff's Office to provide a full-time Jail Program position by 1/1/2018, and to accept Minnesota Life's bid effective 1/1/2018 w/GI as described in attachment.		
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">Please Explain:</span>		

---

# Memorandum

To: Aitkin County Personnel Committee

From: Cynthia Bennett, HHS Director

CC: Jessica Seibert, Aitkin County Administrator

## Introduction and history:

Approved in the 2017 budget is a new Public Health Nurse (PHN) position. Although at the time the rationale for this position was sound, there have been some programmatic changes and shifts in workloads that have led the team to re-evaluate whether this position is necessary. In addition, it has come to our attention that there are other agency functions that are not completed in a timely manner due to lack of support. Employees in the Case Aide (CA) positions are currently being pulled to work out of their scope to assist with coverage in the Office Support Specialist (OSS) area. This might not sound problematic yet the duties conducted by the CA positions are support functions that relate specifically to this agency's ability to collect reimbursement for various tasks completed.

To assure that the needs of the agency are managed in the most efficient manner a Process for Perfection (P4P) was conducted to determine where the gaps existed and discover solutions to eliminate waste and improve workflows. P4P is a *Lean* or *Kaizen* process that is basically an operational excellence strategy that enables you to change for the better. *Kaizen* means incremental improvements.

As part of that process, we looked at all Office Support Staff (OSS) and Case Aide (CA) positions and duties assigned to each person, what was necessary work, who would best do that work, and then developed guidelines for standardized workflows that will increase efficiency. We meticulously looked at how duties might be shifted to help provide coverage upfront with the OSS duties, evaluated whether or not current staff members are managing their time effectively, tried to find creative solutions that did not require an additional position, however, could not find an appropriate solution that would allow for all the work to be completed.

Historically there were 4 OSS positions in the front office area within the agency. 2 positions were moved into a Case Aide (CA) level to maximize billing potential. At the time it was thought that there would be no need for backfilling the 2 OSS positions that were now left vacant. However, this didn't prove sound and the CAs over the past few years have been spending their time backing up the OSS VS tending to the tasks that are assigned to the CA position. If the CAs do not provide assistance with coverage, we do not have enough staff to adequately cover incoming phone calls, the front desk window and other office support duties such as case filing, scanning documents, closing cases, etc. And, when the CAs are doing OSS work it negatively impacts and restricts our ability to generate revenues.

This P4P process has also brought to light other necessary duties to allowed CAs to be doing work in the program area that they are assigned. For instance, a social services case aide would no longer be completing tasks for financial services they would be focused on Social Service. The last very positive outcome from this process with the addition of an OSS staff is that it will allow additional CA tasks to be added to the CA workflows that the agency has not been able to provide in the past. This shift in duties would allow for possible hits on the random time study that would increase revenue reimbursements from the state.

As an end result, we determined that an additional OSS position would allow for maximum use of time for all positions assuring we are drawing down the most revenue possible. Options for part time and temporary positions were considered. The limited time frame that a temporary position allows and the limited hours a part time employee works will not adequately cover our needs as the concerns being addressed by this position are an ongoing issue.

**Request:**

Our request is to increase our OSS staff by one full time, permanent person instead of filling the full time permanent position of PHN. This position will report to Jessica Schultz and we would like to fill this position immediately.

**Additional Information:**

This position would replace the PHN position currently in the budget. We did experience a cost saving in this line item as this position has not been filled in 2017 as budgeted. The cost of an OSS position is significantly lower than the cost of a PHN position so there will be a budgetary savings on going as well.

Cost estimates (desired starting wage, PERA, taxes, benefits). Estimates showing Grade 2, Step B start rate. 2 months in 2017 and 12 months in 2018 are shown below. [FT OSS: 2017 \$8611,41 and 2018 \$53,004.04]

FUND NO.	DEPT NO.	LAST NAME	FIRST NAME	JOB TITLE	2017 HOURLY RATE	GRADE	STEP	2018 HOURLY RATE (EST)	2018 LUMP SUM (Or LLC Lodging)	HOURS ESTIMATED IN 2018	2018 ESTIMATE (WAGES + LUMP SUM) DOES NOT INCLUDE OT	PERA	SOCIAL SECURITY (6.2%)	MEDICARE (1.45%)	2018 HEALTH INSURANCE ESTIMATE (5% INCREASE)	2018 LIFE INSURANCE ESTIMATE (5% INCREASE)	2018 LTD CE	2018 HSA CONTRIBUTION	TOTAL EST 2018 SAL/WAGES & BENEFITS	PAYSCALE TO USE
----------	----------	-----------	------------	-----------	------------------	-------	------	------------------------	--------------------------------	-------------------------	--	------	------------------------	------------------	--	--	-------------	-----------------------	-------------------------------------	-----------------

2 months in 2017, 12 months in 2018:

5 (2017)	HHS	NEW		POSITION OSS	\$ 14.46	2	B	\$ -	346.6667	\$ 5,012.80	\$ 375.96	\$ 310.79	\$ 72.69	\$ 2,285.64	\$ 10.20	\$ -	\$ 543.33	\$ 8,611.41	Afscme HHS	
5 (2018)	HHS	NEW		POSITION OSS	\$ 14.46	2	C	\$ 14.88	=	2080	\$ 30,949.03	\$ 2,321.18	\$ 1,918.84	\$ 448.76	\$ 14,045.04	\$ 61.20	\$ -	\$ 3,260.00	\$ 53,004.04	Afscme HHS

There is no direct revenue reimbursement for this position, however, indirectly this will impact the ability to draw dollars down for reimbursement of particular administrative tasks conducted by CAs and Social Workers/Public Health Nurses.

Thank you for your consideration and support.



## *Position Description*

# OFFICE SUPPORT SPECIALIST

**Department** Health and Human Services Department  
**Grade** Grade 2  
**Reports to** Assigned Supervisor  
**FLSA Status** Non-exempt  
**Union Status** AFSCME HHS Unit

### **Final Appointing Authority**

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

### **Job Summary**

To perform moderately difficult office support assignments requiring knowledge of agency programs, procedures and practices, and to serve as liaison between the general public and agency staff.

### **Supervision Received**

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies.

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

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

1. Provides courteous, high quality service to the public by asking questions to determine client needs and then directing clients to the appropriate staff member, department or meeting or by diffusing and redirecting belligerent clients before hostility escalates.
2. Greets and assists clients in proper completion of forms and applications based on knowledge of agency programs, policies and procedures, and gathers personal medical identification numbers and electronic benefit transfer cards after identity verification.
3. Communicates information to the public or interdepartmental representatives in situations where good judgment and correct interpretation of departmental policies and regulations are required.
4. Photocopies reports, forms, correspondence, and other agency documents.
5. Operates multi line telephones, directing calls, taking accurate messages, and providing agency program information and community resource information to callers.
6. Sorts, screens, prioritizes and distributes incoming mail, interagency correspondence and court documents and collects, prepares and delivers outgoing mail in a timely manner.



## ***Position Description***

7. Composes, types, and edits correspondence, memos, forms, reports, and other documents from rough drafts or dictation, proofing for accuracy, completeness, and compliance with applicable regulations using knowledge of procedures to determine the correct format.
8. Creates and maintains filing system, performs data entry, and maintains computer database files.
9. Sorts, files, purges and scans agency records and case files in accordance with state and federal mandates and agency procedures. Pulls files for other staff upon request.
10. Operates all office equipment: computers, typewriters, dictation system, scanning system, calculators, photocopiers, fax machines, postage machines, laminators, and multi-phone lines.
11. Troubleshoots staff problems and issues with computer programs, equipment, and agency policy/procedures.
12. Takes meeting minutes and prepares and enters statistical data such as charts, tables, and graphs from written, typed or verbal instructions.
13. Creates newsletters, brochures, and other printed materials using desktop publishing software.
14. Assembles informational packets, ordering and updating forms and brochures for all divisions, maintaining adequate inventory.
15. Attends training and meetings as needed.
16. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Must be eligible for appointment by the MN Merit System.

Administrative Support Diploma or college coursework in administrative support applications, business English, business communications, typing, Microsoft Office software, or closely related field, plus one or more years of general clerical experience.

Valid Minnesota driver's license or access to reliable transportation for infrequent travel that may be required for off-site training or other job-related activities. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Must have the ability to focus and work productively despite frequent interruptions.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Business English, spelling, grammar and punctuation.
4. Basic math.
5. Agency programs, procedures and policies.
6. General office practices and equipment.
7. Special computer software.
8. Record keeping systems in order to maintain administrative and fiscal data and to prepare reports.



## ***Position Description***

9. Other community resources sufficient to be able to refer clients when needed.
10. County customer service objectives and strategies.
11. Proper telephone technique, office and online etiquette.
12. Current technology and trends in the clerical field.

### **Skill in:**

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing correspondence, preparing a quality product in a timely fashion and in a wide variety of typing layouts and formats.
3. Accessing and utilizing data from a computerized record keeping system.
4. Communicating effectively with a wide variety of individuals representing diverse cultures and backgrounds and to function calmly in challenging situations that require a high degree of sensitivity, tact and diplomacy.
5. Typing skill sufficient to complete 35 net words per minute without errors.

### **Ability to:**

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Operate a variety of office machines.
3. Understand and apply oral and written instructions.
4. Organize and prioritize one's own work.
5. Use human relations skills to positively interact with and to work constructively with clients and other employees.
6. Do sustained typing accurately at a satisfactory rate of speed.
7. Maintain the confidentiality of non-public information according to laws, rules and policies.
8. Organize information into written documents and reports.
9. Multi-task and prioritize client needs to ensure a smooth work flow to rest of staff.
10. Select appropriate financial worker by determining type of income and household size through direct questioning or retrieving information from the database.
11. Communicate effectively, both orally and in writing.
12. Assess the client's immediate needs and ensure client's receipt of needed services and to exercise appropriate judgment in answering questions and releasing information and to analyze and project consequences of decisions and/or recommendations.

### **Language Skills**

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.



## ***Position Description***

### **Mathematical Skills**

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

### **Reasoning Skills**

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

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using assigned software which may include:

County Payroll Software E-time, Webfusion, Microsoft Word, Excel, Outlook, Access, Publisher, MAXIS, MMIS, SSIS, EDocs, PHAT, MEC2, SIR, PRISM, CATCH3, HuBERT, Application Extender (Scanning system), Internet and other job-related software.

### **Ability to Travel**

Infrequent travel may be required for trainings and meetings in and out of Aitkin County.

For the Public Health Office Support Specialist, travel is required to various WIC clinics and immunization and flu clinics throughout Aitkin County.

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is usually moderate. Work is performed in an office setting with noise and activity. Requires the ability to be flexible and tolerate numerous interruptions while maintaining a pleasant, personable demeanor.





## **Position Description**

### **Equipment and Tools**

Computer, copier, fax, telephone system, printer, 10-key calculator, shredder, scanner, laminator, emergency weather-alert radios, and other job-related equipment.

County-owned vehicles and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry boxes and children weighing up to 50 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

### **Disclaimer**

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

### **Reasonable Accommodation Notice**

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

05/13/2014

---

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

## Melissa Woitalla

---

**To:** Bobbie Danielson  
**Subject:** RE: Agenda attachment - MN Life item

---

**From:** Pals, Amy L. [<mailto:APals@ochsinc.com>]  
**Sent:** Monday, October 02, 2017 4:45 PM  
**To:** Bobbie Danielson  
**Subject:** RE: [External] bids accepted by Aitkin County Board

Bobbie –

After conversations with Minnesota Life, here is what they are willing to offer to the County:

1. For those employees currently at \$100,000 of Voluntary Life Insurance, they would have an one time opportunity this fall to increase to the \$200,000 without EOI (medical questions). (Please note: this offer is for those EE's as long as they never applied for more than \$100,000 and were denied because of medical issues)
2. As you mentioned, the last time an RFP was done, MN Life allowed all employees and spouses to come enroll without EOI
  - a. Here is the verbiage from that 2013 flyer: **For a limited time employees will have the opportunity to enroll for the first time or increase their voluntary life insurance for themselves and their spouses without providing evidence of insurability. Be sure to take advantage of this one-time, Guaranteed Issue enrollment opportunity because enrolling for voluntary life insurance at any other time will require proof of good health. Life insurance includes Accidental Death & Dismemberment. It is not necessary to purchase employee life to be eligible for additional spouse life coverage.**
3. MN Life feels that the best practice is to allow those who took action in 2013, be allowed to increase again, without any medical questions; however, if EE's did not participate then the only reason they would want to come in now is because of a medical issue.

Some current Data:

- 29 Employees have \$100,000 of voluntary life
- 8 employees have more than \$100,000
- 63 employees have voluntary life on themselves (average is \$85,000)

I know this is not the outcome you were looking for, but after many conversations with UW this is what I am able to offer.

We can touch base if you have questions, my direct line is xx and I am usually in before 8:00.

I do need an email approval to move this forward. Amy Coulter is working on the other information, once we finalize this we can send the Life Insurance flyer.

Amy

**Amy Pals**  
Account Manager



400 Robert Street North, Suite 1880 • St. Paul, MN 55101  
[apals@ochsinc.com](mailto:apals@ochsinc.com) • o. 651-665-3789 • m. 651-295-1293 • f. 651-665-3791  
[ochsinc.com](http://ochsinc.com) **More value. More choice. More support.**

This email transmission and any file attachments may contain confidential information intended solely for the use of the individual or entity to whom it is addressed. If you have received this email message in error, please notify the sender and delete this email from your system.

---

**From:** Bobbie Danielson [<mailto:Bobbie.Danielson@co.aitkin.mn.us>]  
**Sent:** Tuesday, September 26, 2017 10:21 AM

To: Pals, Amy L. <[APals@ochsinc.com](mailto:APals@ochsinc.com)>

Cc: 'Kirk Peysar' <[kpeysar@co.aitkin.mn.us](mailto:kpeysar@co.aitkin.mn.us)>; 'Nikki Knutson' <[nikki.knutson@co.aitkin.mn.us](mailto:nikki.knutson@co.aitkin.mn.us)>; 'Donna Boyer' <[DBoyer@co.aitkin.mn.us](mailto:DBoyer@co.aitkin.mn.us)>

Subject: [External] bids accepted by Aitkin County Board

**[External Content] This message is from an external source. Please exercise caution when opening attachments or links.**

---

Good morning, Amy,

9/26/2017: Motion by Aitkin County Commissioner Neimi, seconded by Commissioner Pratt to accept the bid of Minnesota Life (life ins), Dearborn National (short-term disability), Madison National (LTD), and EyeMed (vision plan), effective 1/1/2018, with the expectation that Minnesota Life extends the new guarantee issue from \$100k to \$200k for all employees, not just new hires. The motion carried.

---

**Bobbie Danielson**  
Human Resources Director  
Aitkin County Courthouse  
217 2nd Street NW, Room 134  
Aitkin, MN 56431  
Phone (218) 927-7306  
Fax (218) 927-7374  
[www.co.aitkin.mn.us](http://www.co.aitkin.mn.us)

[Click here for Aitkin County Employment Opportunities](#)

**NOTICE:** Unless restricted by law, email correspondence to and from Aitkin County government offices may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

This message and any attachments are confidential, may contain privileged information, and are intended solely for the recipient named above. If you are not the intended recipient, or a person responsible for delivery to the named recipient, you are notified that any review, distribution, dissemination or copying is prohibited. If you have received this message in error, you should notify the sender by return email and delete the message from your computer system.



# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** October 24, 2017

**Title of Item:** 2017 Third Quarter Investment Report

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input checked="" 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 type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Lori Grams		<b>Department:</b> County Treasurer
<b>Presenter (Name and Title):</b> Lori Grams-County Treasurer		<b>Estimated Time Needed:</b> 10 min
<b>Summary of Issue:</b> 2017 3rd quarter Investment Report		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<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>		

Lori Grams, County Treasurer

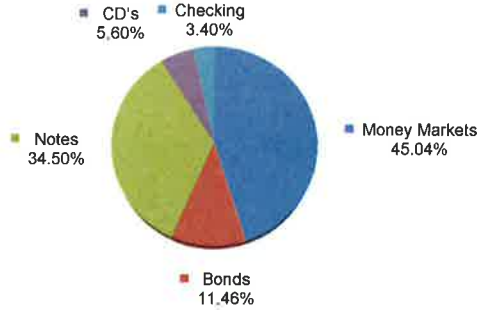
Bank #	Bank	Type of Investment	Purchase Date	Maturity Date	Interest Rate	Total
8	Grand Timber Bank	Money Market	-	-	0.15	\$7,577.56
104	Magic-General	Money Market	-	-	1.08	\$3,864,607.16
108	Wells Fargo	Money Market	-	-	0.56	\$24,947.15
110	Bremer	Checking	-	-	0.01	\$387,775.77
112	Bremer Payroll	Checking	-	-	0.01	\$501,969.49
147	Magic-Ditch 2	Money Market	-	-	1.08	\$12,467.77
148	Magic-Ditch 30	Money Market	-	-	1.08	\$26,660.95
177	Magic-Envir Trust	Money Market	-	-	1.08	\$34,786.79
189	Bremer	Money Market	-	-	1.08	\$3,447,320.99
323	WFA	Money Market	-	-	0.07	\$0.00
363	Security State Bank	Money Market	-	-	0.55	\$878,193.76
414	Magic	Note	3/30/2011	3/8/2018	3.25	\$2,530,876.39
190	Bremer	Money Market	4/1/2016		1.08	\$3,491,585.63
460	WFA	Note	7/27/2016	7/27/2021	1.13	\$1,000,000.00
461	WFA	Note	8/24/2016	8/24/2021	1.00	\$2,000,000.00
462	MBS	Note	8/23/2016	8/23/2023	1.25	\$2,000,000.00
463	WFA	Note	10/27/2016	10/27/2023	1.00	\$1,500,000.00
464	MBS	Bond	10/27/2016	10/27/2023	1.50	\$2,000,000.00
466	Neighborhood National Bank	CD	2/22/2017	2/17/2018	0.40	\$25,000.00
467	MBS	CD	8/30/2017	8/9/2022	2.35	\$240,324.49
468	MBS	CD	8/29/2017	8/29/2022	2.40	\$240,000.00
469	MBS	CD	8/30/2017	8/30/2022	2.35	\$240,000.00
470	MBS	CD	8/30/2017	8/30/2022	2.40	\$240,000.00
471	MBS	CD	8/30/2017	8/30/2022	2.40	\$240,000.00
472	MBS	CD	8/29/2017	8/29/2022	2.40	\$240,000.00
473	WFA	Bond	9/26/2017	9/26/2022	2.15	\$1,000,000.00
						\$26,174,093.90

# SEPTEMBER 2017

## INVESTMENT PORTFOLIO DIVERSIFICATION

### PORTFOLIO

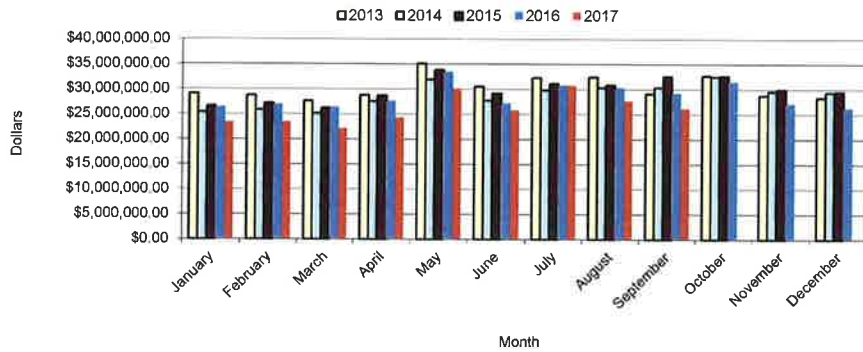
Money Markets	11,788,147.76
Bonds	3,000,000.00
Notes	9,030,876.39
CD's	1,465,324.49
Checking	889,745.26
<b>Total</b>	<b>26,174,093.90</b>



### PORTFOLIO BALANCE

	2013	2014	2015	2016	2017
January	\$29,088,294.41	\$25,412,093.97	\$26,612,279.57	\$26,392,114.18	\$23,367,037.59
February	\$28,763,352.90	\$25,861,121.83	\$27,155,630.95	\$26,871,160.73	\$23,424,149.19
March	\$27,609,036.85	\$25,149,483.96	\$26,218,443.65	\$26,337,929.23	\$22,135,652.34
April	\$28,787,188.45	\$27,598,300.21	\$28,744,085.23	\$27,586,789.69	\$24,261,807.87
May	\$35,123,488.24	\$31,918,369.74	\$33,856,148.33	\$33,374,397.11	\$30,128,307.27
June	\$30,534,488.26	\$27,734,491.87	\$29,203,774.06	\$27,109,091.47	\$25,790,417.44
July	\$32,269,580.09	\$29,807,467.71	\$31,133,075.27	\$30,782,367.62	\$30,740,832.72
August	\$32,424,958.90	\$30,319,081.32	\$30,827,856.78	\$30,322,969.88	\$27,663,869.90
September	\$29,111,435.84	\$30,375,578.52	\$32,589,735.30	\$29,194,672.71	\$26,174,093.90
October	\$32,689,893.97	\$32,542,627.19	\$32,646,664.14	\$31,526,612.20	
November	\$28,738,753.69	\$29,564,837.09	\$29,937,105.23	\$27,083,896.45	
December	\$28,332,441.56	\$29,375,220.36	\$29,517,788.65	\$26,271,927.92	
<b>Average Balance</b>	<b>\$30,289,409.43</b>	<b>\$28,804,889.48</b>	<b>\$29,870,215.60</b>	<b>\$28,571,160.77</b>	<b>\$25,965,129.80</b>

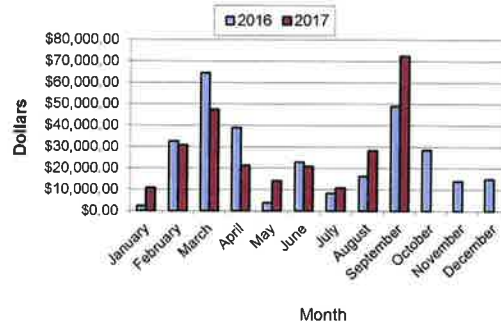
### PORTFOLIO BALANCE



### INTEREST EARNED

	2016	2017
January	\$2,253.20	\$10,859.83
February	\$32,633.21	\$30,783.47
March	\$64,489.44	\$47,404.11
April	\$38,879.71	\$21,295.75
May	\$3,811.94	\$14,159.65
June	\$22,870.45	\$20,890.48
July	\$8,334.49	\$10,773.83
August	\$16,186.93	\$28,213.79
September	\$48,969.62	\$72,495.19
October	\$28,573.97	
November	\$14,044.58	
December	\$14,868.70	
<b>Total</b>	<b>\$295,916.24</b>	<b>\$256,876.10</b>

### INTEREST EARNED



### Interest Earned

2015	\$293,102.31
2014	\$349,429.98
2013	\$314,830.42



# Board of County Commissioners Agenda Request

5A  
Agenda Item #

**Requested Meeting Date:** October 24, 2017

**Title of Item:** Non-Profit Organizations and Property Taxes

<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> Mike Dangers		<b>Department:</b> County Assessor
<b>Presenter (Name and Title):</b> Mike Dangers, County Assessor		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> Please see attached memo for more information.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



**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

October 16, 2017

To: County Board of Commissioners  
Jessica Seibert, County Administrator

From: Mike Dangers, County Assessor

Re: Non-Profit Organizations and Property Taxes

Aside from government owned land and buildings, relatively few properties have property tax exemption in Minnesota. Aitkin County has 8718 exempt parcels with a total valuation of \$819,867,200, which is more than many Minnesota counties due to the large amount of public land. State Statutes clearly define the various property tax exemptions. The county assessor in each county is responsible for the proper administration of these exemptions. Boards of Appeal and Equalization cannot grant or remove exemptions.

Non-profit organizations that are often called public charities own 35 parcels of exempt property in Aitkin County with a total valuation of \$22,600,000. This only amounts to about 2.8% of overall exempt property valuation in Aitkin County. If these properties were taxable at commercial classification, they would pay roughly \$660,000 per year in property taxes. This listing of properties and estimate of taxes doesn't include school properties, church properties, and church camps.

Generally, for a property to be considered exempt, it must meet three basic tests: it must be owned by the organization seeking exemption, it must be used by that organization, and ownership of the property must be necessary for the organization to meet its mission. For example, if a church owns a property and they rent it out to a business for office space, the property would be taxable. The business use is not a church use. A second example would be when a private party rents an office building out to house state offices. Even though the state is a tax-exempt entity for property tax purposes, the building is not owned by the government so the owner must pay property taxes.

Public charities need to reapply for exemption every three years. At that time, they need to confirm their 501(c)(3) status, confirm the use of the property and provide the previous three years of federal tax returns. The burden of proof is on the organization to show that the exemption is warranted.

Please contact Mike with any questions.





# Board of County Commissioners Agenda Request

6A  
Agenda Item #

Requested Meeting Date:

Title of Item:

<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 checked="" type="checkbox"/> Adopt Resolution <i>(attach draft)</i> <i>not included</i> <i>*provide copy of hearing notice that was published</i>	<input checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Cathy Buhlmann		<b>Department:</b> Land Dept
<b>Presenter (Name and Title):</b> Cathy Buhlmann, Land Asset Manager		<b>Estimated Time Needed:</b> 10 mins
<b>Summary of Issue:</b> Discussion on tax forfeited parcel that forfeited on August 1, 2017. The gentleman that forfeited the property doesn't have the money to repurchase the property with paying all of the repurchase fees up front. He is requesting to repurchase the property on terms.  The policy of Aitkin County has been that repurchase fees must be paid in full and accompany the repurchase application. Repurchasing tax forfeited properties on terms has not been done in Aitkin County.  I have not drafted a resolution as I am not sure which way the board would like us to go on this issue and what the resolution should say.		
<b>Alternatives, Options, Effects on Others/Comments:</b> Pros and Cons are discussed on the attached sheet		
<b>Recommended Action/Motion:</b> Looking for board direction as this is going against past policy but is allowed by state law.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

October 16, 2017

Today, Mr. Mark Maudel placed a repurchase application with this office on the forfeiture of his home in McGregor. According to Mr. Maudel, he cannot come up with the entire cost of the repurchase and does not have any other place to move to. This is his homestead. In researching the repurchase laws, it appears that the county board, with good cause, can allow a repurchase installment payment plan for a particular parcel of land (Minnesota Statutes 2017 - 282.241).

Mr. Maudel is proposing the following: total repurchase costs are: \$8,059.74 until November 1, 2017. He has brought in \$2,000.00 in the form of a money order. The balance of the costs, he is proposing to pay with monthly payments of \$555.06 until paid in full (this would pay off in approx. 12 months). This would include interest on the unpaid balance at the state rate of 10% simple.

If the board decides to accept this payment plan, I would suggest the following requirements be added as a part of the contract with him:

Mr. Maudel would be responsible for paying each year's real estate taxes when they become due. No special assessments (unpaid utilities with the city) will occur during this period. If at any time, any of the afore mentioned items happen or payments are not made when due, the forfeiture will become effective upon a 30 day notice on the subject property and/or mailed to the landowner. The property will be promptly vacated, but in no case later than 11:59 a.m. on the 31<sup>st</sup> day after the posting or mailing of the notice.

Mr. Maudel is not entitled to any refund of any amounts paid towards the repurchase costs in the event of a default on the contract to repurchase. The forfeiture becomes effective unless Mr. Maudel pays the entire outstanding repurchase balance before the 30<sup>th</sup> day.

Mr. Maudel will also be required to carry a liability policy on this property during the term of this contract with Aitkin County listed as an additional insured. This liability policy must be equal or greater than the County's statutory liability caps. The Aitkin County Land Department will be provided with a copy of the binder on the policy along with a copy of the paid receipt. This will be due effective the date of the agreement on this repurchase contract. If the liability insurance is not received on this property, Mr. Maudel will be considered in violation of the contract to repurchase.

Mr. Maudel also will not receive the deed in his name until the contract for repurchase is paid in full.

Pros of accepting a contract to repurchase:

1. Save the costs of cleanup of the property, possible demolition of structure.
2. City would receive their assessment costs that they may not get if the county gets the property. The cost of demolition would probably be more than what the property would sell for causing the city to not get paid their assessment costs.
3. Property owner will have a place to live.
4. Property owner supposedly has a new job that should support him keeping his taxes and utilities current.

Cons of accepting a contract to repurchase:

1. Same property owner forfeited this property in 2004.
2. Same property owner has had a confession of judgement on his taxes that he didn't pay causing it to forfeit for taxes that were due in 2009, 2010, 2011, 2012, and 2013. The property taxes alone are approx. \$100.00 to \$150.00 each year. Each year the city has been assessing the city utilities against his taxes as he has not been paying them to the city.
3. He does not have a good track record for making payments when they are due.
4. Creating a precedence – Aitkin County has never allowed someone to repurchase under an installment payment. In the past, all repurchase applicants have been told that all fees are due at the time of application for repurchase. The right to repurchase with no money down and renting the property was denied in the past on a homestead property. Allowing this repurchase on terms may cause a new trend.
5. Liability on the property during the period of repurchase. We would need to carry this property on our insurance until such time as he paid the past costs off in full.
6. Additional staff time to monitor compliance with the terms of the contract and to enforce any breach of the contract.

To the Honorable Board of County Commissioners of  
Aitkin County, Minnesota

I, the undersigned owner mortgagee-heir-representative of heirs Mark Maudal, at  
the time of forfeiture of the parcel of land situated in the County of Aitkin, State of Minnesota, described as follows,  
to-wit: Rodenberg Plat in Town of McGregor Lots 11 & 12 Block 4

do hereby make application for the purchase of said parcel of land from the State of Minnesota, in accordance with  
the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

In support of this application for the repurchase of said land, I make the following statement:

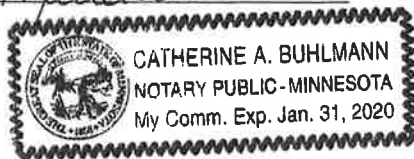
(a) That hardship and injustice has resulted because of forfeiture of said land, for the following reasons,  
to-wit: Have not been able to find anywhere to live.  
I thought I was paying confession of judgment but I  
wasn't.

(b) That the repurchase of said land by me will promote and best serve the public interest, because:  
I am going to get my taxes back up to date  
with in 1 year, and I will continue to keep  
my taxes & utilities current.

Mark Maudal  
Owner-Mortgagee-Heir-Representative of Heirs

State of Minnesota  
County of Aitkin

The foregoing instrument was acknowledged before me this 16<sup>th</sup> day of October, 2017 by  
Mark Maudal



Catherine A Buhlmann  
Signature of person taking acknowledgement

Notarial Seal

Thru October 31, 2017

Amount owed for repurchase application \$ 8,059.74

10-16-17 Cashiers Check received 2,000.00

Still owed 6,059.74

I will pay \$555.06 a month amount until amount is paid in full. I will keep my taxes and utilities current.

Mark Mark

## 2017 Minnesota Statutes

[Authenticate](#)

### 282.241 REPURCHASE AFTER FORFEITURE.

Subdivision 1. **Repurchase requirements.** The owner at the time of forfeiture, or the owner's heirs, devisees, or representatives, or any person to whom the right to pay taxes was given by statute, mortgage, or other agreement, may repurchase any parcel of land claimed by the state to be forfeited to the state for taxes unless before the time repurchase is made the parcel is sold under installment payments, or otherwise, by the state as provided by law, or is under mineral prospecting permit or lease, or proceedings have been commenced by the state or any of its political subdivisions or by the United States to condemn the parcel of land. The parcel of land may be repurchased for the sum of all delinquent taxes and assessments computed under section [282.251](#), together with penalties, interest, and costs, that accrued or would have accrued if the parcel of land had not forfeited to the state. Except for property which was homesteaded on the date of forfeiture, repurchase is permitted during six months only from the date of forfeiture, and in any case only after the adoption of a resolution by the board of county commissioners determining that by repurchase undue hardship or injustice resulting from the forfeiture will be corrected, or that permitting the repurchase will promote the use of the lands that will best serve the public interest. If the county board has good cause to believe that a repurchase installment payment plan for a particular parcel is unnecessary and not in the public interest, the county board may require as a condition of repurchase that the entire repurchase price be paid at the time of repurchase. A repurchase is subject to any easement, lease, or other encumbrance granted by the state before the repurchase, and if the land is located within a restricted area established by any county under Laws 1939, chapter 340, the repurchase must not be permitted unless the resolution approving the repurchase is adopted by the unanimous vote of the board of county commissioners.

*past policy.*

The person seeking to repurchase under this section shall pay all maintenance costs incurred by the county auditor during the time the property was tax-forfeited.

Subd. 2. **Alternative computation of repurchase amount.** A county board may by resolution establish an alternative method of computing the repurchase amount under this subdivision for property homesteaded at the time of forfeiture that has been in forfeited status for more than ten years. Equivalent taxes, penalties, interest, and costs for each year the property was in forfeiture status must be computed using the simple average of the assessor's estimated market value at forfeiture and the assessor's current estimated market value multiplied by the classification rates under current law and applying the current tax, penalty, and interest rates. Those amounts, plus any unpaid special assessments reinstated and included in the purchase price under section [282.251](#), including the penalties and interest that accrued or would have accrued on the special assessments, computed under current rates, are the repurchase price. The county assessor shall determine the current market value and classification of the property.

**History:** [1945 c 296 s 1](#); [1947 c 490 s 1](#); [1949 c 461 s 1](#); [1951 c 514 s 1](#); [1953 c 471 s 1](#); [1955 c 612 s 1](#); [1957 c 32 s 1](#); [1957 c 832 s 1](#); [1975 c 316 s 1](#); [1986 c 444](#); [1987 c 268 art 7 s 51](#); [1992 c 511 art 2 s 29](#); [1993 c 11 s 2](#); [1999 c 243 art 13 s 15](#); [1Sp2001 c 5 art 3 s 64](#); [2014 c 308 art 10 s 12](#); [1Sp2017 c 1 art 2 s 36](#)

Copyright © 2017 by the Revisor of Statutes, State of Minnesota. All rights reserved.

MONEY ORDER

GRAND TIMBER BANK

PO Box 220, McGregor, MN 55760  
Phone (218) 768-2410  
www.grandtimberbank.com

75-1678/912

015994

DATE 10/16/2017

PAY TO THE ORDER OF

Aitkin County Land Department

\$ 2,000.00

\$2,000.00

DOLLARS

\*\*\*\*\* DOLLAR TWO COMMA ZERO ZERO ZERO PERIOD ZERO ZERO \*\*\*\*\*

REMITTER Mark Maudal

*Sue Hawthier*

AUTHORIZED SIGNATURE

⑈015994⑈ ⑆091216780⑆6002672⑈

51



# Board of County Commissioners Agenda Request

7A  
Agenda Item #

**Requested Meeting Date:** 10-24-17

**Title of Item:** 2018-2022 Capital Road Improvement Program

<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 checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
--	--	---

<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:**  
 On June 28, 2016, the 2016 - 2020 Capital Road Improvement Plan was approved by the Board of Commissioners. The first two years of that five-year program has now been completed, so the plan needs to be extended an additional two years through 2022 to allow adequate lead time for project grant writing, development, design, and permitting.

Discussion will include the following items:  
 1. Review the 2016-2017 completed projects  
 2. Explanation of the methodology used to select projects  
 3. Draft listing of proposed projects to be added to the 2021 and 2022 years of the program  
 4. Proposed process for implementing 2018-2022 plan

Written materials will be supplied at the meeting to aid these discussions.

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

**Recommended Action/Motion:**

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No Please Explain:





# Board of County Commissioners Agenda Request

8A  
Agenda Item #

**Requested Meeting Date:** October 24, 2017

**Title of Item:** Adopt Resolution to Apply for SCDG

<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 checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> 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>The Minnesota Department of Employment and Economic Development (MN DEED) administers the Small Cities Development Program (SCDP) which is funded through the US Dept. of Housing and Urban Development. The SCDG program is generally used for housing rehabilitation loans and grants for low to moderate income households. The Economic Development Committee has reviewed the program and recommends that Aitkin County apply for SCDP funds for three townships along the Highway 18 Corridor in southern Aitkin County. There are 2 steps in the application process, a preliminary application which is due November 9th and if that is accepted a full application is due February 22, 2018.</p> <p>Lakes and Pines, Mora, MN offers their services to apply for the SCDP funds at \$750.00 per application and will administer the program if we are successful. The committee recommends going this route to save on staff time and because of the successful track record of Lakes and Pines and the SCDP process.</p> <p>Attached is a memo with more information, sample resolution, 2017 recipient list and a copy of the guidelines.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt a resolution to apply for Small Cities Development Program and contract with Lakes and Pines to apply for and administer the program.		
<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? \$ 750.00 Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> I recommend that the \$750.00 application fee come from the Tourism and Development Fund		

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

## Aitkin County Economic Development & Forest Industry Coordinator

**Aitkin County Courthouse**

**Ross Wagner**

217 Second Street N.W.

Aitkin, MN 56431

Phone: 218/927-7305

Fax: 218/927-7374

**TO:** Aitkin County Board of Commissioners

**FROM:** Ross Wagner, Economic Development & Forest Industry Coordinator

**DATE:** October 18, 2017

**SUBJECT:** Small Cities Development Program Housing Re-hab Grant Application

The Minnesota Department of Employment and Economic Development (MN DEED) administers the Small Cities Development Program (SCDP) which is funded through the US Dept. of Housing and Urban Development. The SCDG program is generally used for housing rehabilitation loans and grants for low to moderate income households. The Economic Development Committee has reviewed the program and recommends that Aitkin County apply for SCDP funds for three townships along the Highway 18 Corridor in southern Aitkin County. The program allows for a single application to include up to 3 communities per application. A township is considered a community. The initial assessment is ongoing at present so 3 townships have not been chosen. The townships being assessed are, Idun, Williams, Wagner, Lakeside, Seavey, Pliny and Millward. Lakes and Pines is conducting the assessment and will determine what 3 townships give us the best chance at submitting a successful application. Aitkin County would be the applicant with the 3 townships being the eligible area within the county to participate in the program. Specifically funds would be applied to;

*"Funds are granted to local units of government, which in turn, lend funds for the purpose of rehabilitating local housing stock. Loans may be used for owner-occupied, rental, single-family or multiple-family housing rehabilitation. Loan agreements may allow for deferred payments or immediate monthly payments. Interest rates may vary, and loan repayments are retained by grantees for the for the purpose of making additional rehabilitation loans. In all cases, housing funds must benefit low and moderate income persons."*

We would include businesses as well as housing units in the application. Home owners would be required to supply a 10% match and business owners 15%. Lakes and Pines would prepare the applications and administer the program if we are successful. They charge \$750.00 per application, so if we are approved after the preliminary application to submit a full application, there would be an additional \$750.00 application fee.

At this time I am recommending that the Board adopt a resolution to submit the pre-application with County Staff continuing to work with Lakes and Pines to develop the application so it can be submitted by the November 9<sup>th</sup> deadline.

**Local Government Resolution**

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

BE IT RESOLVED that \_\_\_\_\_ (Applicant) act as the legal sponsor for the project contained in the Application to be submitted on \_\_\_\_\_ (date) and that \_\_\_\_\_ (Title of First Authorized Official) and \_\_\_\_\_ (Title of Second Authorized Official) are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of \_\_\_\_\_ (Applicant).

BE IT FURTHER RESOLVED that \_\_\_\_\_ (Applicant) has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that \_\_\_\_\_ (Applicant) has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, \_\_\_\_\_ (Applicant) may enter into an agreement with the State of Minnesota for the approved project, and that \_\_\_\_\_ (Applicant) certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that \_\_\_\_\_ (Title of First Authorized Official) and \_\_\_\_\_ (Title of Second Authorized Official), or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the Applicant.

I CERTIFY THAT the above resolution was adopted by the \_\_\_\_\_ (governing body of Applicant) of \_\_\_\_\_ (Applicant) on \_\_\_\_\_ (date).

SIGNED:

WITNESSED:

\_\_\_\_\_  
(First Authorized Official)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title) (Date)

\_\_\_\_\_  
(Title) (Date)

\_\_\_\_\_  
(Second Authorized Official)

\_\_\_\_\_  
(Title) (Date)

## **2017 AWARDED PROJECTS**

### **SMALL CITIES DEVELOPMENT PROGRAM**

**AWARD DATE: JUNE 29, 2017**

The City of Alvarado is awarded \$487,340. The funds to this grantee will be used for owner-occupied housing rehabilitation in the cities of Alvarado and Middle River.

The City of Benson is awarded \$638,250. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Big Lake is awarded \$224,250. The funds to this grantee will be used for owner-occupied housing rehabilitation.

The City of Bovey is awarded \$524,400. The funds to this grantee will be used for owner-occupied housing rehabilitation in the cities of Bovey and Taconite.

The City of Breckenridge is awarded \$425,120. The funds to this grantee will be used for owner-occupied housing rehabilitation.

The City of Dalton is awarded \$1,051,400. The funds to this grantee will be used for owner-occupied housing rehabilitation, rental housing rehabilitation, and sewer line improvements.

The City of Dodge Center is awarded \$278,300. The funds to this grantee will be used for owner-occupied housing rehabilitation.

The City of Glenwood is awarded \$873,746. The funds to this grantee will be used for rental housing rehabilitation, commercial building rehabilitation, and a streetscape project.

The City of Grand Rapids is awarded \$878,720. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Houston is awarded \$942,900. The funds to this grantee will be used for owner-occupied housing rehabilitation and a water treatment plant.

The City of Ironton is awarded \$561,530. The funds to this grantee will be used for owner-occupied housing rehabilitation, rental housing rehabilitation, and commercial building rehabilitation.

The City of Jackson is awarded \$531,875. The funds to this grantee will be used for owner-occupied housing rehabilitation.

The City of Kenyon is awarded \$655,320. The funds to this grantee will be used for owner-occupied housing rehabilitation, rental housing rehabilitation, and commercial building rehabilitation.

The City of La Crescent is awarded \$372,900. The funds to this grantee will be used for owner-occupied housing rehabilitation.

The City of Madison is awarded \$642,295. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Maynard is awarded \$317,601. The funds to this grantee will be used for owner-occupied housing rehabilitation.

Mille Lacs County is awarded \$401,850. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation in the city of Isle and owner-occupied housing rehabilitation in the city of Wahkon.

The City of Minneota is awarded \$655,000. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Montevideo is awarded \$716,000. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of New Prague is awarded \$295,600. The funds to this grantee will be used for owner-occupied housing rehabilitation and rental housing rehabilitation.

The City of Red Wing is awarded \$407,000. The funds to this grantee will be used for rental housing rehabilitation.

The City of Sandstone is awarded \$588,800. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Vesta is awarded \$595,700. The funds to this grantee will be used for owner-occupied housing rehabilitation in the cities of Vesta, Lucan, and Morton.

The City of Waseca is awarded \$533,770. The funds to this grantee will be used for rental housing rehabilitation.

The City of Watertown is awarded \$511,750. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Welcome is awarded \$481,505. The funds to this grantee will be used for owner-occupied housing rehabilitation and rental housing rehabilitation.



## Small Cities Development Program (SCDP) 2018 Preliminary Proposal

### **Submission Deadline**

Thursday, November 9, 2017 4:30 PM

### **Small Cities Development Program (SCDP) Program Concept – Applies to Preliminary Proposal and Application**

#### **PROGRAM GOAL**

The goal of the SCDP is to develop viable, eligible communities and provide a suitable living environments by expanding economic opportunities that principally benefit low to moderate income households. This is accomplished by providing financial assistance to address the need for decent, safe, affordable housing, economic development and adequate public facilities.

#### **BACKGROUND**

The Community Development Block Grant (CDBG) Program is a federal program that provides funding for housing, community and economic development. In 1974, Congress passed the Housing and Community Development Act, Title I, which authorized the development of the CDBG Program. The Program, administered by the U.S. Department of Housing and Urban Development (HUD), consists of two components, an entitlement program that provides funding directly to urban (entitlement) areas and a Small Cities Development Program (SCDP) which provides funding to non-entitlement communities.

The Minnesota Department of Employment and Economic Development (DEED) is responsible for state administration of the CDBG program for non-entitlement communities statewide, per Minnesota Administrative Rules, Chapter 4300, Community Development Block Grants. This Program Concept is based on the rules outlined in Chapter 4300.

## PROGRAM OBJECTIVE

All SCDP funded activities are intended to support community development activities that:

- Encourage and assist local governments to develop comprehensive economic development strategies which promote viable communities by providing economic opportunities for Low-to-Moderate Income Households;
- Encourage and assist local governments to develop comprehensive public facility improvement strategies in conjunction with Rural Development (RD), the Public Facility Authority (PFA), MN Pollution Control Agency (MPCA), etc., to make rural communities more viable. These actions must also primarily benefit Low-to-Moderate Income Households;
- Develop and implement strategies, which facilitate the coordination of CDBG Small Cities funding with other federal/state/local community development resources.

These community development activities must meet one of the following Federal Objectives:

- Benefit to low and moderate income (LMI) persons/households. LMI is defined as households whose total income from all members does not exceed 80% of the County Median Income, adjusted for household size as determined by HUD annually. The general SCDP activities that use the LMI federal objective are owner-occupied and rental housing rehabilitation, public facilities, assessment abatement, and homeownership assistance.
- Prevent or eliminate slum and blight conditions; generally the SCDP activity associated with this national objective is commercial rehabilitation.
- Alleviate urgent community development needs caused by conditions which pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available. The activities that meet this federal objective are generally associated with disaster recovery where an LMI federal objective cannot be satisfied.

**For more information, go to the “Federal Objectives for Applicants” section of the SCDP A-Z Guide, found on our website.**

## ELIGIBLE APPLICANTS/MULTI-COMMUNITY APPLICATIONS

Eligible Applicants are cities with a populations under 50,000 and counties and townships with an unincorporated population under 200,000. In order to be considered eligible, an applicant must be in substantial compliance with all applicable state and federal laws, regulations and executive orders that pertain to the CDBG Small Cities Development Program.

Applications submitted jointly by communities must be approved by the governing bodies of all communities in the application. All communities must meet citizen participation requirements of the program and a cooperative agreement must be attached as an appendix to any Full Application. All participating communities must also meet all DEED contractual requirements. No more than three total communities can comprise one application. Eligible applicants must adhere to the application process instituted by DEED for the Program.

## APPLICANT ELIGIBILITY REQUIREMENTS/RESTRICTIONS

Eligible Applicants may receive only one competitive award per grant year and no Eligible Applicant shall be included in more than one competitive application, whether as a primary applicant or as a

secondary applicant within a multi-city application. An Eligible Applicant may receive one federal Economic Development Grant (ED) from the Minnesota Investment Fund (MIF) in addition to a SCDP competitive grant each application year.

Eligible Applicants who received previous SCDP funding and/or administering entities managing SCDP projects are subject to a capacity and performance evaluation. Communities with past due monetary obligations, communities not current on all SCDP reporting, or communities with any federal audit findings, or findings from SCDP monitoring reports where findings are not being responded to in a timely manner, are not eligible to submit a preliminary proposal or application. Any administrative entity that is involved with a current SCDP project with SCDP findings that are not being responded to in an effective, timely manner are not eligible to be named as an administrator in a preliminary proposal or application.

### CONTRACTING FOR PROFESSIONAL SERVICES WITH ADMINISTERING ENTITY (IES)

Federal procurement standards apply to the selection of administration of the CDBG funded projects. The Grantee and the administrator must enter into a written agreement and the agreement must remain in effect during any period that the administrator has a role with CDBG funds, including program income. Reference 24 CFR Part 570.503 and OMB Circular A-87 for guidance.

Applicants may not use SCDP funds or Program Income for professional services for the preparation of application materials.

Grantees are ultimately responsible for compliance with grant agreements and all environmental review requirements.

### FUNDING AVAILABILITY

The annual amount of funding that is made available from HUD through DEED varies. It is DEED's intention to provide SCDP funds in accordance to the following approximate allocations:

- Thirty percent (30%) for Single Purpose Applications
- Fifty-five percent (55%) for Comprehensive Applications
- Fifteen percent (15%) is designated for DEED's Federal Economic Development set-aside – MN Investment Fund Program (MIF). Allocation percentages may be modified by the Commissioner of DEED if the Commissioner determines that there is a shortage of competitive applications in any category.

At least 70% of the annual SCDP allocation will be awarded to activities that meet a LMI federal objective.

SCDP funding may be made available in the event of an Urgent Community Development need or the occurrence of certain federal or state declared disasters. Please contact the DEED representative assigned to your region for further information.



## FORM OF FUNDING (GRANT)

DEED provides funds to communities in the form of a grant. The grant is provided to the grantee on a cost reimbursement basis. Awardees have the ability to sub-provide funds in the form of grants, deferred loans and/or installment loans. Financing terms for these funds must be specified within the application.

## TYPES OF APPLICATIONS/LIMITS

The ***Single Purpose Application*** is used for **housing projects** which include one or more housing activities designed to increase the supply or quality of dwellings suited for the occupancy of the individuals and families; **or public facilities projects** which include one or more activities designed to construct, reconstruct, or install buildings or infrastructure which serve a community or neighborhood area. Single purpose public facilities would include streetscapes and public aesthetic amenities that are part of a larger renewal or beautification plan. With the Single Purpose application, aggregate funding cannot exceed \$600,000.

The ***Comprehensive Application*** is used for projects that include a combination of at least two interrelated activities which are designed to address community development needs, which by their nature must be carried out in a coordinated manner and/or require a coordination of housing, public facilities, or community development/revitalization activities. A comprehensive application must contain at least one housing activity and at least one non-housing activity. Each proposed activity must provide a reasonable proportion of significance to the overall project. For multi-community applications, each community's proposed activities must meet the definition of a comprehensive project in order for multi-community applications to be eligible as a comprehensive project. These projects must be designed to benefit a defined geographical area. The aggregate funding amount cannot exceed \$1.4 million and each activity within the application is limited to a maximum amount of \$600,000 which includes administrative dollars.

## ELIGIBLE USE OF FUNDS

Funds from the Small Cities Development Program can be used to address the following activities:

- Housing Rehabilitation. This includes owner-occupied, single family, rental/multi-family units, and conversion
- Commercial Rehabilitation
- Public Facility Improvements: (i.e., water systems, sewer systems, drainage facility construction or improvements, etc.)
- Community Center/Facility
- Streetscape
- Public Aesthetic Amenities
- Assessment Abatement (restricted to households at 50% or lower of county median only)
- Acquisition/Rehabilitation (generally associated with disaster recovery activities)
- Acquisition/Demolition (generally associated with disaster recovery activities)
- Relocation (generally associated with disaster recovery activities)
- Other (see SCDP A-Z Guide and consult with SCDP before considering)

## PRELIMINARY PROPOSAL/APPLICATION REVIEW

The review process for the Small Cities Development Program Application Process is designed to ensure that the limited amount of Small Cities Program funds available are awarded to communities that, at a minimum:

- Meet a Federal Objective,
- Demonstrate a significant need, impact, and cost effectiveness for the proposed activity(s), and
- Document a strong degree of readiness for the activity(s) proposed within the application.

If during the review processes, it is determined that more information would be useful, or required items are missing from the preliminary proposal or application, the applicant will be contacted and given a specified amount of time to submit the items requested.

Applicants must use the format provided. All parts of the proposal or application that are relevant to the activity(ies) proposed must be completed. Insert the responses in the gray boxes provided.

Discard any pages that do not apply before submitting. Correspondence expressing support, interest statements, pictures, etc. may be added as attachments.

**Responses to the questions should be clear and concise. Submission of an Application does not guarantee funding. All Applications will be evaluated using selection criteria established by policy outlined in Minnesota Administrative Rules, Chapter 4300, Community Development Block Grants. Applications will receive scores in the areas of Need, Impact, Cost Effectiveness and Demographics. Demographics are based on resident incomes and community tax capacity.**

Additional program and reporting requirements can be found in the SCDP A to Z Guide and on the SCDP website.

## TECHNICAL ASSISTANCE

Prior to the preliminary proposal and application deadlines, SCDP staff is available to provide technical assistance to questions regarding the application, program regulations, and program terms. These questions should be directed to the DEED representative assigned to the region where the project is proposed.

## AWARD ANNOUNCEMENT PROCESS

Notice of funding awards will be announced and made available through DEED's website. Both awarded and non-awarded applicants will be notified of the decisions made within this application process.

## SCDP APPLICATION TIME FRAMES

June 2017	SCDP Application Packet available on DEED web <a href="http://mn.gov/deed/government/financial-assistance/community-funding/">http://mn.gov/deed/government/financial-assistance/community-funding/</a>
<b>November 9, 2017, 4:30 PM</b>	<b>Deadline date for Preliminary Proposal</b>
December 14, 2017	Preliminary proposal determination provided to applicants
<b>February 22, 2018, 4:30 PM</b>	<b>Deadline date for SCDP Applications</b>
June 2018	Awards Announced

## APPLICATION SUBMISSION INFORMATION

The Application process for SCDP funding consists of two parts:

- Eligible applicants must submit **one original and one copy** of the preliminary proposal to the address listed below. The original and copy should be printed in color. SCDP staff will review and evaluate all preliminary proposals submitted to determine which projects are eligible and how competitive eligible projects would be in the application phase.

Minnesota Department of Employment and Economic Development  
1<sup>st</sup> National Bank Building  
332 Minnesota Street, Suite E200  
St. Paul, MN 55101-1351  
Attn. Community Finance Division, SCDP

***Preliminary Proposals must be received by DEED on or before 4:30 pm, Thursday November 9, 2017. Faxed or e-mailed applications will not be accepted.***

- Communities with preliminary proposals deemed Competitive or Marginally Competitive from the screening process will be permitted to submit an application. If a preliminary proposal is deemed Not Competitive through the review process, technical assistance with DEED concerning possible resubmission for future funding will occur after awards are announced. Following the preliminary proposal review, communities choosing to submit an application must submit **one original and one copy**, including necessary attachments, to the same address provided for the preliminary proposal submission.

***Applications must be received by DEED on or before 4:30 pm on Thursday, February 22, 2018. Faxed or emailed applications will not be accepted. Application deadlines are firm, no exceptions.***

## **2017 AWARDED PROJECTS**

### **SMALL CITIES DEVELOPMENT PROGRAM**

AWARD DATE: JUNE 29, 2017

The City of Alvarado is awarded \$487,340. The funds to this grantee will be used for owner-occupied housing rehabilitation in the cities of Alvarado and Middle River.

The City of Benson is awarded \$638,250. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Big Lake is awarded \$224,250. The funds to this grantee will be used for owner-occupied housing rehabilitation.

The City of Bovey is awarded \$524,400. The funds to this grantee will be used for owner-occupied housing rehabilitation in the cities of Bovey and Taconite.

The City of Breckenridge is awarded \$425,120. The funds to this grantee will be used for owner-occupied housing rehabilitation.

The City of Dalton is awarded \$1,051,400. The funds to this grantee will be used for owner-occupied housing rehabilitation, rental housing rehabilitation, and sewer line improvements.

The City of Dodge Center is awarded \$278,300. The funds to this grantee will be used for owner-occupied housing rehabilitation.

The City of Glenwood is awarded \$873,746. The funds to this grantee will be used for rental housing rehabilitation, commercial building rehabilitation, and a streetscape project.

The City of Grand Rapids is awarded \$878,720. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Houston is awarded \$942,900. The funds to this grantee will be used for owner-occupied housing rehabilitation and a water treatment plant.

The City of Ironton is awarded \$561,530. The funds to this grantee will be used for owner-occupied housing rehabilitation, rental housing rehabilitation, and commercial building rehabilitation.

The City of Jackson is awarded \$531,875. The funds to this grantee will be used for owner-occupied housing rehabilitation.

The City of Kenyon is awarded \$655,320. The funds to this grantee will be used for owner-occupied housing rehabilitation, rental housing rehabilitation, and commercial building rehabilitation.

The City of La Crescent is awarded \$372,900. The funds to this grantee will be used for owner-occupied housing rehabilitation.

The City of Madison is awarded \$642,295. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Maynard is awarded \$317,601. The funds to this grantee will be used for owner-occupied housing rehabilitation.

Mille Lacs County is awarded \$401,850. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation in the city of Isle and owner-occupied housing rehabilitation in the city of Wahkon.

The City of Minneota is awarded \$655,000. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Montevideo is awarded \$716,000. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of New Prague is awarded \$295,600. The funds to this grantee will be used for owner-occupied housing rehabilitation and rental housing rehabilitation.

The City of Red Wing is awarded \$407,000. The funds to this grantee will be used for rental housing rehabilitation.

The City of Sandstone is awarded \$588,800. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Vesta is awarded \$595,700. The funds to this grantee will be used for owner-occupied housing rehabilitation in the cities of Vesta, Lucan, and Morton.

The City of Waseca is awarded \$533,770. The funds to this grantee will be used for rental housing rehabilitation.

The City of Watertown is awarded \$511,750. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Welcome is awarded \$481,505. The funds to this grantee will be used for owner-occupied housing rehabilitation and rental housing rehabilitation.



# Board of County Commissioners Agenda Request

8B  
 Agenda Item #

**Requested Meeting Date:** October 24, 2017

**Title of Item:** Aitkin Growth Land Exchange

<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 checked="" 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> 25 Minutes
<b>Summary of Issue:</b> <p>This item is being placed on the October 24th agenda as a discussion only item with the idea that action on the land exchange will be taken at the next regularly scheduled meeting. Attached is a project description, Shovel Ready Guidelines and a map of the property in question.</p> <p>Essentially the request is for the Trust for Public Land to purchase Mississippi River frontage from Aitkin Growth and deed it over to Aitkin County. The total property is 247.5 acres, Aitkin Growth would retain 40 acres that has all weather road frontage as well public utilities and high speed internet. Aitkin Growth would also take proceeds from the land sale and apply them towards developing the 40 Acres and when complete, apply for shovel ready status through MN DEED. It is anticipated that the improvements and resulting increase in value to the 40 acres would offset any loss of property taxes the county would lose by having the remaining acres in public ownership.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion of Agenda Item with possible action on the November 14 agenda.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

## Aitkin Growth – Trust for Public Land - Aitkin County

### Mississippi River Land Project

**Overview:** Aitkin Growth owns 247.5 acres of land in Aitkin and Spencer townships, map attached. Of the 247.5 acres, only about 40 acres is suitable for development. Even though the 40 acres are suitable for development, currently they need work. Issues that need to be addressed on the 40 acres include soil testing, site survey, an environmental assessment and more. Once the testing and assessments are complete, remediation activities will be needed to truly transform these 40 acres into a property that can be attractive for Industrial Development, something that is sorely lacking in Aitkin County. The remaining 207.5 acres, due to it abutting the Mississippi River, is of great interest to The Trust for Public Land (TPL) for its value to wildlife habitat. TPL would be willing to purchase the 207.5 acres at market rate from Aitkin Growth and donate the property to Aitkin County. By accepting the donation, Aitkin County would commit to manage the property primarily for wildlife habitat and compatible outdoor recreation, including hunting, fishing, and wildlife viewing.

**The Trust for Public Land:** TPL's Mississippi Headwaters Habitat Corridor (MHHC) program seeks to protect and preserve targeted habitat in high quality shoreland areas and provide access on the Mississippi River through fee title acquisitions. Using grant funding from the Minnesota Outdoor Heritage Fund (OHF), administered by the Lessard-Sams Outdoor Heritage Council (LSOHC), TPL is willing to further its MHHC program by purchasing the 207.5 acre river corridor from Aitkin Growth at the appraised fair market value. TPL would then place the OHF required deed restriction on the property, and donate the property to Aitkin County. By accepting the donation, Aitkin County would commit to managing the property for the primary purpose of wildlife habitat and compatible outdoor recreation, including hunting, fishing and logging. Aitkin County would risk losing ownership of the property were it to manage the property for other purposes, or convey or encumber the property.

**Aitkin County:** In several meetings with the Economic Development Committee, Aitkin Growth and TPL, it has become apparent that there would be multiple benefits to Aitkin County becoming the owner of the 207.5 acre river corridor. The County's land base lacks developable industrial property. The 40 acre portion of the Aitkin County Growth property is most suitable for industrial uses and the County would like to see these 40 acres developed for industrial use. Benefits to the County would be two-fold; an Economic Development Project and a Land Use project.

**Economic Development Project:** Aitkin Growth has agreed to take a portion of the proceeds from the land sale and invest it in the remaining 40 acres to make it more attractive for development. Once the remaining 40 acres are improved and any development occurs, the increase in tax base should offset the tax base lost from the land sale. In order to make this happen, Aitkin Growth has agreed to three conditions to help ensure this is a positive situation for Aitkin County. First, Aitkin Growth would take the steps necessary to get the property listed as a "Shovel Ready" property as developed by the State of MN DEED. Shovel Ready guidelines are attached, essentially, the program is as it sounds, site work and other items are complete so that the property is literally ready to have a shovel brought in and start

development. This is not an inexpensive program; there are significant costs to have a property shovel ready, something Aitkin Growth has been lacking funds to do. Secondly, Aitkin Growth would develop an incentive package to offer potential businesses to locate and build on the 40 acres. Lastly, Aitkin Growth would make a Payment in Lieu of Taxes (PILT) for up to 3 years while the shovel ready process is ongoing and in case it takes a couple of years to find a tenant for the property. The PILT would be based on 2017 taxes payable and would include all local taxing jurisdictions. If the 40 acre parcel is developed and generates taxable revenue prior to the end of year 3 and that revenue is equal to or greater than the PILT payment, then Aitkin Growth would not be responsible for continuation of these payments.

**Land Use:** An advantage to this property is that it abuts the City of Aitkin; there is very little public land available for hunting or nature viewing in or near the City of Aitkin. The property's features include Mississippi River frontage, Sissabagamah Creek including the confluence, and various forest and land cover types. The property would have permanent restrictions on it that specifies that it will not be sold by Aitkin County and that it will be managed for the primary benefit of wildlife habitat. Permanent development such as a fishing pier, paved trails, or a designated campground, is not allowed. However, public use is encouraged. In fact, the property must remain open to hunting and fishing. Minor improvements such as a small parking area would be allowed. Utilizing any existing walking/hunting trails is allowed. Logging activity is also allowed so Aitkin County would receive timber harvest payments as would any regularly managed forest by Aitkin County. Any other proposed use or activity that may arguably negatively impact wildlife habitat or the taking, viewing, or enjoyment of wildlife would require the express approval of the LSOHC or its staff.

**Summary:** The Economic Development Committee is recommending that Aitkin County agree to receive the Aitkin Growth Property, 207.5 acres in Aitkin and Spencer Townships generally abutting the Mississippi River. Aitkin County would own and manage the property as it does other forested parcels except with additional restrictions required by TPL's funding source. Aitkin Growth agrees to place the 40 acre property in the MN DEED Shovel Ready program and develop an incentive package to attract new investment in the 40 acres parcel it retains, and make a PILT for 3 years. However, if the 40 acre parcel is developed and generates taxable revenue prior to the end of year 3 that equals or exceeds the PILT payment, then Aitkin Growth would not be responsible for the continuation of these payments.

**Other:** The current Market Value for the entire property is \$269,200.00, a value minus the 40 acres and probably the highest value has not been determined. Taxes payable in 2017 for the entire 247.5 acres is \$2,310.00. PILT would be less than that amount as the 40 acres in question would remain in private ownership.

The PILT payments to the various jurisdictions less the 39.5 acres:

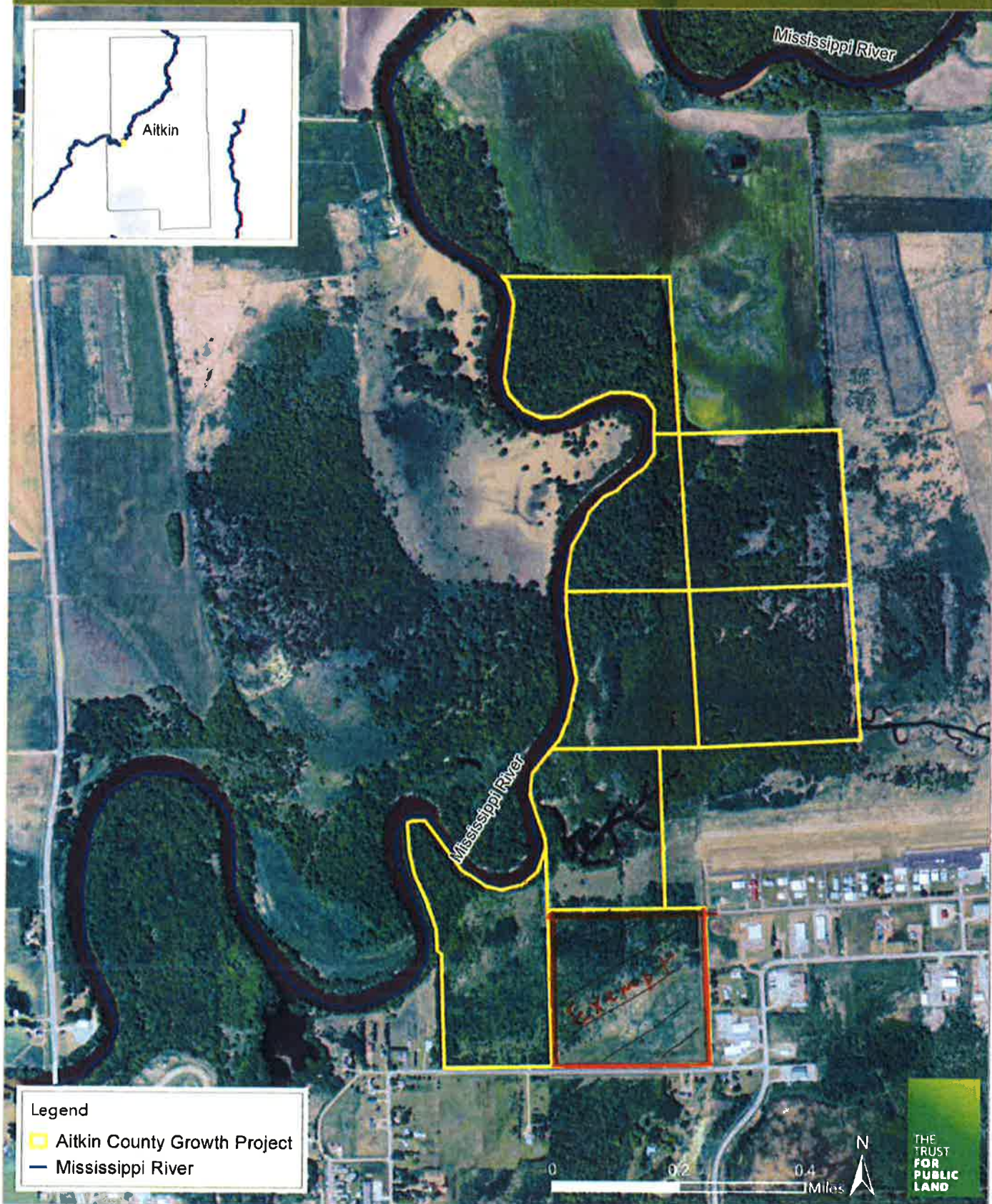
- Aitkin County, \$1,066
- Aitkin Township, \$194
- Spencer Township, \$104
- Aitkin City, \$297

Attachments: Map/Photo of property  
MN Shovel Ready Guidelines



# AITKIN - AITKIN COUNTY GROWTH PROJECT

Aitkin County, MN





## MN Shovel Ready Sites – Required Application Exhibits

### **A. Alta Survey**

- a. ALTA Survey information required – ASC 2005
- b. ALTA Survey – ASC 2005

### **B. Application**

- a. Application spreadsheet

### **C. Building Permit – Site Review Process**

- a. Action required and schedule of local site plan approval
- b. Action required for building permit application and approval

### **D. Community Profile – Quality of Life**

- a. Current Community Profile on MNPro.com
- b. Quality of Life information

### **E. Environmental and Historical Review**

- a. Phase I Environmental Site Assessment – ASTM Standard E 1527-05
- b. Phase II Environmental Site Assessment – ASTM Standard E 1527-05
- c. Historical review of site

### **F. Geotechnical Soils Tests**

- a. Geotechnical Soil Tests – ASTM Standard D 420

### **G. Maps**

- a. Site Map
- b. Street map indicating roads and site access.
- c. Topographical map

### **H. Ownership – Control – Title Commitment**

- a. Proof of ownership or control – deed, option or purchase agreement
- b. Title Commitment – 2006 ALTA Commitment Form

### **I. Site Information**

- a. Site Information Matrix
- b. Survey showing existing and/or future rail extension (If applicable)
- c. Site Marketing materials

### **J. Site Photos**

- a. Aerial Photos – Site must have a border shown on photo
- b. At grade site photos

### **K. Utility Information**

- a. Chemical profile of municipal water supply – Consumer Confidence Report
- b. MPCA MS4 (Small Municipal Separate Storm Sewer Systems) and SWPPP (Storm Water Pollution Prevention Plan – Requirements)
- c. SWPPP (Storm Water Pollution Prevention Plan – Requirements)
- d. Maps/drawings showing utilities

### **L. Zoning Ordinances**

- a. Zoning ordinances
- b. Zoning maps



# Board of County Commissioners Agenda Request

9A  
Agenda Item #

**Requested Meeting Date:** October 24, 2017

**Title of Item:** 3rd Quarter Budget Review

<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> 10 min.
<b>Summary of Issue:</b>  The 3rd quarter actual budget figures will be presented (please see attached).		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Discussion only.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



# Aitkin County Board of Commissioners Agenda Request Form

10

Agenda Item #

**Requested Meeting Date:** . October 24, 2017  
**Title of Item:** Committee Reports

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