

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS JANUARY 2, 2018 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chair
- A) Call to Order
  - B) Pledge of Allegiance
  - C) Board of Commissioners Meeting Procedure
  - D) Approval of Agenda
  - E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File December 19, 2017 – January 1, 2018
  - B) Approve December 19, 2017 County Board Minutes
  - C) Acknowledge County Administrator's Approval of Year-End Matters

## ADJOURN 2017 BOARD

- 9:05 3) Jessica Seibert, County Administrator
- A) Call to Order 2018 Board Meeting
- 4) 2018 County Board Nominations
- A) Nominations for Board Chair & Vice Chair
- 9:15 5) Consent Agenda
- A) Approve Commissioner Warrants
  - B) Approve Auditor Warrants – RE Tax Overpays
  - C) Reaffirm Annual Code of Ethics
  - D) Adopt (2) Sponsoring Resolutions: City of Aitkin Trail Project
- 9:17 6) Jessica Seibert, County Administrator
- A) Set 2018 Board Meeting Schedule
  - B) Adopt Resolution: 2018 Official County Newspaper
  - C) Adopt Resolution: 2018 Aitkin County Board of Commissioners Rules of Business & Meeting Procedures
  - D) Adopt Resolution: 2018 Committee Appointments
  - E) Adopt Resolution: Minimum Salaries for Elected Officials
  - F) Accept David Drown & Associates Proposal
  - G) Approve Organizational Structure Planning Task Force
  - H) Minnesota Rural Counties (MRC)
    - 1. Approve Prioritized MRC Legislative Agenda Items
    - 2. Approve/Deny 2018 MRC Membership

- 10:00 7) Ross Wagner, Economic Development & Forest Industry Coordinator**  
**A) Approve Submitting Full Small City Development Program Application**
- 10:15 8) Committee Updates**
- 10:45 Adjourn**

The Aitkin County Board of Commissioners met this 19<sup>th</sup> day of December, 2017 at 9:02 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 Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the December 19, 2017 amended agenda. Agenda Items 3F, Discuss Proposed 2018 County Board Meeting Calendar, and 3G, Authorize County Administrator to Approve Year-End Matters, were added to the agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
December 19, 2017**

**Attendance**

The Aitkin County Board of Commissioners met this 19<sup>th</sup> day of December, 2017 at 9:04 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Anne Marcotte, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Health & Human Services Director Cynthia Bennett, Fiscal Supervisor Carli Goble, Public Health Supervisor Erin Melz, Social Services Supervisor-Adult Services Kim Larson, Social Services Supervisor-Children's Services Jessi Schultz, Health & Human Services Administrative Assistant Shawn Speed, and Guests: Jon Moen/H&HS Advisory Committee Member, Kristine Layne/H&HS Advisory Committee Member, and Brielle Bredsten/Aitkin Independent Age.

**Agenda**

Shawn Speed requested two additions to the Agenda, the WIC Agreement, Item V.B. and the Riverwood Healthcare Center Family Planning Contract, Item V.C. All Commissioners agreed to the additions.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the December 19, 2017, 2017 Health & Human Services Board agenda.

**Minutes**

Cynthia Bennett requested the minutes be changed to reflect Carli Goble as the Fiscal Supervisor versus an Accounting Technician. All Commissioners agreed.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the November 28, 2017 Health and Human Services Board minutes with change.

**Bills**

Carli Goble, Fiscal Supervisor, presented the bills to the board. Noted that there were less payments due to the meeting being a week earlier than usual for the holidays.

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve the bills.

**CALL TO ORDER**

**APPROVED  
AGENDA**

**HEALTH & HUMAN  
SERVICES BOARD**

**Health & Human Services Director Reports, Cynthia Bennett H&HS Director****Building Updates –**

1. Basement is progressing nicely, a lot of progress has been made. Walls, floors, electrical, ceiling, lighting, and painting has been completed. New doors and trim are going in as we speak.
2. New security door has been installed inside of the north entrance to HHS so we can maintain the security of HHS after people move into the new basement offices.
3. Lobby has also started to transform nicely. The painting of the walls is completed and we have started on the metal blue doors, the carpet has been removed and the floor has been prepped for the new flooring. Anticipated work in the next month include the flooring installation and furniture assembly.
4. Hope to have a walk through tour of both the lobby and basement upon final completion.

**Looking Ahead 2018 –**

1. Looking to complete the John Maxwell Leadership Train-the-Trainer course. By late spring will offer some in house training and then towards fall reach out to our community partners to see what their needs might be and offer some training opportunities if they so desire.
2. Plan to attend the John Maxwell Leadership Conference in the end of February.
3. Also will be focusing in 2018 on strengthening our infrastructure. We will start with small steps that include updating the Mission, Vision, and Values. These basic platforms are important as they set the tone of the agency's culture and have been proven to improve morale, employee satisfaction, retention, and productivity.
4. Our goal is to shape the growth of our culture rather than permitting random growth that may not support a healthy work environment.
5. In addition, we are hoping to better identify gaps in services and keep a pulse on the happenings in our county to better respond to the needs of our residents. One way we will accomplish this is through the Community Health Assessment which we will be conducting in the next year.

Commissioner Wedel asked if there were any legislative changes coming up in the next year.

Cynthia responded that at the last AMC meeting that the HHS Committee met and had a long list of legislative priorities that were brought before them, one useful priority is to instill requirements related to software changes. For example DHS would need to pilot any new software to avoid experiencing major issues such as those which happened with the new METS system.

Kim Larson added that the Region 5 Mental Health Initiative met last week and hopes to utilize grant dollars to create a program to work with people to prevent the revolving door for them in and out of corrections.

Commissioner Marcotte asked if there were any conversations relating to chemical dependency placements and Kim answered her question to her satisfaction.

Commissioner Wedel ended the discussion by asking us to ask Representative Dale Lueck and Senator Carrie Ruud to come to the January or February Board Meeting to discuss more legislative priorities.

**Contracts/Agreements**

Ambulance Service contract renewal between Meds-1 Ambulance Service – Grand Rapids and ACH&HS. Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the contract renewal.

WIC Agreement renewal between Bethesda Lutheran Church of Malmö and ACH&HS. Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the contract renewal.

Family Planning Contract renewal between Riverwood Health Care Center and ACH&HS. Commissioner Wedel asked if the contract included abortion funding and was assured that it did not before putting it forth for a motion. Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the contract renewal.

County Child Support Program Interagency Cooperative Agreement renewal between the State of Minnesota and ACH&HS. This is a 2 year agreement that allows us to obtain the 66% federal funds for Child Support. Only changes beside the effective dates are a slight rise in the rates to the Sheriff’s Department and the County Attorney’s Office. Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the contract renewal.

**Financial Reports**

Carli Goble reviewed the financial statement for the board-

- 1) We are on budget overall at around 95% and should end around 98% for the year.

**Committee Reports**

**H&HS Advisory Committee** – Commissioner Westerlund and/or Pratt

- 1) Committee member Jon Moen and Kristine Layne provided details of their last meeting, held December 6, 2017.
  - a. As always was a good meeting, minutes are attached.

**NEMOJT Update** – Commissioner Niemi

- 1) Received a presentation, at the last meeting, on AOI and how they are helping high schools prepare students to enter the workforce upon graduation with knowledge of industrial arts training and trades.
- 2) Also mentioned how NEMOJT considers the Aitkin office as the model for all others and wants to emulate that at their other offices.

**CJI Update** – Commissioner Westerlund

- 1) Pick up orders or Immediate Custody orders, talked about which departments were going to do what.

**CHB Update** – Commissioner Westerlund

- 1) Talked about budget, that Maggie Rothstein had accepted the administrator position for the CHB, and that they were looking for a new member from Itasca County.
- 2) Had a presentation on Diabetes prevention and about alcohol, tobacco, and other drugs.
- 3) Looking to be more proactive on the consumption of alcohol and tobacco with the high schools utilizing a more positive campaign versus the traditional negative.

The meeting was adjourned at 9:54 a.m.

Next Meeting – January 23, 2018

**HHS BOARD  
ADJOURNS**

Break: 9:54 a.m. to 10:10 a.m.

**BREAK**

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: December 6, 2017 to December 18, 2017; B) Approve County Board Minutes: December 5, 2017; C) Approve December 5, 2017 Budget Hearing Minutes; D) Approve Commissioner Warrants: General Fund \$151,235.46, Road & Bridge \$30,016.40, Special Revenue \$810.57, Health & Human Services \$1,290.66, Debt Service \$81,531.05, State \$737.07, Trust \$8,304.47, Forest Development \$38,121.58, Agency \$20,210.74, Long Lake Conservation Center \$3,698.24, Parks \$10,604.26 for a total of \$346,560.50; E) Approve November Manual Warrants: General Fund \$33,153.92, Road & Bridge \$233,289.67, Health & Human Services \$4,969.50, State \$86,701.58, Trust \$562.22, Taxes & Penalties \$86,900.06, Long Lake Conservation Center \$1,673.00, Parks \$249.00 for a total of \$447,498.95; F) Approve Auditor Warrants – November Sales & Use Tax: General Fund \$260.07, Road & Bridge \$1,387.81, State \$10,880.50, Trust \$15.92, Forest Development \$-0.29, Long Lake Conservation Center \$141.96, Parks \$55.83 for a total of \$12,741.80; G) Authorize Sale of 2002 Ford Escape – Assessor’s Office; H) Adopt Resolution: 2018 Liquor License Renewals; I) Appoint Resident Board Member to HRA Board; J) Approve Appointments to Extension Committee; K) Approve Down Payment on Garn Furnace for LLCC; L) Approve CCA Subsidy/Grant Application and Authorize Signatures

**CONSENT  
AGENDA**

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2018 Liquor License Renewals:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following liquor licenses for a period from January 1, 2018 thru December 31, 2018:

**RESOLUTION  
20171219-091  
2018 LIQUOR  
LICENSE  
RENEWALS**

**“ON”, “OFF” and “SUNDAY” Sale:**

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

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

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

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

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

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

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

Sheryl Marie Ruhnke, d/b/a **Prairie River Retreat** – Shamrock Township  
 This establishment has an address of 51272 Lake Ave., McGregor, MN 55760

Red Rock Bar & Grill LLC, d/b/a **Red Rock Bar & Grill** – Shamrock Township  
 This establishment has an address of 49463 202<sup>nd</sup> Place, McGregor, MN 55760

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

**“ON” and “SUNDAY” Sale:**

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

Grill of Glen Inc., d/b/a **The Glen Store & Grill** – Malmo Township  
 This establishment has an address of 31993 280<sup>th</sup> St., Aitkin, MN 56431

**“ON” Sale – CLUB:**

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

**“OFF” Sale:**

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

North Liquor Inc., d/b/a **The Glen Store & Grill Inc.** – Malmo Township  
 This establishment has an address of 31993 280<sup>th</sup> St., Aitkin, MN 56431

Grand Rapids Greenhouse Inc., d/b/a **Gould's Mississippi Landing** – Ball Bluff Township  
 This establishment has an address of 68298 St. Hwy. 65, Jacobson, MN 55752

Minnewawa Partners LLC, d/b/a **Willey's Sports Shop & Spirits** – Shamrock Township  
 This establishment has an address of 46026 State Highway 65, McGregor, MN 55760

**“ON” Sale – WINE:**

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

<p>Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to appoint Ms. Laurie Johnson Resident Board Member on the Aitkin County Housing and Redevelopment Authority Board.</p>	<p><b>HRA BOARD</b></p>
<p>Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to reappoint Joy Janzen as District 2 Representative and to reappoint Dave Carlson as District 5 Representative on the Extension Committee. Terms run from January 2018 through December 31, 2020.</p>	<p><b>EXTENSION COMMITTEE</b></p>
<p>Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to authorize \$18,000 down payment on four Garn wood stove units for Long Lake Conservation Center, using funds from the County Parks account (21-520), to be delivered/installed in 2018.</p>	<p><b>GARN FURNACE DOWN PAYMENT</b></p>
<p>Chuck Kandel, Jr. of the State Auditor’s Office reviewed the 2016 State Audit with the Board via a conference call.</p>	<p><b>2016 STATE AUDIT</b></p>
<p>Gary Weiers with David Drown Associates gave an Organizational Study presentation to the Board. No action was taken.</p>	<p><b>ORGANIZATIONAL STUDY</b></p>
<p>Steve Hughes, District Manager Aitkin County Soil &amp; Water updated the Board on the Rum River One Watershed One Plan project. Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to adopt resolution – Rum River, One Watershed, One Plan Project:</p>	
<p><b>WHEREAS</b>, Integrated comprehensive watershed planning is a benefit for the water resources of the Rum River Watershed; and</p>	
<p><b>WHEREAS</b>, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and</p>	<p><b>RESOLUTION 20171219-092 RUM RIVER, ONE WATERSHED, ONE PLAN PROJECT</b></p>
<p><b>WHEREAS</b>, the counties, SWCDs, and WMOs within the Rum River Planning Boundary, have interest in developing a coordinated, major watershed-scale implementation framework for this area; and</p>	
<p><b>WHEREAS</b>, the counties, SWCDs, and WMOs within the Rum River Planning Boundary, have a successful history of cooperation for resource protection and restoration via the recently completed Rum River Watershed Restoration and Protection Strategy; and</p>	
<p><b>WHEREAS</b>, participating in the One Watershed One Plan will provide funding for plan development and increase efficiency of disbursement of implementation funds through a plan-based disbursement process; and</p>	
<p><b>WHEREAS</b>, Aitkin County has an interest in the concept of One Watershed One Plan</p>	



provided that it does not create an additional bureaucratic layer of water planning and management;

**NOW, THEREFORE, BE IT RESOLVED**, that Aitkin County welcomes the opportunity to collaborate with the counties, SWCDs, and WMOs within the Rum River Planning Boundary for major watershed-scale planning efforts; and

**BE IT FURTHER RESOLVED** that the Aitkin County Board of Commissioners supports an application to the Board of Water and Soil Resources for a planning grant to develop a coordinated, major watershed-scale implementation framework and anticipates entering into a Memorandum of Agreement with the counties, SWCDs, and WMOs within the Rum River Planning Boundary to implement this collaborative effort and be eligible for plan-based implementation funding from BWSR.

Steve Hughes, District Manager Aitkin County Soil & Water reviewed the 2017 Aquatic Invasive Species program and the proposed 2018 AIS budget with the Board. Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the proposed 2018 AIS budget.

**AQUATIC  
INVASIVE  
SPECIES  
PROGRAM**

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – 2018 Levy:

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2018 for the following funds:

**RESOLUTION  
20171219-093  
2018 LEVY**

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$8,050,046
Road and Bridge Fund	\$2,536,750
Solid Waste	\$225,480
Health & Human Services Fund	\$2,671,783
County Parks	\$15,000
Total:	\$13,499,059

Motion for a resolution by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2018 Budgets:

**BE IT RESOLVED**, that the following 2018 budgets be set for the leviable funds of Aitkin County:

**RESOLUTION  
20171219-094  
2018 BUDGETS**

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$13,739,416	\$40,015	\$13,779,431
Road and Bridge	\$12,911,277	\$427,283	\$13,338,560
Health & Human Service	\$6,777,158	\$400,000	\$7,177,158
Parks	\$482,433	(\$11,594)	\$470,839
Total:	\$33,910,284	\$855,704	\$34,765,988

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2018 Elected Officials Salaries:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2018 salaries of Aitkin County Elected Officials at:

County Auditor, Kirk Peysar	\$ 88,589.93 plus \$575.00 one-time lump sum payment
County Treasurer, Lori Grams	\$ 76,097.34 plus \$575.00 one-time lump sum payment
County Recorder, Michael Moriarty	\$ 68,344.66
County Sheriff, Scott Turner	\$101,640.47 plus \$575.00 one-time lump sum payment
County Attorney, Jim Ratz	\$119,494.15 plus \$575.00 one-time lump sum payment

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

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2018 Commissioner Salaries:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2018 County Commissioner’s salary at \$30,253.00, which is the same rate of pay as 2017. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2018 ACSW and Snake River Watershed Appropriations:

**BE IT RESOLVED**, that the budget and appropriation in the amount of \$143,254 be set for 2018 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$45,220 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

Motion for a resolution by Commissioner Pratt, seconded by Commissioner Marcotte and carried, all members voting yes to adopt resolution – 2018 ECRL Levy:

**BE IT RESOLVED**, that the amount of \$224,577 be budgeted and levied for the year 2018 for the East Central Regional Library.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to adopt resolution – 2018 Boat & Water Safety Agreement Budget:

**RESOLUTION  
20171219-095  
2018 ELECTED  
OFFICIALS  
SALARIES**

**RESOLUTION  
20171219-096  
2018  
COMMISSIONER  
SALARIES**

**RESOLUTION  
20171219-097  
2018 ACSW AND  
SNAKE RIVER  
WATERSHED  
APPROPRIATIONS**

**RESOLUTION  
20171219-098  
2018 ECRL LEVY**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners approves the 2018 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$92,687 for a term January 1, 2018 to December 31, 2018.

**RESOLUTION  
20171219-099  
2018 BOAT &  
WATER SAFETY  
AGREEMENT  
BUDGET**

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$150		
Boat & Water Grant	\$27,235		
<b>Totals:</b>	<b>\$27,385</b>	<b>\$65,302</b>	<b>\$92,687</b>

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2018 Non-Levy Budgets:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2018:

**RESOLUTION  
20171219-100  
2018 NON-LEVY  
BUDGETS**

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$339,000	\$24,578	\$363,578
Cons. For Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,700,000	\$5,575	\$1,705,575
Forest Resource	\$142,500	\$13,165	\$155,665
Reforestation	\$170,950	\$5,284	\$176,234
Memorial Forest	\$100,265	\$13,851	\$114,116
Forest Road	\$76,300	(\$7,233)	\$69,067
Gravel Pit	\$1,500	(\$1,500)	\$0
Missing Heirs	\$0		\$0
MCIT	\$2,000	(\$2,000)	\$0
Collaborative Grant	\$70,520	(\$10,520)	\$60,000
Environmental Trust	\$15,000		\$15,000
LLCC	\$641,281	(\$6,251)	\$635,030

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – 2018 Unorganized Townships:

**BE IT RESOLVED**, that the following 2018 budgets be set for Unorganized Townships:

**RESOLUTION  
20171219-101  
2018  
UNORGANIZED  
TOWNSHIPS**

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$44,500		\$44,500
Unorganized Fire Fund	\$37,450		\$37,450
Unorganized Cemetery	\$2,700		\$2,700

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Unorganized Road & Bridge Transfers:

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

**RESOLUTION  
20171219-102  
UNORGANIZED  
ROAD & BRIDGE  
TRANSFERS**

Unorg Township

52-22	\$4,114.38
45-24	\$9,592.50
47-24	\$16,276.38
52-24	\$19,994.09
50-25	\$3,483.75
51-25	\$1,573.15
52-25	\$3,722.88
50-26	\$812.50
48-27	\$6,338.43
49-27	\$11,752.50
50-27	\$602.50
51-27	\$2,939.20
52-27	\$3,955.00

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – 2017 Ditch Fund Budgets:

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

**RESOLUTION  
20171219-103  
2017 DITCH FUND  
BUDGETS**

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$96		\$0
Co Ditch 5	7-353	\$0		\$0
Co Ditch 21	7-365	\$0		\$0
Co Ditch 24	7-351	\$0		\$0
Co Ditch 28	7-356	\$0		\$2,112
Co Ditch 30	7-352	\$208		\$0
Co Ditch 34	7-357	\$0		\$2,148
Co Ditch 36	7-358	\$0		\$0
Co Ditch 37	7-359	\$0		\$6,055
St Ditch 63	7-362	\$860		\$0
St Ditch 66	7-363	\$0		\$0
Co Ditch 2	7-367	\$0		\$238
Diversion Channel	7-373	\$0		\$0
Co Ditch 23	7-354	\$0		\$1,238
Co Ditch 25	7-355	\$0		\$540
Co Ditch 42	7-360	\$0		\$93
Co Ditch 58	7-361	\$0		\$0
Co Ditch 20	7-364	\$0		\$0
Co Ditch 43	7-366	\$0		\$0

Co Ditch 29	7-371	\$0	\$0
Co Ditch 38	7-	\$0	\$270
Co Ditch 14	7-	\$0	\$185

Motion for a resolution by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – County Ditch and County Development Transfers:

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

None

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

County Ditch 2	\$237.52
County Ditch 14	\$185.00
County Ditch 23	\$1,237.50
County Ditch 25	\$540.00
County Ditch 28	\$2,111.60
County Ditch 34	\$2,148.06
County Ditch 37	\$6,055.00
County Ditch 38	\$270.00
County Ditch 42	\$92.50

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2017 Reserve Funds:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be placed in Reserve Funds for fiscal year end 2017:

**2017 Reserve Requests**

Department	Current Reserve Balance	2017 Reserve Request	Purpose
Assessor-Computers	\$ 4,413.06	\$ 30,000.00	Mobile Data Program
Assessor-Vehicle	\$ -	\$ -	
IT-Network Equipment	\$ 12,998.59	\$ -	Equipment
IT-Staff Training	\$ 5,500.00	\$ 12,000.00	Training
Elections-Voting Equipment	\$ -	\$ 50,000.00	Election Equipment
Attorney-Murder Trial	\$ 10,000.00	\$ -	Trial Expenses
Sheriff-Technology	\$ 48,050.39	\$ -	Technology Equipment

**RESOLUTION  
20171219-104  
COUNTY DITCH  
AND COUNTY  
DEVELOPMENT  
TRANSFERS**

**RESOLUTION  
20171219-105  
2017 RESERVE  
FUNDS**

Sheriff-Posse	\$ 4,754.34	\$ -	Equipment/Training
Sheriff-Forfeiture	\$ 11,831.00	\$ -	
Canine Replacement	\$ 2,000.00	\$ 1,000.00	K-9 Replacement
FBL Vehicle	\$ 17,500.00		
ATV Replacement	\$ 4,000.00	\$ 4,000.00	ATV Replacement
Environmental Services	\$ -	\$ 10,000.00	Scanning Project
Tourism Fund	\$ -	\$ 1,000.00	Walleye Tank Project
Buildings - Capital	\$ -	\$ 10,000.00	Capital Building Repairs
Central Services	\$ -	\$ 78,000.00	Scanning/ Organizational Study/ Security Assessment
<b>TOTAL</b>	<b>\$ 121,047.38</b>	<b>\$ 196,000.00</b>	
<u>Health &amp; Human Services</u>			
BLDG Account	\$ -	\$ 50,000.00	Building Renovations
		\$ 40,000.00	Heating System work
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 90,000.00</b>	
**Current reserve balances are requested to transfer to fiscal year 2018.			
<b>BE IT FURTHER RESOLVED</b> , the Aitkin County Board of Commissioners also agree to release previously dedicated funds in the amount of \$1,446,551 from Road and Bridge and \$1,652,721 from Public Safety and return to the undesignated general fund balance.			
Jessica Seibert, County Administrator reviewed a 2018 Proposed County Board Meeting Calendar with the Board. No action was taken.			<b>2018 PROPOSED BOARD MEETING CALENDAR</b>
Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to authorize the County Administrator to approve year-end matters			<b>YEAR-END MATTERS</b>
Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve updated Recycling Agreement with Garrison Disposal.			<b>GARRISON DISPOSAL RECYCLING AGREEMENT</b>
Break: 12:17 p.m. to 12:34 p.m.			<b>BREAK</b>
Commissioner Don Niemi left at 12:17 p.m.			<b>NIEMI LEFT</b>
Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried (4-0 Niemi absent), to schedule a Public Hearing for the proposed ATV Ordinance on			<b>PUBLIC HEARING SET FOR</b>

January 23, 2018 at 11:00 a.m. during the regular County Board meeting, in the Aitkin County Boardroom.

John Welle, County Engineer updated the Board on the status of the 2017 construction projects and the anticipated 2018 construction projects.

The Board discussed: Facilities, Natural Resources Board, Mille Lacs Fisheries, CARE, Christmas in Malmo, McGregor Airport, MHB, JCNRB, Commissioner Committees, Personnel, Budget, TZD, and Aitkin Airport.

Motion by Commissioner Marcotte seconded by Commissioner Westerlund and carried (4-0 Niemi absent), to adjourn the meeting at 2:04 p.m. until Tuesday, January 2, 2017 at 9:00 a.m.

**PROPOSED ATV  
ORDINANCE**

**2017 & 2018  
HIGHWAY DEPT  
CONSTRUCTION**

**BOARD  
DISCUSSION**

**ADJOURN**

---

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

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Jessica Seibert, County Administrator



# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** January 2, 2018

**Title of Item:** Nominations for Board Chair and Vice Chair

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  MN Statutes 2017  375.13 CHAIR. The county board, at its first session in each year, shall elect from its members a chair and a vice-chair. The chair shall preside at its meetings and sign all documents requiring signature on its behalf. The chair's signature, attested by the clerk of the county board, shall be binding as the signature of the board. In case of the absence or incapacity of the chair, the vice-chair shall perform the chair's duties. If the chair or vice-chair are absent from any meeting, all documents requiring the signature of the board shall be signed by a majority of it and attested by the clerk. History: (663) RL s 429; 1937 c 165 s 1; 1978 c 743 s 15; 1982 c 435 s 2; 1984 c 629 s 2; 1986 c 444 Copyright ©		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Elect a chair and vice chair		
<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>		

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



SMH1  
12/27/17 12:30PM

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

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

5A

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

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	DEPT				Commissioners		
86222	Aitkin Independent Age						
		01-001-000-0000-6230		57.75	Synopsis 10/10	1479	Printing, Publishing & Adv
		01-001-000-0000-6230		86.63	Synopsis 10/24	1479	Printing, Publishing & Adv
86222	Aitkin Independent Age			144.38			2 Transactions
248	Association of Mn Counties						
		01-001-000-0000-6241		375.00	AMC Conference - Marcotte	48779	Registration Fee
		01-001-000-0000-6241		375.00	AMC Conference - Pratt	48779	Registration Fee
		01-001-000-0000-6241		375.00	AMC Conference- Westerlund	48779	Registration Fee
248	Association of Mn Counties			1,125.00			3 Transactions
6097	Verizon Wireless						
		01-001-000-0000-6250		33.96	Cell phone	28628780200001	Telephone
		01-001-000-0000-6250		35.01	Mifi Commissioner	78666388100002	Telephone
6097	Verizon Wireless			68.97			2 Transactions
1	DEPT Total:			1,338.35	Commissioners	3 Vendors	7 Transactions

SMH1  
 12/27/17 12:30PM

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
12	DEPT			Court Administration		
	14654 Jones and Magnus, Attorneys at Law					
	01- 012- 000- 0000- 6232		1,785.00	Attorney Services	18233	Attorney Services
	14654 Jones and Magnus, Attorneys at Law		1,785.00	1 Transactions		
12	DEPT Total:		1,785.00	Court Administration	1 Vendors	1 Transactions

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
40 DEPT		Auditor		
86222 Aitkin Independent Age		Budget/Prop tax notice	1014	Printing, Publishing & Adv
01- 040- 000- 0000- 6230		435.36		
01- 040- 021- 0000- 6230		45.00	1014	Printing, Publishing & Adv
86222 Aitkin Independent Age		480.36		2 Transactions
208 American Solutions For Business		1099 Year end forms	INV03322912	Office & Computer Supplies
01- 040- 000- 0000- 6405		70.32		
208 American Solutions For Business		70.32		1 Transactions
783 Canon Financial Services, Inc		Copier Contract 026	18058845	Services, Labor, Contracts
01- 040- 000- 0000- 6231		220.24		
783 Canon Financial Services, Inc		220.24		1 Transactions
10185 Centurylink Communications Inc		Long distance- Nov	320146217	License Center- Phone
01- 040- 021- 0000- 6250		156.40		
10185 Centurylink Communications Inc		156.40		1 Transactions
2214 Holder/Maryann		License Center rent	Jan 2018	Rentals
01- 040- 021- 0000- 6301		825.00		
2214 Holder/Maryann		825.00		1 Transactions
3195 MCCC, MI 33		Year end training- Boyer	2Y1712011	Services, Labor, Contracts
01- 040- 000- 0000- 6231		100.00		
.3195 MCCC, MI 33		100.00		1 Transactions
86235 The Office Shop Inc		Printer cartridge	295853- 0	Office & Computer Supplies
01- 040- 021- 0000- 6405		22.99		
86235 The Office Shop Inc		22.99		1 Transactions
40 DEPT Total:		1,875.31	Auditor	7 Vendors 8 Transactions

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
42 DEPT		Treasurer		
9878 Hughes/Julie		Band-aids		Office & Computer Supplies
01-042-000-0000-6405	4.91			
9878 Hughes/Julie	4.91		1 Transactions	
4689 Metro Sales Inc		Contract base rate	INV958604	Services, Labor, Contracts
01-042-000-0000-6231	135.00	12/07/2017 03/06/2018	0	
01-042-000-0000-6231	222.74	Contract usage charge	INV958604	Services, Labor, Contracts
		09/07/2017 12/06/2017	0	
4689 Metro Sales Inc	357.74		2 Transactions	
86235 The Office Shop Inc		Post its, ink, planner, wipes	1037255-0	Office & Computer Supplies
01-042-000-0000-6405	98.28			
86235 The Office Shop Inc	98.28		1 Transactions	
14330 US Bank		Copier contract	345837074	Office Equipment
01-042-000-0000-6625	117.53			
14330 US Bank	117.53		1 Transactions	
42 DEPT Total:	578.46	Treasurer	4 Vendors	5 Transactions

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
43 DEPT		Assessor		
86222 Aitkin Independent Age				
01- 043- 000- 0000- 6230		81.60 Homestead Notice Age	1693	Printing, Publishing & Adv
01- 043- 000- 0000- 6230		81.60 Homestead Notice Messenger	1693	Printing, Publishing & Adv
86222 Aitkin Independent Age		163.20		2 Transactions
5398 CDW Government, Inc				
01- 043- 000- 0000- 6405		522.18 Computers, Mike & Tom B	JLQD840	Office, Film & Computer Supplies
5398 CDW Government, Inc		522.18		1 Transactions
10330 Dangers/Mike				
01- 043- 000- 0000- 6330		45.24 Mileage to MCIS	104@.435	Transportation & Travel & Parking
10330 Dangers/Mike		45.24		1 Transactions
88880 Datacomm Computers & Networks Inc				
01- 043- 000- 0000- 6405		1,958.00 Computer Mike & Tom B	10212	Office, Film & Computer Supplies
88880 Datacomm Computers & Networks Inc		1,958.00		1 Transactions
4641 Holiday Credit Office				
01- 043- 000- 0000- 6511		450.89 November fuel	1400000147443	Gas And Oil
4641 Holiday Credit Office		450.89		1 Transactions
3263 K&M Signs Inc.				
01- 043- 000- 0000- 6405		20.00 Lettering for vehicle	11938	Office, Film & Computer Supplies
3263 K&M Signs Inc.		20.00		1 Transactions
86235 The Office Shop Inc				
01- 043- 000- 0000- 6405		81.96 Chairmat, pens, legal pads	1036958- 0	Office, Film & Computer Supplies
01- 043- 000- 0000- 6405		329.60 Copy contract	295617- 0	Office, Film & Computer Supplies
86235 The Office Shop Inc		411.56		2 Transactions
13934 Tire Barn				
01- 043- 000- 0000- 6511		39.54 Oil change 2012 Escape	41294	Gas And Oil
13934 Tire Barn		39.54		1 Transactions
6097 Verizon Wireless				
01- 043- 000- 0000- 6250		148.43 Cell phone	68069088200001	Telephone
6097 Verizon Wireless		148.43		1 Transactions

SMH1  
12/27/17 12:30PM  
1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
43 DEPT Total:		3,759.04	Assessor	9 Vendors	11 Transactions

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
45	DEPT			Motor Pool	
	1393 Door Service Inc				
	01- 045- 000- 0000- 6231		850.00	Service doors, motor pool	147464 Services, Labor, Contracts
	1393 Door Service Inc		850.00	1 Transactions	
45	DEPT Total:		850.00	Motor Pool	1 Vendors 1 Transactions



SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
49 DEPT		Information Technologies		
5398 CDW Government, Inc		2nd Core Switch	JLWV946	Programming, Services, Contracts
01-049-000-0000-6231				
5398 CDW Government, Inc			1 Transactions	
88880 Datacomm Computers & Networks Inc		Bulk cable	10241	Computer Supplies & Software
01-049-000-0000-6402				
88880 Datacomm Computers & Networks Inc			1 Transactions	
1333 Dell Marketing L.P.		Power Edge R430 2R6G8M2	10210278498	As/400, Computer & Office Equip.
01-049-000-0000-6625		PowerEdge R430 2R788M2	10210278500	As/400, Computer & Office Equip.
01-049-000-0000-6625		PowerEdge R430 2RB88M2	10210278519	As/400, Computer & Office Equip.
01-049-000-0000-6625		Power Edge R430 2RCD8M2	10210278527	As/400, Computer & Office Equip.
1333 Dell Marketing L.P.			4 Transactions	
6097 Verizon Wireless		December renewal	38669511000002	Programming, Services, Contracts
01-049-000-0000-6231				
6097 Verizon Wireless			1 Transactions	
49 DEPT Total:		Information Technologies	4 Vendors	7 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
52	DEPT		Administration/Personnel Dept		
86222	Aitkin Independent Age				
	01-052-000-0000-6230		Vacancies 11-1-17	1483	Printing, Publishing & Adv
	01-052-000-0000-6230	69.73	Vacancies 11-8-17	1483	Printing, Publishing & Adv
	01-052-000-0000-6230	56.29	Vacancies 11-15-17	1483	Printing, Publishing & Adv
	01-052-000-0000-6230	62.47	Vacancies 11-22-17	1483	Printing, Publishing & Adv
	01-052-000-0000-6230	58.66	Vacancies 11-29-17	1483	Printing, Publishing & Adv
	01-052-000-0000-6230	75.17			
86222	Aitkin Independent Age	322.32			
			5 Transactions		
248	Association of Mn Counties				
	01-052-000-0000-6240	100.00	Danielson- membership dues		Dues & Subscriptions
	01-052-000-0000-6241	375.00	AMC Conference - Seibert	48779	Registration Fee
	01-052-000-0000-6240	609.00	MACA 2018 Membership dues	Seibert	Dues & Subscriptions
248	Association of Mn Counties	1,084.00			
			3 Transactions		
12048	McDowell Agency, Inc./The				
	01-052-000-0000-6234	97.00	Background screen	93414	Background Check Fee
	01-052-000-0000-6234	303.00	Background screening	95741	Background Check Fee
	01-052-000-0000-6234	204.00	Background screening	96280	Background Check Fee
12048	McDowell Agency, Inc./The	604.00			
			3 Transactions		
86235	The Office Shop Inc				
	01-052-000-0000-6405	35.42	Notary stamp	1035376-1	Office & Computer Supplies
	01-052-000-0000-6405	33.99	Envelopes	1036402-0	Office & Computer Supplies
	01-052-000-0000-6405	7.49	File folders	1037007-0	Office & Computer Supplies
86235	The Office Shop Inc	76.90			
			3 Transactions		
6097	Verizon Wireless				
	01-052-000-0000-6250	26.02	Mifi HR Director	78666388100002	Telephone
6097	Verizon Wireless	26.02			
			1 Transactions		
52	DEPT Total:	2,113.24	Administration/Personnel Dept	5 Vendors	15 Transactions

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
90	DEPT		Attorney		
783	Canon Financial Services, Inc 01-090-000-0000-6405		Contract charge 12/20/2017	18076029 0	Office & Computer Supplies
783	Canon Financial Services, Inc	359.91		1 Transactions	
1333	Dell Marketing L.P. 01-090-000-0000-6405	3,392.00	Laptops, Natalie & Michele	10210845360	Office & Computer Supplies
	01-090-000-0000-6625	3,392.00	Laptops for Jim & Atty	10211520551	Office Equipment
1333	Dell Marketing L.P.	6,784.00		2 Transactions	
3273	Mn Co Attorneys Assn 01-090-000-0000-6240	2,971.00	MCAA Dues 2018	21552	Dues & Registration Fee
3273	Mn Co Attorneys Assn	2,971.00		1 Transactions	
9489	Redwood Toxicology Laboratory, Inc 01-090-000-0000-6213	12.07	Pretrial testing	122891201711	Drug & Forfeiture Ms387.213
9489	Redwood Toxicology Laboratory, Inc	12.07		1 Transactions	
90	DEPT Total:	10,126.98	Attorney	4 Vendors	5 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
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
100 DEPT		Recorder		
3951 Pro West & Associates, Inc		LINK update	1936	Services, Labor, Contracts- Land Records
01- 100- 195- 0000- 6231				
3951 Pro West & Associates, Inc				
				1 Transactions
86235 The Office Shop Inc		Office supplies	1036512- 0	Office & Computer Supplies
01- 100- 000- 0000- 6405				
01- 100- 000- 0000- 6405		Supplies, mats, chair	1037540- 0	Office & Computer Supplies
86235 The Office Shop Inc				
				2 Transactions
10930 Tidholm Productions		Rejection statements	9608 7036	Printing, Publishing & Adv
01- 100- 000- 0000- 6230				
10930 Tidholm Productions				
				1 Transactions
6101 West Central Indexing, Llc		Product support	1353	Services, Labor, Contracts- Recorder's
01- 100- 196- 0000- 6231				
6101 West Central Indexing, Llc				
				1 Transactions
100 DEPT Total:		Recorder	4 Vendors	5 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
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		Courthouse Maintenance		
12106 Antoine Electric				
01-110-000-0000-6231		Ballast HR Office	16454	Services, Labor, Contracts
01-110-000-0000-6231		Fixtures in Juror room	16455	Services, Labor, Contracts
12106 Antoine Electric				2 Transactions
88628 Dalco				
01-110-000-0000-6422		Toilet tissue, towels	3257468	Janitorial Supplies
88628 Dalco				1 Transactions
9692 Minnesota Energy Resources Corporation				
01-110-000-0000-6254		Courthouse gas	0506823754	Utilities & Heating
9692 Minnesota Energy Resources Corporation				1 Transactions
10698 Stericycle, Inc				
01-110-000-0000-6255		Monthly Bill	4007527838	Garbage
10698 Stericycle, Inc				1 Transactions
6097 Verizon Wireless				
01-110-000-0000-6250		Cell phone	28628780200001	Phone
6097 Verizon Wireless				1 Transactions
110 DEPT Total:		Courthouse Maintenance	5 Vendors	6 Transactions

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
111	DEPT		Buildings		
12106	Antoine Electric				
	01- 111- 000- 0000- 6605		Completion of trim HHS basemen	16460	Building & Structures
12106	Antoine Electric				
		4,676.00			
		4,676.00	1 Transactions		
14740	Bear Creek Builders				
	01- 111- 000- 0000- 6605		HHS Basement Remodel	16846	Building & Structures
14740	Bear Creek Builders				
		5,127.00			
		5,127.00	1 Transactions		
2340	Hyytinen Hardware Hank				
	01- 111- 000- 0000- 6605		Paint supplies	1431348	Building & Structures
	01- 111- 000- 0000- 6605		Paint supplies	1431576	Building & Structures
2340	Hyytinen Hardware Hank				
		70.92			
		51.96			
		122.88	2 Transactions		
111	DEPT Total:		Buildings	3 Vendors	4 Transactions
		9,925.88			

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
120	DEPT		Service Officer		
86222	Aitkin Independent Age 01- 120- 000- 0000- 6230		Veterans Section Ad	1783	Printing, Publishing & Adv
86222	Aitkin Independent Age	599.00			
		599.00		1 Transactions	
10097	Harms Monroe/Penny 01- 120- 000- 0000- 6330		Mileage St Cloud VA mtg	190@.435	Transportation & Travel
10097	Harms Monroe/Penny	82.65			
		82.65		1 Transactions	
13602	Hughley/Josh 01- 120- 000- 0000- 6330		Mileage CVSO mtg/drive vets	575@.435	Transportation & Travel
13602	Hughley/Josh	250.13			
		250.13		1 Transactions	
86235	The Office Shop Inc 01- 120- 000- 0000- 6405		Receipts	1037281- 0	Office & Computer Supplies
	01- 120- 000- 0000- 6405	34.82	Folders	1037452- 0	Office & Computer Supplies
86235	The Office Shop Inc	37.71			
		72.53		2 Transactions	
120	DEPT Total:	1,004.31	Service Officer	4 Vendors	5 Transactions

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
122 DEPT		Planning & Zoning		
86222 Aitkin Independent Age		BOA Hearing Notice	1482	Printing, Publishing & Adv
01- 122- 000- 0000- 6230	60.38			
86222 Aitkin Independent Age	60.38			1 Transactions
14320 Benson/Lin		BOA Meeting	12/6/2017	Per Diem
01- 122- 000- 0000- 6350	50.00			
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		BOA Meeting	12/6/2017	Per Diem
01- 122- 000- 0000- 6350	50.00			
01- 122- 038- 0000- 6330	35.85	BOA Mileage	67@.535	Boa/Pc Mileage
01- 122- 000- 0000- 6350	10.00	BOA onsite	Zeese	Per Diem
14339 Bright/Richard Edward	95.85			3 Transactions
783 Canon Financial Services, Inc		Copier Contract 029	18058847	Services, Labor, Contracts, Programming
01- 122- 000- 0000- 6231	248.73			
783 Canon Financial Services, Inc	248.73			1 Transactions
4641 Holiday Credit Office		P & Z Gas	1400000135321	Gas And Oil
01- 122- 000- 0000- 6511	68.26			
4641 Holiday Credit Office	68.26			1 Transactions
5516 Paquette/Jeremy M		BOA Onsites		Per Diem
01- 122- 000- 0000- 6350	20.00			
01- 122- 000- 0000- 6350	50.00	BOA Meeting	12/6/2017	Per Diem
01- 122- 038- 0000- 6330	86.14	BOA Mileage	161@.535	Boa/Pc Mileage
5516 Paquette/Jeremy M	156.14			3 Transactions
4010 Rasley Oil Company		November gas	AITCOZOS	Gas And Oil
01- 122- 000- 0000- 6511	45.87			
4010 Rasley Oil Company	45.87			1 Transactions
10028 Spiel/Edward		BOA Onsites		Per Diem
01- 122- 000- 0000- 6350	30.00			
01- 122- 000- 0000- 6350	50.00	BOA Meeting	12/6/2017	Per Diem
01- 122- 038- 0000- 6330	67.09	BOA Mileage	125.4@.535	Boa/Pc Mileage



SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
10028 Spiel/Edward		147.09	3 Transactions	
12077 Stromberg/Kevin				
01- 122- 000- 0000- 6350		30.00	BOA Onsites	Per Diem
01- 122- 000- 0000- 6350		50.00	BOA Meeting	12/6/2017 Per Diem
01- 122- 038- 0000- 6330		79.18	BOA Mileage	148@.535 Boa/Pc Mileage
12077 Stromberg/Kevin		159.18	3 Transactions	
122 DEPT Total:		1,068.95	Planning & Zoning	9 Vendors 18 Transactions

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
123	DEPT			Coroner		
988	Hennepin Co Medical Centers					
	01- 123- 000- 0000- 6260		221.75	ME 17- 2767	022087	Autopsies- - Pathologist, Xrays, Etc
988	Hennepin Co Medical Centers		221.75		1 Transactions	
2939	McGee P.A./M.B.					
	01- 123- 000- 0000- 6231		2,000.00	ME 2300,2488,2376,2767	2828	Coroner Fees
2939	McGee P.A./M.B.		2,000.00		1 Transactions	
3987	Ramsey County Medical Examiner					
	01- 123- 000- 0000- 6260		1,400.00	ME 17- 2767	022087	Autopsies- - Pathologist, Xrays, Etc
3987	Ramsey County Medical Examiner		1,400.00		1 Transactions	
123	DEPT Total:		3,621.75	Coroner	3 Vendors	3 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
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
200 DEPT		Enforcement		
170 Aitkin Motor Company				
01- 200- 000- 0000- 6302		45.76 Oil change, Recall 224	15502	Car Maintenance
01- 200- 000- 0000- 6302		45.76 Oil change, Recall 223	16184	Car Maintenance
170 Aitkin Motor Company		91.52		2 Transactions
12445 Brandl Chevrolet, Buick GMC				
01- 200- 000- 0000- 6302		384.60 Filters 221	305147	Car Maintenance
01- 200- 000- 0000- 6302		155.94 Oil change etc 217	305565	Car Maintenance
12445 Brandl Chevrolet, Buick GMC		540.54		2 Transactions
1777 Grand Rapids Veterinary Clinic				
01- 200- 019- 0000- 6231		882.37 Loki Dental extraction	248748	Services, Labor, Contracts
1777 Grand Rapids Veterinary Clinic		882.37		1 Transactions
4641 Holiday Credit Office				
01- 200- 000- 0000- 6511		169.08 Gas	1400000288942	Gas And Oil
4641 Holiday Credit Office		169.08		1 Transactions
5756 KEEPRS, Inc				
01- 200- 000- 0000- 6410		56.19 Uniform shirt #204	355331- 02	Clothing Allowance
5756 KEEPRS, Inc		56.19		1 Transactions
2925 L & M Supply, Inc.				
01- 200- 000- 0000- 6405		39.98 Dog food, batteries	8403637	Office Supplies
01- 200- 019- 0000- 6405		3.79 Dog Biscuits	8403637	Office & Computer Supplies
2925 L & M Supply, Inc.		43.77		2 Transactions
3100 McGregor Oil				
01- 200- 000- 0000- 6511		90.35 November gas	AITKINSH	Gas And Oil
3100 McGregor Oil		90.35		1 Transactions
12110 Revelin Vehicle Solutions, LLC				
01- 200- 000- 0000- 6302		7,535.00 Outfit new squad #210	192	Car Maintenance
01- 200- 000- 0000- 6302		7,535.00 Outfit new squad #225	193	Car Maintenance
12110 Revelin Vehicle Solutions, LLC		15,070.00		2 Transactions
84172 Riverwood Healthcare Center				
01- 200- 000- 0000- 6231		1,397.50 SANE 17- 2011		Services & Labor (Incl Contracts)

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
84172 Riverwood Healthcare Center			1 Transactions	
13864 Sandberg/Kristi				
01-200-000-0000-6150		Health Insurance		Health Insurance- Employer
13864 Sandberg/Kristi			1 Transactions	
4761 Sysco Minnesota Inc				
01-200-000-0000-6405		Styro cups	153216741	Office Supplies
4761 Sysco Minnesota Inc			1 Transactions	
86235 The Office Shop Inc				
01-200-000-0000-6405		Office Supplies	1036873-0	Office Supplies
86235 The Office Shop Inc			1 Transactions	
13934 Tire Barn				
01-200-000-0000-6302		Oil change, tires #209	41306	Car Maintenance
01-200-000-0000-6302		Oil change, repair tire 211	41362	Car Maintenance
01-200-000-0000-6302		Battery 12 Silverado	41384	Car Maintenance
13934 Tire Barn			3 Transactions	
11936 TJ Towing				
01-200-000-0000-6359		Tow forfeiture 17- 3466	28802	Wrecker Service
11936 TJ Towing			1 Transactions	
9642 WEX BANK				
01-200-000-0000-6511		Fuel	0424007043961	Gas And Oil
9642 WEX BANK			1 Transactions	
200 DEPT Total:		Enforcement	15 Vendors	21 Transactions

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
203	DEPT		Snowmobile		
	9642 WEX BANK				
	01- 203- 000- 0000- 6511		Fuel	0424007043961	Gas And Oil
	9642 WEX BANK			1 Transactions	
203	DEPT Total:		95.35 Snowmobile	1 Vendors	1 Transactions

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
204	DEPT			ATV	
	9642 WEX BANK				
	01-204-000-0000-6511		228.17	Fuel	0424007043961 Gas And Oil
	9642 WEX BANK		228.17	1 Transactions	
204	DEPT Total:		228.17	ATV	1 Vendors 1 Transactions

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
206	DEPT		Forfeitures		
86359	Aitkin Co Attorney				
	01-206-000-0000-6409		10.00 20% Admin Forf funds	15-4376	Forfeiture Supplies
	01-206-000-0000-6409		344.80 20% Admin Forf funds	16-0148	Forfeiture Supplies
	01-206-000-0000-6409		560.63 30% Admin Forf funds	16-1140	Forfeiture Supplies
	01-206-000-0000-6409		11.20 20% Admin Forf funds	16-1574	Forfeiture Supplies
	01-206-000-0000-6409		35.63 30% Admin Forf funds	16-2901	Forfeiture Supplies
	01-206-000-0000-6409		48.00 20% Admin Forf funds	16-3654	Forfeiture Supplies
	01-206-000-0000-6409		149.66 30% Admin Forf funds	16-4058	Forfeiture Supplies
	01-206-000-0000-6409		1,664.54 30% Admin Forf funds	17-0527	Forfeiture Supplies
	01-206-000-0000-6409		44.70 30% Admin Forf funds	17-1309	Forfeiture Supplies
	01-206-000-0000-6409		118.50 30% Admin Forf funds	17-1765	Forfeiture Supplies
86359	Aitkin Co Attorney		2,987.66		
				10 Transactions	
9429	State Treasurer's Office General Acct.				
	01-206-000-0000-6409		5.00 10% Admin Forf	15-4376	Forfeiture Supplies
	01-206-000-0000-6409		172.40 10% Admin Forf	16-0148	Forfeiture Supplies
	01-206-000-0000-6409		5.60 10% Admin Forf	16-1574	Forfeiture Supplies
9429	State Treasurer's Office General Acct.		183.00		
				3 Transactions	
206	DEPT Total:		3,170.66	Forfeitures	2 Vendors 13 Transactions

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
252 DEPT		Corrections		
170 Aitkin Motor Company		Battery, Key, Recall Xport	16216	Car Maintenance
01- 252- 000- 0000- 6302				
170 Aitkin Motor Company			1 Transactions	
236.31				
236.31				
14005 American Tower Corporation		Jacobson Tower Rent	404513520	Services & Labor (Incl Contracts)
01- 252- 000- 0000- 6231				
01- 252- 000- 0000- 6231		Jacobson Tower Rent	404651242	Services & Labor (Incl Contracts)
14005 American Tower Corporation			2 Transactions	
326.19				
335.98				
662.17				
456 Bob Barker Company, Inc.		25 Mattresses	UT1000394500A	Jail Supplies
01- 252- 000- 0000- 6409				
01- 252- 000- 0000- 6409		25 Mattresses	UT1000394500B	Jail Supplies
456 Bob Barker Company, Inc.			2 Transactions	
1,550.00				
1,550.00				
3,100.00				
246 Brothers Fire & Security		Sprinkler heads	105713	Repair & Maintenance Supplies
01- 252- 000- 0000- 6590				
01- 252- 000- 0000- 6231		2017 Sprinkler inspections	23122	Services & Labor (Incl Contracts)
246 Brothers Fire & Security			2 Transactions	
433.71				
725.00				
1,158.71				
783 Canon Financial Services, Inc		Copier Contract 032	18058843	Services & Labor (Incl Contracts)
01- 252- 000- 0000- 6231				
783 Canon Financial Services, Inc			1 Transactions	
96.07				
96.07				
5583 Crawford Supply Company		Commissary supplies	925026	Commissary Supplies
01- 252- 252- 0000- 6408				
5583 Crawford Supply Company			1 Transactions	
317.88				
317.88				
88628 Dalco		Paper products for jail	3257466	Janitorial Supplies
01- 252- 000- 0000- 6422				
88628 Dalco			1 Transactions	
527.88				
527.88				
1598 Ferrara's Htg Air Cond & Refrig Inc		Grill pilot tip & tube	8973	Repair & Maintenance Supplies
01- 252- 000- 0000- 6590				
1598 Ferrara's Htg Air Cond & Refrig Inc			1 Transactions	
176.35				
176.35				
2186 Hillyard Inc - Kansas City		Janitorial	602802029	Janitorial Supplies
01- 252- 000- 0000- 6422				
1,380.45				



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
2186 Hillyard Inc - Kansas City		1,380.45	1 Transactions	
11428 Horizon Roofing, INC. 01- 252- 000- 0000- 6590		702.95	Leak in jail roof	BE5052 Repair & Maintenance Supplies
11428 Horizon Roofing, INC.		702.95	1 Transactions	
6084 Inventory Trading Company 01- 252- 000- 0000- 6410		705.00	ACSO Clothing	49280 Clothing Allowance
6084 Inventory Trading Company		705.00	1 Transactions	
5503 Keefe Supply Company 01- 252- 252- 0000- 6408		410.58	Commissary supplies	925025 Commissary Supplies
5503 Keefe Supply Company		410.58	1 Transactions	
11946 McGuire Mechanical 01- 252- 000- 0000- 6590		535.89	Jail shower drains	8159 Repair & Maintenance Supplies
11946 McGuire Mechanical		535.89	1 Transactions	
13844 McKesson Medical Surgical 01- 252- 000- 0000- 6262		426.07	Test strips, bandaids, contain	16521795 Medical Expenses & Supplies - Inmates
13844 McKesson Medical Surgical		426.07	1 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea 01- 252- 000- 0000- 6254		201.12	Shelter/Tower	34- 54- 015- 01 Utilities & Heating
3160 Mille Lacs Energy Coop- Albert Lea		201.12	1 Transactions	
9692 Minnesota Energy Resources Corporation 01- 252- 000- 0000- 6254		1,732.76	Jail	0505221458 Utilities & Heating
01- 252- 000- 0000- 6254		393.33	Jail	0505399584 Utilities & Heating
01- 252- 000- 0000- 6254		121.84	STS	0506726121 Utilities & Heating
9692 Minnesota Energy Resources Corporation		2,247.93	3 Transactions	
3789 Pan- O- Gold Baking Company 01- 252- 000- 0000- 6418		147.30	Groceries	10002417341025 Groceries
01- 252- 000- 0000- 6418		155.68	Groceries	10002417348025 Groceries
3789 Pan- O- Gold Baking Company		302.98	2 Transactions	
3810 Paulbeck's County Market 01- 252- 000- 0000- 6418		7.98	Groceries	927210202 Groceries

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	Amount			
3810 Paulbeck's County Market				
	7.98			
			1 Transactions	
84172 Riverwood Healthcare Center				
01- 252- 000- 0000- 6262	14,800.05	NJH		Medical Expenses & Supplies - Inmates
		03/27/2017	06/06/2017	0
01- 252- 000- 0000- 6262	3,188.99	KRK		Medical Expenses & Supplies - Inmates
		04/02/2017	05/16/2017	0
01- 252- 000- 0000- 6262	1,116.75	DJR 17- 1106		Medical Expenses & Supplies - Inmates
01- 252- 000- 0000- 6262	3,166.95	SAB		Medical Expenses & Supplies - Inmates
		03/15/2017	05/02/2017	0
01- 252- 000- 0000- 6262	1,035.22	CSG 17- 1765		Medical Expenses & Supplies - Inmates
01- 252- 000- 0000- 6262	60.06	SM	80002813	Medical Expenses & Supplies - Inmates
01- 252- 000- 0000- 6262	77.77	PT	80002813	Medical Expenses & Supplies - Inmates
84172 Riverwood Healthcare Center	23,445.79			
			7 Transactions	
4761 Sysco Minnesota Inc				
01- 252- 000- 0000- 6418	32.50	Groceries	153194838	Groceries
01- 252- 000- 0000- 6418	43.05	Damaged returns	153197058	Groceries
01- 252- 000- 0000- 6420	19.14	Nail brush	153203343	Kitchen Supplies
01- 252- 000- 0000- 6418	32.50	Groceries	153206178	Groceries
01- 252- 000- 0000- 6418	3,596.74	Groceries	153212845	Groceries
01- 252- 000- 0000- 6418	3,651.95	Groceries	153216740	Groceries
4761 Sysco Minnesota Inc	7,289.78			
			6 Transactions	
86235 The Office Shop Inc				
01- 252- 000- 0000- 6405	35.72	Office Supplies	1036873- 0	Office & Computer Supplies
01- 252- 000- 0000- 6625	210.60	Desk panel	1037128- 0	Office Equipment
86235 The Office Shop Inc	246.32			
			2 Transactions	
11608 Thrifty White Pharmacy- McGregor				
01- 252- 000- 0000- 6262	2,310.00	November	52914536063080	Medical Expenses & Supplies - Inmates
11608 Thrifty White Pharmacy- McGregor	2,310.00			
			1 Transactions	
13934 Tire Barn				
01- 252- 000- 0000- 6302	57.98	Oil change, tires 316 #2	41251	Car Maintenance
13934 Tire Barn	57.98			
			1 Transactions	
9642 WEX BANK				
01- 252- 000- 0000- 6330	387.99	Fuel	0424007043961	Prisoner Transportation & Travel

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
				<u>On Behalf of Name</u>	
9642	WEX BANK		387.99	1 Transactions	
252	DEPT Total:		46,934.18	Corrections	24 Vendors 42 Transactions

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
253	DEPT		Sentence to Serve		
	7525 Hometown Bldg Supply				
	01- 253- 000- 0000- 6405		2 x 4's	5635	Operating Supplies
	01- 253- 000- 0000- 6405		2x4's, fasteners	5891	Operating Supplies
	7525 Hometown Bldg Supply				
				2 Transactions	
253	DEPT Total:		Sentence to Serve	1 Vendors	2 Transactions
			94.70		

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
254	DEPT		Enhanced 911 System		
	13079 Karns Services, Inc.				
	01- 254- 000- 0000- 6610		Cooling fans for CPU cabinet	97625	Equipment
	13079 Karns Services, Inc.		1 Transactions		
254	DEPT Total:		160.50	Enhanced 911 System	1 Vendors 1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
257 DEPT						Community Corrections		
248 Association of Mn Counties		01- 257- 251- 0000- 6241			375.00	AMC Conference/Ken Z	48779	Registration Fee
248 Association of Mn Counties					375.00	1 Transactions		
783 Canon Financial Services, Inc		01- 257- 000- 0000- 6342			140.67	Copier Contract 036	18058852	Office Equipment Rental/Contracts
783 Canon Financial Services, Inc					140.67	1 Transactions		
3343 Genz/Kameron		01- 257- 251- 0000- 6330			80.04	AMC Conference Mileage	184@.435	Mileage
		01- 257- 251- 0000- 6330			107.01	Training mileage	246@.435	Mileage
3343 Genz/Kameron					187.05	2 Transactions		
4641 Holiday Credit Office		01- 257- 251- 0000- 6335			80.58	Gas	1400000155373	Gas/Vehicle Fuel Charges
		01- 257- 255- 0000- 6335			20.19	Gas	1400000155373	Gas/Vehicle Fuel Charges
		01- 257- 258- 0000- 6335			61.18	Gas	1400000155373	Gas/Vehicle Fuel Charges
4641 Holiday Credit Office					161.95	3 Transactions		
11997 Minnesota Monitoring		01- 257- 267- 0000- 6341			3,951.25	Elec Home monitor equip rental	4778	Equipment Rental
11997 Minnesota Monitoring					3,951.25	1 Transactions		
87101 North Homes- Standard		01- 257- 255- 0000- 6204			251.02	JJDM Secure detention	3644093	Juvenile Detention
		01- 257- 255- 0000- 6204			3,514.28	BD Secure placement	3644093	Juvenile Detention
		01- 257- 255- 0000- 6204			251.02	BKS Secure detention	3644093	Juvenile Detention
		01- 257- 255- 0000- 6204			1,004.08	JDL Secure Detention	3644093	Juvenile Detention
		01- 257- 255- 0000- 6204			4,769.38	JOG Secure detention	3644093	Juvenile Detention
		01- 257- 255- 0000- 6204			753.06	NKS Secure detention	3644093	Juvenile Detention
		01- 257- 255- 0000- 6204			3,765.30	DCS Secure detention	3644093	Juvenile Detention
		01- 257- 255- 0000- 6204			242.00	BKS Transport to appt	MR10688	Juvenile Detention
		01- 257- 255- 0000- 6204			220.00	BHD Transport to Court	MR10697	Juvenile Detention
		01- 257- 255- 0000- 6204			220.00	BKS Transport to hospital	MR10698	Juvenile Detention
		01- 257- 255- 0000- 6204			132.00	BKS Transport to court	MR10699	Juvenile Detention
		01- 257- 255- 0000- 6204			132.00	BHD Transport to Court	MR10700	Juvenile Detention
		01- 257- 255- 0000- 6204			220.00	NKS Transport to Court	MR10701	Juvenile Detention
		01- 257- 255- 0000- 6204			176.00	JOG Transport to Court	MR10702	Juvenile Detention

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
<u>Amount</u>				
01- 257- 255- 0000- 6204		DCS Transport to Court	MR10703	Juvenile Detention
143.00				
87101 North Homes- Standard				
		15 Transactions		
15,793.14				
9489 Redwood Toxicology Laboratory, Inc		Testing	022399201711	Drug Testing Fee
01- 257- 267- 0000- 6274				
122.50				
9489 Redwood Toxicology Laboratory, Inc				
		1 Transactions		
122.50				
9360 Redwood Toxicology Laboratory, Inc.		Testing supplies	627120	Drug Testing Fee
01- 257- 267- 0000- 6274				
358.38				
9360 Redwood Toxicology Laboratory, Inc.				
		1 Transactions		
358.38				
257 DEPT Total:		Community Corrections	8 Vendors	25 Transactions
		21,089.94		

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
280	DEPT		Emergency Management		
3455	Motorola Inc				
	01-280-000-0000-6610		Portable radios	41244858	Equipment
3455	Motorola Inc				
		5,667.38			
		5,667.38		1 Transactions	
4731	Surplus Services				
	01-280-000-0000-6610		Generators	12142	Equipment
4731	Surplus Services				
		600.00			
		600.00		1 Transactions	
280	DEPT Total:		Emergency Management	2 Vendors	2 Transactions
		6,267.38			



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
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>
390	DEPT		Environmental Health (FBL)		
170	Aitkin Motor Company				
	01-390-000-0000-6302		Fuel Saver pkg 2012 Impala	16021	Car Maintenance
170	Aitkin Motor Company				
		45.76			
		45.76			
			1 Transactions		
4641	Holiday Credit Office				
	01-390-000-0000-6511		FBL Gas	1400000135321	Gas And Oil
4641	Holiday Credit Office				
		100.88			
		100.88			
			1 Transactions		
12486	Leitinger/Michelle				
	01-390-000-0000-6330		Duluth Parking	12/6/2017	Transportation & Travel & Parking
	01-390-000-0000-6330		Duluth Parking	12/7/2017	Transportation & Travel & Parking
12486	Leitinger/Michelle				
		6.00			
		4.00			
		10.00			
			2 Transactions		
390	DEPT Total:		Environmental Health (FBL)	3 Vendors	4 Transactions
		156.64			

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
391 DEPT		Solid Waste		
87 Aitkin Co Highway Dept 01- 391- 060- 0000- 6360		Glass hauling	1- 2017	Recycling Contract
87 Aitkin Co Highway Dept			1 Transactions	
170 Aitkin Motor Company 01- 391- 000- 0000- 6302		Fuel saver pkg/heater 12 Escap	15759	Car Maintenance
01- 391- 000- 0000- 6302		Fuel saver pkg 2016 Escape	15795	Car Maintenance
170 Aitkin Motor Company			2 Transactions	
1754 Garrison Disposal Company, Inc 01- 391- 060- 0000- 6360		Monthly recycling		Recycling Contract
1754 Garrison Disposal Company, Inc			1 Transactions	
3503 Neff/Terry B. 01- 391- 000- 0000- 6240		Solid Waste Inspect cert		Dues
01- 391- 000- 0000- 6330		Mileage	61.3@.435	Transportation & Travel & Parking
3503 Neff/Terry B.			2 Transactions	
5472 Newshopper 01- 391- 000- 0000- 6230		Recycling ad	6615	Printing, Publishing & Adv
5472 Newshopper			1 Transactions	
3475 SWAA 01- 391- 000- 0000- 6240		Membership renew Neff		Dues
3475 SWAA			1 Transactions	
6097 Verizon Wireless 01- 391- 000- 0000- 6250		Montly cellular	28625229900001	Telephone
6097 Verizon Wireless			1 Transactions	
391 DEPT Total:		Solid Waste	7 Vendors	9 Transactions

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
500	DEPT		Library And Historical Society		
	14295 May/Rebecca				
	01- 500- 500- 0000- 6350		ECRL Board Meeting	10/9/2017	Library Per Diem
	01- 500- 500- 0000- 6350		ECRL Board Meeting	11/13/2017	Library Per Diem
	01- 500- 500- 0000- 6350		ECRL Board Meeting	12/11/2017	Library Per Diem
	01- 500- 500- 0000- 6350		ECRL Board Meeting	9/11/2017	Library Per Diem
	14295 May/Rebecca		4 Transactions		
500	DEPT Total:		Library And Historical Society	1 Vendors	4 Transactions
			140.00		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
1 General Fund

<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>
700	DEPT			Promotion,AEOA Tran,Airport,RC&D,Tot		
22	Aitkin Area Chamber of Commerce					
	01- 700- 909- 0000- 6801		1,000.00	Grant #175 Billboard		Appropriations- Grant
22	Aitkin Area Chamber of Commerce		1,000.00	1 Transactions		
700	DEPT Total:		1,000.00	Promotion,AEOA Tran,Airport,RC&D,T	1 Vendors	1 Transactions

SMH1  
 12/27/17 12:30PM  
 1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
711	DEPT		Economic Development		
86308	Aitkin Public Schools 01- 711- 000- 0000- 5840		Broadband grant	Blandin	Misc Receipts
86308	Aitkin Public Schools	4,987.00		1 Transactions	
176	City Of Palisade 01- 711- 000- 0000- 5840		Broadband grant Berglund	Blandin	Misc Receipts
176	City Of Palisade	4,600.00		1 Transactions	
10263	Long Lake Conservation Foundation 01- 711- 000- 0000- 5840		Broadband grant	Blandin	Misc Receipts
10263	Long Lake Conservation Foundation	2,496.00		1 Transactions	
711	DEPT Total:	12,083.00	Economic Development	3 Vendors	3 Transactions
1	Fund Total:	219,215.32	General Fund		230 Transactions

SMH1  
 12/27/17 12:30PM  
 3 Road & Bridge

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</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>
301	DEPT			R&B Administration	
	783 Canon Financial Services, Inc				
	03-301-000-0000-6300		212.26	CONTRACT CHARGE	18058844
	783 Canon Financial Services, Inc		212.26	1 Transactions	Service Contracts
301	DEPT Total:		212.26	R&B Administration	1 Vendors
					1 Transactions

SMH1  
 12/27/17 12:30PM  
 3 Road & Bridge

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
302	DEPT		R&B Engineering/Construction		
11985	Kazmerzak/Paul				
	03-302-000-0000-6411		WORK BOOTS REIMBURSEMENT	1436356	Safety Footwear
		123.99			
11985	Kazmerzak/Paul		1 Transactions		
		123.99			
302	DEPT Total:		R&B Engineering/Construction	1 Vendors	1 Transactions
		123.99			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
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
Amount				
303 DEPT		R&B Highway Maintenance		
13649 Aitkin Rental Center		TABLES	46736	Shop Maintenance
03-303-000-0000-6298				
45.00				
13649 Aitkin Rental Center			1 Transactions	
45.00				
195 Aitkin Tire Shop		REPAIR LABOR	0-057427	Repair & Maintenance Supplies
03-303-000-0000-6590				
60.00				
03-303-000-0000-6590		REPAIR PARTS	0-057431	Repair & Maintenance Supplies
150.00				
03-303-000-0000-6590		TIRES	0-057431	Repair & Maintenance Supplies
986.00				
03-303-000-0000-6590		TIRES	0-057440	Repair & Maintenance Supplies
875.00				
03-303-000-0000-6590		TIRES	0-057443	Repair & Maintenance Supplies
928.00				
195 Aitkin Tire Shop			5 Transactions	
2,999.00				
8693 ASV, LLC		FILTERS	434613	Repair & Maintenance Supplies
03-303-000-0000-6590				
75.18				
8693 ASV, LLC			1 Transactions	
75.18				
14052 Best Oil Company		JACOBSON DIESEL	6908	Motor Fuel & Lubricants
03-303-000-0000-6513				
909.75				
03-303-000-0000-6513		SWATARA DIESEL	6908	Motor Fuel & Lubricants
1,029.81				
03-303-000-0000-6513		PALISADE DIESEL	6908	Motor Fuel & Lubricants
1,667.10				
14052 Best Oil Company			3 Transactions	
3,606.66				
660 Blaszak/Florian D.		WORK BOOTS REIMBURSEMENT	292140	Safety Footwear
03-303-000-0000-6411				
139.99				
660 Blaszak/Florian D.			1 Transactions	
139.99				
10083 Cedarbrook Lumber Comp		SHOP SUPPLIES	91034	Shop Maintenance
03-303-000-0000-6298				
28.71				
10083 Cedarbrook Lumber Comp			1 Transactions	
28.71				
11411 Charter Communications		PHONE: HWY OFFICE	DEC- JAN	Utilities
03-303-000-0000-6254				
140.25				
11411 Charter Communications			1 Transactions	
140.25				
8694 Department of Transportation		2017 PAVEMENT COND TESTING	0-0000450069	Maintenance Supplies
03-303-000-0000-6521				
721.12				
8694 Department of Transportation			1 Transactions	
721.12				



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Invoice #</u>	
			<u>Paid On Bhf #</u>	
11180 <b>Fastenal Company</b>				
03-303-000-0000-6298		235.27	AITKIN SHOP SUPPLIES	MNBAX211934 Shop Maintenance
11180 <b>Fastenal Company</b>		235.27	1 Transactions	
13468 <b>G &amp; K Services</b>				
03-303-000-0000-6298		21.37	SHOP LAUNDRY	6043129788 Shop Maintenance
03-303-000-0000-6298		21.37	SHOP LAUNDRY	6043141311 Shop Maintenance
03-303-000-0000-6298		21.37	SHOP LAUNDRY	6043147053 Shop Maintenance
03-303-000-0000-6298		30.87-	OVERPAYMENT CREDIT	EMAIL CONF Shop Maintenance
13468 <b>G &amp; K Services</b>		33.24	4 Transactions	
4641 <b>Holiday Credit Office</b>				
03-303-000-0000-6513		3.57-	REBATE	Motor Fuel & Lubricants
03-303-000-0000-6513		21.80-	FEDERAL TAX ADJUSTMENT	Motor Fuel & Lubricants
03-303-000-0000-6513		67.00	GASOLINE	0-85801033 Motor Fuel & Lubricants
03-303-000-0000-6513		45.50	GASOLINE	105241055 Motor Fuel & Lubricants
03-303-000-0000-6513		62.25	GASOLINE	114308100 Motor Fuel & Lubricants
03-303-000-0000-6513		57.35	GASOLINE	120737108 Motor Fuel & Lubricants
03-303-000-0000-6513		19.20	REBATE CORRECTION	STMT Motor Fuel & Lubricants
4641 <b>Holiday Credit Office</b>		225.93	7 Transactions	
91187 <b>Lake Country Power</b>				
03-303-000-0000-6254		382.73	NOV-DEC SWATARA	140946401 Utilities
91187 <b>Lake Country Power</b>		382.73	1 Transactions	
14038 <b>Lube-Tech &amp; Partners, LLC</b>				
03-303-000-0000-6298		1,020.00	AITKIN SHOP SUPPLIES	1075174 Shop Maintenance
14038 <b>Lube-Tech &amp; Partners, LLC</b>		1,020.00	1 Transactions	
3100 <b>McGregor Oil</b>				
03-303-000-0000-6513		3.80-	DISCOUNT	Motor Fuel & Lubricants
03-303-000-0000-6513		63.92	GASOLINE	10755 Motor Fuel & Lubricants
03-303-000-0000-6513		64.36	GASOLINE	10756 Motor Fuel & Lubricants
03-303-000-0000-6513		48.85	GASOLINE	10758 Motor Fuel & Lubricants
03-303-000-0000-6513		976.74	SWATARA DIESEL	1211 Motor Fuel & Lubricants
03-303-000-0000-6513		1,556.17	PALISADE DIESEL	1212 Motor Fuel & Lubricants
03-303-000-0000-6513		1,687.00	PALISADE DIESEL	1243 Motor Fuel & Lubricants
3100 <b>McGregor Oil</b>		4,393.24	7 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
3160 Mille Lacs Energy Coop- Albert Lea				
03- 303- 000- 0000- 6254		676.16	POWER: PALISADE	18- 52- 026- 01 Utilities
03- 303- 000- 0000- 6254		61.60	169 & CSAH 3	19- 23- 010- 01 Utilities
03- 303- 000- 0000- 6254		165.40	POWER: MCGREGOR	29- 53- 003- 01 Utilities
03- 303- 000- 0000- 6254		1,023.56	POWER: AITKIN	33- 52- 007- 02 Utilities
03- 303- 000- 0000- 6254		61.36	169 & CSAH 28	39- 62- 022- 01 Utilities
03- 303- 000- 0000- 6254		38.33	CSAH 12	40- 06- 000- 01 Utilities
03- 303- 000- 0000- 6254		12.83	47 & CSAH 2	54- 51- 104- 01 Utilities
3160 Mille Lacs Energy Coop- Albert Lea		2,039.24	7 Transactions	
9692 Minnesota Energy Resources Corporation				
03- 303- 000- 0000- 6297		556.43	NAT GAS: AITKIN SHOP	NOV Shop Fuel
9692 Minnesota Energy Resources Corporation		556.43	1 Transactions	
9239 Mn Department Of Natural Resources- ON				
03- 303- 000- 0000- 6519		3,750.00	lease 133- 023- 0816	1004280 Gravel & Royalties
9239 Mn Department Of Natural Resources- ON		3,750.00	1 Transactions	
8678 Morton Salt				
03- 303- 000- 0000- 6518		3,673.77	DE- ICING SALT	5401456916 De- Icing Salt
8678 Morton Salt		3,673.77	1 Transactions	
10701 Northern Safety Technology Inc				
03- 303- 000- 0000- 6590		123.95	REPAIR PARTS	44932 Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		284.78	REPAIR PARTS	44955 Repair & Maintenance Supplies
10701 Northern Safety Technology Inc		408.73	2 Transactions	
14785 Pylvanen/Scott				
03- 303- 000- 0000- 6411		135.89	WORK BOOT REIMBURSEMENT	AMAZON Safety Footwear
14785 Pylvanen/Scott		135.89	1 Transactions	
4070 Riley Auto Supply				
03- 303- 000- 0000- 6590		49.99	REPAIR PARTS	592615 Repair & Maintenance Supplies
03- 303- 000- 0000- 6298		4.99	AITKIN SHOP SUPPLIES	592664 Shop Maintenance
03- 303- 000- 0000- 6590		11.99	REPAIR PARTS	592695 Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		39.74	REPAIR PARTS	592810 Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		406.04	REPAIR PARTS	592919 Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		16.00	REPAIR PARTS	592950 Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		55.95	REPAIR PARTS	592988 Repair & Maintenance Supplies

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03-303-000-0000-6298	106.11	AITKIN SHOP SUPPLIES	593023	Shop Maintenance
03-303-000-0000-6590	555.56	REPAIR PARTS	593056	Repair & Maintenance Supplies
03-303-000-0000-6590	45.00	REPAIR PARTS	593057	Repair & Maintenance Supplies
03-303-000-0000-6590	211.10	REPAIR PARTS	593069	Repair & Maintenance Supplies
03-303-000-0000-6590	99.98	REPAIR PARTS	593100	Repair & Maintenance Supplies
03-303-000-0000-6590	75.00	REPAIR PARTS	593235	Repair & Maintenance Supplies
03-303-000-0000-6298	84.99	AITKIN SHOP SUPPLIES	593242	Shop Maintenance
03-303-000-0000-6590	15.16	REPAIR PARTS	593244	Repair & Maintenance Supplies
03-303-000-0000-6590	4.49	REPAIR PARTS	593373	Repair & Maintenance Supplies
<b>4070 Riley Auto Supply</b>	<b>1,359.89</b>		<b>16 Transactions</b>	
<b>9285 Rocon Paving</b>				
03-303-000-0000-6519	28,787.95	CRUSHING/STOCKPILE		Gravel & Royalties
<b>9285 Rocon Paving</b>	<b>28,787.95</b>		<b>1 Transactions</b>	
<b>10431 Verizon Business</b>				
03-303-000-0000-6254	22.01	NOV- HWY OFFICE	4227948181711	Utilities
<b>10431 Verizon Business</b>	<b>22.01</b>		<b>1 Transactions</b>	
<b>6097 Verizon Wireless</b>				
03-303-000-0000-6254	278.59	NOV DEPT CELL PHONES	9797304173	Utilities
<b>6097 Verizon Wireless</b>	<b>278.59</b>		<b>1 Transactions</b>	
<b>4988 Viking Industrial Center</b>				
03-303-000-0000-6298	476.01	AITKIN SHOP SUPPLIES	3124896	Shop Maintenance
<b>4988 Viking Industrial Center</b>	<b>476.01</b>		<b>1 Transactions</b>	
<b>8671 Village Laundromat &amp; Car Wash, Inc</b>				
03-303-000-0000-6298	34.00	RAGS	841493	Shop Maintenance
<b>8671 Village Laundromat &amp; Car Wash, Inc</b>	<b>34.00</b>		<b>1 Transactions</b>	
<b>13856 WHITE/PAUL</b>				
03-303-000-0000-6411	145.00	WORK BOOTS REIMBURSEMENT	RED WING	Safety Footwear
<b>13856 WHITE/PAUL</b>	<b>145.00</b>		<b>1 Transactions</b>	
<b>303 DEPT Total:</b>	<b>55,713.83</b>	<b>R&amp;B Highway Maintenance</b>	<b>27 Vendors</b>	<b>70 Transactions</b>

SMH1  
 12/27/17 12:30PM  
 3 Road & Bridge

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<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>
307	DEPT			R&B Capital Infrastructure		
48	Aitkin Co Abstract Company					
	03- 307- 000- 0000- 6260		825.00	EXAMINATION	52497	Professional Services
48	Aitkin Co Abstract Company		825.00			
				1 Transactions		
8819	Mille Lacs Energy Coop- Aitkin					
	03- 307- 000- 0000- 6295		17,485.85	COST CONTRIBUTION	20170278	Utility Moves
8819	Mille Lacs Energy Coop- Aitkin		17,485.85			
				1 Transactions		
307	DEPT Total:		18,310.85	R&B Capital Infrastructure	2 Vendors	2 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
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
308 DEPT		R&B Equipment & Facilities		
5398 CDW Government, Inc		MS OFFICE PROGRAM - DESKTOPS	LBJ0890	Capital Outlay- Facilities
03- 308- 000- 0000- 6600		1 Transactions		
5398 CDW Government, Inc				
	1,044.36			
	1,044.36			
88880 Datacomm Computers & Networks Inc		OFFICE COMPUTERS	10210	Capital Outlay- Facilities
03- 308- 000- 0000- 6600		1 Transactions		
88880 Datacomm Computers & Networks Inc				
	5,620.00			
	5,620.00			
1333 Dell Marketing L.P.		COMPUTER ADAPTERS	10210434511	Capital Outlay- Facilities
03- 308- 000- 0000- 6600		COMPUTERS	10210548580	Capital Outlay- Facilities
03- 308- 000- 0000- 6600		2 Transactions		
1333 Dell Marketing L.P.				
	299.96			
	5,866.48			
	6,166.44			
308 DEPT Total:	12,830.80	R&B Equipment & Facilities	3 Vendors	4 Transactions
3 Fund Total:	87,191.73	Road & Bridge		78 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
 12/27/17 12:30PM  
 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>
257 DEPT			Community Corrections	
14740 Bear Creek Builders				
05- 257- 000- 0000- 6605		394.35	Basement Remodel	16846 Building & Structures
14740 Bear Creek Builders		394.35	1 Transactions	
257 DEPT Total:		394.35	Community Corrections	1 Vendors 1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
 12/27/17 12:30PM  
 5 Health & Human Services

<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>
390	DEPT			Environmental Health (FBL)	
14740	Bear Creek Builders				
	05- 390- 000- 0000- 6605		71.70	Basement Remodel	16846
14740	Bear Creek Builders		71.70	1 Transactions	Building & Structures
390	DEPT Total:		71.70	Environmental Health (FBL)	1 Vendors
					1 Transactions

SMH1  
 12/27/17 12:30PM  
 5 Health & Human Services

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE!

<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>Account/Formula</u>			<u>Paid On Bhf #</u>	
400 DEPT				
14740 Bear Creek Builders				
05- 400- 440- 0410- 6605		501.90		Building & Structure Related Expenditure
14740 Bear Creek Builders		501.90		
			1 Transactions	
2340 Hyytinen Hardware Hank				
05- 400- 440- 0410- 6405		2.91		Office Supplies
05- 400- 440- 0410- 6405		0.57		Office Supplies
05- 400- 440- 0410- 6405		3.99		Office Supplies
05- 400- 440- 0410- 6405		0.38		Office Supplies
2340 Hyytinen Hardware Hank		7.85		
			4 Transactions	
10698 Stericycle,Inc				
05- 400- 440- 0410- 6231		19.26		Services/Labor/Contracts
10698 Stericycle,Inc		19.26		
			1 Transactions	
400 DEPT Total:		529.01		
			Public Health Department	3 Vendors
				6 Transactions



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
5 Health & Human Services

<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>
420	DEPT		Income Maintenance		
14740	<b>Bear Creek Builders</b>				
	05- 420- 600- 4800- 6605		Basement Remodel	16846	Building & Structure Related Expenditure
14740	<b>Bear Creek Builders</b>				
		1,111.35			
		1,111.35			1 Transactions
2340	<b>Hyytinen Hardware Hank</b>				
	05- 420- 600- 4800- 6405		Keys & hardware	1431453	Office Supplies
	05- 420- 630- 4800- 6801	6.21	Paint supplies	1431453	Bonus Bucks Expenditures
	05- 420- 600- 4800- 6405	145.43	Keys	1431576	Office Supplies
	05- 420- 600- 4800- 6405	1.21	Storage Cont locks	1431672	Office Supplies
	05- 420- 600- 4800- 6405	8.50	Keys	1432850	Office Supplies
	05- 420- 630- 4800- 6801	0.81	Design for TV plug in	1432957	Bonus Bucks Expenditures
	05- 420- 630- 4800- 6801	53.69	Paint & roller	1434048	Bonus Bucks Expenditures
2340	<b>Hyytinen Hardware Hank</b>				
		55.46			
		271.31			7 Transactions
10698	<b>Stericycle,Inc</b>				
	05- 420- 600- 4800- 6231		Monthly Bill	4007527838	Services/Labor/Contracts
10698	<b>Stericycle,Inc</b>				
		40.94			
		40.94			1 Transactions
420	DEPT Total:		Income Maintenance		
		1,423.60		3 Vendors	9 Transactions

SMH1  
 12/27/17 12:30PM  
 5 Health & Human Services

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
430	DEPT		Social Services		
14740	Bear Creek Builders		Basement Remodel	16846	Building & Structure Related Expenditure
	05- 430- 700- 4800- 6605	1,505.70			
14740	Bear Creek Builders				1 Transactions
	1,505.70				
2340	Hyytinen Hardware Hank				
	05- 430- 700- 4800- 6405	9.13	Keys & hardware	1431453	Office Supplies
	05- 430- 700- 4800- 6405	1.79	Keys	1431576	Office Supplies
	05- 430- 700- 4800- 6405	12.50	Storage Cont locks	1431672	Office Supplies
	05- 430- 700- 4800- 6405	1.19	Keys	1432850	Office Supplies
2340	Hyytinen Hardware Hank	24.61			4 Transactions
10698	Stericycle,Inc		Monthly Bill	4007527838	Services/Labor/Contracts
	05- 430- 700- 4800- 6231	60.20			
10698	Stericycle,Inc	60.20			1 Transactions
430	DEPT Total:	1,590.51	Social Services	3 Vendors	6 Transactions
5	Fund Total:	4,009.17	Health & Human Services		23 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
10 Trust

<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>
900	DEPT		Timber Permit Bonds		
	11252 Benson/John				
	10-900-000-0000-2300				
	11252 Benson/John	554.73	Timber bond refund Rec 2602	13478	Timber Permit Bonds
		554.73	1 Transactions		
900	DEPT Total:	554.73	Timber Permit Bonds	1 Vendors	1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
10 Trust

<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>
921	DEPT		Co. Development		
12525	CES Imaging		Ink	INV079129	Office Supplies
	10- 921- 000- 0000- 6405				
12525	CES Imaging		1 Transactions		
921	DEPT Total:		Co. Development	1 Vendors	1 Transactions
		204.87			
		204.87			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
10 Trust

<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>
923 DEPT				Forfeited Tax Sales
170 Aitkin Motor Company				
10- 923- 000- 0000- 6590		348.93	Fluid, connectors 452	15741 Repair & Maintenance Supplies
10- 923- 000- 0000- 6590		910.27	Axle, LOF 798	15823 Repair & Maintenance Supplies
10- 923- 000- 0000- 6590		1,075.99	Shocks, tires 65	15837 Repair & Maintenance Supplies
10- 923- 000- 0000- 6590		69.24	LOF, check steering 586	15993 Repair & Maintenance Supplies
170 Aitkin Motor Company		2,404.43	4 Transactions	
783 Canon Financial Services, Inc				
10- 923- 000- 0000- 6405		327.05	Copier contract 034	18058851 Office Supplies
783 Canon Financial Services, Inc		327.05	1 Transactions	
14455 Dependable Demolition				
10- 923- 000- 0000- 6231		3,000.00	Tamarack building clean out	000075 Services, Labor, Contracts
14455 Dependable Demolition		3,000.00	1 Transactions	
2410 Jacobs/Mark H				
10- 923- 000- 0000- 6330		92.22	ICC Advisory, MFRP mileage	212@.435 Transportation & Travel
2410 Jacobs/Mark H		92.22	1 Transactions	
3100 McGregor Oil				
10- 923- 000- 0000- 6511		207.44	December gas	AITKINLA Gas And Oil
3100 McGregor Oil		207.44	1 Transactions	
10412 O'Reilly Auto Parts				
10- 923- 000- 0000- 6590		9.09	Capsule return	1878- 377269 Repair & Maintenance Supplies
10- 923- 000- 0000- 6590		16.99	Connector	1878- 377381 Repair & Maintenance Supplies
10- 923- 000- 0000- 6590		5.98	Copper plug	1878- 377793 Repair & Maintenance Supplies
10412 O'Reilly Auto Parts		13.88	3 Transactions	
86235 The Office Shop Inc				
10- 923- 000- 0000- 6405		495.71	Laminator	1036380- 0 Office Supplies
10- 923- 000- 0000- 6405		16.57	Pens	1036994- 0 Office Supplies
10- 923- 000- 0000- 6405		5.68	Legal pads	1037188- 0 Office Supplies
10- 923- 000- 0000- 6405		285.59	Return laminator	C1032577- 0 Office Supplies
86235 The Office Shop Inc		232.37	4 Transactions	
12788 Timmer Implement of Aitkin				
10- 923- 000- 0000- 6590		752.19	Bobcat door repair 416	IA11595 Repair & Maintenance Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
10 Trust

<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>
10- 923- 000- 0000- 6590		1,128.14	Front axle bearing 445	WA02279 Repair & Maintenance Supplies
12788 Timmer Implement of Aitkin		1,880.33	2 Transactions	
13934 Tire Barn				
10- 923- 000- 0000- 6590		43.09	LOF, 224	40945 Repair & Maintenance Supplies
13934 Tire Barn		43.09	1 Transactions	
923 DEPT Total:		8,200.81	Forfeited Tax Sales	9 Vendors 18 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
10 Trust

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
926	DEPT		Law Library		
5173	Thomson Reuters- West Publishing				
	10- 926- 000- 0000- 6408		Information charges	837091380	Law Books
		1,283.49	10/01/2017 10/31/2017	0	
	10- 926- 000- 0000- 6408		Info charges	837269341	Law Books
		1,283.49	11/01/2017 11/30/2017	0	
	10- 926- 000- 0000- 6408		Library subscription	837350590	Law Books
		748.91	11/05/2017 12/04/2017	0	
5173	Thomson Reuters- West Publishing		3 Transactions		
		3,315.89			
926	DEPT Total:		Law Library	1 Vendors	3 Transactions
		3,315.89			
10	Fund Total:		Trust		23 Transactions
		12,276.30			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
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>
924 DEPT		Forest Resource		
12526 Bixby/James				
11- 924- 000- 0000- 6350		Nat Resources committee mtg	12/18/2017	Per Diem
11- 924- 000- 0000- 6330		Nat Resources Mtg Mileage	64@.535	Transportation & Travel
12526 Bixby/James		2 Transactions		
589 Blomberg/Judith				
11- 924- 000- 0000- 6350		Nat Resources committee mtg	12/18/2017	Per Diem
589 Blomberg/Judith		1 Transactions		
2270 Hoppe/Russell Peter				
11- 924- 000- 0000- 6350		Nat Resources committee mtg	12/18/2017	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mtg mlg	60@.535	Transportation & Travel
2270 Hoppe/Russell Peter		2 Transactions		
10890 Insley/Kevin				
11- 924- 000- 0000- 6350		Nat Resources Committee mtg	12/18/2017	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mtg mlg	38@.535	Transportation & Travel
10890 Insley/Kevin		2 Transactions		
2448 Janzen/Carroll Mark				
11- 924- 000- 0000- 6350		Nat Resources committee mtg	12/18/2017	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mtg mlg	56@.535	Transportation & Travel
2448 Janzen/Carroll Mark		2 Transactions		
10906 Shipp/Dale				
11- 924- 000- 0000- 6350		Nat Resources Committee mtg	12/18/2017	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mtg mlg	32@.535	Transportation & Travel
10906 Shipp/Dale		2 Transactions		
4927 Turnock/Franklin Allen				
11- 924- 000- 0000- 6350		Nat Resources Committee mtg	12/18/2017	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mtg mlg	60@.535	Transportation & Travel
4927 Turnock/Franklin Allen		2 Transactions		
10017 Tveit/Galen				
11- 924- 000- 0000- 6350		Nat Resources committee mtg	12/18/2017	Per Diem
11- 924- 000- 0000- 6330		Nat Resources mtg mlg	32@.535	Transportation & Travel



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
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>				
10017 Tveit/Galen		52.12	2 Transactions	
6097 Verizon Wireless				
11- 924- 000- 0000- 6250		88.01	Cell phone November	58068382700001 Telephone
6097 Verizon Wireless		88.01	1 Transactions	
924 DEPT Total:		550.98	Forest Resource	9 Vendors 16 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
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
925 DEPT		Reforestation		
10891 Roth Construction				
11-925-000-0000-6361		Gravel, south soo line		Road Construction Service
11-925-000-0000-6361		Grading south soo line		Road Construction Service
10891 Roth Construction			2 Transactions	
14764 TNT Timber				
11-925-000-0000-6231		Prune trees	55	Services, Labor, Contracts
11-925-000-0000-6231		Brush release	55	Services, Labor, Contracts
14764 TNT Timber			2 Transactions	
925 DEPT Total:		Reforestation	2 Vendors	4 Transactions
11 Fund Total:		Forest Development		20 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
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.</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>
521 DEPT			LLCC Administration	
85003 Aitkin County DAC			November Cleaning	Services, Labor, Contracts
19- 521- 000- 0000- 6231		509.58		
85003 Aitkin County DAC		509.58	1 Transactions	
13867 BrainRunner Inc			CampBrain Annual Subscription	Services, Labor, Contracts
19- 521- 000- 0000- 6231		2,350.00	106744	
13867 BrainRunner Inc		2,350.00	1 Transactions	
13475 Carlson/Wendie			Mileage Monarch presentation	Monarch Grant Expenses
19- 521- 000- 0000- 6303		56.18	105@.535	
13475 Carlson/Wendie		56.18	1 Transactions	
13045 Dowell/Courtney			Mileage St Joseph school	Transportation/Travel/Parking
19- 521- 000- 0000- 6330		175.48	328@.535	
13045 Dowell/Courtney		175.48	1 Transactions	
1829 Goble's Sewer Service Inc.			Pump dining hall	Services, Labor, Contracts
19- 521- 000- 0000- 6231		400.00	7056	
1829 Goble's Sewer Service Inc.		400.00	1 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea			Director's residence	Utilities
19- 521- 000- 0000- 6254		17.65	27- 13- 004- 01	
19- 521- 000- 0000- 6254		211.33	Energy Center	Utilities
19- 521- 000- 0000- 6254		269.24	Dining hall	Utilities
19- 521- 000- 0000- 6254		175.32	North Star lodge	Utilities
19- 521- 000- 0000- 6254		45.10	Parking Lot	Utilities
19- 521- 000- 0000- 6254		72.92	Staff residence	Utilities
3160 Mille Lacs Energy Coop- Albert Lea		791.56	6 Transactions	
3284 Minnesota Department Of Health			Food Mgr Cert / Dowell, Miller	Training/Education
19- 521- 000- 0000- 6208		70.00		
3284 Minnesota Department Of Health		70.00	1 Transactions	
9463 NMN,Inc			Playing cards for commissary	Commissary Items
19- 521- 000- 0000- 6400		108.00	10058064	
9463 NMN,Inc		108.00	1 Transactions	
4425 Shirts Plus				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
19 Long Lake Conservation C

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
19- 521- 000- 0000- 6400		Crew Sweatshirts	1341	Commissary Items
19- 521- 000- 0000- 6400		Logo hoodies	1414	Commissary Items
19- 521- 000- 0000- 6400		Pom Beanies	1414	Commissary Items
<b>4425 Shirts Plus</b>				
		3 Transactions		
<b>521 DEPT Total:</b>		<b>LLCC Administration</b>	<b>9 Vendors</b>	<b>16 Transactions</b>
		5,853.35		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
19 Long Lake Conservation C

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	27715	Groceries- Students
5662	McGregor Dairy, Inc				
		215.54			
		215.54	1 Transactions		
3810	Paulbeck's County Market 19- 523- 000- 0000- 6418		Milk & ginger ale	7684653	Groceries- Students
3810	Paulbeck's County Market				
		15.48			
		15.48	1 Transactions		
4968	Upper Lakes Foods, Inc 19- 523- 000- 0000- 6418		Groceries	195850- 00	Groceries- Students
4968	Upper Lakes Foods, Inc				
		640.90			
		640.90	1 Transactions		
523	DEPT Total:		LLCC Food	3 Vendors	3 Transactions
		871.92			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
19 Long Lake Conservation C

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
524 DEPT		LLCC Maintenance		
86467 Auto Value Aitkin				
19- 524- 000- 0000- 6302	67.45	Plow truck parts	40112748	Vehicle Maintenance
86467 Auto Value Aitkin	67.45			1 Transactions
13725 Beartooth True Value				
19- 524- 000- 0000- 6422	32.38	Snow melt	A23913	Janitorial Services/Supplies
19- 524- 000- 0000- 6422	11.86	ATV Parts	A24365	Janitorial Services/Supplies
13725 Beartooth True Value	44.24			2 Transactions
7685 Dectra Corporation				
19- 524- 000- 0000- 6590	574.40	Garn Blower kit	171024- 01	Repair & Maintenance Supplies
7685 Dectra Corporation	574.40			1 Transactions
524 DEPT Total:	686.09	LLCC Maintenance	3 Vendors	4 Transactions
19 Fund Total:	7,411.36	Long Lake Conservation Center		23 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
21 Parks

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
13649	Aitkin Rental Center		Excavator, Red Top	46470	Services, Labor, Contracts
	21- 520- 000- 0000- 6231				
	13649				
	Aitkin Rental Center				
		465.00			
		465.00			
			1 Transactions		
13725	Beartooth True Value		Snap link, coupler, filter	B49983	Field Supplies
	21- 520- 000- 0000- 6406				
	13725				
	Beartooth True Value				
		22.97			
		22.97			
			1 Transactions		
1310	Door Doctor		Springs at shop	1770	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590				
	1310				
	Door Doctor				
		195.00			
		195.00			
			1 Transactions		
6049	Farm Island Repair & Marine		ATV repairs (labor only)	61471	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590				
	6049				
	Farm Island Repair & Marine				
		59.50			
		59.50			
			1 Transactions		
2340	Hyytinen Hardware Hank		Over credited on May check		Field Supplies
	21- 520- 000- 0000- 6406				
	21- 520- 000- 0000- 6406		Paid invoice twice	1391990	Field Supplies
	21- 520- 000- 0000- 6406		Deep woods off	1400601	Field Supplies
	21- 520- 000- 0000- 6406		Gauge & starting fluid	1431702	Field Supplies
	21- 520- 000- 0000- 6406		Loppers	1433925	Field Supplies
	2340				
	Hyytinen Hardware Hank				
		10.00			
		7.99			
		14.98			
		14.18			
		27.99			
		59.16			
			5 Transactions		
9354	Kangas Enterprise, Inc		Berglund dump station	15432	Services, Labor, Contracts
	21- 520- 000- 0000- 6231				
	9354				
	Kangas Enterprise, Inc				
		390.00			
		390.00			
			1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea		Electric for Berglund Park	18- 51- 106- 02	Utilities
	21- 520- 000- 0000- 6254				
	3160				
	Mille Lacs Energy Coop- Albert Lea				
		46.01			
		46.01			
			1 Transactions		
9692	Minnesota Energy Resources Corporation		Heating gas for shop	05025445610000	Utilities
	21- 520- 000- 0000- 6254				
	9692				
	Minnesota Energy Resources Corporation				
		317.74			
		317.74			
			1 Transactions		
8783	Road Machinery & Supplies		Equip rental for ATV trails	RO4910	Trail Grants- State
	21- 520- 000- 0000- 6802				
		780.00			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

SMH1  
12/27/17 12:30PM  
21 Parks

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	21- 520- 000- 0000- 6802		Equip rental for ATV trails	RO4916	Trail Grants- State
8783	Road Machinery & Supplies		2 Transactions		
520	DEPT Total:		Parks	9 Vendors	14 Transactions
21	Fund Total:		Parks		14 Transactions
	Final Total:		228 Vendors	411 Transactions	



# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	219,215.32	General Fund
	3	87,191.73	Road & Bridge
	5	4,009.17	Health & Human Services
	10	12,276.30	Trust
	11	10,560.48	Forest Development
	19	7,411.36	Long Lake Conservation Center
	21	5,665.38	Parks
<b>All Funds</b>		<b>346,329.74</b>	<b>Total</b>

Approved by, .....

.....

.....

DKB1  
12/18/17 2:18PM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

5B

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

RE Tax Overpays

# 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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
943 DEPT		Taxes And Penalties		
14767 Adams/Marilyn 13- 943- 000- 0000- 2001		784.00	09- 0- 028700 overpay per 3 Adams	Cur - Property Taxes
14767 Adams/Marilyn		784.00	1 Transactions	
14768 Anderson/Kelly 13- 943- 000- 0000- 2001		4.08	31- 0- 052400 overpay per 3 Anderson	Cur - Property Taxes
14768 Anderson/Kelly		4.08	1 Transactions	
13220 Begin/Margaret 13- 943- 000- 0000- 2001		28.00	39- 0- 057800 overpay per 3 Begin	Cur - Property Taxes
13220 Begin/Margaret		28.00	1 Transactions	
14769 Blesener/George 13- 943- 000- 0000- 2001		19.08	32- 1- 087700 overpay per 3 Blesener	Cur - Property Taxes
14769 Blesener/George		19.08	1 Transactions	
14770 Borchert/Stacy 13- 943- 000- 0000- 2001		5.00	28- 0- 051100 overpay per 3 Borchert	Cur - Property Taxes
14770 Borchert/Stacy		5.00	1 Transactions	
13391 Chappys Golden Shores 13- 943- 000- 0000- 2001		1,570.07	57- 0- 001800 overpay per 3 Chappys	Cur - Property Taxes
13391 Chappys Golden Shores		1,570.07	1 Transactions	
14771 Gallagher/Kelly 13- 943- 000- 0000- 2001		5.38	08- 0- 025100 overpay per 3 Gallagher	Cur - Property Taxes
14771 Gallagher/Kelly		5.38	1 Transactions	
14772 Guntzburger/Thomas 13- 943- 000- 0000- 2001		5.86	29- 1- 478700 overpay per 3 Guntzburger	Cur - Property Taxes
14772 Guntzburger/Thomas		5.86	1 Transactions	
14773 Hadd/Marsha 13- 943- 000- 0000- 2001		17.68	24- 1- 090000 overpay per 3 Hadd	Cur - Property Taxes
14773 Hadd/Marsha		17.68	1 Transactions	
14774 Hawkinson/Nancy 13- 943- 000- 0000- 2001		173.56	45- 0- 011800 overpay per 3 Hawkinson	Cur - Property Taxes

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



DKB1  
12/18/17 2:18PM  
13 Taxes & Penalties

<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>
14774 Hawkinson/Nancy		173.56	1 Transactions	
14308 Hupton/Matthew				
13- 943- 000- 0000- 2001		11.16	29- 1- 455100 overpay per 3	Hupton Cur - Property Taxes
14308 Hupton/Matthew		11.16	1 Transactions	
14775 Krueger/Gretchen				
13- 943- 000- 0000- 2001		4.52	29- 1- 345600 overpay per 3	Krueger Cur - Property Taxes
14775 Krueger/Gretchen		4.52	1 Transactions	
14776 Lange's Nursery & Landscaping Inc				
13- 943- 000- 0000- 2001		360.80	57- 1- 051600 overpay per 3	Lange's Cur - Property Taxes
14776 Lange's Nursery & Landscaping Inc		360.80	1 Transactions	
14777 Moeller/Nancy				
13- 943- 000- 0000- 2001		5.80	39- 0- 018200 overpay per 3	Moeller Cur - Property Taxes
14777 Moeller/Nancy		5.80	1 Transactions	
14258 Nielsen/Russell				
13- 943- 000- 0000- 2001		14.86	26- 0- 036201 overpay per 3	Nielsen Cur - Property Taxes
14258 Nielsen/Russell		14.86	1 Transactions	
14778 Noor/Tracy				
13- 943- 000- 0000- 2001		3.88	49- 0- 017701 overpay per 3	Noor Cur - Property Taxes
14778 Noor/Tracy		3.88	1 Transactions	
14780 Pascuzzi- Rivard/Gina				
13- 943- 000- 0000- 2001		32.20	11- 0- 003303 overpay per 3	Pascuzzi Cur - Property Taxes
14780 Pascuzzi- Rivard/Gina		32.20	1 Transactions	
14779 Paulson/Lisa				
13- 943- 000- 0000- 2001		74.00	23- 0- 052100 overpay per 3	Paulson Cur - Property Taxes
13- 943- 000- 0000- 2001		67.00	23- 0- 052200 overpay per 3	Paulson Cur - Property Taxes
14779 Paulson/Lisa		141.00	2 Transactions	
14781 Rhode/George				
13- 943- 000- 0000- 2001		5.04	21- 0- 056600 overpay per 3	Rhode Cur - Property Taxes
14781 Rhode/George		5.04	1 Transactions	

DKB1  
 12/18/17 2:18PM  
 13 Taxes & Penalties

# 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
14274	Schmidt/Caryl 13- 943- 000- 0000- 2001		16- 1- 104500 overpay per 3	Schmidt	Cur - Property Taxes
14274	Schmidt/Caryl	20.52	1 Transactions		
14782	Temple/William 13- 943- 000- 0000- 2001		02- 0- 038505 overpay per 3	Temple	Cur - Property Taxes
14782	Temple/William	34.36	1 Transactions		
943	DEPT Total:	3,246.85	Taxes And Penalties	21 Vendors	22 Transactions
13	Fund Total:	3,246.85	Taxes & Penalties		22 Transactions
	Final Total:	3,246.85	21 Vendors	22 Transactions	

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>	
	13	3,246.85	Taxes & Penalties	
	<b>All Funds</b>	<b>3,246.85</b>	<b>Total</b>	<b>Approved by,</b>
				.....
				.....
				.....



# Board of County Commissioners Agenda Request

5C

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Agenda Item #

**Requested Meeting Date:** 1/2/2018

**Title of Item:** Reaffirm Annual Code of Ethics

<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> Bobbie Danielson		<b>Department:</b> Administration/HR
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b>  This policy is reaffirmed annually.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to reaffirm the policy attached and to authorize the Commissioners to sign the Code of Ethics annual confirmation. (Signature page with Sue Bingham.)		
<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.

# ARTICLE VIII ORGANIZATIONAL STANDARDS AND RULES

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## Section A. Code Of Ethics

Purpose: To define conflict of interest to Aitkin County employees.

### CODE OF ETHICS FOR AITKIN COUNTY EMPLOYEES

(Conflict of Interest)

#### Subd. (1) Definitions

For the purpose of this policy the following definitions shall apply:

- (a) Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity that engages either in nonprofit or profit making activities.
- (b) Confidential information means any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (c) Private interest means any interest, including but not limited to a financial interest, which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (d) Immediate family means spouse, child, parent, grandparent and spouse of such persons.
- (e) Employee shall include elected officials and all County employees, including department heads.

#### Subd. (2) Acceptance of Gifts Or Favors

Employees of the County of Aitkin in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the County, for any activity related to the duties of the employee unless otherwise provided by law. The provisions of Minn.Stat. ~~§471.87~~ and the exceptions set forth in Minn. Stat. . ~~§471.88~~ shall apply. The acceptance of any of the following shall not be in violation of this Section:



- (a) Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause;
- (b) Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time for which they are not compensated by the County of Aitkin.

Subd. (3) Use of Confidential Information

An employee of the County of Aitkin shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

Subd. (4) Use of Property

An employee shall not use or allow the use of County time, supplies, or County owned or leased property and equipment for the employee's private interest or any other use not in the interest of the County, except as provided by law and/or the County's Information Systems' Policy.

Subd. (5) Conflicts of Interest

The following actions by an employee of the County of Aitkin shall be deemed a conflict of interest and subject to disciplinary action as appropriate:

- (a) Use or attempted use of the employee's official position to secure benefits, privileges, exceptions or advantages for the employee or the employee's immediate family or an organization with which the employee is associated, which are different from those available to the public; or
- (b) Acceptance of other employment, engagement in private business or in the conduct of a profession during the hours for which the employee is employed to work for the County, or outside such hours in a manner, that would affect the employee's usefulness as an employee of the County or affect the employee's independent judgement in exercise of the employee's official duties; or
- (c) Actions as an agent or attorney in any action or matter pending before the County of Aitkin, except in the proper discharge of official duties or on the employee's behalf, or as a member of a local labor bargaining unit.

Subd. (6) Determination of Conflict of Interest

When an employee believes that the potential for a conflict of interest exists, it is the employee's duty to report the matter to his/her supervisor, or if there is not a supervisor, to the County Board. Such report shall be made within 7 days after the potential for a conflict becomes known. A conflict of interest shall be deemed to exist when a review of the occurrence by the employee or the employee's supervisor (or the County Board if there is no supervisor) determines that this code of ethics has not been complied with.

Subd. (7) Resolution of Conflict of Interest

If either the employee or the employee's supervisor determines that a conflict of interest exists, the County Board shall handle resolution of the conflict. NOTE: In the case of conflict of interest involving a County Commissioner, the County Attorney shall handle the resolution.

Subd. (8) Acceptance of Advantage By County Employee

(a) No employee of the County in direct contact with suppliers or potential suppliers of the County, or who may directly or indirectly influence a purchased product or products, evaluation contracted services, or otherwise has official involvement in the purchasing or contracting process shall:

(i) Have any financial interest or have any personal beneficial interest directly or indirectly on contracts or purchase orders for goods or services used by, or purchased for resale or furnished to the county; or

(b) Accept directly from a person, firm or corporation to which a contract or purchase order has been or may be awarded, a rebate gift, money, or anything of value other than as defined in Section B. No such employee may further accept any promise, obligation or contract for future reward.

Subd. (9) Complaints

If a fellow employee or a non-employee makes a complaint about an employee's compliance with this Policy, the complaint should be initially brought to the attention of his/her department head in private. The department head will notify the subject of the complaint regarding the complaint within 7 days and before addressing the complaint at a public meeting as allowed by law.

Subd. (10) Violations

Violation of the provisions of this policy shall be grounds for disciplinary action against an employee, up to and including termination of employment.

Subd. (11) Annual Confirmation

Department Heads will sign an annual confirmation that they have received, read and understood the Aitkin County Code of Ethics Policy and that they are not aware of any violations of such policy. Such confirmation will be filed with the Human Resources Director.

DATE:

I have received, read, understand and agree to abide by the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

Board of Commissioners/District 1

Board of Commissioners/District 2

Board of Commissioners/District 3

Board of Commissioners/District 4

Board of Commissioners/District 5

County Administrator

County Assessor

County Attorney

County Auditor

County Engineer

County Recorder

County Sheriff

County Treasurer

DATE:

I have received, read, understand and agree to abide by the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

\_\_\_\_\_  
Community Corrections Director

\_\_\_\_\_  
Environmental Services Director

\_\_\_\_\_  
Health & Human Services Director

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
IT Director

\_\_\_\_\_  
Land Commissioner

\_\_\_\_\_  
Veterans Service Officer



Aitkin  
County

# Board of County Commissioners Agenda Request

5D  
Agenda Item #

**Requested Meeting Date:** 1-02-18

**Title of Item:** Sponsoring Resolutions - City of Aitkin Trail Project

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
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<b>Presenter (Name and Title):</b> NAr	<b>Estimated Time Needed:</b> NA
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**Summary of Issue:**  
The City of Aitkin is in the process of submitting a federal Transportation Alternatives Program grant application for construction of a 1.3 mile segment of the Cuyuna Lakes Trail through their tank trail property. The grant requires them to have Aitkin County act as the project sponsor. Attached are two resolutions required as the project sponsor for the grant application.

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

**Recommended Action/Motion:**  
Approve resolutions.

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

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

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

ADOPTED January 2, 2018

By Commissioner: xx

**20180102-0xx**

**City of Aitkin Trail Project 1 of 2**

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

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

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

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

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 2<sup>nd</sup> day of January 2018, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 2nd day of January 2018**

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

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

ADOPTED January 2, 2018

By Commissioner: xx

**20180102-0xx**

**City of Aitkin Trail Project 2 of 2**

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

**WHEREAS**, Transportation Alternatives projects receive federal funding; and

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

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

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

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 2<sup>nd</sup> day of January 2018, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 2nd day of January 2018**

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



# Board of County Commissioners Agenda Request

6A  
Agenda Item #

**Requested Meeting Date:** January 2, 2018

**Title of Item:** 2018 County Board Meeting Dates

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

Each year the County Board sets the year's scheduled meeting dates. Since 2013 the Board has primarily been meeting on the second and fourth Tuesdays of each month. At the December 19th County Board meeting the Board briefly discussed the 2018 calendar. Based on that discussion a proposed 2018 Board Meeting Calendar is attached.

\*\*Please note the Board of Appeal and Equalization meeting date has not been set, and will not be set until Mike Dangers, County Assessor brings it before the Board.

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

**Recommended Action/Motion:**  
Adopt the proposed 2018 County Board Meeting Dates

**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:



# Proposed 2018 Board Calendar

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

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

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

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

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

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

**June 12**  
(Possible)  
Afternoon  
Board &  
BAE Mtg

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

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

**August 14**  
Appropriations  
& Budget  
Presentations

**August 28**  
Budget  
Presentations

**Sept. 11**  
Preliminary  
Levy  
Discussion

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

**Sept. 25**  
Adopt  
Preliminary  
Levy

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

**Nov. 27**  
Late  
Afternoon  
Board Mtg.  
& Budget  
Hearing @  
6:05 p.m.

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

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

**Dec. 18**  
Adopt  
Final  
Budget &  
Levy

 Board Dates

 Holidays



Aitkin  
County

# Board of County Commissioners Agenda Request

6B  
Agenda Item #

**Requested Meeting Date:** January 2, 2018

**Title of Item:** Designation of Official County Newspaper

<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> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  <p>At the first meeting of the year, the County Board must designate an official newspaper. Enclosed for your review are the results of the request for bids that were sent to the Aitkin Independent Age, Voyageur Press, and the NewsHopper. The County Board authorized the bid forms and procedures at the November 28, 2017 County Board meeting.</p> <p>Attached is the 2018 bid summary sheet for the County Board to review, and a proposed resolution.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt the proposed resolution.		
<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>		

**AITKIN COUNTY - BID COMPARISON FORM**  
**PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2018**

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS  
**Aitkin Age & Voyageur Press** **NewsHopper**  
\$ 10.50 per column inch (covers both publications) \$ 8.00 per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS  
**Aitkin Age & Voyageur Press** **NewsHopper**  
\$ 10.50 per column inch (covers both publications) \$ 8.00 per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST  
**Aitkin Age & Voyageur Press** **NewsHopper**  
\$ 10.50 per column inch (covers both publications) \$ 8.00 per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT  
**Aitkin Age only** **NewsHopper**  
\$ 7.00 per column inch \$ 8.00 per column inch
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT  
**Voyageur Press only** **NewsHopper**  
\$ 3.50 per column inch \$ 8.00 per column inch

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

Size in inches of newspaper single page sheet = 10 3/8" by 21" **NewsHopper**

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

Maximum number of columns per page in legal notice section = 6 **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = 2615 **Age**, 575 **VP**

Newspaper circulation within the boundaries of Aitkin County = 6215 **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 2615 **Age**, 575 **VP**

Weekly circulation within the boundaries of Aitkin County = 6215 **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$37

Subscription cost per individual customer within Aitkin County for 1 year = \$52 **NewsHopper**

# AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2018

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

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ 8.00 per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 8.00 per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 8.00 per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 8.00 per column inch
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 8.00 per column inch

Size in inches of newspaper single page sheet = 10 <sup>3</sup>/<sub>8</sub>" by 21"

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

Newspaper circulation within the boundaries of Aitkin County = 6215

Weekly circulation within the boundaries of Aitkin County = 6215

Subscription cost per individual customer within Aitkin County for 1 year = \$52

**(Please Print Clearly)**

Name of Bidding Newspaper: News Hopper

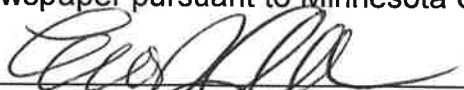
Official Address: P.O. Box 562

Ironton, MN 56455

Printed Name of Submitter Eric J. Heglund Title owner

Phone: 218-821-1393

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



Signature in Ink of Submitter

12-2-17

Date

Aitkin Independent Age  
P.O. Box 259  
Aitkin, MN 56431

December 6, 2017

Honorable Board of County Commissioners

Aitkin County Courthouse  
209 Second St. N.W.  
Aitkin, Mn 56431

Dear Board of Commissioners:

Thank you for naming the *Aitkin Independent Age* and *Voyageur Press* its legal newspapers in 2017. Attached is the bid sheet to run public notices again in 2018. And, it is again a joint bid with the *Voyageur Press* of McGregor. The joint bid is a great value based upon rates paid historically and the added reach of the public notices appearing in both county papers, and online.

If the bid is awarded to us, the *Aitkin Independent Age* will print the following items and furnish all legal printed materials to the *Voyager Press* of McGregor to be published as well:

- Publication of Official Proceedings (Commissioner and Board of Equalization)
- Publication of Legal Notices and miscellaneous advertisements
- In the matter of the delinquent tax list, the *Aitkin Independent Age* has elected to bid and the *Voyager Press* has elected not to bid.
- In the matter of the bid for printing the annual financial statement, if accepted, it will be printed in the *Aitkin Independent* with a second publication in the *Voyager Press* of McGregor. The *Age* will furnish all necessary printed materials when approved by the county auditor to the *Voyager Press* for publication.
- All correspondence and billing will be with the *Aitkin Independent Age* and it will forward all information to the *Voyager Press*. The *Voyager Press* will bill the county directly for the second printing of the county financial statement.
- All legal notices published in the *Age* and *Voyager Press* are posted at no additional charge at the region's No. 1 website, [www.aitkinage.com](http://www.aitkinage.com).

Please let us know if you have any questions regarding our bid and publications.

Sincerely,

Kevin G. Anderson, Publisher  
*Aitkin Independent Age*

John Grones, Publisher  
*Voyager Press*

Joint Bid: Aitkin Independent Age & Voyager Press

# AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2018

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

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ 10<sup>50</sup> per column inch *Covers Both Publications*
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 10<sup>50</sup> per column inch *Covers Both Publications*
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 10<sup>50</sup> per column inch ~~Covers Both Publications~~
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 7<sup>00</sup> per column inch *Aitkin Age Only*
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 3<sup>50</sup> per column inch *Voyager Press Only*

Size in inches of newspaper single page sheet = 10<sup>3/8</sup> by 15 *AGE*  
10<sup>1/4</sup> by 15 *Voyager*

Maximum number of columns per page in legal notice section = 6 *Age*  
4 *V.P.*

Newspaper circulation within the boundaries of Aitkin County = 2615 *Age*  
575 *VP*

Weekly circulation within the boundaries of Aitkin County = 2615 *Age*  
575 *VP*

Subscription cost per individual customer within Aitkin County for 1 year = 37-

**(Please Print Clearly)**

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

Printed Name of Submitter Kevin G Anderson Title Publisher

Phone: 218-927-3761

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

[Signature] *Voyager*  
Signature in Ink of Submitter

Dec. 6, 2018  
Date

[Signature] *AITKIN AGE*  
Page 4 of 4

12/6/17

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

ADOPTED January 2, 2018

By Commissioner: xx

**20180102-0xx**

**2018 Official County Newspaper**

**BE IT RESOLVED**, that the NewsHopper is hereby designated by the Aitkin County Board of Commissioners as the newspaper in which all official business shall be published.

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 2<sup>nd</sup> day of January 2018, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 2nd day of January 2018**

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



# Board of County Commissioners Agenda Request

60

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Agenda Item #

**Requested Meeting Date:** January 2, 2018

**Title of Item:** 2018 Board of Commissioners Meeting Procedures

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 min.
<b>Summary of Issue:</b>  <p>Each year the County Board adopts a resolution for the Board of Commissioners Meeting Procedures &amp; Rules of Business.</p> <p>The only modifications made for 2018 are noted in yellow (update) or red (addition). The Chair and Vice Chair will have to be identified (Page 2). The wording has been changed on page Page 6, Rule 3, to accommodate for meetings held outside the Boardroom during construction.</p> <p>The meeting schedule for 2018 is proposed to be the same as it has been since 2013, with the County Board meeting on the 2nd and 4th Tuesdays of each month except during the month of December.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Adopt the attached resolution.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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





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

Revised January 2, 2018

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

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

The Aitkin County Board of Commissioners

**Board Members**

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

Your Board members this year are:

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

## **Board Meeting**

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

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

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

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

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

### **Board Actions**

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

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

### **Public Participation at Board Meetings**

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

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

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

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

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

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

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

## AITKIN COUNTY BOARD RULES OF BUSINESS

### **Rule 1. Presiding Officer. Roll Call.**

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

### **Rule 2. Quorum.**

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

### **Rule 3. Minutes.**

The County Administrator shall prepare written copies of the minutes of the preceding session or sessions of the County Board and distribute them to its members no later than the start of its current session, unless otherwise notified. One or more copies of the minutes shall be available in the Office of the County Administrator for examination by members of the public. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the minutes of the previous session or sessions of the County Board as prepared by the County Administrator. Any mistake or omission in the minutes may then be corrected by the County Board. In addition, all meetings held in the County Boardroom will be recorded and kept securely by the office of the County Administrator. Meetings held at other locations may not be recorded.

### **Rule 4. Order of Business.**

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

or amend the agenda as prepared by the County Administrator.

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

**Rule 5. Recognition by Chair.**

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

**Rule 6. Designation by Chair.**

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

**Rule 7. Presentment of Petitions and Communication.**

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

**Rule 8. Voting. Excuse. Failure.**

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

**Rule 9. Calling Vote.**

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

**Rule 10. Public Hearing Procedure.**

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

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



immediately after the presentation of the issue/item/proposal.

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

**Rule 11. Ordinances. Procedure.**

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

**Rule 12. Absent Member.**

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

**Rule 13. Journal.**

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

**Rule 14. Robert's Rules of Order.**

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

**Rule 15. Conduct.**

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

- 1) Being in attendance under the influence of intoxicant or non-prescription illegal drugs, or using such substances while on County property.
- 2) Conduct which violated the common decency or morality of individuals.
- 3) Commission of a felony or gross misdemeanor.
- 4) Violating safety rules and regulations.
- 5) Speaking or making derogatory or false accusations so as to discredit other individuals.
- 6) The use of profanity or abusive language towards any individual.
- 7) Harassment or discrimination.
- 8) Speaking without being recognized by the Chair.

**Rule 16. Suspension or Amendment of Rules.**

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

**Rule 17. Notice of Agenda.**

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

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

**Aitkin County Department Heads**

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

Send Inquiries to:

Aitkin County Administrator's Office  
Attn: County Administrator – **Jessica Seibert**  
217 2<sup>nd</sup> St. NW – Room 134  
Aitkin, MN 56431

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

**ADOPTED January 2, 2018**

By Commissioner: xx

**20180102-0xx**

**2018 Board of Commissioners Meeting Procedures & Rules of Business**

**WHEREAS**, the Aitkin County Board of Commissioners sees it prudent and necessary to review and adopt rules of procedure governing the conduct of County Board Meetings; and

**WHEREAS**, the Aitkin County Board has adopted and utilized rules of business, board procedures, and Robert's Rules of Order; and

**WHEREAS**, the Aitkin County Board of Commissioners believes it is important to annually reaffirm the rules; and

**THEREFORE, BE IT RESOLVED**, that the "Aitkin County Board of Commissioners Meeting Procedures and Rules of Business" is hereby amended and reaffirmed.

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 2<sup>nd</sup> day of January 2018, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 2nd day of January 2018**

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



# Board of County Commissioners Agenda Request

6D  
Agenda Item #

**Requested Meeting Date:** January 2, 2018

**Title of Item:** 2018 Committee Appointments

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

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b>
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**Summary of Issue:**  
The Board needs to make 2018 Committee Appointments. This year we are combining all committee appointments into one resolution. The following items are attached:

1. A draft proposed resolution. Proposed changes are indicated either by strike-throughs or red lettering. The proposed changes shown are due to recent discussions or requests, but are open for discussion. This is the time to consider any changes to committee assignments. Please note that Budget Committee members need to be appointed for the 2019 Budget, as the Budget Committee members previously appointed were for the 2018 Budget.
2. 2018 AMC Policy Committee & Voting Delegate Appointments.
3. The portion of Commissioner Pratt's Commissioner Committee spreadsheet which shows when and where each committee meets.

Once the committee appointments have been made, the resolution will be modified accordingly.

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

**Recommended Action/Motion:**  
Make appointments and adopt resolution.

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

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

ADOPTED January 2, 2018

By Commissioner: xx

20180102-0xx

2018 COMMITTEE APPOINTMENTS

BE IT HEREBY RESOLVED, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2018:

Aitkin Airport Commission (2)	J. Mark Wedel John Welle
Aitkin County Care Board	Laurie Westerlund
Aitkin County Community Corrections Advisory Board (2)	J. Mark Wedel Laurie Anne Marcotte
Aitkin County Water Planning Task Force	J. Mark Wedel
Aitkin Economic Development Administration (AEDA)	J. Mark Wedel
AMC Delegates (8)	County Board County Administrator Environmental Services Director HHS Director
Aquatic Invasive Species (AIS)	J. Mark Wedel Bill Pratt
Arrowhead Counties Association (2)	Don Niemi Anne Laurie Westerlund?
Arrowhead Economic Opportunity Agency	Laurie Westerlund or Don?
Arrowhead Regional Development Center (ARDC)	Don Niemi or Laurie?
Assessor for Unorganized Townships	Mike Dangers
ATV Committee (2)	Bill Pratt Anne Laurie Westerlund
Big Sandy Lake Management Plan (1+Alternate)	Bill Pratt Anne Marcotte, Alt.
Budget Committee 2019 (2)	TBD
Development Achievement Center (Liaison) (1+Alternate)	Laurie Westerlund Don Niemi, Alt.
East Central Regional Library Board	Don Niemi

Economic Development (2)	Bill Pratt Don Niemi
Emergency Management	J. Mark Wedel
Environmental Assessment Worksheet (2)	Anne Marcotte Bill Pratt
Extension Committee (2)	<del>J. Mark Wedel</del> Anne Marcotte Laurie Westerlund
Facilities/Technology Committee (2)	J. Mark Wedel Anne Marcotte
Fairgrounds Custodian	Kirk Peysar
H&HS Advisory Committee (Liaison) (2)	<del>Laurie Westerlund</del> Don? Bill Pratt
Historical Society (Liaison)	J. Mark Wedel
<b>Housing &amp; Redevelopment Authority of Aitkin County (HRA) (Liaison)</b>	Laurie Westerlund
Investment Committee	County Board
Joint Powers Natural Resources Board (2)	Bill Pratt Mark Jacobs
Labor Management Committee (1+Alternate)	J. Mark Wedel Laurie Westerlund, Alt.
Lakes & Pines (1+Alternate)	Don Niemi Anne Marcotte, Alt.
Law Library	Don Niemi
McGregor Airport Commission (2)	Bill Pratt William Bedor
MCIT Representative (1 + Alternate)	Laurie Westerlund <del>Kirk</del> Jessica Seibert, Alt.
Mille Lacs Fisheries Input Group	Laurie Westerlund
Mille Lacs Watershed (2)	Don Niemi Laurie Westerlund
Mississippi Headwaters Board (1+Alternate)	Anne Marcotte Bill Pratt, Alt.
MN Rural Counties (1+Alternate)	Don Niemi Bill Pratt, Alt.
Natural Resources Advisory Committee (2)	Anne Marcotte Bill Pratt
NE MN Office Job Training	Don Niemi
Northeast MN ATP (2)	Don Niemi John Welle



Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Bill Pratt Laurie Westerlund, Alt.
Northern Counties Land Use Coordinating Board (NCLUCB) (1+Alternate)	Anne Marcotte Bill Pratt, Alt.
Ordinance Committee (2)	Bill Pratt Anne Marcotte
Personnel/Insurance Committee (2)	J. Mark Wedel Anne Marcotte
Planning Commission	Laurie Westerlund
Snake River Watershed Management Board	Don Niemi
Sobriety Court	J. Mark Wedel
Solid Waste Task Force (2)	Laurie Westerlund Bill Pratt
Toward Zero Deaths	J. Mark Wedel
Tri-County Community Health Services Board	Laurie Westerlund

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

**FIVE MEMBERS PRESENT** **All Members Voting Yes**

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**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 2<sup>nd</sup> day of January 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 2<sup>nd</sup> day of January 2018

---

Jessica Seibert  
County Administrator



# Association of Minnesota Counties

## AMC 2018 POLICY COMMITTEE & VOTING DELEGATE APPOINTMENTS

NAME OF COUNTY:

### 2018 AMC POLICY COMMITTEE APPOINTMENTS

*Each county must appoint one commissioner or county official to each of the five AMC Policy Committees.  
Individuals may not serve as a voting member of more than one policy committee.*

Policy Committee	2018 Policy Committee Member
Environment & Natural Resources Policy Committee	
General Government Policy Committee	
Health & Human Services Policy Committee	
Public Safety Policy Committee	
Transportation & Infrastructure Policy Committee	

### INDIAN AFFAIRS ADVISORY COMMITTEE

*Eighteen counties are located in federally-recognized Indian County, while a substantial Native American population resides in Hennepin County. Each of these 19 counties may designate a voting member to AMC's Indian Affairs Advisory Committee. There are no alternate members for this group, but commissioners and staff from these counties are all invited to attend Indian Affairs meetings and events.*

2018 INDIAN AFFAIRS ADVISORY COMMITTEE DELEGATE:

*Please type (or clearly print) their name in the space here →*

### 2018 AMC VOTING DELEGATE APPOINTMENTS

*Please type (or clearly print) the names of your county's appointed AMC Voting Delegates for 2018 in the spaces below.  
Voting delegates are permitted to cast votes on behalf of one's county during official AMC meetings/business.*

1	
2	
3	
4	
5	
6	
7	
8	

#### ARTICLE 8: ASSOCIATION DELEGATES & DISTRICTS

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

### Aitkin County Board of Commissioners Committees

Committee	Freq	Scheduled	Time	Location
Environment & Natural Resources Policy	AMC			
General Government	AMC			
Health & Human Services	AMC			
Indian Affairs Task Force	AMC			
Public Safety Committee	AMC			
Transportation Policy	AMC			
Aitkin Airport Commission	Monthly	1st Thursday	4:00 PM	Aitkin
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	1:00 PM	Aitkin
Aitkin County CARE Board	Monthly	2nd Tuesday	7:30 AM	Aitkin
Aitkin County Community Corrections	Quarterly	Varies	8:30 AM	Aitkin
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	2:00 PM	Aitkin/ MLEC
Aitkin Economic Development Administration	Monthly	3rd Thursday	4:00 PM	Aitkin City Hall
Arrowhead Counties Association	8 or 9x yearly	1x a month		
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	1:00 PM	Virginia AEOA
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	10:00 AM	Varies
ATV Committee	As needed			Aitkin
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	2:30 PM	Tam/ Cromwell
<b>Budget Committee</b>	As needed			Aitkin
Development Achievement Center	Monthly	3rd Thursday	4:00 PM	Aitkin/ Mcgregor

East Central Regional Library Board	Monthly	2nd Monday	10:00 AM	Cambridge
Economic Development	Monthly	1st Wednesday	1:30 PM	Aitkin
Emergency Management	As needed			Aitkin
Environmental Assessment Worksheet	As needed			Aitkin
Extension	4x year	Monday	5:30 PM	Aitkin
Facilities/Technology	As needed			Aitkin
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	3:30 PM	Aitkin
Historical Society (Liaison)	Monthly	4th Wednesday	10:00 AM	Aitkin
HRA	Monthly	4th Monday	9:30 AM	
Investment	As needed			Aitkin
Joint Powers Natural Resource Board	Monthly	Last Monday	10:00 AM	Bemidji
Labor Management	Quarterly	Varies	8:15 AM	Aitkin
Lakes and Pines	Monthly	3rd Monday	10:00 AM	Mora
Law Library	Quarterly	Set by Judge		Aitkin
McGregor Airport Commission	Monthly	1st Wednesday	6:30 PM	McGregor
Mille Lacs Fisheries Input Group				
Mille Lacs Watershed	Monthly	3rd Monday		
Mississippi Headwaters Board	Monthly	<b>4th Friday</b> (beginning 2018)	10:00 AM	Cass County
MN Rural Counties	8x year	Varies	10:00 AM/ varies	ITV/ varies

Natural Resources Advisory Committee	8-10x yr	2nd Monday	6:30 PM	LLCC
NE MN Office Job Training	As called			
Northeast MN ATP	Quarterly	Varies	10:00 AM	Varies *
Northeast Waste Advisory Council	Quarterly	2nd Monday	10:00 AM	Duluth
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	9:30 AM	Varies
Ordinance	As needed			Aitkin
Personnel/Insurance	As needed	2nd Tuesday	1:30 PM	Aitkin
Planning Commission	Monthly	3rd Monday	4:00 PM	Aitkin
Snake River Watershed	Monthly	4th Monday	9:00 AM	Mora
Sobriety Court	Bi-Monthly	3rd Thursday	12:00 PM	Aitkin/ Birchwood
Solid Waste Advisory	As needed			Aitkin
Toward Zero Deaths	Monthly	2nd Wednesday	1:00 PM	Aitkin
Tri-County Community Health Services	Quarterly & as needed	2nd Thursday		

\* 1st meeting of 2018 will be Feb. 14th at 10 a.m. in Eveleth



# Board of County Commissioners Agenda Request

6E  
Agenda Item #

**Requested Meeting Date:** January 2, 2018

**Title of Item:** Set Minimum Salaries for Elected Officials

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

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administration	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

Please adopt the following resolution:

Minimum Salaries for Elected Officials

WHEREAS, Minnesota Statutes require that at a January meeting during the year in which candidates may file for various county offices, the County Board shall set by resolution the minimum salary to be paid for the following term,

NOW, THEREFORE BE IT RESOLVED, that the minimum salaries of elected officials are hereby established for the next term as follows:

County Attorney	\$80,000
County Auditor	\$70,000
County Recorder	\$60,000
County Sheriff	\$75,000
County Treasurer	\$65,000

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

**Recommended Action/Motion:**  
Adopt resolution.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No Please Explain:



# Board of County Commissioners Agenda Request

6F  
Agenda Item #

**Requested Meeting Date:** January 2, 2018

**Title of Item:** Accept David Drown & Associates Proposal

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

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

<b>Submitted by:</b> Jessica Seibert, County Administrator	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 5 min.
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**Summary of Issue:**

On December 19, 2017, Gary Weiers with David Drown & Associates presented a proposal to conduct an organizational structure plan for Aitkin County. The proposal is attached for Board consideration.

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

**Recommended Action/Motion:**  
Approve organizational structure plan with David Drown & Associates.

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ 23,000.00  
 Is this budgeted?  Yes  No *Please Explain:*  
 2017 reserve funds from Central Services have been approved for this plan.

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



**DDA**

**Human Resources, Inc.**  
*a David Drown Associates Company*

Faribault Office:  
1327 Merrywood Court  
Faribault, MN 55021  
(612)920-3320 ext. 109 | fax (612) 605-2375  
[www.daviddrown.com](http://www.daviddrown.com)

*Sent via email only*

November 27, 2017

Jessica Seibert  
County Administrator  
Aitkin County  
217 2<sup>nd</sup> Street NW  
Aitkin, MN 56431

Dear Ms. Seibert,

As per your request, DDA Human Resources Inc. is providing you a proposal to conduct an organizational study for Aitkin County.

This planning effort would be designed to help the County Board determine the future organizational structure for the County. The detailed evaluation process is outlined in the attached proposal.

Upon completion of the process, a comprehensive report will be prepared which includes the following components:

- Background information
- Current operational summary
- Organizational options
- Financial modeling of each option
- Recommendations
- Implementation strategies

If you need any additional information, please let me know. Thank you for your interest in this service.

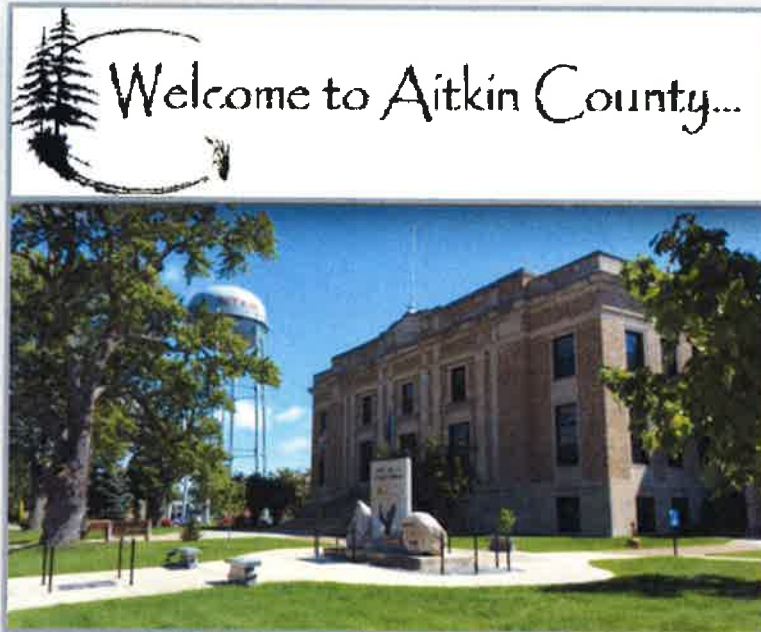
Sincerely,

Gary Weiers  
DDA Human Resources, Inc.

Enclosure



# DDA HUMAN RESOURCES, INC.



## PROPOSAL FOR AITKIN COUNTY ORGANIZATIONAL STUDY

NOVEMBER 27, 2017



## CONTENTS OF THE PROPOSAL

◆ Description of the Firm	◆ Process Details
◆ Approach to the Process	◆ Items Addressed in the Analysis
◆ Service Team	◆ List of Organizational Study Clients
◆ Timeline	◆ Fee

## DESCRIPTION OF THE FIRM

For 20 years, David Drown Associates (DDA) has provided Financial Solutions, Tax Increment Financing, Economic Development, Executive Searches, Organizational Studies and other services to cities and counties throughout Minnesota. With over 450 local government clients, we have a deep understanding of the workings of local government in Minnesota. Therefore, we comprehensively understand the unique challenges faced by local governments especially in greater Minnesota where we do the vast majority of our work.

## APPROACH TO THE PROCESS

Our approach to conducting this analysis will be to help Aitkin County determine the most cost effective and highest quality organizational structure. We will comprehensively assess the current departmental structure, examine other similarly situated county structures, interview employees selected by the County, review financial information, and develop recommendations and implementation strategies to assure a cost effective, customer oriented service delivery system.

Communication with the County is a high priority. In addition to being on site a significant amount of time, regular updates via phone or email will be provided to the County at every stage of the process.

# SERVICE TEAM

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## Gary Weiers

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Our team will be led by Gary Weiers. He joined DDA in 2013 and has conducted nearly 50 executive searches and numerous organizational studies. Prior to joining DDA, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.

Gary will be assisted by Assistant Consultant Liz Judd, but the vast majority of work will be directly performed by Gary. Gary will be the only person that you will see during the course of this study.

## Liz Judd

---

Liz is an Assistant Consultant that provides support and assistance within our Human Resources Division. Since joining DDA in 2015, Liz has been involved in numerous executive searches and other organizational studies. Liz will assist with information gathering and assembling data during this process.

# TENTATIVE TIMELINE

*This timeline is tentative. The final timeline will be set after the County Board's decision to proceed.*

ITEM	TASK	COMPLETION DATE
Discussion of Proposal with County	Review Proposal with Board	December 19, 2017
Decision by County Board to proceed		January 9, 2018
Step 1: Review work plan	<ul style="list-style-type: none"> <li>◆ Meet with County designated Committee                             <ul style="list-style-type: none"> <li>◆ Review the scope of the analysis</li> <li>◆ Review timeline and work plan</li> </ul> </li> </ul>	January 24, 2018
Step 2: Information gathering	<ul style="list-style-type: none"> <li>◆ Review current table of organization</li> <li>◆ Study County budget</li> <li>◆ Review financial statements</li> <li>◆ Review all applicable job descriptions</li> <li>◆ Review applicable collective bargaining agreements</li> <li>◆ Review all County facilities</li> <li>◆ Study other pertinent information</li> </ul>	February 9, 2018
Step 3: Information gathering meetings	<ul style="list-style-type: none"> <li>◆ Meet individually with key staff                             <ul style="list-style-type: none"> <li>◆ All department heads</li> <li>◆ All County Commissioners</li> <li>◆ Key departmental management staff</li> <li>◆ Other staff as designated by the County</li> <li>◆ Others as determined by the County</li> </ul> </li> </ul>	February 9, 2018
Step 4: Comparisons	<ul style="list-style-type: none"> <li>◆ Review organizational structure for similarly situated counties</li> </ul>	February 9, 2018
Step 5: Information analysis	<ul style="list-style-type: none"> <li>◆ Review all collected information</li> </ul>	February 23, 2018
Step 6: Review initial findings	<ul style="list-style-type: none"> <li>◆ Meet with the Administrator and others to review preliminary findings</li> </ul>	March 2, 2018
Step 7: Report	<ul style="list-style-type: none"> <li>◆ Complete report</li> <li>◆ Submit to County for final review</li> </ul>	March 16, 2018
Step 8: Presentation of report	<ul style="list-style-type: none"> <li>◆ Meet with County Board to present report</li> </ul>	March 27, 2018

# PROCESS DETAILS

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## ***Step 1: Review Scope***

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Meet with the Committee and Administrator for the following purposes:

- ◆ Review project scope
- ◆ Review project timeline
- ◆ Refine work plan to ensure it meets the expectations of the County

## ***Step 2: Information Gathering***

---

During this phase of the project, a substantial amount of pertinent data will be collected for additional review. Data that will be gathered includes:

- ◆ Table of organization
- ◆ Budget
- ◆ Financial statements
- ◆ Any applicable previous studies that have been done
- ◆ Job descriptions of all relevant positions
- ◆ Facility information
- ◆ Other information determined by the County
- ◆ Collective Bargaining Agreements
- ◆ Other relevant information

## ***Step 3: Information Gathering Meetings***

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Individual meetings with approximately 40 people will take place. These discussions will focus on:

- ◆ Effectiveness of current structure
- ◆ Issues with current structure
- ◆ Level of efficiency with current structure
- ◆ Possible organizational structure ideas
- ◆ Obstacles to implementing change
- ◆ Other topics

## ***Step 4: Comparative Data Gathering***

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Assemble and analyze data from other county structures that are similarly sized, organized, and situated.

### ***Step 5: Information Analysis***

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Review of the information gathered in Steps 2-4 will take place. This will include a detailed analysis of the current structure and other possible organizational structures along with financial modeling of the options.

### ***Step 6: Review of Initial Findings***

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An outline of the information will be shared with the Committee, and then DDA will meet with them to review data, options, and financial ramifications. After review, the Committee will provide feedback prior to the development of a final report.

### ***Step 7: Report***

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After receiving feedback from the Committee, DDA will prepare a comprehensive report including the following components:

- ◆ Background information
- ◆ Current operational summary
- ◆ Organizational options
- ◆ Financial modeling of each option
- ◆ Recommendations
- ◆ Implementation strategies

### ***Step 7: Presentation of Report***

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DDA will meet with the County Board to present the final report with recommendations.

## LIST OF COMPLETED ORGANIZATIONAL STUDIES

Year	Entity	Type of Project
2014	Steele, Waseca and Dodge County Service Delivery Authority	Merger of three County Human Services Departments
2014	City of Lester Prairie	Administrator Planning
2015	City of Pequot Lakes	Administrator Planning
2015	City of Gaylord	Organizational Study
2015	Cities of Independence/Maple Plain	Merger Study
2015	Stearns County	Social Services Department Analysis
2015	City of Northfield	Public Works Organizational Study
2015	Murray County	Organizational Study
2016	City of Crosby	Organizational Study
2017	McLeod County	Organizational Study
2017	City of Nisswa	Administrator Planning
2017	City of Big Lake	Organizational Study
2017	City of Maple Lake	Organizational Study
2017	Chisago County	Organizational Study

## FEES

The all-inclusive fee for this service is \$23,000. This includes all consultant expenses and any other related costs to provide the services listed in this proposal.



# Board of County Commissioners Agenda Request

66  
Agenda Item #

**Requested Meeting Date:** January 2, 2018

**Title of Item:** Approve Organizational Structure Planning Task Force

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

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

<b>Submitted by:</b> Jessica Seibert, County Administrator	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 5 min.
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**Summary of Issue:**

If approved, the organizational structure planning process will require a small task force to work with Gary Weiers. The task force will meet once at the beginning of the process and also when the work is complete.

Staff proposes creating a one-time task force specifically for this purpose comprised of two Commissioners, County Administrator, Human Resources Director, and County Auditor.

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

**Recommended Action/Motion:**  
Approve organizational structure planning task force.

**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

6H  
Agenda Item #

**Requested Meeting Date:** January 2, 2018

**Title of Item:** Approve Prioritized MRC Legislative Agenda Items

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

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

**Summary of Issue:**

Dan Larson with Minnesota Rural Counties (MRC) as submitted a list of proposed MRC legislative agenda items for 2018. Each MRC member Board is being asked to review the list and prioritize the items.

MRC has also released the 2018 membership rate structure. The Board is asked to advise staff on continuing membership.

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

**Recommended Action/Motion:**

- Approve prioritized MRC legislative agenda items.
- Approve/deny 2018 MRC membership.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ \$2,300.00

Is this budgeted?  Yes  No *Please Explain:*



## MRC Initial Issues List Legislative

*For Review and Prioritization by Your County Board*

- A) Support AMC Mental Health Bonding Proposal.  
*(Grp. Resident Homes Based on Community Needs)*
- B) Other Capitol Investment Projects (Name Project).
- C) Bring adequate reliable broadband access to all corners of the state.
- D) Address workforce and rural economic development needs by funding Greater MN Brain Gain pilot project.
- C) Support County Relief for Potential Tax Court Success by Utilities Challenging DOR Rates.
- D) Support Beaver Control Cost-Share.
- E) Increase Mortgage Deed Tax Rates to Counties.
- F) Support Relief for Dark Store appraisals.
- G) Support a long-term transportation funding package with a strong focus on local roads that are adequately funded primarily with constitutionally protected revenues.
- H) Address acquisition of productive private lands with public funds.

•

### **Other Thoughts?**

Add Your Ideas Here For Consideration January 8  
Final Priorities Approved at Feb. 5 Meeting

# Minnesota Rural Counties

## Rate Structure 2018

Counties with populations below 10,000	\$2,200.00
Counties with populations between 10,000 and 20,000	\$2,300.00
Counties with populations between 20,000 and 30,000	\$2,500.00
Counties with populations between 30,000 and 40,000	\$2,700.00
Counties with populations between 40,000 and 50,000	\$2,900.00

In 2019 and beyond, an annual step increase will be implemented at the same rate as AMC.



Aitkin County

# Board of County Commissioners Agenda Request

7A  
Agenda Item #

**Requested Meeting Date:** January 5, 2018

**Title of Item:** Submit full Small City Development Program Application

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

<b>Submitted by:</b> Ross Wagner	<b>Department:</b> Economic Development & Forest Ind
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<b>Presenter (Name and Title):</b> Ross Wagner, Economic Development & Forest Industry Coordinator	<b>Estimated Time Needed:</b> 10 Minutes
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**Summary of Issue:**

In October of 2017, Aitkin County applied for a Small City Development Program grant for housing rehabilitation in Williams and Wagner Townships. If you recall, our application was submitted by Lakes and Pines and if we were to be successful, Lakes and Pines would also administer the program. Pre-applications were submitted in November with full applications due February 22, 2018.

Our initial application received a "grade" of Marginally Competitive. Though that grade may not sound the greatest, it is the second highest level of grading with Competitive being the highest level. Even without the highest grade, we are encouraged to submit the full application. In 2017, 26 applicants received a grant award, though I do not have the numbers, some of those receiving grants would have been graded as marginally competitive, so we have a good chance to work with Lakes and Pines to take our application from marginal to competitive. The cost for Lakes and Pines to submit the full application would be \$750.00 which is budgeted for in the Tourism and Development Fund.

I would recommend that we continue the process for SCDP funding for Housing Rehab in Wagner and Williams Township.

The notification letter from MN DEED is attached.

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

**Recommended Action/Motion:**  
Approve submitting an application for SCDP grant funds

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 750.00

Is this budgeted?  Yes  No *Please Explain:*

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

**Patrick H. Armon, Grants Specialist Coordinator**

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The Small Cities Development Program (SCDP) staff has reviewed the preliminary proposals submitted for the 2018 funding cycle. The program received 48 preliminary proposals totaling approximately \$28.9 million. Of those proposals, 36 have been determined to be either competitive or marginally competitive. The remaining proposals were determined to be not competitive. We have based these decisions with the expectation of receiving a 2018 allocation from HUD of approximately the same amount of money as last year. However, it is hard for us to project the allocation amount with much accuracy considering the current budget climate at the federal level.

Assigning three degrees of competitiveness is a way to ensure that only full applications with a sound chance of receiving awards will be submitted. This process is intended to allow applicants to make informed decisions about whether or not to pursue the time and expense associated with submitting an application.

We anticipate that communities with proposals that receive a competitive and marginally competitive label will move forward with the submission of a full application, but we caution that this does not guarantee project funding. We also anticipate that improvements to the original proposals with rehabilitation will be made in order to compete; justifying the numbers presented and solidifying interest in participants and contractors to achieve the full goals proposed. We do not expect to receive full applications from proposals that were determined to be not competitive. If your community is not listed below, the proposal is considered not-competitive.

All proposals involving housing rehabilitation should thoroughly examine for accuracy their "Plan A" and "Plan B" target areas. Remember that if an awarded application does not have a plan B target area, there will be no option for a target area expansion approval during the grant. With that in mind, if a community's project involves rehabilitation and does not currently contain a Plan B option, the community may want to consider adding one in the full application.

Do not hesitate to contact the SCDP Representative assigned to respective proposals with questions about their suggestions to improve a competitive or marginally competitive proposal. However, if your proposal was assigned a label of not competitive, please allow us time to work with competitive and marginally competitive proposals. We will provide those associated with not competitive proposals the opportunity to work with us after the 2018 grant implementation workshops on improvements for possible resubmission for the 2019 application cycle.

Full applications are due to our office by 4:30 p.m. on February 22<sup>nd</sup>. No fax or electronic copies will be accepted.

The following is the result of the SCDP preliminary proposal review:

**Competitive**

Clarkfield  
Granite Falls  
Kensington  
Lake Benton  
Lake City  
Onamia  
Starbuck  
Tyler/Ruthton  
Verndale  
Warroad  
Willmar  
Willow River  
Windom  
Winger  
Winnebago  
Winona

**Marginally Competitive**

Aitkin County  
Brainerd  
Caledonia  
Deerwood  
Elgin  
Emily  
Eyota  
Kerkhoven  
Lake County  
Mahnomen  
Marshall  
Melrose  
Menahga  
Morris  
Pine River  
Raymond  
Red Lake Falls  
Sabin  
St. James  
St. Joseph



# Aitkin County Board of Commissioners Agenda Request Form



**Requested Meeting Date:** January 2, 2018  
**Title of Item:** Committee Reports

<input checked="" type="checkbox"/> <b>REGULAR AGENDA</b>	<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 Ordinance	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Pratt
Personnel/Insurance	As needed		Pratt and Marcotte
Planning Commission	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