

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS June 12, 2018 – BOARD AGENDA

**2:00 P.M.**

## **THIRD FLOOR - COURTROOM 3**

- 2:00** 1) **Anne Marcotte, 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 May 22, 2018 – June 11, 2018**
  - B) **Approve May 22, 2018 County Board Minutes**
  - C) **Approve June 5, 2018 County Board Minutes – Special Meeting**
  - D) **Approve Commissioner Warrants**
  - E) **Approve Auditor Warrants – School District Advances**
  - F) **Authorize Use of Courthouse Lawn for DAR WWI Memorial Rededication Ceremony**
- 2:02** 3) **Bobbie Danielson, Human Resources Director**
- A) **Approve Personnel Committee Recommendations**
    - 1. **Create Lifeguard Position at LLCC**
    - 2. **Create Temporary PT Bailiff Position**
    - 3. **Approve Promotion of St. Scholastica's Meaningful Work Award Program**
- 2:10** 4) **John Welle, County Engineer**
- A) **Adopt Resolution: Award Contract No. 20183**
  - B) **Adopt Resolution: Award Contract No. 20184**
  - C) **Approve Right of Way Plat No. 20**
  - D) **Highway Department Update**
- 2:50** 5) **Committee Updates**
- 3:20** **Adjourn**

# AITKIN COUNTY BOARD

The Aitkin County Board of Commissioners met this 22<sup>nd</sup> day of May, 2018 at 9:04 a.m. with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

**CALL TO ORDER**

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve the May 22, 2018 amended agenda. Consent Agenda Item 2I) Committee of the Whole Rescheduled, was removed from the consent agenda and placed on the regular agenda.

**APPROVED AGENDA**

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
May 22, 2018**

**HEALTH & HUMAN SERVICES BOARD**

**Attendance**

The Aitkin County Board of Commissioners met this 22<sup>nd</sup> day of May, 2018, at 9:05 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Board Chair Anne Marcotte, Commissioners Laurie Westerlund, J. Mark Wedel, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Health & Human Services Director Cynthia Bennett, Financial Assistance Supervisor Jessi Goble, Public Health Supervisor Erin Melz, Health & Human Services Administrative Assistant Shawn Speed, and Guests: Roberta Elvecrog/H&HS Advisory Committee Member, Marlene Abear/H&HS Advisory Committee Member, Brielle Bredsten/Aitkin Independent Age, and Bob Harwarth/Citizen.

**Agenda**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the May 22, 2018 Health & Human Services Board agenda.

**Minutes**

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve the April 24, 2018 Health and Human Services Board minutes.

**Bills**

Cynthia Bennett, Health & Human Services Director, presented the bills to the board in Carli Goble's absence, and noted no significant changes.

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

**Health & Human Services Director Report, Cynthia Bennett H&HS Director**

Cynthia started by talking about the legislative session. Noted that as of now it is unclear of what had come from this year's session. There was a lot of controversy, in the legislature, over the omnibus bill and whether it funded items adequately enough specifically related to opioids and eldercare. The Governor has 14 days from the close of the session to sign the bill but, as of now, he is threatening to veto the bill. We are still watching to see what happened to all of the other bills that we were

hoping would be supported or not in legislation. These include elimination of the 20% child support withholding, 5 million for school linked mental health services, required collaboration between DHS and counties when developing new software or systems and the mandate to test pilot programs prior to implementation, changes in MNChoices assessments to assure efficiency and person centered care, support of jail diversion programs like the yellow line program in Blue Earth, creation of an appeal process for counties when they disagree with the "at hospital level of care" status determined by the RTC, and the additional work requirements for medical assistance eligibility.

Commissioner Marcotte asked about whether they had put any money into fixing the METS system and as of now we are unsure of what has been done.

Cynthia moved onto the Financial Report for H&HS and relayed that in Carli's and Kim's absence we will not discuss details of the Regional Treatment Center costs, however those discussions will continue when all of the individuals who have detailed knowledge of all the various pieces of this issue are present.

Noted that there is client in St. Peter who has made progress and as such has entered the transition phase of treatment. This phase prepares him for reentry into the community. Due to this, his costs have risen yet once this individual moves back into the community it is probable that his daily costs will diminish.

**SNAP Survey Results, Jessi Goble**

Jessi gave an update on the performance report/survey that they recently went through and that they did great.

**BCBS Audit Results, Erin Melz**

Erin Melz provided an update on the Annual Blue Cross Blue Shield (BCBS) Audit for the Home and Community Based Services Unit. BCBS contracts with Aitkin County to provide Care Coordination services for individuals over the age of 65, on Medical Assistance and who choose BCBS for their health insurance carrier. Melz reported that these individuals may be living in the community, in nursing facilities or in other housing options. Overall, the Audit was successful with many positive comments from the auditors. Out of nearly 100 elements, Aitkin County has been asked to provide follow-up on 4 separate issues noted by the assessors. Each element has a 95% threshold. Because of relatively small sample sizes in Aitkin County, it is common to have only 1 or 2 charts cause the percentage to drop below that 95% requirement. Processes have already been developed and implemented for these 4 areas, and a formal Corrective Action Plan will be drafted and submitted to BCBS.

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

1. Committee members Roberta Elvecrog and Marlene Abear provided details of their last meeting, held May 2, 2018.
  - a. Talked about the presentation given by Kim Larson and Erin Melz about MNChoices Programs.
2. Commissioner Pratt talked about the MNChoices presentation and how it gave him a lot of information about the program that he can now pass on to his constituents.

**Lakes & Pines Update – Commissioner Niemi**

1. Talked about Lakes & Pines going through their own audit and that there were findings but no findings of fraud.

- 2. Not sure what will happen with weatherization and fuel assistance from the Federal government yet.
- 3. Commissioner Marcotte asked about the number of homes in the county that Lakes & Pines has weatherized and Commissioner Niemi will find that out for her.
- 4. Commissioner Wedel asked whether there was a cap on the amount that people receive and was informed there is and it is based on each different circumstance.

Commissioner Marcotte acknowledged the Mental Health event that was held at the Beanery. Jessi Goble commented that the comedian was really good and that a lot of people seemed very supportive and there were many connections made between many different people that she had saw. It was very good to put a face to the mental health issues in the community with many different community members and make us more aware.

Commissioner Westerlund noted that the Community Health Assessment stakeholders meeting was held last Thursday and they narrowed down the data to 9 key areas to present to the general public to vote on at the County Fair to narrow down to the three key areas that will be concentrated on.

Cynthia Bennett ended the meeting by reminding the Board that Jessica Seibert had done the research on whether we could change our format for the meeting and it was found that we could so we plan to make the change and hope to have it in place by the next meeting.

The meeting was adjourned at 9:52 a.m.

Next Meeting – June 26, 2018

Break: 9:52 a.m. to 10:10 a.m.

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: May 8, 2018 to May 21, 2018; B) Approve County Board Minutes: May 8, 2018; C) Approve Commissioner Warrants: General Fund \$65,841.12, Road & Bridge \$29,201.68, Health & Human Services \$16,305.05, Debt Service \$136.59, State \$480.00, Trust \$24,057.21, Forest Development \$10,325.82, Taxes & Penalties \$87,723.67, Long Lake Conservation Center \$23,907.68, Parks \$44,439.35 for a total of \$302,418.17; D) Approve Auditor Warrants – Sales & Use Tax: General Fund \$624.42, Road & Bridge \$617.87, Health & Human Services \$1.29, State \$6102.00, Long Lake Conservation Center \$79.08, Parks \$72.03 for a total of \$7,496.69; E) Approve Auditor Warrants – Government Center Construction Project: Debt Service \$88,932.13; F) Approve April Manual Warrants: General Fund \$14,990.26, Road & Bridge \$4,548.52, Health & Human Services \$10,151.62, State \$64,398.74, Trust \$208.77, Taxes & Penalties \$1,151.81, Long Lake Conservation Center \$5,466.85 for a total of \$100,916.57; G) Adopt Resolution: County Administrator Authorization to Approve Change Orders; H) Approve Updates to Aitkin County Board of Commissioners Meeting Procedures and Rules of Business; J) Approve Collaborative Transportation System – Sheriff’s Office; K) Adopt (2) Resolutions for Apportionment of Forfeited Tax Sales; L) Adopt Resolution: Federal Advance Construction Agreement No.1031159; M) Approve Affidavit of Lost Warrant – Health & Human Services: Warrant #108708 issued April 27, 2018 to Kimberly Lynn

**HHS BOARD  
ADJOURNS**

**BREAK**

**CONSENT  
AGENDA**

for \$39.82; N) Adopt Resolution: High Lifter Quadna Mud Nationals

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes adopt Resolution – County Administrator Authorization to Approve Change Orders:

**WHEREAS**, the Aitkin County Board has authorized construction of the Aitkin County Government Center project; and

**WHEREAS**, construction change orders may be requested throughout the process; and

**WHEREAS**, change orders are required to be completed in a timely manner.

**NOW THEREFORE BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby authorizes County Administrator, Jessica Seibert, to approve construction change orders for the Government Center building project in the amount of \$10,000 or less per change order.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve (2) Collaborative Transportation System Agreements – Sheriff’s Office: 1. Criminal Justice System Services Agreement and, 2. Mutual Aid Agreement for County Sheriff Transport. The annual cost for Aitkin County is \$332.23.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: Transfer of 2017 Tax-Forfeited Funds:

**WHEREAS**, according to M.S. 282.09, Subdivision 1, the County Board does hereby determine that the \$3.00 fee from each certificate of sale, contract for deed, and each lease executed by the Auditor and the compensation for clerical help on tax-forfeited land matters in the County Auditor’s office during the 2017 calendar year was \$30,000.00, and

**WHEREAS**, the county revenue cost for office space and maintenance for the Aitkin County Land Dept in the Courthouse for the 2017 calendar year is \$20,000.00, and

**WHEREAS**, a gravel pit rehabilitation account has been established, and \$.15 per yard of gravel taken out of county pits will be placed in this account, the 2017 amount to be placed in this account is \$422.74.

**NOW THEREFORE, BE IT RESOLVED**, that the amount of \$30,000.00 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County Auditor account (01-040-5590) to cover the costs of this clerical hire, AND that the amount of \$20,000.00 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County General Revenue Account (01-110-5840) for office rent and maintenance, AND that the amount of \$422.74 shall be transferred from the Forfeited Tax Sales Account (10-923-6901) to the Gravel Pit Account (11-936-5840).

**RESOLUTION  
20180522-036  
COUNTY  
ADMINISTRATOR  
AUTHORIZATION  
TO APPROVE  
CHANGE ORDERS**

**COLLABORATIVE  
TRANSPORTATION  
SYSTEM  
AGREEMENTS**

**RESOLUTION  
20180522-037  
TRANSFER OF  
2017 TAX-  
FORFEITED  
FUNDS**

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution: Apportionment of 2017 Tax-Forfeited Funds:

**WHEREAS**, pursuant to Minnesota Statute 282.08, County boards are authorized to set aside monies from the tax forfeited sale fund for timber and park development.

**NOW, THEREFORE, BE IT RESOLVED**, that in compliance with said law, that thirty (30) percent of the remaining receipts are to be used for forest development and twenty (20) percent of these receipts remaining are to be used for the maintenance and development of County Parks or recreational areas, as defined in Minnesota Statute Section 398.31 to 398.36 to be expended under the supervision of the County Board.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Federal Advance Construction Agreement No. 1031159:

**BE IT RESOLVED**, that pursuant to Minnesota Statute Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the County of Aitkin to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

**BE IT FURTHER RESOLVED**, the Aitkin County Board Chairman and the Aitkin County Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1031159, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – High Lifter Quadna Mud Nationals:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following Application for Large Assembly:

ATV/SxS Event – High Lifter Quadna Mud Nationals (High Lifter Products, Inc., d/b/a Mud National Events, LLC) – City of Hill City and Hill Lake Township

This is scheduled to take place June 7th – 10th, 2018 from 8:00 A.M. to 10:00 P.M. daily.

Steve Hughes, District Manager Aitkin County Soil & Water Conservation District provided the following updates to the Board:

- Aquatic Invasive Species (AIS)
- One Watershed One Plan (Rum River)
- Rivers and Lakes Fair - June 16th

**RESOLUTION  
20180522-038  
APPORTIONMENT  
OF 2017 TAX-  
FORFEITED  
FUNDS**

**RESOLUTION  
20180522-039  
FEDERAL  
ADVANCE  
CONSTRUCTION  
AGREEMENT NO.  
1031159**

**RESOLUTION  
20180522-040  
HIGH LIFTER  
QUADNA MUD  
NATIONALS**

**AITKIN COUNTY  
SWCD UPDATES**

John Welle, County Engineer presented and reviewed bids for Contract No. 20182. Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting to table this item until the June 12, 2018 County Board meeting.

**AWARD  
CONTRACT NO.  
20182 - Tabled**

Motion for a resolution by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Final Contract Payment – Contract No. 20161:

**RESOLUTION  
20180522-041  
FINAL CONTRACT  
PAYMENT –  
CONTRACT NO.  
20161**

**WHEREAS**, Contract No. 20161 has in all been completed, and the County Board being fully advised in the premises.

**NOW THEN BE IT RESOLVED**, that the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Anderson Brothers Construction in the amount of \$80,950.02.

John Welle, County Engineer discussed M.S. 169.869 which allows issuance of a road construction materials special hauling permit by MnDOT and local road authorities. Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried (4-1 Westerlund) to offer this special hauling permit on Aitkin County highways for one year on a trial basis.

**ROAD  
CONSTRUCTION  
MATERIALS  
SPECIAL PERMIT**

Jennifer Smith, Community Engagement Manager with Enbridge gave a PowerPoint presentation to the Board on the proposed Line 3 Replacement Project and answered questions. Motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – In Support of Line 3 Replacement Project and Enbridge's Proposed Route:

**WHEREAS**, on April 23, 2018, Administrative Law Judge, Ann C. O'Reilly confirmed the need to replace Line 3 stating that, "(Enbridge) has established, by a preponderance of the evidence, that the probable result of denial of the Certificate of Need Application would adversely affect the future adequacy, reliability, or efficiency of the transportation of crude oil supply by Applicant's customers, particularly Canadian crude oil shippers".;

**RESOLUTION  
20180522-042  
IN SUPPORT OF  
LINE 3  
REPLACEMENT  
PROJECT AND  
ENBRIDGE'S  
PROPOSED  
ROUTE**

**WHEREAS**, Judge C. O'Reilly expressly states that Enbridge's Route Alternative 7 be approved rather than the proposed route;

**WHEREAS**, Enbridge has been operating safely and successfully in our state for more than 65 years, with hundreds of employees and contractors that live, work and raise their families here in Minnesota;

**WHEREAS**, the proposed route reduces the safety hazards involved in disturbing an existing pipeline;

**WHEREAS**, any delay in the Line 3 Replacement Project, or any significant reroute, will prevent Aitkin County from benefiting from the significant positive economic impact that will result from this project;

**WHEREAS**, construction delays will limit the availability of employment for skilled craft

workers;

**WHEREAS**, Enbridge has worked with all state and local authorities to determine the proposed route of the Line 3 Replacement across the state of Minnesota, respecting all impacts to people and the environment while fulfilling all applicable regulatory requirements;

**WHEREAS**, the Enbridge proposed route honors the request of the Leech Lake Band of Ojibwe that the replacement line not be constructed across their reservation;

**NOW, THEREFORE, BE IT RESOLVED** that Aitkin County extends its support for Enbridge's proposed Line 3 Replacement Project, their Preferred Route and their plan for deactivating the existing Line 3 and urges an efficient permitting process for the Line 3 Replacement and approval Enbridge's proposed route.

**FISCAL NOTE:** There is no direct cost to Aitkin County resulting from the adoption of this resolution.

Jessica Seibert, County Administrator presented an amendment to the City Storm Sewer Cooperative Construction Agreement with the City of Aitkin. Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the amendment as presented.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting to hold a Committee of the Whole meeting at 10:00 a.m. on June 12, 2018 at the Aitkin Public Library. The purpose of this meeting will be to review and discuss the Organizational Structure Study.

The Board discussed: Arrowhead Counties, ECRL, CARE, P&Z, Sandy Lake Watershed Mgmt., Natural Resources Advisory Board, Joint Powers Natural Resources Board, TZD, Sobriety Court, Personnel, NCLUCB, and Palisade City Planning.

Motion by Commissioner Westerlund seconded by Commissioner Wedel and carried, all members voting yes to adjourn the meeting at 12:45 p.m. until Tuesday, June 12, 2018 at 2:00 p.m. in Courtroom 3 of the Aitkin County Courthouse.

\_\_\_\_\_  
Anne Marcotte, Board Chair  
Aitkin County Board of Commissioners

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

**CITY STORM  
SEWER  
COOPERATIVE  
CONSTRUCTION  
AGREEMENT  
AMENDMENT**

**COMMITTEE OF  
THE WHOLE  
MEETING**

**BOARD  
DISCUSSION**

**ADJOURN**



# AITKIN COUNTY BOARD – SPECIAL MTG

2C  
June 5, 2018

The Aitkin County Board of Commissioners met this 5<sup>th</sup> day of June, 2018 at 11:00 a.m. in Courtroom 1 of the Aitkin County Courthouse, with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Laurie Westerlund, and Bill Pratt. Commissioner Don Niemi was absent. County Administrator Jessica Seibert and Administrative Assistant Sue Bingham were also present.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve the June 5, 2018 agenda.

John Welle, County Engineer discussed the bids for Contract No. 20182 which had previously been reviewed at the May 22, 2018 County Board meeting. At that time the bids were tabled until the June 12, 2018 County Board meeting. John Welle explained that he requested a Special Meeting today because considering the award a week earlier is anticipated to be more favorable for negotiating contract changes that will reduce the cost of the contract. Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members present voting yes to adopt resolution – Award Contract No. 20182:

**WHEREAS**, Contract No. 20182 is for construction of S.A.P. 001-612-021, S.A.P. 001-612-022 and C.P. 001-053-003, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, May 21, 2018 with a total of six bids received, and

**WHEREAS**, Knife River, Sauk Rapids, MN was the lowest responsible bidder in the amount of \$3,489,566.86.

**THEREFORE, BE IT RESOLVED**, that Knife River is awarded Contract No. 20182.

**BE IT FURTHER RESOLVED**, that the chairperson of the Aitkin County Board and the Aitkin County Administrator are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting to adjourn the meeting at 11:10 a.m.

\_\_\_\_\_  
Anne Marcotte, Board Chair  
Aitkin County Board of Commissioners

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

**CALL TO ORDER**

**APPROVED  
AGENDA**

**RESOLUTION  
20180605-043  
AWARD  
CONTRACT  
NO. 20182**

**ADJOURN**

JKK1  
5/29/18 3:19PM

# Aitkin County

20



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

JKK1  
 5/29/18 3:19PM  
 1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>No.</u>	<u>Vendor Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
1	DEPT			Commissioners		
86222	Aitkin Independent Age					
	01-001-000-0000-6230		73.50	Synopsis 3-13	1479	Printing, Publishing & Adv
	01-001-000-0000-6230		107.63	Synopsis 3-27	1479	Printing, Publishing & Adv
86222	Aitkin Independent Age		181.13			2 Transactions
3590	Niemi/Donald					
	01-001-000-0000-6330		236.53	May mileage	434@.545	Transportation & Travel & Parking
3590	Niemi/Donald		236.53			1 Transactions
6097	Verizon Wireless					
	01-001-000-0000-6250		31.40	Cell phone charges	28628780200001	Telephone
	01-001-000-0000-6250		35.01	Commissioner Mifi	78666388100002	Telephone
6097	Verizon Wireless		66.41			2 Transactions
1	DEPT Total:		484.07	Commissioners	3 Vendors	5 Transactions
12	DEPT			Court Administration		
8175	Centurylink					
	01-012-000-0000-6250		365.37	April/May Phone Charges		Telephone
8175	Centurylink		365.37			1 Transactions
11634	Gammello & Pearson PLLC					
	01-012-000-0000-6232		783.30	01-JV-17-614	63084	Attorney Services
	01-012-000-0000-6232		97.50	01-fa-17-647	63085	Attorney Services
	01-012-000-0000-6232		37.50	01-JV-17-994	63088	Attorney Services
11634	Gammello & Pearson PLLC		918.30			3 Transactions
5851	Gustafson Attorney at Law/Jean M.					
	01-012-000-0000-6232		247.50	Attorney fees	01-PR-17-1120	Attorney Services
	01-012-000-0000-6232		227.50	Attorney fees	01-PR-17-680	Attorney Services
	01-012-000-0000-6232		74.50	Attorney fees	01-PR-17-887	Attorney Services
5851	Gustafson Attorney at Law/Jean M.		549.50			3 Transactions
14906	Jones Law Office					
	01-012-000-0000-6232		652.50	01-pr-17-186	1922679	Attorney Services
14906	Jones Law Office		652.50			1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
12 DEPT Total:		2,485.67	Court Administration	4 Vendors 8 Transactions
40 DEPT			Auditor	
90762 Aitkin Co License Center 01-040-021-0000-6205		200.00	Postage	Postage
90762 Aitkin Co License Center		200.00		1 Transactions
783 Canon Financial Services, Inc 01-040-000-0000-6231		220.24	Contract Charge 026	18606305 Services, Labor, Contracts
783 Canon Financial Services, Inc		220.24		1 Transactions
8175 Centurylink 01-040-000-0000-6250		15.77	April/May Phone Charges	Telephone
01-040-021-0000-6250		334.93	Local Calls	314154028 License Center- Phone
8175 Centurylink		350.70		2 Transactions
10185 Centurylink Communications Inc 01-040-021-0000-6250		162.10	April Long Distance	320146217 License Center- Phone
10185 Centurylink Communications Inc		162.10		1 Transactions
11411 Charter Communications 01-040-021-0000-6250		174.98	Monthly service	45865050918 License Center- Phone
11411 Charter Communications		174.98		1 Transactions
14805 Yunker/Carol 01-040-021-0000-6405		89.75	Marking devices	Office & Computer Supplies
14805 Yunker/Carol		89.75		1 Transactions
40 DEPT Total:		1,197.77	Auditor	6 Vendors 7 Transactions
42 DEPT			Treasurer	
8175 Centurylink 01-042-000-0000-6250		17.79	April/May Phone Charges	Telephone
8175 Centurylink		17.79		1 Transactions
14330 US Bank 01-042-000-0000-6625		117.53	Copier contract	357018100 Office Equipment

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
14330 US Bank		117.53	1 Transactions	
<b>42 DEPT Total:</b>		<b>135.32</b>	<b>Treasurer</b>	<b>2 Vendors 2 Transactions</b>
<b>43 DEPT</b>			<b>Assessor</b>	
783 Canon Financial Services, Inc 01-043-000-0000-6231		164.08	Copier Contract	18606309 Services, Labor, Contracts
783 Canon Financial Services, Inc		164.08	1 Transactions	
8175 Centurylink 01-043-000-0000-6250		47.60	April/May Phone Charges	Telephone
8175 Centurylink		47.60	1 Transactions	
4291 Sanbeck/Thomas C 01-043-000-0000-6208		35.00	Grading fee	Training/Education
4291 Sanbeck/Thomas C		35.00	1 Transactions	
6097 Verizon Wireless 01-043-000-0000-6250		147.51	Monthly cell phone	68069088200001 Telephone
6097 Verizon Wireless		147.51	1 Transactions	
<b>43 DEPT Total:</b>		<b>394.19</b>	<b>Assessor</b>	<b>4 Vendors 4 Transactions</b>
<b>44 DEPT</b>			<b>Central Services</b>	
783 Canon Financial Services, Inc 01-044-000-0000-6231		326.43	Copier Contract	18606308 Services, Labor, Contracts
783 Canon Financial Services, Inc		326.43	1 Transactions	
8175 Centurylink 01-044-000-0000-6250		4.38	April/May Phone Charges	Telephone
8175 Centurylink		4.38	1 Transactions	
10185 Centurylink Communications Inc 01-044-000-0000-6250		0.14	April/May Phone Charges	Telephone
01-044-000-0000-6250		0.21	April/May Phone Charges	Telephone
01-044-000-0000-6250		0.28	April/May Phone Charges	Telephone
10185 Centurylink Communications Inc		0.63	3 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
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
1010 City Of Aitkin		2018 1st 1/2 abate Co Mkt	56-0-181801	Tax Abatements
01-044-100-0000-6800	8,453.20			
1010 City Of Aitkin	8,453.20	1 Transactions		
13624 MailFinance		Lease	N7148367	Postage Rentals
01-044-048-0000-6301	573.27	03/18/2018 06/17/2018		
13624 MailFinance	573.27	1 Transactions		
3336 Office Of MN. IT Services		April 2018 Usage	DV18040376	Services, Labor, Contracts
01-044-000-0000-6231	1,300.00			
3336 Office Of MN. IT Services	1,300.00	1 Transactions		
86235 The Office Shop Inc		Copies B&W	298425-0	Services, Labor, Contracts
01-044-000-0000-6231	328.28			
01-044-000-0000-6231	184.84	Color copies	298425-0	Services, Labor, Contracts
86235 The Office Shop Inc	513.12	2 Transactions		
<b>44 DEPT Total:</b>	<b>11,171.03</b>	<b>Central Services</b>	<b>7 Vendors</b>	<b>10 Transactions</b>
45 DEPT		Motor Pool		
170 Aitkin Motor Company		Oil change, tire rotation 31	17847	Car Maintenance
01-045-000-0000-6302	45.76			
170 Aitkin Motor Company	45.76	1 Transactions		
<b>45 DEPT Total:</b>	<b>45.76</b>	<b>Motor Pool</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
49 DEPT		Information Technologies		
8175 Centurylink		April/May Phone Charges		Telephone
01-049-000-0000-6250	60.87			
8175 Centurylink	60.87	1 Transactions		
88880 Datacomm Computers & Networks Inc		Cat5E plugs	10651	Computer Supplies & Software
01-049-000-0000-6402	33.25			
88880 Datacomm Computers & Networks Inc	33.25	1 Transactions		
14909 Ridge College		Excel Training	221855	Training/Education
01-049-000-0000-6208	4,650.00			

JKK1  
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 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>On Behalf of Name</u>
<u>14909 Ridge College</u>		4,650.00	1 Transactions	
6097 Verizon Wireless 01-049-000-0000-6231		35.01	Montly broadband	38669511000002 Programming, Services, Contracts
6097 Verizon Wireless		35.01	1 Transactions	
49 DEPT Total:		4,779.13	Information Technologies	4 Vendors 4 Transactions
52 DEPT			Administration/Personnel Dept	
86222 Aitkin Independent Age 01-052-000-0000-6230		211.16	Vacancies	1483 Printing, Publishing & Adv
86222 Aitkin Independent Age		211.16	1 Transactions	
8175 Centurylink 01-052-000-0000-6250		77.41	April/May Phone Charges	Telephone
8175 Centurylink		77.41	1 Transactions	
4641 Holiday Credit Office 01-052-000-0000-6511		39.27	ACCT# 1400-000-135-194	Gas And Oil
4641 Holiday Credit Office		39.27	1 Transactions	
12048 McDowell Agency, Inc./The 01-052-000-0000-6234		84.00	Background screening	101694 Background Check Fee
12048 McDowell Agency, Inc./The		84.00	1 Transactions	
3334 MCIT 01-052-000-0000-6241		110.00	HR Seminar 05/09/2018	SEM689 Registration Fee
3334 MCIT		110.00	05/10/2018	1 Transactions
14570 Mn City County Management Association 01-052-000-0000-6240		111.60	MCMA Dues - Seibert	Dues & Subscriptions
14570 Mn City County Management Association		111.60	1 Transactions	
13412 Pemberton, Sorlie, Rufer & Kershner PLLI 01-052-000-0000-6232		10.50	Assistant fees	.1@105 Attorney Services
01-052-000-0000-6232		180.00	Atty fees	1@180 Attorney Services
13412 Pemberton, Sorlie, Rufer & Kershner PLLI		190.50	2 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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1 General Fund

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
86235 The Office Shop Inc				
01-052-000-0000-6405		82.95	Toner - Jessica's Printer	1045510-0 Office & Computer Supplies
01-052-000-0000-6405		158.02	Toner	1045712-0 Office & Computer Supplies
86235 The Office Shop Inc		240.97	2 Transactions	
6097 Verizon Wireless				
01-052-000-0000-6250		26.02	HR Director Monthly Mifi	78666388100002 Telephone
6097 Verizon Wireless		26.02	1 Transactions	
10722 Visnovec/Nicole				
01-052-000-0000-6625		13.26	Vinyl	Office Equipment
10722 Visnovec/Nicole		13.26	1 Transactions	
52 DEPT Total:		1,104.19	Administration/Personnel Dept	10 Vendors 12 Transactions
60 DEPT			Elections	
2099 Harmon/Elizabeth				
01-060-000-0000-6330		62.30		Transportation & Travel
2099 Harmon/Elizabeth		62.30	1 Transactions	
14892 Knutson / Jonathan				
01-060-000-0000-6330		17.55	Gas Poll Pad Training	Transportation & Travel
14892 Knutson / Jonathan		17.55	1 Transactions	
13129 SeaChange				
01-060-000-0000-6406		271.66	Election supplies	500711 Ballots & Programming
13129 SeaChange		271.66	1 Transactions	
60 DEPT Total:		351.51	Elections	3 Vendors 3 Transactions
90 DEPT			Attorney	
117 Aitkin County Sheriff				
01-090-000-0000-6250		18.61	Ratz Cell phone	18-0084 Telephone
117 Aitkin County Sheriff		18.61	1 Transactions	
783 Canon Financial Services, Inc				
01-090-000-0000-6405		359.91	Contract charge	18623014 Office & Computer Supplies



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<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>
783 Canon Financial Services, Inc		359.91			
8175 Centurylink					
01-090-000-0000-6250		53.61	April/May Phone Charges		Telephone
8175 Centurylink		53.61		1 Transactions	
10185 Centurylink Communications Inc					
01-090-000-0000-6250		1.15	April/May Phone Charges		Telephone
10185 Centurylink Communications Inc		1.15		1 Transactions	
1180 Crow Wing Co Sheriff's Office					
01-090-000-0000-6234		75.00	Subpoena 01cr171015	5594	Co Sheriff Services
1180 Crow Wing Co Sheriff's Office		75.00		1 Transactions	
89541 Culligan					
01-090-000-0000-6213		52.20	Monthly Water Supplies	150X00968107	Drug & Forfeiture Ms387.213
89541 Culligan		52.20		1 Transactions	
2390 Itasca Co Sheriff					
01-090-000-0000-6234		75.00	Subpoena 01cr17992	201801157	Co Sheriff Services
01-090-000-0000-6234		75.00	Subpoena 01cr17992	201801158	Co Sheriff Services
2390 Itasca Co Sheriff		150.00		2 Transactions	
3242 Minnesota CLE					
01-090-000-0000-6406		88.00	MN Judge's Criminal Benchbook	900059	Law Publ. & Subscriptions
3242 Minnesota CLE		88.00		1 Transactions	
3363 Minnesota State Bar Association					
01-090-000-0000-6406		814.50	MSBA Law Firm		Law Publ. & Subscriptions
3363 Minnesota State Bar Association		814.50		1 Transactions	
3251 Mn Attorney Generals Office					
01-090-000-0000-6208		520.10	Travel reimbursement	476447	Training/Education
3251 Mn Attorney Generals Office		520.10		1 Transactions	
10879 Shred- It					
01-090-000-0000-6231		246.33	Shredding	8124625012	Services, Labor, Contracts
10879 Shred- It		246.33		1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
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
86235 The Office Shop Inc		Pens	1045447-0	Office & Computer Supplies
01-090-000-0000-6405	299.35			
86235 The Office Shop Inc		1 Transactions		
5173 Thomson Reuters- West Publishing		Information charges	838132677	Law Publ. & Subscriptions
01-090-000-0000-6406	1,301.14			
5173 Thomson Reuters- West Publishing		1 Transactions		
5259 Wright County Sheriff's Office		Subpoena 01cr17935	201802594	Co Sheriff Services
01-090-000-0000-6234	70.00			
5259 Wright County Sheriff's Office		1 Transactions		
90 DEPT Total:	4,049.90	Attorney	14 Vendors	15 Transactions
100 DEPT		Recorder		
8175 Centurylink		April/May Phone Charges		Telephone
01-100-000-0000-6250	21.20			
8175 Centurylink		1 Transactions		
100 DEPT Total:	21.20	Recorder	1 Vendors	1 Transactions
110 DEPT		Courthouse Maintenance		
8239 Ameripride Linen & Apparel Services		Mop, handle	2201046077	Janitorial Supplies
01-110-000-0000-6422	39.45			
8239 Ameripride Linen & Apparel Services		1 Transactions		
8175 Centurylink		April/May Phone Charges		Phone
01-110-000-0000-6250	1.88			
8175 Centurylink		1 Transactions		
964 Chief Supply Corp		Gloves	436617	Janitorial Supplies
01-110-000-0000-6422	242.68			
964 Chief Supply Corp		1 Transactions		
1737 G & N Enterprises		Foam cleaner	4330	Janitorial Supplies
01-110-000-0000-6422	139.00			
1737 G & N Enterprises		1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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>
1754 Garrison Disposal Company, Inc		647.82	Recycling/Waste removal	50606	Garbage
1754 Garrison Disposal Company, Inc		647.82		1 Transactions	
2186 Hillyard Inc - Kansas City		364.91	Cleaning supplies	602985119	Janitorial Supplies
2186 Hillyard Inc - Kansas City		109.76	Shoulder harness for vacuum	602992407	Janitorial Supplies
2186 Hillyard Inc - Kansas City		474.67		2 Transactions	
2340 Hyytinen Hardware Hank		137.61	ACCT REF 0000004		Janitorial Supplies
2340 Hyytinen Hardware Hank		137.61		1 Transactions	
89765 Minnesota Elevator, Inc		178.27	May monthly service	749097	Services, Labor, Contracts
89765 Minnesota Elevator, Inc		178.27		1 Transactions	
9692 Minnesota Energy Resources Corporation		301.19	Courthouse	50682375400001	Utilities & Heating
9692 Minnesota Energy Resources Corporation		301.19		1 Transactions	
3532 Nelson Lawn & Landscaping		125.00	Snow plowing 4/15/18	1 hr@\$125	Services, Labor, Contracts
3532 Nelson Lawn & Landscaping		625.00	Snow plowing 4/16/18	5hrs @ \$125	Services, Labor, Contracts
3532 Nelson Lawn & Landscaping		750.00		2 Transactions	
3950 Public Utilities		428.37	Jail west annex	0200000510000	Utilities & Heating
3950 Public Utilities		151.54	CH Bldg Coord	0200050109016	Utilities & Heating
3950 Public Utilities		136.27	Glarco	0200050186004	Utilities & Heating
3950 Public Utilities		27.50	Old County garage	0200050202003	Utilities & Heating
3950 Public Utilities		1,930.81	Courthouse	0300000509007	Utilities & Heating
3950 Public Utilities		283.74	LA Tool	0300050188007	Utilities & Heating
3950 Public Utilities		2,958.23		6 Transactions	
10698 Stericycle, Inc		30.10	Monthly service	4007840959	Garbage
10698 Stericycle, Inc		30.10		1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
1 General Fund

Vendor Name	<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>
13146 The Retrofit Companies, Inc		338.09	Recycling fluorescent lamps	0098133- IN	Services, Labor, Contracts
13146 The Retrofit Companies, Inc		338.09	1 Transactions		
6097 Verizon Wireless		31.38	Cell phone charges	28628780200001	Phone
6097 Verizon Wireless		31.38	1 Transactions		
110 DEPT Total:		6,270.37	Courthouse Maintenance	14 Vendors	21 Transactions
120 DEPT			Service Officer		
8175 Centurylink		44.97	April/May Phone Charges		Telephone
8175 Centurylink		44.97	1 Transactions		
10185 Centurylink Communications Inc		6.39	April/May Phone Charges		Telephone
10185 Centurylink Communications Inc		6.39	1 Transactions		
88880 Datacomm Computers & Networks Inc		959.00	Computer system	10462	Office & Computer Supplies
88880 Datacomm Computers & Networks Inc		959.00	1 Transactions		
86235 The Office Shop Inc		50.00	Service Work	1045574- 0	Office & Computer Supplies
86235 The Office Shop Inc		50.00	1 Transactions		
13934 Tire Barn		40.44	oil change	43333	Car Maintenance
13934 Tire Barn		40.44	1 Transactions		
3518 Voyageur Press Of Mcgregor/The		390.00	Display Ad	37800/37803	Printing, Publishing & Adv
3518 Voyageur Press Of Mcgregor/The		390.00	1 Transactions		
120 DEPT Total:		1,490.80	Service Officer	6 Vendors	6 Transactions
122 DEPT			Planning & Zoning		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
1 General Fund

Vendor Name	No.	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
86222 Aitkin Independent Age		01-122-000-0000-6230			68.25	Notice of hearing		1482		Printing, Publishing & Adv	
		01-122-000-0000-6230			36.00	1 year subscription		1482		Printing, Publishing & Adv	
86222 Aitkin Independent Age					104.25		2 Transactions				
14905 Anonen/Christopher		01-122-000-0000-6820			300.00	Partial Refund App 2018-003057				Refunds & Reimbursements	
14905 Anonen/Christopher					300.00		1 Transactions				
8175 Centurylink		01-122-000-0000-6250			100.71	April/May Phone Charges				Telephone	
8175 Centurylink					100.71		1 Transactions				
13066 Hargrave/Bryan		01-122-000-0000-6231			1,750.00			5 days @\$350		Services, Labor, Contracts, Programming	
		01-122-000-0000-6231			1,750.00	05/14/2018	05/18/2018	5 days @\$350		Services, Labor, Contracts, Programming	
		01-122-000-0000-6231			2,100.00	05/21/2018	05/25/2018	6 days @\$350		Services, Labor, Contracts, Programming	
13066 Hargrave/Bryan					5,600.00	05/04/2018	05/11/2018	3 Transactions			
5892 McGregor Printing & Graphics, Inc		01-122-000-0000-6405			230.00	Envelopes		194242		Office, Computer, Film, & Field Supplies	
5892 McGregor Printing & Graphics, Inc					230.00		1 Transactions				
14908 Yellowstone Log Homes of McGregor		01-122-000-0000-6820			150.00	refund app 2018-003060				Refunds & Reimbursements	
14908 Yellowstone Log Homes of McGregor					150.00		1 Transactions				
122 DEPT Total:					6,484.96	Planning & Zoning		6 Vendors		9 Transactions	
200 DEPT						Enforcement					
13325 Bruggman/Paul		01-200-040-0000-6304			28.50	April phone				TZD Grant Expenses	
		01-200-040-0000-6304			81.75	April mileage		150@.545		TZD Grant Expenses	
		01-200-040-0000-6304			805.00	April hours		23@35		TZD Grant Expenses	
13325 Bruggman/Paul					915.25		3 Transactions				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
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
8175 Centurylink		April/May Phone Charges		Telephone
01-200-000-0000-6250				
8175 Centurylink			1 Transactions	
10185 Centurylink Communications Inc		April/May Phone Charges		Telephone
01-200-000-0000-6250				
10185 Centurylink Communications Inc			1 Transactions	
1777 Grand Rapids Veterinary Clinic		Heartworm, lymes etc	256517	Services, Labor, Contracts
01-200-019-0000-6231				
1777 Grand Rapids Veterinary Clinic			1 Transactions	
6121 Identisys		Ribbon,cards, laminate	388587	Gun Permit Expenses
01-200-039-0000-6425				
6121 Identisys			1 Transactions	
10412 O'Reilly Auto Parts		Wiper Blades	1878-391570	Car Maintenance
01-200-000-0000-6302				
10412 O'Reilly Auto Parts			1 Transactions	
12214 Shopko Store Operating Co. LLC		5672-265686 Bug Spray / Sunblo		Office Supplies
01-200-000-0000-6405				
12214 Shopko Store Operating Co. LLC			1 Transactions	
14907 Street Cop Training		Criminal Interdiction Training	2457	Registration Fee
01-200-003-0000-6241				
01-200-003-0000-6241		Criminal Interdiction Training	2496	Registration Fee
14907 Street Cop Training			2 Transactions	
4681 Streichers		Riot Helmets Inv 1314128	1314469	Equipment & Radios
01-200-000-0000-6610				
4681 Streichers			1 Transactions	
86235 The Office Shop Inc		Office supplies	1045388-0	Office Supplies
01-200-000-0000-6405				
01-200-000-0000-6405		USB Drive	298706-0	Office Supplies
86235 The Office Shop Inc			2 Transactions	
13934 Tire Barn				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
1 General Fund

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
13934 Tire Barn		74.08	oil change	43148	Car Maintenance
			1 Transactions		
9642 WEX BANK		5,180.87	Gas	0424007043961	Gas And Oil
9642 WEX BANK		5,180.87			
			1 Transactions		
13848 WYATT'S TOWING		192.00	18- 1205 Tow Dodge Stealth		Wrecker Service
		193.00	Tow Honda Accord forfeiture	18- 1126	Wrecker Service
13848 WYATT'S TOWING		385.00			
			2 Transactions		
200 DEPT Total:		10,750.95	Enforcement	13 Vendors	18 Transactions
202 DEPT			Boat & Water		
6049 Farm Island Repair & Marine		89.00	Prop repair	61901	B&W Maintenance
		151.31	Oil filter, oil	61939	B&W Maintenance
6049 Farm Island Repair & Marine		240.31			
			2 Transactions		
3950 Public Utilities		22.56	Boat & Water	0200063119006	Utilities
3950 Public Utilities		22.56			
			1 Transactions		
4425 Shirts Plus		180.70	B&W T- Shirts		Clothing Allowance
4425 Shirts Plus		180.70			
			1 Transactions		
12214 Shopko Store Operating Co. LLC		19.98	5672- 265686 Bug Spray / Sunblo		Office Supplies
12214 Shopko Store Operating Co. LLC		19.98			
			1 Transactions		
9642 WEX BANK		538.30	Gas	0424007043961	Gas And Oil
9642 WEX BANK		538.30			
			1 Transactions		
202 DEPT Total:		1,001.85	Boat & Water	5 Vendors	6 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
203 DEPT		Snowmobile		
13934 Tire Barn				
01-203-000-0000-6302		Battery, clamps for air boat	43109	Car Maintenance
13934 Tire Barn		1 Transactions		
203 DEPT Total:	242.43	Snowmobile	1 Vendors	1 Transactions
204 DEPT		ATV		
9642 WEX BANK				
01-204-000-0000-6511	78.59	Gas	0424007043961	Gas And Oil
9642 WEX BANK	78.59	1 Transactions		
204 DEPT Total:	78.59	ATV	1 Vendors	1 Transactions
252 DEPT		Corrections		
117 Aitkin County Sheriff				
01-252-000-0000-6231	120.00	Notary Application Hegman		Services & Labor (Incl Contracts)
117 Aitkin County Sheriff	120.00	1 Transactions		
10595 Baker/Lana				
01-252-003-0000-6330	113.10	BCA NIBRS Training		School Tran & Travel & Parking
10595 Baker/Lana	113.10	1 Transactions		
783 Canon Financial Services, Inc				
01-252-000-0000-6231	96.07	Copier Contract	18606304	Services & Labor (Incl Contracts)
783 Canon Financial Services, Inc	96.07	1 Transactions		
8175 Centurylink				
01-252-000-0000-6250	238.61	April/May Phone Charges		Telephone
8175 Centurylink	238.61	1 Transactions		
10185 Centurylink Communications Inc				
01-252-000-0000-6250	3.52	April/May Phone Charges		Telephone
10185 Centurylink Communications Inc	3.52	1 Transactions		
5583 Crawford Supply Company				
01-252-252-0000-6408	114.36	Commissary supplies	991596	Commissary Supplies
01-252-252-0000-6408	39.60	Commissary supplies	994390	Commissary Supplies



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5583 Crawford Supply Company		153.96	2 Transactions		
88628 Dalco					
01-252-000-0000-6422		124.95		3316532	Janitorial Supplies
01-252-000-0000-6422		305.53		3317509	Janitorial Supplies
88628 Dalco		180.58	2 Transactions		
2186 Hillyard Inc - Kansas City					
01-252-000-0000-6422		817.27	Janitorial Supplies	602985158	Janitorial Supplies
01-252-000-0000-6422		41.29	Mops	602990751	Janitorial Supplies
2186 Hillyard Inc - Kansas City		858.56	2 Transactions		
11889 Honeywell International Inc.					
01-252-000-0000-6590		501.43	library solenoid / reset chill	5244329830	Repair & Maintenance Supplies
11889 Honeywell International Inc.		501.43	1 Transactions		
5503 Keefe Supply Company					
01-252-252-0000-6408		616.52	Commissary Supplies	991594	Commissary Supplies
01-252-252-0000-6408		127.20	Commissary Supplies	994391	Commissary Supplies
01-252-000-0000-6418		605.22	Groceries	994580	Groceries
5503 Keefe Supply Company		1,348.94	3 Transactions		
13691 MEnD Correctional Care, PLLC					
01-252-000-0000-6262		689.41	E- kit med refills	3275	Medical Expenses & Supplies - Inmates
13691 MEnD Correctional Care, PLLC		689.41	1 Transactions		
3160 Mille Lacs Energy Coop- Albert Lea					
01-252-000-0000-6254		209.64	Shelter/Tower	34- 54- 015- 01	Utilities & Heating
3160 Mille Lacs Energy Coop- Albert Lea		209.64	1 Transactions		
3284 Minnesota Department Of Health					
01-252-000-0000-6231		40.00	Hospitality fee		Services & Labor (Incl Contracts)
3284 Minnesota Department Of Health		40.00	1 Transactions		
9692 Minnesota Energy Resources Corporation					
01-252-000-0000-6254		525.84	Jail - 0505399584		Utilities & Heating
01-252-000-0000-6254		375.85	Jail - 0505221458		Utilities & Heating
01-252-000-0000-6254		70.88	STS - 0506726121		Utilities & Heating

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
1 General Fund

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
9692 Minnesota Energy Resources Corporation		972.57			3 Transactions
8287 Mn Dept Of Labor & Industry 01- 252- 000- 0000- 6231		100.00	Elevator Op License	ALR0083570I	Services & Labor (Incl Contracts)
8287 Mn Dept Of Labor & Industry		100.00			1 Transactions
9228 North Memorial Ambulance Service 01- 252- 000- 0000- 6262		467.83	Transport to Riverwood	2073911	Medical Expenses & Supplies - Inmates
9228 North Memorial Ambulance Service		467.83			1 Transactions
3789 Pan- O- Gold Baking Company 01- 252- 000- 0000- 6418		182.22	10002418137008		Groceries
01- 252- 000- 0000- 6418		145.90	Groceries	1000241813000I	Groceries
3789 Pan- O- Gold Baking Company		328.12			2 Transactions
11947 Phoenix Supply 01- 252- 000- 0000- 6424		562.00	inmate supplies	14609	Inmate Supplies
11947 Phoenix Supply		562.00			1 Transactions
3950 Public Utilities 01- 252- 000- 0000- 6254		57.67	Sheriff Emerg Garage	0200000507004	Utilities & Heating
01- 252- 000- 0000- 6254		1,447.68	New Jail	0300000512016	Utilities & Heating
3950 Public Utilities		1,505.35			2 Transactions
4761 Sysco Minnesota Inc 01- 252- 000- 0000- 6418		2,857.10	153310219		Groceries
01- 252- 000- 0000- 6418		8.07-	Groceries	153287344	Groceries
01- 252- 000- 0000- 6418		84.87	Groceries	153287433	Groceries
01- 252- 000- 0000- 6418		24.71-	Groceries	153287463	Groceries
01- 252- 000- 0000- 6418		76.17	Groceries	153288185	Groceries
01- 252- 000- 0000- 6418		80.03-	Groceries	153296796	Groceries
01- 252- 000- 0000- 6418		104.30-	Groceries	153296801	Groceries
01- 252- 000- 0000- 6418		3,179.71	Groceries	153305560	Groceries
4761 Sysco Minnesota Inc		5,980.74			8 Transactions
90805 Temco 01- 252- 000- 0000- 6590		135.00	Repari main door	22632	Repair & Maintenance Supplies
90805 Temco		135.00			1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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1 General Fund

Vendor Name	<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>
86235 The Office Shop Inc		60.57	Office supplies	1045388-0	Office & Computer Supplies
86235 The Office Shop Inc		60.57		1 Transactions	
10005 Watson/Linda		30.00	Indigent Inmate Haircut		Services & Labor (Incl Contracts)
10005 Watson/Linda		30.00		1 Transactions	
9642 WEX BANK		365.32	Gas	0424007043961	Prisoner Transportation & Travel
9642 WEX BANK		365.32		1 Transactions	
252 DEPT Total:		15,061.32	Corrections	24 Vendors	40 Transactions
253 DEPT			Sentence to Serve		
8175 Centurylink		6.51	April/May Phone Charges		Telephone
8175 Centurylink		6.51		1 Transactions	
253 DEPT Total:		6.51	Sentence to Serve	1 Vendors	1 Transactions
254 DEPT			Enhanced 911 System		
88880 Datacomm Computers & Networks Inc		65.00	Replacement battery	10570	E- 911 Equipment
88880 Datacomm Computers & Networks Inc		65.00		1 Transactions	
254 DEPT Total:		65.00	Enhanced 911 System	1 Vendors	1 Transactions
255 DEPT			General Crime Victim Grant		
14587 Anderson/Gabrea		112.05	OJP Conference meals		Meals
14587 Anderson/Gabrea		112.05		1 Transactions	
8175 Centurylink		28.06	April/May Phone Charges		Telephone
8175 Centurylink		28.06		1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
255 DEPT Total:		General Crime Victim Grant	2 Vendors	2 Transactions
257 DEPT		Community Corrections		
783 Canon Financial Services, Inc 01- 257- 000- 0000- 6342	140.67	Contract Charge	18606311	Office Equipment Rental/Contracts
783 Canon Financial Services, Inc	140.67		1 Transactions	
8175 Centurylink 01- 257- 000- 0000- 6220	122.50	April/May Phone Charges		Telephone
8175 Centurylink	122.50		1 Transactions	
4641 Holiday Credit Office 01- 257- 000- 0000- 6335	21.24	Acct # 1400- 000- 155- 373		Gas/Vehicle Fuel Charges
01- 257- 251- 0000- 6335	57.44	Acct # 1400- 000- 155- 373		Gas/Vehicle Fuel Charges
01- 257- 255- 0000- 6335	30.50	Acct # 1400- 000- 155- 373		Gas/Vehicle Fuel Charges
01- 257- 257- 0000- 6335	26.34	Acct # 1400- 000- 155- 373		Gas/Vehicle Fuel Charges
4641 Holiday Credit Office	135.52		4 Transactions	
13056 McKenzie/Jill 01- 257- 022- 0000- 6406	15.00	Holiday Gift Card		Sobriety Crt Expenses
13056 McKenzie/Jill	15.00		1 Transactions	
87101 North Homes- Standard 01- 257- 255- 0000- 6204	522.12	Juvenile Detention fees	3653003	Juvenile Detention
87101 North Homes- Standard	522.12		1 Transactions	
9489 Redwood Toxicology Laboratory, Inc 01- 257- 267- 0000- 6274	71.00	Urinalysis testing	02239920184	Drug Testing Fee
9489 Redwood Toxicology Laboratory, Inc	71.00		1 Transactions	
4934 Town Of Workman Clerk 01- 257- 022- 0000- 6406	120.00	20 Movie passes		Sobriety Crt Expenses
4934 Town Of Workman Clerk	120.00		1 Transactions	
257 DEPT Total:	1,126.81	Community Corrections	7 Vendors	10 Transactions
280 DEPT		Emergency Management		
10185 Centurylink Communications Inc				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
10185 Centurylink Communications Inc		0.61	April/May Phone Charges		Telephone
		0.61		1 Transactions	
14010 Erickson/Patrice		10.00	2 days parking DECC		Transportation
14010 Erickson/Patrice		10.00		1 Transactions	
<b>280 DEPT Total:</b>		<b>10.61</b>	<b>Emergency Management</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
390 DEPT			Environmental Health (FBL)		
8175 Centurylink		28.68	April/May Phone Charges		Telephone
8175 Centurylink		28.68		1 Transactions	
<b>390 DEPT Total:</b>		<b>28.68</b>	<b>Environmental Health (FBL)</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
391 DEPT			Solid Waste		
86222 Aitkin Independent Age		83.97	HHW Ad	1482	Printing, Publishing & Adv
86222 Aitkin Independent Age		83.97	Clean Shop ad	1482	Printing, Publishing & Adv
		167.94		2 Transactions	
8175 Centurylink		10.27	April/May Phone Charges		Telephone
8175 Centurylink		10.27		1 Transactions	
1754 Garrison Disposal Company, Inc		7,837.46	Montly recycling		Recycling Contract
1754 Garrison Disposal Company, Inc		7,837.46		1 Transactions	
6097 Verizon Wireless		59.95	Monthly cellular - Neff	2862522990001	Telephone
6097 Verizon Wireless		59.95		1 Transactions	
<b>391 DEPT Total:</b>		<b>8,075.62</b>	<b>Solid Waste</b>	<b>4 Vendors</b>	<b>5 Transactions</b>
500 DEPT			Library And Historical Society		
90 Aitkin Co Historical Society					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
90 Aitkin Co Historical Society		2018 first half		Historical Society Appropriations
8,250.00				
		1 Transactions		
500 DEPT Total:		Library And Historical Society	1 Vendors	1 Transactions
8,250.00				
600 DEPT		Ag Society, Soil & Water, Ag Inspect		
89856 Aitkin Co Agricultural Society				
01- 600- 550- 0000- 6801		2018 Appropriation		Ag Society Appropriations
10,000.00				
89856 Aitkin Co Agricultural Society		1 Transactions		
10,000.00				
600 DEPT Total:		Ag Society, Soil & Water, Ag Inspect	1 Vendors	1 Transactions
3,000.00				
601 DEPT		Extension		
89471 Aitkin Co 4- H Council				
01- 601- 551- 0000- 5840		Plat book sales rec#2294	5846- 5855	4- H Plat Book Sales
400.00				
01- 601- 551- 0000- 5840		Plat book sales rec#2590	5856- 5865	4- H Plat Book Sales
400.00				
89471 Aitkin Co 4- H Council		2 Transactions		
800.00				
8175 Centurylink				
01- 601- 000- 0000- 6250		April/May Phone Charges		Telephone
6.76				
8175 Centurylink		1 Transactions		
6.76				
11187 Regents Of The University of Minnesota				
01- 601- 000- 0000- 6231			460004159	Services & Charges
50.00				
11187 Regents Of The University of Minnesota		1 Transactions		
50.00				
601 DEPT Total:		Extension	3 Vendors	4 Transactions
856.76				
700 DEPT		Promotion,AEOA Tran,Airport,RC&D,Tot		
5403 Aitkin Airport Commission				
01- 700- 903- 0000- 6800		2018 1st half		Aitkin Airport Appropriation
7,053.50				
5403 Aitkin Airport Commission		1 Transactions		
7,053.50				
175 City Of Mcgregor				
01- 700- 903- 0000- 6801		2018 1st 1/2 Airport Comm		Mcgregor Airport Appropriation
6,950.00				
175 City Of Mcgregor		1 Transactions		
6,950.00				

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 1 General Fund

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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. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
700 DEPT Total:		14,003.50	Promotion,AEOA Tran,Airport,RC&D,T	2 Vendors	2 Transactions
711 DEPT			Economic Development		
8175 Centurylink					
01-711-000-0000-6250		4.13	April/May Phone Charges		Telephone
8175 Centurylink		4.13		1 Transactions	
711 DEPT Total:		4.13	Economic Development	1 Vendors	1 Transactions
1 Fund Total:		110,168.74	General Fund		205 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			Undesignated		
9260	Voltin, Dale					
	03-000-000-0000-5857		500.00	DEPOSIT REFUND		Culverts
9260	Voltin, Dale		500.00		1 Transactions	
0	DEPT Total:		500.00	Undesignated	1 Vendors	1 Transactions
301	DEPT			R&B Administration		
14903	Allegra Brainerd					
	03-301-000-0000-6400		131.56	TIME OFF SLIPS	87166	Supplies And Materials
14903	Allegra Brainerd		131.56		1 Transactions	
783	Canon Financial Services, Inc					
	03-301-000-0000-6300		162.82	CONTRACT CHARGE	18639079	Service Contracts
783	Canon Financial Services, Inc		162.82		1 Transactions	
89541	Culligan					
	03-301-000-0000-6400		51.80	WATER	450724	Supplies And Materials
89541	Culligan		51.80		1 Transactions	
11406	Innovative Office Solutions					
	03-301-000-0000-6400		46.40	OFFICE SUPPLIES	IN2043358	Supplies And Materials
11406	Innovative Office Solutions		46.40		1 Transactions	
8491	Xerox Business Solutions LLC					
	03-301-000-0000-6300		253.36	E TIME	1460697	Service Contracts
	03-301-000-0000-6300		5,695.92	NEW ROADS	1460697	Service Contracts
8491	Xerox Business Solutions LLC		5,949.28		2 Transactions	
301	DEPT Total:		6,341.86	R&B Administration	5 Vendors	6 Transactions
302	DEPT			R&B Engineering/Construction		
8156	Hibbing Community College					
	03-302-000-0000-6296		218.20	SAFETY/HEALTH TRAINING	272175	Meeting Expense/Physicals
8156	Hibbing Community College		218.20		1 Transactions	
2765	Lake Superior College					
	03-302-000-0000-6296		575.00	BIT STREET	BRYCE THOMPSON	Meeting Expense/Physicals



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	03-302-000-0000-6296		AGG PRODUCTION	BRYCE THOMPSON	Meeting Expense/Physicals
	03-302-000-0000-6296		GRADING/BASE I	BRYCE THOMPSON	Meeting Expense/Physicals
	03-302-000-0000-6296		GRADING/BASE I- RECERT	CONRAD KRAGNE	Meeting Expense/Physicals
	03-302-000-0000-6296		BIT STREET RECERT	ERIC CERVANTEZ	Meeting Expense/Physicals
	03-302-000-0000-6296		CONC PLANT I	ERIC CERVANTEZ	Meeting Expense/Physicals
2765	Lake Superior College				
		2,700.00			6 Transactions
302	DEPT Total:	2,918.20	R&B Engineering/Construction	2 Vendors	7 Transactions
303	DEPT		R&B Highway Maintenance		
170	Aitkin Motor Company				
	03-303-000-0000-6590	60.67	REPAIR PARTS	13181	Repair & Maintenance Supplies
170	Aitkin Motor Company	60.67			1 Transactions
195	Aitkin Tire Shop				
	03-303-000-0000-6590	100.00	TIRE	0-057736	Repair & Maintenance Supplies
	03-303-000-0000-6590	60.00	REPAIR LABOR	0-057737	Repair & Maintenance Supplies
	03-303-000-0000-6590	96.00	REPAIR LABOR	0-057750	Repair & Maintenance Supplies
	03-303-000-0000-6590	120.00	REPAIR LABOR	0-057735	Repair & Maintenance Supplies
	03-303-000-0000-6590	40.00	REPAIR LABOR	0-058019	Repair & Maintenance Supplies
195	Aitkin Tire Shop	416.00			5 Transactions
13620	American Door Works				
	03-303-000-0000-6298	120.00	AITKIN SHOP REPAIRS	0195644- IN	Shop Maintenance
13620	American Door Works	120.00			1 Transactions
8411	American Welding & Gas, Inc.				
	03-303-000-0000-6298	115.76	AITKIN SHOP SUPPLIES	0-5562217	Shop Maintenance
8411	American Welding & Gas, Inc.	115.76			1 Transactions
8175	Centurylink				
	03-303-000-0000-6254	75.15	April/May Phone Charges		Utilities
	03-303-000-0000-6254	31.28	FAX: HWY OFFICE	MAY- JUN	Utilities
8175	Centurylink	106.43			2 Transactions
11411	Charter Communications				
	03-303-000-0000-6254	140.25	PHONE: HWY OFFICE- MAY/JUN	0-022823050918	Utilities
11411	Charter Communications	140.25			1 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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3 Road & Bridge

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
14887 Cintas Corporation					
03-303-000-0000-6298		21.38	SHOP LAUNDRY	4005889335	Shop Maintenance
03-303-000-0000-6298		21.38	SHOP LAUNDRY	4006057007	Shop Maintenance
14887 Cintas Corporation		42.76			2 Transactions
13144 D & D Beverage LLC					
03-303-000-0000-6298		306.80	AITKIN SHOP SUPPLIES	142931	Shop Maintenance
13144 D & D Beverage LLC		306.80			1 Transactions
7920 Dixon Mechanical Electric, LLP					
03-303-000-0000-6590		185.00	REPAIR PARTS	1666	Repair & Maintenance Supplies
03-303-000-0000-6590		91.71	REPAIR PARTS	1699	Repair & Maintenance Supplies
03-303-000-0000-6590		150.00	REPAIR LABOR	1699	Repair & Maintenance Supplies
7920 Dixon Mechanical Electric, LLP		426.71			3 Transactions
1430 Dotzler Power Equipment					
03-303-000-0000-6298		449.95	TRIMMER	87983	Shop Maintenance
03-303-000-0000-6298		319.95	AITKIN SHOP SUPPLIES	87984	Shop Maintenance
1430 Dotzler Power Equipment		769.90			2 Transactions
10469 Emergency Automotive Tech Inc					
03-303-000-0000-6298		309.12	AITKIN SHOP SUPPLIES	MP050418-202	Shop Maintenance
03-303-000-0000-6298		306.40	AITKIN SHOP SUPPLIES	MP050418-202A	Shop Maintenance
10469 Emergency Automotive Tech Inc		615.52			2 Transactions
7060 Federated Co- Ops Inc.					
03-303-000-0000-6297		616.25	MCGREGOR SHOP PROPANE	0-0107638	Shop Fuel
7060 Federated Co- Ops Inc.		616.25			1 Transactions
13468 G & K Services					
03-303-000-0000-6298		21.38	SHOP LAUNDRY	6043233772	Shop Maintenance
03-303-000-0000-6298		21.38	SHOP LAUNDRY	6043256905	Shop Maintenance
13468 G & K Services		42.76			2 Transactions
1754 Garrison Disposal Company, Inc					
03-303-000-0000-6254		40.00	ROAD CLEAN UP	884033	Utilities
03-303-000-0000-6254		66.00	ROAD CLEAN UP	884034	Utilities
03-303-000-0000-6254		42.00	ROAD CLEAN UP	884041	Utilities

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JKK1  
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3 Road & Bridge

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
1754	Garrison Disposal Company, Inc		148.00			
				3 Transactions		
2089	Heartland Distribution, Llc					
	03- 303- 000- 0000- 6590		46.36	REPAIR PARTS	55673	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		540.00	REPAIR LABOR	55673	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		3,440.00	TIRES	55673	Repair & Maintenance Supplies
2089	Heartland Distribution, Llc		4,026.36			
				3 Transactions		
8156	Hibbing Community College					
	03- 303- 000- 0000- 6296		1,003.55	SAFETY/HEALTH TRAINING	272175	Meeting Expense/Physicals
8156	Hibbing Community College		1,003.55			
				1 Transactions		
91187	Lake Country Power					
	03- 303- 000- 0000- 6254		147.08	APR- MAY SWATARA	140946401	Utilities
91187	Lake Country Power		147.08			
				1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea					
	03- 303- 000- 0000- 6254		578.47	POWER: PALISADE	18- 52- 026- 01	Utilities
	03- 303- 000- 0000- 6254		45.44	169 & CSAH 3	19- 23- 010- 01	Utilities
	03- 303- 000- 0000- 6254		160.65	POWER: MCGREGOR	29- 53- 003- 01	Utilities
	03- 303- 000- 0000- 6254		1,219.20	POWER: AITKIN	33- 52- 007- 02	Utilities
	03- 303- 000- 0000- 6254		53.34	169 & CSAH 28	39- 62- 022- 01	Utilities
	03- 303- 000- 0000- 6254		37.81	CSAH 12	40- 06- 000- 01	Utilities
	03- 303- 000- 0000- 6254		56.98	47 & CSAH 2	54- 51- 104- 1	Utilities
3160	Mille Lacs Energy Coop- Albert Lea		2,151.89			
				7 Transactions		
8678	Morton Salt					
	03- 303- 000- 0000- 6518		2,307.84	DE- ICING SALT	5401573124	De- Icing Salt
8678	Morton Salt		2,307.84			
				1 Transactions		
1652	Northland Fire Protection					
	03- 303- 000- 0000- 6298		527.53	SERVICE- PALISADE	31594	Shop Maintenance
	03- 303- 000- 0000- 6298		527.53	SERVICE- MCGREGOR	31594	Shop Maintenance
	03- 303- 000- 0000- 6298		527.53	SERVICE- MCGRATH	31594	Shop Maintenance
	03- 303- 000- 0000- 6298		527.53	SERVICE- JACOBSON	31594	Shop Maintenance
	03- 303- 000- 0000- 6298		1,758.40	SERVICE- AITKIN	31594	Shop Maintenance
	03- 303- 000- 0000- 6298		527.53	SERVICE- HILL CITY	31594	Shop Maintenance
1652	Northland Fire Protection		4,396.05			
				6 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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3 Road & Bridge

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
10720 Nuss Truck & Equipment		99.97	REPAIR PARTS	6108656P	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590					
10720 Nuss Truck & Equipment		99.97			1 Transactions
8537 Powerplan OIB		224.61	REPAIR PARTS	1871890	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590					
8537 Powerplan OIB		224.61			1 Transactions
3950 Public Utilities		39.31	HWY 210 W & CR 28	02- 00059455- 00	Utilities
03- 303- 000- 0000- 6254					
03- 303- 000- 0000- 6254		103.00	AITKIN SHOP: WATER	02- 00063335- 00	Utilities
03- 303- 000- 0000- 6254		47.09	HWY 210/169 E & CR 12	02- 00063388- 00	Utilities
03- 303- 000- 0000- 6254		66.87	HWY 47 & CR 12	02- 00064092- 00	Utilities
3950 Public Utilities		256.27			4 Transactions
14902 PV Business Solutions, Inc.		298.50	OSHA JOURNAL	16529	Shop Maintenance
03- 303- 000- 0000- 6298					
14902 PV Business Solutions, Inc.		298.50			1 Transactions
7888 Ruffridge Johnson Equip.Co,Inc.		1,098.95	REPAIR PARTS	IA10022	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590					
7888 Ruffridge Johnson Equip.Co,Inc.		1,098.95			1 Transactions
13114 Stepp Manufacturing		92.83	REPAIR PARTS	53711	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590					
13114 Stepp Manufacturing		92.83			1 Transactions
4711 Sunnys Citgo		59.40	GASOLINE	1010777	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513					
03- 303- 000- 0000- 6513		66.38	GASOLINE	1011182	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		37.35	GASOLINE	1011225	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		53.45	GASOLINE	1011694	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		42.22	GASOLINE	1018228	Motor Fuel & Lubricants
4711 Sunnys Citgo		258.80			5 Transactions
90805 Temco		231.75	REPAIR PARTS	22623	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590					
03- 303- 000- 0000- 6590		366.25	REPAIR LABOR	22623	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		630.00	REPAIR LABOR	22624	Repair & Maintenance Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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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
90805	Temco		REPAIR PARTS	22624	Repair & Maintenance Supplies
		1,564.25			4 Transactions
4988	Viking Industrial Center		AITKIN SHOP SUPPLIES	3136736	Shop Maintenance
		200.41			1 Transactions
4988	Viking Industrial Center				
		200.41			
8605	Wayne's Sanitation Llc		GARBAGE: MCGRATH	280475	Utilities
		26.25			1 Transactions
8605	Wayne's Sanitation Llc				
		26.25			
8279	Winzer Corporation		AITKIN SHOP SUPPLIES	6122083	Shop Maintenance
		1,003.82			1 Transactions
8279	Winzer Corporation				
		1,003.82			
5295	Ziegler Inc		8' CUTTING EDGE- GRADER	PC190076337	Repair & Maintenance Supplies
		1,978.40			
		747.80	4' EDGE- GRADER	PC190076337	Repair & Maintenance Supplies
		762.72	REPAIR PARTS	PC190076338	Repair & Maintenance Supplies
		220.51	REPAIR PARTS	PC190076396	Repair & Maintenance Supplies
		193.26	REPAIR PARTS	PC190076434	Repair & Maintenance Supplies
5295	Ziegler Inc				5 Transactions
		3,902.69			
303	DEPT Total:	26,987.93	R&B Highway Maintenance	32 Vendors	72 Transactions
307	DEPT		R&B Capital Infrastructure		
86222	Aitkin Independent Age		AD FOR BID		Printing & Publishing
		141.75			1 Transactions
86222	Aitkin Independent Age				
		141.75			
9802	Kragness/Conrad		PAID DEED TAX ON PROP ACQ	PARC NO 1-3-7-	Right Of Way
		38.54			1 Transactions
9802	Kragness/Conrad				
		38.54			
307	DEPT Total:	180.29	R&B Capital Infrastructure	2 Vendors	2 Transactions
3	Fund Total:	36,928.28	Road & Bridge		88 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
257	DEPT			Community Corrections		
88628	Dalco					
	05-257-000-0000-6422		13.92	TOWELS	3317510	Janitorial Services/Supplies
88628	Dalco		13.92		1 Transactions	
2186	Hillyard Inc - Kansas City					
	05-257-000-0000-6422		40.36	Cleaning/Bathroom supplies	602985120	Janitorial Services/Supplies
2186	Hillyard Inc - Kansas City		40.36		1 Transactions	
9692	Minnesota Energy Resources Corporation					
	05-257-000-0000-6254		22.73	Gas	50653356500001	Utilities
9692	Minnesota Energy Resources Corporation		22.73		1 Transactions	
257	<b>DEPT Total:</b>		<b>77.01</b>	<b>Community Corrections</b>	<b>3 Vendors</b>	<b>3 Transactions</b>
390	DEPT			Environmental Health (FBL)		
88628	Dalco					
	05-390-000-0000-6422		2.53	TOWELS	3317510	Janitorial Services/Supplies
88628	Dalco		2.53		1 Transactions	
2186	Hillyard Inc - Kansas City					
	05-390-000-0000-6422		7.34	Cleaning/Bathroom supplies	602985120	Janitorial Services/Supplies
2186	Hillyard Inc - Kansas City		7.34		1 Transactions	
9692	Minnesota Energy Resources Corporation					
	05-390-000-0000-6254		4.13	Gas	50653356500001	Utilities
9692	Minnesota Energy Resources Corporation		4.13		1 Transactions	
390	<b>DEPT Total:</b>		<b>14.00</b>	<b>Environmental Health (FBL)</b>	<b>3 Vendors</b>	<b>3 Transactions</b>
400	DEPT			Public Health Department		
85003	Aitkin County DAC					
	05-400-440-0410-6231		4.75	Cleaning		Services/Labor/Contracts
	05-400-440-0410-6231		16.58	Paper shred		Services/Labor/Contracts
85003	Aitkin County DAC		21.33		2 Transactions	
783	Canon Financial Services, Inc					
	05-400-440-0410-6301		45.05	Contract Charge - Mailroom	18606307	Equipment Lease/Space Rental

# 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				
05- 400- 440- 0410- 6301		Copier contract	18639080	Equipment Lease/Space Rental
783 Canon Financial Services, Inc		2 Transactions		
8175 Centurylink				
05- 400- 440- 0410- 6250	0.40	April/May Phone Charges		Telephone
05- 400- 440- 0410- 6250	17.55	April/May Phone Charges		Telephone
05- 400- 440- 0410- 6250	43.09	April/May Phone Charges		Telephone
8175 Centurylink	61.04	3 Transactions		
10185 Centurylink Communications Inc				
05- 400- 440- 0410- 6250	6.78	April/May Phone Charges		Telephone
10185 Centurylink Communications Inc	6.78	1 Transactions		
88628 Dalco				
05- 400- 440- 0410- 6422	17.72	TOWELS	3317510	Janitorial Services/Supplies
88628 Dalco	17.72	1 Transactions		
2186 Hillyard Inc - Kansas City				
05- 400- 440- 0410- 6422	51.37	Cleaning/Bathroom supplies	602985120	Janitorial Services/Supplies
2186 Hillyard Inc - Kansas City	51.37	1 Transactions		
9692 Minnesota Energy Resources Corporation				
05- 400- 440- 0410- 6254	28.95	Gas	50653356500001	Utilities- Gas and Electric
9692 Minnesota Energy Resources Corporation	28.95	1 Transactions		
10698 Stericycle, Inc				
05- 400- 440- 0410- 6231	19.27	Monthly service	4007840959	Services/Labor/Contracts
10698 Stericycle, Inc	19.27	1 Transactions		
400 DEPT Total:	278.64	Public Health Department	8 Vendors	12 Transactions
420 DEPT		Income Maintenance		
85003 Aitkin County DAC				
05- 420- 600- 4800- 6231	9.78	Cleaning		Services/Labor/Contracts
05- 420- 600- 4800- 6231	34.20	Paper shred		Services/Labor/Contracts
85003 Aitkin County DAC	43.98	2 Transactions		
783 Canon Financial Services, Inc				
05- 420- 600- 4800- 6301	92.92	Contract Charge - Mailroom	18606307	Equipment Lease/Space Rental

# 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
783 Canon Financial Services, Inc		Copier contract	18639080	Equipment Lease/Space Rental
	148.89			
8175 Centurylink		2 Transactions		
05- 420- 600- 4800- 6301	55.97			
05- 420- 600- 4800- 6250	0.83	April/May Phone Charges		Telephone
05- 420- 600- 4800- 6250	36.21	April/May Phone Charges		Telephone
05- 420- 600- 4800- 6250	364.75	April/May Phone Charges		Telephone
05- 420- 640- 4800- 6250	100.21	April/May Phone Charges		Telephone
8175 Centurylink	502.00	4 Transactions		
10185 Centurylink Communications Inc				
05- 420- 600- 4800- 6250	13.97	April/May Phone Charges		Telephone
10185 Centurylink Communications Inc	13.97	1 Transactions		
88628 Dalco				
05- 420- 600- 4800- 6422	36.71	TOWELS	3317510	Janitorial Services/Supplies
88628 Dalco	36.71	1 Transactions		
2186 Hillyard Inc - Kansas City				
05- 420- 600- 4800- 6422	106.40	Cleaning/Bathroom supplies	602985120	Janitorial Services/Supplies
2186 Hillyard Inc - Kansas City	106.40	1 Transactions		
9692 Minnesota Energy Resources Corporation				
05- 420- 600- 4800- 6254	59.93	Gas	50653356500001	Utilities- Gas and Electric
9692 Minnesota Energy Resources Corporation	59.93	1 Transactions		
10698 Stericycle,Inc				
05- 420- 600- 4800- 6231	39.73	Monthly service	4007840959	Services/Labor/Contracts
10698 Stericycle,Inc	39.73	1 Transactions		
420 DEPT Total:	951.61	Income Maintenance	8 Vendors	13 Transactions
430 DEPT		Social Services		
85003 Aitkin County DAC				
05- 430- 700- 4800- 6231	15.12	Cleaning		Services/Labor/Contracts
05- 430- 700- 4800- 6231	52.86	Paper shred		Services/Labor/Contracts
85003 Aitkin County DAC	67.98	2 Transactions		
783 Canon Financial Services, Inc				



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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5 Health & Human Services

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
05-430-700-4800-6301		143.61	Contract Charge - Mailroom	18606307	Equipment Lease/Space Rental
05-430-700-4800-6301		86.50	Copier contract	18639080	Equipment Lease/Space Rental
<b>783 Canon Financial Services, Inc</b>		<b>230.11</b>			
			2 Transactions		
<b>8175 Centurylink</b>					
05-430-700-4800-6250		1.28	April/May Phone Charges		Telephone
05-430-700-4800-6250		55.96	April/May Phone Charges		Telephone
05-430-700-4800-6250		631.79	April/May Phone Charges		Telephone
<b>8175 Centurylink</b>		<b>689.03</b>			
			3 Transactions		
<b>10185 Centurylink Communications Inc</b>					
05-430-700-4800-6250		21.59	April/May Phone Charges		Telephone
<b>10185 Centurylink Communications Inc</b>		<b>21.59</b>			
			1 Transactions		
<b>88628 Dalco</b>					
05-430-700-4800-6422		55.70	TOWELS	3317510	Janitorial Services/Supplies
<b>88628 Dalco</b>		<b>55.70</b>			
			1 Transactions		
<b>2186 Hillyard Inc - Kansas City</b>					
05-430-700-4800-6422		161.44	Cleaning/Bathroom supplies	602985120	Janitorial Services/Supplies
<b>2186 Hillyard Inc - Kansas City</b>		<b>161.44</b>			
			1 Transactions		
<b>9692 Minnesota Energy Resources Corporation</b>					
05-430-700-4800-6254		90.93	Gas	50653356500001	Utilities- Gas and Electric
<b>9692 Minnesota Energy Resources Corporation</b>		<b>90.93</b>			
			1 Transactions		
<b>10698 Stericycle, Inc</b>					
05-430-700-4800-6231		61.40	Monthly service	4007840959	Services/Labor/Contracts
<b>10698 Stericycle, Inc</b>		<b>61.40</b>			
			1 Transactions		
<b>430 DEPT Total:</b>		<b>1,378.18</b>	<b>Social Services</b>	<b>8 Vendors</b>	<b>12 Transactions</b>
<b>5 Fund Total:</b>		<b>2,699.44</b>	<b>Health &amp; Human Services</b>		<b>43 Transactions</b>

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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6 Debt Service

Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
949	DEPT				Courthouse Addition		
14044	Boarman Kroos Vogel Group Inc						
		06-949-000-0000-6231		6,150.00	Construction Administration	45115	Services, Labor, Contracts
		06-949-000-0000-6231		3,500.00	Consultant Cvil	45115	Services, Labor, Contracts
		06-949-000-0000-6231		137.16	Expenses	45115	Services, Labor, Contracts
14044	Boarman Kroos Vogel Group Inc			9,787.16			3 Transactions
949	DEPT Total:			9,787.16	Courthouse Addition	1 Vendors	3 Transactions
6	Fund Total:			9,787.16	Debt Service		3 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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10 Trust

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
900 DEPT		Timber Permit Bonds		
12820 Carlstrom/Anton				Timber Permit Bonds
10-900-000-0000-2300				
746.75				
12820 Carlstrom/Anton				
746.75		1 Transactions		
3066 Maxwell/James Henry				Timber Permit Bonds
10-900-000-0000-2300				
472.63		Timber Bond Refund	18-52-26	
3066 Maxwell/James Henry				
472.63		1 Transactions		
11996 Nelson/Keith				Timber Permit Bonds
10-900-000-0000-2300				
555.00		Timber Bond Refund 29-46-22		
11996 Nelson/Keith				
555.00		1 Transactions		
900 DEPT Total:		Timber Permit Bonds	3 Vendors	3 Transactions
1,774.38				
921 DEPT		Co. Development		
11441 Booth/Dwaine				Services, Labor, Contracts
10-921-000-0000-6231				
90.00		Beaver Removal		
11441 Booth/Dwaine				
90.00		1 Transactions		
8175 Centurylink				Telephone
10-921-000-0000-6250				
1.88		April/May Phone Charges		
10-921-000-0000-6250				Telephone
5.01		April/May Phone Charges		
8175 Centurylink				
6.89		2 Transactions		
921 DEPT Total:		Co. Development	2 Vendors	3 Transactions
96.89				
923 DEPT		Forfeited Tax Sales		
170 Aitkin Motor Company				Repair & Maintenance Supplies
10-923-000-0000-6590				
482.25		Hub Asy - Wheel #798	18023	
170 Aitkin Motor Company				
482.25		1 Transactions		
195 Aitkin Tire Shop				Repair & Maintenance Supplies
10-923-000-0000-6590				
744.00		4 tires	57723	
195 Aitkin Tire Shop				
744.00		1 Transactions		
783 Canon Financial Services, Inc				Office Supplies
10-923-000-0000-6405				
327.05		Contract Charge	18606310	

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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10 Trust

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</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>
783 Canon Financial Services, Inc		327.05			
8175 Centurylink					
10- 923- 000- 0000- 6250		21.04	April/May Phone Charges		Telephone
8175 Centurylink		21.04		1 Transactions	
11411 Charter Communications					
10- 923- 000- 0000- 6254		174.98	Business internet	45857051018	Utilities
11411 Charter Communications		174.98		1 Transactions	
5926 Haasken/Beth					
10- 923- 000- 0000- 6330		72.98			Transportation & Travel
10- 923- 000- 0000- 6340		30.40			Meals Reimbursed Non- Taxable
5926 Haasken/Beth		103.38		2 Transactions	
4641 Holiday Credit Office					
10- 923- 000- 0000- 6511		847.93	April fuel	1400000134961	Gas And Oil
4641 Holiday Credit Office		847.93		1 Transactions	
11407 Lightning Motor Sports					
10- 923- 000- 0000- 6590		206.07	Battery	17939	Repair & Maintenance Supplies
11407 Lightning Motor Sports		206.07		1 Transactions	
3066 Maxwell/James Henry					
10- 923- 000- 0000- 6820		2,746.23	Timber Over Appraised		Refunds & Reimbursements
3066 Maxwell/James Henry		2,746.23		1 Transactions	
3100 McGregor Oil					
10- 923- 000- 0000- 6511		181.75	April Gas	AITKINLA	Gas And Oil
3100 McGregor Oil		181.75		1 Transactions	
11996 Nelson/Keith					
10- 923- 000- 0000- 6820		292.34	Timber over appraised		Refunds & Reimbursements
11996 Nelson/Keith		292.34		1 Transactions	
4135 Roadside Market					
10- 923- 000- 0000- 6511		74.70	Gas	798	Gas And Oil
4135 Roadside Market		74.70		1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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10 Trust

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
86235	The Office Shop Inc 10-923-000-0000-6405		pencils / pens /mailboxes	1045395-0	Office Supplies
86235	The Office Shop Inc		1 Transactions		
13934	Tire Barn 10-923-000-0000-6590		towing / fuel pump	43228	Repair & Maintenance Supplies
13934	Tire Barn		1 Transactions		
923	DEPT Total:	6,719.94	Forfeited Tax Sales	14 Vendors	15 Transactions
926	DEPT		Law Library		
5173	Thomson Reuters- West Publishing 10-926-000-0000-6408		Library subscription	1000324759	Law Books
	10-926-000-0000-6408		Information charges	1003193807	Law Books
5173	Thomson Reuters- West Publishing	2,032.40	2 Transactions		
926	DEPT Total:	2,032.40	Law Library	1 Vendors	2 Transactions
10	Fund Total:	10,623.61	Trust		23 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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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
924	DEPT		Forest Resource		
12526	Bixby/James				
	11-924-000-0000-6330				Transportation & Travel
	11-924-000-0000-6350				Per Diem
12526	Bixby/James				
		34.88	Mileage to LLCC		
		35.00			
		69.88		2 Transactions	
589	Blomberg/Judith				
	11-924-000-0000-6350				Per Diem
589	Blomberg/Judith				
		35.00		1 Transactions	
		35.00			
2270	Hoppe/Russell Peter				
	11-924-000-0000-6330				Transportation & Travel
	11-924-000-0000-6350				Per Diem
2270	Hoppe/Russell Peter				
		32.70			
		35.00			
		67.70		2 Transactions	
10890	Insley/Kevin				
	11-924-000-0000-6330				Transportation & Travel
	11-924-000-0000-6350				Per Diem
10890	Insley/Kevin				
		20.71			
		35.00			
		55.71		2 Transactions	
2448	Janzen/Carroll Mark				
	11-924-000-0000-6330				Transportation & Travel
	11-924-000-0000-6350				Per Diem
2448	Janzen/Carroll Mark				
		30.52			
		35.00			
		65.52		2 Transactions	
5759	Kitzrow/Donald				
	11-924-000-0000-6330				Transportation & Travel
	11-924-000-0000-6350				Per Diem
5759	Kitzrow/Donald				
		35.86			
		35.00			
		70.86		2 Transactions	
5784	Lake/Robert				
	11-924-000-0000-6330				Transportation & Travel
	11-924-000-0000-6350				Per Diem
5784	Lake/Robert				
		15.26			
		35.00			
		50.26		2 Transactions	
12512	MARCUM/ROBERT				
	11-924-000-0000-6330				Transportation & Travel
	11-924-000-0000-6350				Per Diem
		26.16			
		35.00			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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11 Forest Development

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>
12512 MARCUM/ROBERT		61.16	2 Transactions	
10906 Shipp/Dale				
11- 924- 000- 0000- 6330		17.44		Transportation & Travel
11- 924- 000- 0000- 6350		35.00		Per Diem
10906 Shipp/Dale		52.44	2 Transactions	
4927 Turnock/Franklin Allen				
11- 924- 000- 0000- 6330		32.70		Transportation & Travel
11- 924- 000- 0000- 6350		35.00		Per Diem
4927 Turnock/Franklin Allen		67.70	2 Transactions	
10017 Tveit/Galen				
11- 924- 000- 0000- 6330		17.44		Transportation & Travel
11- 924- 000- 0000- 6350		35.00		Per Diem
10017 Tveit/Galen		52.44	2 Transactions	
6097 Verizon Wireless				
11- 924- 000- 0000- 6250		88.02	April cell phone	58068382700001 Telephone
6097 Verizon Wireless		88.02	1 Transactions	
12065 Warnest/Timothy				
11- 924- 000- 0000- 6330		34.34		Transportation & Travel
11- 924- 000- 0000- 6350		35.00		Per Diem
12065 Warnest/Timothy		69.34	2 Transactions	
924 DEPT Total:		806.03	Forest Resource	13 Vendors 24 Transactions
925 DEPT			Reforestation	
10891 Roth Construction				
11- 925- 000- 0000- 6361		400.00	S Soo Line Culverts	Road Construction Service
10891 Roth Construction		400.00	1 Transactions	
925 DEPT Total:		400.00	Reforestation	1 Vendors 1 Transactions
934 DEPT			Memorial Forest	
10982 Prt Usa Inc				
11- 934- 000- 0000- 6273		16,222.50	2nd Half 2018 Seeding	Timber Improvement

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
11 Forest Development

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>
10982 Prt Usa Inc		16,222.50	1 Transactions	
934 DEPT Total:		16,222.50	Memorial Forest	1 Vendors 1 Transactions
11 Fund Total:		17,428.53	Forest Development	26 Transactions



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
19 Long Lake Conservation Co

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
521	DEPT			LLCC Administration		
11348	Advance Education Inc		325.60	Engagement review	109216	Dues/Assoc Fees
	19- 521- 000- 0000- 6240					
11348	Advance Education Inc		325.60		1 Transactions	
85003	Aitkin County DAC		239.53	Cleaning	4/13 4/18	Services, Labor, Contracts
	19- 521- 000- 0000- 6231					
85003	Aitkin County DAC		239.53		1 Transactions	
13320	Amer Sports Winter and Outdoor		234.36	Compasses for commissary	4525140471	Commissary Items
	19- 521- 000- 0000- 6400					
13320	Amer Sports Winter and Outdoor		234.36		1 Transactions	
783	Canon Financial Services, Inc		106.01	Copier contract 37	18606320	Services, Labor, Contracts
	19- 521- 000- 0000- 6231					
783	Canon Financial Services, Inc		106.01		1 Transactions	
10083	Cedarbrook Lumber Comp		61.46	Studs & screws- butterfly hse	92537	Monarch Grant Expenses
	19- 521- 000- 0000- 6303					
10083	Cedarbrook Lumber Comp		61.46		1 Transactions	
3160	Mille Lacs Energy Coop- Albert Lea		77.32	Director's residence	27- 13- 004- 01	Utilities
	19- 521- 000- 0000- 6254					
	19- 521- 000- 0000- 6254		750.57	Energy Center	27- 13- 005- 02	Utilities
	19- 521- 000- 0000- 6254		762.56	Dining hall	27- 13- 006- 01	Utilities
	19- 521- 000- 0000- 6254		389.41	North Star Lodge	27- 13- 007- 03	Utilities
	19- 521- 000- 0000- 6254		80.95	Parking lot	27- 13- 008- 01	Utilities
	19- 521- 000- 0000- 6254		92.06	Staff residence	27- 13- 009- 01	Utilities
3160	Mille Lacs Energy Coop- Albert Lea		2,152.87		6 Transactions	
3284	Minnesota Department Of Health		40.00	State Hospitality Fee	753189	Dues/Assoc Fees
	19- 521- 000- 0000- 6240					
	19- 521- 000- 0000- 6208		35.00	Food Manager Cert	J Dilley	Training/Education
	19- 521- 000- 0000- 6208		35.00	Food Manager Cert	W Carlson	Training/Education
3284	Minnesota Department Of Health		110.00		3 Transactions	
11120	Nardini Fire Equipment Co.,Inc		550.00	Fire Monitoring annual fee	IN00075892	Services, Labor, Contracts
	19- 521- 000- 0000- 6231					
	19- 521- 000- 0000- 6231		232.00	Monitoring Prog fee	IN00076100	Services, Labor, Contracts

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
19 Long Lake Conservation C

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
11120 Nardini Fire Equipment Co.,Inc		782.00			
			2 Transactions		
4425 Shirts Plus					
19- 521- 000- 0000- 6400		1,356.20	Hats, waterbottles	1726	Commissary Items
19- 521- 000- 0000- 6400		1,428.20	Tees & hoodies	1753	Commissary Items
4425 Shirts Plus		2,784.40			
			2 Transactions		
521 DEPT Total:		6,796.23	LLCC Administration	9 Vendors	18 Transactions
522 DEPT			LLCC Education		
13320 Amer Sports Winter and Outdoor					
19- 522- 000- 0000- 6416		298.50	Compass kit for Orienteering	4525152336	Education Supplies
13320 Amer Sports Winter and Outdoor		298.50			
			1 Transactions		
522 DEPT Total:		298.50	LLCC Education	1 Vendors	1 Transactions
523 DEPT			LLCC Food		
5814 Hagen/Christine					
19- 523- 000- 0000- 6420		34.20	Kitchen & maint supplies		Food Service Supplies
5814 Hagen/Christine		34.20			
			1 Transactions		
5662 McGregor Dairy,Inc					
19- 523- 000- 0000- 6418		164.01	Groceries	28294	Groceries- Students
19- 523- 000- 0000- 6418		382.28	Groceries	28323	Groceries- Students
5662 McGregor Dairy,Inc		546.29			
			2 Transactions		
4761 Sysco Minnesota Inc					
19- 523- 000- 0000- 6418		1,299.44	Groceries	153305564	Groceries- Students
19- 523- 000- 0000- 6418		1,059.00	Groceries	153310223	Groceries- Students
19- 523- 000- 0000- 6420		125.09		153310223	Food Service Supplies
4761 Sysco Minnesota Inc		2,483.53			
			3 Transactions		
4968 Upper Lakes Foods, Inc					
19- 523- 000- 0000- 6418		1,401.53	Groceries	272025- 00	Groceries- Students
19- 523- 000- 0000- 6420		46.54		272025- 00	Food Service Supplies
19- 523- 000- 0000- 6418		1,378.86	Groceries	276265- 00	Groceries- Students
19- 523- 000- 0000- 6420		29.10		276265- 00	Food Service Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4968	Upper Lakes Foods, Inc				
		2,856.03		4 Transactions	
523	DEPT Total:	5,920.05	LLCC Food	4 Vendors	10 Transactions
524	DEPT		LLCC Maintenance		
88628	Dalco				
	19- 524- 000- 0000- 6422	190.99	Softener sale	3309192	Janitorial Services/Supplies
	19- 524- 000- 0000- 6590	144.84	Vacuum repair	3311993	Repair & Maintenance Supplies
	19- 524- 000- 0000- 6422	56.78	Air fresheners	3314717	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422	285.32	Air fresheners, TP, Disinfect.	3314754	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422	286.80	Entry mats	3317506	Janitorial Services/Supplies
88628	Dalco	964.73		5 Transactions	
5814	Hagen/Christine				
	19- 524- 000- 0000- 6422	5.35	Kitchen & maint supplies		Janitorial Services/Supplies
5814	Hagen/Christine	5.35		1 Transactions	
524	DEPT Total:	970.08	LLCC Maintenance	2 Vendors	6 Transactions
19	Fund Total:	13,984.86	Long Lake Conservation Center		35 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
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		
86467 Auto Value Aitkin 21- 520- 000- 0000- 6406		Shop Supplies	40120105	Field Supplies
86467 Auto Value Aitkin	17.46			
		1 Transactions		
1754 Garrison Disposal Company, Inc 21- 520- 000- 0000- 6254	130.72	Garbage removal at shop.	1718300	Utilities
1754 Garrison Disposal Company, Inc	130.72			
		1 Transactions		
1829 Goble's Sewer Service Inc. 21- 520- 000- 0000- 6231	250.00	Berglund Park / Aitkin Campgro	8055 / 8119	Services, Labor, Contracts
1829 Goble's Sewer Service Inc.	250.00			
		1 Transactions		
1880 Gravelle Plumbing & Heating, Inc 21- 520- 000- 0000- 6254	178.80	Berglund Park hot water servic	76788	Utilities
	54.69	Drinking fountain, Aitkin Cmpg	76809	Utilities
1880 Gravelle Plumbing & Heating, Inc	233.49			
		2 Transactions		
2186 Hillyard Inc - Kansas City 21- 520- 000- 0000- 6406	243.40	Cleaning Items for shops/parks	602985121	Field Supplies
2186 Hillyard Inc - Kansas City	243.40			
		1 Transactions		
11008 Lake States Lumber, Inc. 21- 520- 000- 0000- 6406	766.98	LLCC Bog Walk 04422857- 001		Field Supplies
11008 Lake States Lumber, Inc.	766.98			
		1 Transactions		
2991 Malmo Market 21- 520- 000- 0000- 6511	94.65	April Gas		Gas And Oil
2991 Malmo Market	94.65			
		1 Transactions		
12927 Midwest Machinery Co. 21- 520- 000- 0000- 6590	234.38	1655104/1662176/1667538		Repair & Maintenance Supplies
12927 Midwest Machinery Co.	234.38			
		1 Transactions		
3160 Mille Lacs Energy Coop- Albert Lea 21- 520- 000- 0000- 6254	49.49	Berglund Park Electric	18- 51- 106- 02	Utilities
		04/01/2018 04/30/2018		
3160 Mille Lacs Energy Coop- Albert Lea	49.49			
		1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
5/29/18 3:19PM  
21 Parks

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
9692	Minnesota Energy Resources Corporation		277.42	April gas	50254456100001	Utilities
9692	Minnesota Energy Resources Corporation		277.42		1 Transactions	
3950	Public Utilities					
	21- 520- 000- 0000- 6254		198.02	Land Dept	0200000348003	Utilities
	21- 520- 000- 0000- 6254		28.07	Miss Access	0200063077005	Utilities
	21- 520- 000- 0000- 6254		106.73	MS Access shower	0200063077050	Utilities
	21- 520- 000- 0000- 6254		5,707.34	New Jail 2	0300000511002	Utilities
3950	Public Utilities		6,040.16		4 Transactions	
10891	Roth Construction					
	21- 520- 000- 0000- 6361		150.00	Pulled grader snake river		Road Construction Service
10891	Roth Construction		150.00		1 Transactions	
520	DEPT Total:		8,488.15	Parks	12 Vendors	16 Transactions
21	Fund Total:		8,488.15	Parks		16 Transactions
	Final Total:		210,108.77	291 Vendors	439 Transactions	

# Aitkin County

## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	110,168.74	General Fund
3	36,928.28	Road & Bridge
5	2,699.44	Health & Human Services
6	9,787.16	Debt Service
10	10,623.61	Trust
11	17,428.53	Forest Development
19	13,984.86	Long Lake Conservation Center
21	8,488.15	Parks
<b>All Funds</b>	<b>210,108.77</b>	<b>Total</b>

Approved by, .....

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JKK1  
5/23/18 10:50AM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D

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

Save Report Options?: N

School District Advances

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

JKK1  
5/23/18 10:50AM  
12 Agency

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
932	DEPT			Schools		
1	393 Isd 1 Aitkin- Treasurer 12- 932- 000- 0000- 6801		926,888.17	MAY/JUNE ADVANCE		Appropriations
	393 Isd 1 Aitkin- Treasurer		926,888.17		1 Transactions	
10	1985 Isd 182 Crosby- Treasurer 12- 932- 000- 0000- 6801		0.30	MAY/JUNE ADVANCE		Appropriations
	1985 Isd 182 Crosby- Treasurer		0.30		1 Transactions	
2	392 Isd 2 Hill City- Treasurer 12- 932- 000- 0000- 6801		249,711.46	MAY/JUNE ADVANCE		Appropriations
	392 Isd 2 Hill City- Treasurer		249,711.46		1 Transactions	
8	1983 Isd 2165 Hinckley Finlayson- Treasurer 12- 932- 000- 0000- 6801		88,465.47	MAY/JUNE ADVANCE		Appropriations
	1983 Isd 2165 Hinckley Finlayson- Treasurer		88,465.47		1 Transactions	
9	1979 ISD 2580 East Central- Treasurer 12- 932- 000- 0000- 6801		17,615.36	MAY/JUNE ADVANCE		Appropriations
	1979 ISD 2580 East Central- Treasurer		17,615.36		1 Transactions	
3	395 ISD 4 McGregor- Treasurer 12- 932- 000- 0000- 6801		724,902.42	MAY/JUNE ADVANCE		Appropriations
	395 ISD 4 McGregor- Treasurer		724,902.42		1 Transactions	
5	1982 Isd 473 Isle- Treasurer 12- 932- 000- 0000- 6801		120,325.51	MAY/JUNE ADVANCE		Appropriations
	1982 Isd 473 Isle- Treasurer		120,325.51		1 Transactions	
6	1981 Isd 577 Willow River- Treasurer 12- 932- 000- 0000- 6801		7,531.94	MAY/JUNE ADVANCE		Appropriations
	1981 Isd 577 Willow River- Treasurer		7,531.94		1 Transactions	
7	394 Isd 698 Floodwood- Treasurer 12- 932- 000- 0000- 6801		35,194.15	MAY/JUNE ADVANCE		Appropriations
	394 Isd 698 Floodwood- Treasurer		35,194.15		1 Transactions	
4	1984 Isd 95 Cromwell- Wright- Treasurer 12- 932- 000- 0000- 6801		27.15	MAY/JUNE ADVANCE		Appropriations



# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

JKK1  
5/23/18 10:50AM  
12 Agency

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
1984	Isd 95 Cromwell- Wright- Treasurer		27.15			
				1 Transactions		
932	DEPT Total:		2,170,661.93	Schools	10 Vendors	10 Transactions
12	Fund Total:		2,170,661.93	Agency		10 Transactions
	Final Total:		2,170,661.93	10 Vendors	10 Transactions	

JKK1  
5/23/18

10:50AM

# 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>
	12	2,170,661.93	Agency
<b>All Funds</b>		<b>2,170,661.93</b>	<b>Total</b>

Approved by, .....

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# Board of County Commissioners Agenda Request

2F

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Agenda Item #

**Requested Meeting Date:** June 12, 2018

**Title of Item:** DAR WWI Memorial Rededication Ceremy

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sue Bingham		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  <p>In May 2017, Faye Leach, Daughters of the American Revolution (DAR) asked the Board for permission to restore the bronze marker for Aitkin County soldiers who lost their lives in WWI. This memorial is located on our front courthouse lawn. This year she is requesting permission to hold a rededication of the memorial on the courthouse lawn on Saturday, August 11th. The rededication ceremony will take approximately 1/2 hour, and requires nothing of the County.</p> <p>Please see the attached request.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Authorize use of the courthouse lawn for rededication of the memorial on August 11, 2018.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

## Sue Bingham

---

**From:** fayeleach <fayelea@charter.net>  
**Sent:** Wednesday, June 06, 2018 10:55 AM  
**To:** sue.bingham@co.aitkin.mn.us  
**Cc:** Sue Mille Lacs  
**Subject:** DAR WWI Memorial Rededication Ceremony

Good Morning, Sue:

The Captain Robert Chapter, National Society Daughters of the American Revolution, would like to have a rededication ceremony of the recently restored memorial to Aitkin County soldiers who lost their lives in WW I on Saturday morning, August 11. The marker is located on the grounds of the Aitkin County courthouse.

We are not asking you to do anything except to give permission/know that a small group of our members would be at the site for less than one half hour between 10:30 a.m. and noon on that day. We would also like to invite the local VFW to present colors, if they are available. Also, if you could please provide the names of any Aitkin County officials who might be available, we would love to send invitations.

Please confirm that you will be aware of our presence and grant permission from your County Board.

Thank you so much.

Best regards,

Faye Leach  
218-851-0499

Sent from Mail for Windows 10



# Board of County Commissioners Agenda Request

3A  
Agenda Item #

**Requested Meeting Date:** 6/12/2018

**Title of Item:** Personnel Committee Recommendations

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

<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director	<b>Estimated Time Needed:</b> 5 minutes
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**Summary of Issue:**

The Personnel Committee met on 6/5/2018 and unanimously recommends the following:

1. Create a temporary part-time Lifeguard position at LLCC. (Will be utilized during summer camps, approximately 35 hours total in 2018.) \$9.65 per hour.
2. Create a temporary part-time Bailiff position. \$17.15 per hour. (Will be used to cover court security duties, especially during jury trials.)
3. Promote St. Scholastica's Meaningful Work Award program which will provide a 10% college tuition discount to Aitkin County employees. (The county's tuition reimbursement program applies, copy attached for reference. Tuition reimbursement cost is dependent on the number of approved participants.)

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

**Recommended Action/Motion:**

Motion to authorize creating and filling a temporary part-time Lifeguard and Bailiff position, and to promote St. Scholastica's Meaningful Work Award program which will provide a 10% college tuition discount to Aitkin County employees.

**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:*

Lifeguard est \$365. Bailiff (varies based on court schedule), best est \$5,170 if 35 days/yr or \$9,895 if 67 days/yr.



## ***Position Description***

# **LIFEGUARD**

**Department** Land Department, Long Lake Conservation Center  
**Grade** N/A, Temporary, State of MN Minimum Wage  
**Reports to** Business Manager  
**FLSA Status** Non-exempt / Paid Hourly  
**Union Status** Non-union Position

### **Final Appointing Authority**

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

### **Job Summary**

To ensure the safety of students and visitors at Long Lake Conservation Center by preventing and responding to emergencies, and to perform related work as required.

### **Supervision Received**

Employees working in this position usually work under general supervision and receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

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

1. Maintains constant surveillance of patrons on LLCC property, specifically in the lake and on the beach area.
2. Acts immediately and appropriately to secure safety of patrons in the event of an emergency. Rescues swimmers in danger of drowning and administers first aid.
3. Provides emergency care and treatment as required until the arrival of emergency medical services.
4. Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
5. Performs various maintenance duties as directed to maintain a clean and safe beach and swimming area.
6. Prepares and maintains appropriate activity and incident reports.
7. May assist in developing special aquatic events.



## ***Position Description***

8. Takes an active, lead role, in protecting patrons and enforcing all LLCC rules and regulations. Explains and enforces facility regulations, policies, and procedures to participants.
  11. Assists with training of new Lifeguard, Water Safety Instructor, and Pool Aid staff.
  12. Lifeguards will work a varying schedule of hours which may include early mornings, nights, and weekends.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Must be at least 18 years of age and possess a current Red Cross Lifeguarding Certificate and CPR Certificate.

### **Required Personal Clothing and Equipment**

Swim suit (modest one piece suit for ladies and boxer type for men), towel, sunscreen, sunglasses, shorts or wind pants, LLCC staff t-shirt or sweatshirt, whistle, approved rescue tube, and other job-related equipment.

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

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Beginning through advanced swim strokes.
3. Lifesaving and swimming principles and practices.
4. First aid and CPR principles and practices.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and guests sufficient to exchange or convey information and to receive work direction.
2. Application of lifeguarding surveillance and rescue techniques.
3. Reading, writing, and speaking English.
4. Working as a team and contributing to building a positive team spirit.
5. Instructing students and visitors in a positive manner and in accordance with LLCC standards.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all staff and guests with respect, honesty, and consideration.
2. React calmly and effectively in emergency situations.
3. Accurately prepare routine administrative paperwork.
4. Show respect and sensitivity for cultural differences.
5. Follow safety procedures, willingness to report potentially unsafe conditions, and use equipment and materials properly.
6. Read and interpret written instructions and to carry-out oral and written directives.
7. Follow instructions and respond to management direction.
8. Deal courteously and tactfully with the public.



## ***Position Description***

### **Language Skills**

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

### **Mathematical Skills**

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

### **Reasoning Skills**

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

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software, E-time, Microsoft Word, Excel, and Outlook.

### **Ability to Travel**

No travel outside of LLCC is required.

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is usually moderate to loud.

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of feet, hands and fingers to operate objects and equipment, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to occasionally move or lift up to 100 pounds.





## **Position Description**

While performing the duties of this job, the employee performs heavy work, exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Other physical requirements as required for Lifeguard Certification.

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

### **Disclaimer**

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

### **Reasonable Accommodation Notice**

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

06/04/2018

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



## **BAILIFF – COURT SECURITY**

**Department** Sheriff's Office  
**Grade** Paid at Grade 4, Step A  
**Reports to** Undersheriff  
**FLSA Status** Non-exempt / Paid Hourly  
**Union Status** Non-union Position

### **Final Appointing Authority**

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

### **Job Summary**

To maintain order and decorum and provide security functions within courtrooms and adjacent public areas to ensure the personal protection of judges, jurors, witnesses, attorneys and other persons involved with the court, including the general public.

### **Supervision Received**

Employees working in this position usually work under general supervision and receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

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

1. Provides a conspicuous security presence in courthouses and courtrooms in order to maintain order and control.
2. Removes, restrains or contains disruptive individuals as necessary.
3. Conducts regular searches of courtrooms and adjacent areas to detect and confiscate contraband and items posing a security risk. Observes, investigates, and resolves risks; reporting unusual security threats to sworn staff.
4. Screens individuals and items entering the courthouse and courtrooms visually or electronically, and assists with security during high-risk proceedings.
5. Escorts non-combative custodial defendants from the courtrooms to probation, court administration offices, and detention facilities located within the courthouse as required. Assists with the escort of non-combative custodial defendants between detention facilities located within the courthouse and various courtrooms.



## ***Position Description (Draft 6/5/2018)***

6. Obtains fingerprints, photographs, and DNA samples from non-custodial defendants as required by law.
  7. As necessary, provides information and responds to questions from individuals accessing the courthouse; assists individuals in locating appropriate areas within the building; interacts with each individual in a courteous, respectful, and pleasant manner.
  8. Escorts and provides security to sequestered jurors inside and outside the courthouse, preventing contact with outside influences.
  9. Renders first aid and summons medical personnel to the courtroom when appropriate, provides assistance/direction during potential or actual emergency situations.
  10. Writes reports and documents activity as necessary.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

High school diploma or equivalent. Possession of a valid driver's license.

Candidates with related training in law enforcement, military law enforcement or private security training and/or experience are preferred.

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

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Considerable knowledge of courtroom procedures and security equipment, methods, procedures and techniques.
3. Knowledge of applicable local, state and federal laws, including the Civil Rights of individuals.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the public sufficient to exchange or convey information and to receive work direction.
2. Reading, writing, and speaking English.
3. Working as a team and contributing to building a positive team spirit.
4. Demonstrated skill in the use of self-defense, physical confrontation, restraint and constraint techniques.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all staff and guests with respect, honesty, and consideration.
2. Operate security equipment, computer terminals, fingerprint equipment, and obtain DNA specimens.
3. Provide first aid and CPR/AED procedures.
4. Exercise sound judgment and maintain composure in response to stressful situations.
5. Effectively diffuse confrontational situations using tact and minimal force when interacting with disruptive or combative persons.
6. React to emergency situations and use physical force as necessary to defend oneself and others.



## ***Position Description (Draft 6/5/2018)***

7. Deal with frequent change, delays, or unexpected events, including extended work hours.
8. Communicate effectively in oral and written form.
9. Interact effectively at various social levels and across diverse cultures.
10. Remain visually and mentally alert in order to rapidly identify and respond to security hazards and take appropriate action to intervene.
11. Establish and maintain effective working relationships with Judges, Court Administration staff, Probation Officers, Attorneys and the general public.

### **Language Skills**

**High Skills** – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

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

### **Reasoning Skills**

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

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software, E-time, Microsoft Word, Outlook, and other job-related software.

### **Ability to Travel**

Occasional travel is required to attend trainings and meetings in and out of Aitkin County.

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is usually moderate to loud.



## **Position Description (Draft 6/5/2018)**

### **Physical Activities/Requirements**

**CONSTANT:** Stand; hearing up to 20 feet; vision; work around others; customer/public contact and work inside.

**FREQUENT:** Lift and carry up to 10 pounds; push/pull up to 20 pounds; bend neck; climb stairs; feel/use fingers; grasp/handle; maintain posture; move about; reach; rotate neck; talk/speak; twist at waist; walk; hear within 5 feet; use an earphone; near, midrange and far vision; depth perception; visual accommodation; work with others; and clients with behavioral challenges.

**OCCASIONAL:** Push/pull up to 70 pounds; balance; crouch/squat; reach above shoulder; sit; static neck position; stoop/bend; taste/smell; right and left wrist turn; color vision; exposure to blood-borne pathogens; work alone; extended days; work outside and drive.

**RARE:** Restrain individuals.

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

### **Disclaimer**

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

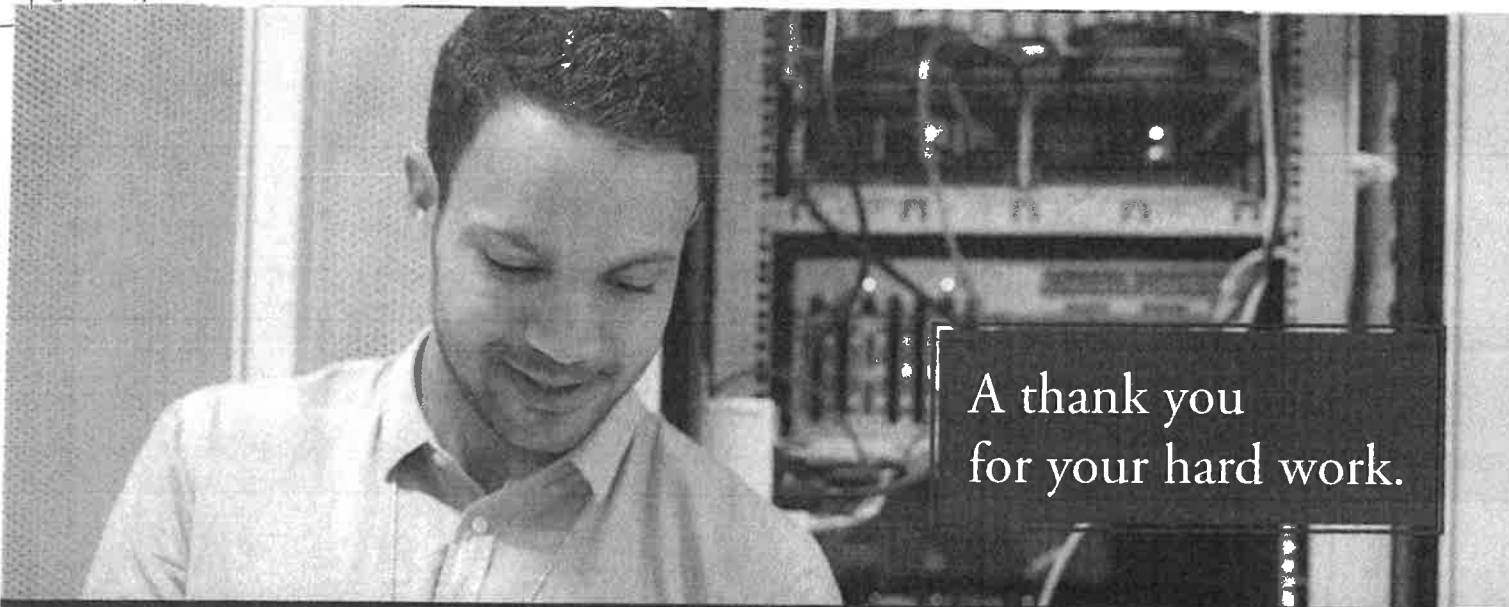
### **Reasonable Accommodation Notice**

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

06/05/2018 - draft

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



A thank you  
for your hard work.

## St. Scholastica's Meaningful Work Award provides a 10% tuition discount to Aitkin County Employees.

St. Scholastica is dedicated to providing our students with the intellectual and moral preparation for responsible living and meaningful work.

Many organizations and businesses provide opportunities for such work and are tightly aligned with our own mission.

In an effort to support both the organization and its employees, we've deployed the Meaningful Work Award.

For more information  
Call Rick Butte at (218) 625-4801 or  
Email [rbutte@css.edu](mailto:rbutte@css.edu)

Learn more at [go.css.edu/MeaningfulWork](http://go.css.edu/MeaningfulWork)



The College of  
**St. Scholastica**

Nursing  
RN to BS Nursing Track\*

Health Sciences  
BS Health Information Management\*  
MS Health Information Management\*  
MS Health Informatics\*  
B.A. in Social Work  
Master of Social Work  
Transitional Doctor of Physical Therapy\*

Health Science Certificates  
Post-Baccalaureate Certificate in Health Information Management (HIM)\*  
MS Health Informatics Certificate\*

Business and Technology  
BA Accounting\*  
BA/BS Computer Information Systems\*  
BA Business Management\*  
BA Marketing\*  
BA Organizational Leadership\*  
MBA Leadership and Change  
MBA Rural Healthcare\*  
MS Project Management\*

Graduate Management Certificates  
Healthcare Administration Certificate\*  
Change Leadership Certificate  
Project Management Certificate\*  
Advanced Project Management Certificate\*

Education  
BS Elementary Education Degree Completion  
Master of Education (M.Ed.)\*

Graduate Education Certificates  
Graduate Teaching Licensure Certificate (hybrid)  
Computer Science Education Certificate\*  
Culturally Responsive Practice Certificate\*  
Educational Technology Certificate\*  
Literacy Instruction Certificate\*

*This offer is subject to change without prior notification.*

\* Denotes online.

- (a) Each calendar year, employees may voluntarily donate up to 50 percent, with a maximum of 40 hours, of their accrued, unused vacation and/or personal leave time in increments of eight (8) hours to any other county employee to be used for a medical emergency or a serious health condition. All unused donations are revoked and returned to the donor upon the recipient returning to full time status.
- (b) The employee donating the leave shall notify the Auditor's Office in writing of their voluntary donation. The notice shall include the name of the donor, the name of the recipient, the number of hours donated in increments of eight (8), the effective date of the donation, and whether the hours should be deducted from the donor's vacation and/or personal accrued leave bank. Upon receipt, the Auditor's Office shall verify that the donating employee has sufficient accrued leave on the books in the amount necessary to cover the donation and then notify the recipient and his/her supervisor of the donation.
- (c) The value of the leave that is donated shall be based upon the donor's rate of pay that is in effect on the day of the donation. The value of the leave that is received shall be based upon the recipient's rate of pay that is in effect on the day of the donation. The amount paid to the recipient of the donated leave shall be considered wages. That amount shall be included as gross income of the recipients and shall be subject to social security, Medicare, FUTA taxes, and income tax withholding. The amount donated shall not be included or reported as income for the donor of the leave.
- (d) Information relating to the donation and use of said leave is subject to the MN Government Data Practices Act.

**Section Q. Continuing Education**

Subd. (1) Continuing education will be established in conjunction with the individual's Performance Appraisal and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below in the Educational Tuition section.

Subd. (2) If the continuing education provided results in a certification, accreditation or diploma not specifically required by the County an employee must remain in the employment of Aitkin County for at least one year following completion of the course or they shall reimburse the County for any costs incurred by the County related to the course.

 **Section R. Educational Tuition**

Subd. (1) The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

(e) That the course is germane to the duties of the employee's job.

*Continued* →

- (f) That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "B-" in an A-F course.
- (g) That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
- (h) That the course be approved by the Department Head and the County Board prior to taking the course.
- (i) It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.





# Board of County Commissioners Agenda Request

4A  
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Agenda Item #

**Requested Meeting Date:** 6-12-18

**Title of Item:** Award Contract No. 20183

<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) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
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<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 10 minutes
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**Summary of Issue:**  
 Bids will be opened on Monday, June 11, 2018 for Contract No. 20183 which includes a box culvert (bridge) construction on 155th Place for Millward and Beaver Townships, and a box culvert (bridge) construction on 155th Place for Millward Township.

An abstract of bids will be presented with a recommendation for award of the construction contract by the attached draft resolution.

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

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

**Financial Impact:**  
*Is there a cost associated with this request?*       Yes       No  
*What is the total cost, with tax and shipping? \$*      Estimated total cost: \$191,626  
*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 June 12, 2018

By Commissioner: xx

20180612-0xx

**Award Contract No. 20183**

**WHEREAS**, Contract No. 20183 is for construction of S.A.P. 001-599-040, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, June 11, 2018 with a total of \_\_\_\_\_ bids received, and

**WHEREAS**, \_\_\_\_\_ was the lowest responsible bidder in the amount of \$ \_\_\_\_\_.

**THEREFORE, BE IT RESOLVED**, that \_\_\_\_\_ is awarded Contract No. 20183.

**BE IT FURTHER RESOLVED**, that the chairperson of the Aitkin County Board and the Aitkin County Administrator are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

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 12<sup>th</sup> day of June, 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12<sup>th</sup> day of June, 2018

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



# Board of County Commissioners Agenda Request

4B

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Agenda Item #

**Requested Meeting Date:** 6-12-18

**Title of Item:** Award Contract No. 20184

<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) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> Bids will be opened on Monday, June 11, 2018 for Contract No. 20184 which includes the following three projects:  (1) SP 001-606-021 - Bituminous mill/overlay on 5.3 miles of CSAH 6 from TH 65 to 5.3 miles east; (2) SAP 001-608-006 - Bituminous mill/overlay on 0.87 miles of CSAH 8 from TH 210 to South First Street in the City of McGregor; (3) SAP 001-632-006 - Bituminous paving on 3.3 miles of CSAH 32 from CSAH 6 to CSAH 31.  An abstract of bids will be presented with a recommendation for award of the construction contract by the attached draft resolution. Since SP 001-606-021 is being funded with federal funds, the award resolution is contingent on DBE certification by the MnDOT Office of Civil Rights.		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Approve resolution.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$    Estimated total cost: \$2,114,664.65 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED June 12, 2018

By Commissioner: xx

20180612-0xx

**Award Contract No. 20184**

**WHEREAS**, Contract No. 20184 is for construction of S.P. 001-606-021, S.A.P. 001-608-006, and S.A.P. 001-632-006, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, June 11, 2018 with a total of \_\_\_\_\_ bids received, and

**WHEREAS**, \_\_\_\_\_ was the lowest responsible bidder in the amount of \$ \_\_\_\_\_.

**THEREFORE, BE IT RESOLVED**, that \_\_\_\_\_ is awarded Contract No. 20184 contingent on \_\_\_\_\_ gaining Disadvantaged Business Enterprise (DBE) certification from the MnDOT Office of Civil Rights for this project.

**BE IT FURTHER RESOLVED**, that the chairperson of the Aitkin County Board and the Aitkin County Administrator are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

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 12<sup>th</sup> day of June, 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12<sup>th</sup> day of June, 2018

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



# Board of County Commissioners Agenda Request

4C  
Agenda Item #

**Requested Meeting Date:** 6-12-18

**Title of Item:** Approve Right of Way Plat No. 20

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway
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<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 10 minutes
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**Summary of Issue:**  
Right of Way Plat No. 20 has been developed for the acquisition of right of way on a 3.2-mile segment of CSAH 3 (old TH 232). Right of way offers for 54 parcels of right of way will be sent to 41 property owners upon approval of this Plat. Right of way offer amounts will be based on appraisals performed by a private appraisal company that specializes in right of way acquisition.

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

**Recommended Action/Motion:**  
Approval by motion of Right of Way Plat No. 20.

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



# Board of County Commissioners Agenda Request

40

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Agenda Item #

**Requested Meeting Date:** 6-12-18

**Title of Item:** Department Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> John Welle		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> General updates/discussion for the following items:  1. Changed methodology for calcium chloride application 2. Legislative update 3. Other?		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> NA		
<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 Board of Commissioners Agenda Request Form

5

Agenda Item #

**Requested Meeting Date:** June 12, 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	Monthly	2 <sup>nd</sup> Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
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	3 <sup>rd</sup> Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Monthly	3 <sup>rd</sup> Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Thursday	Pratt, Alt. Marcotte
Budget Committee 2019			Wedel, Westerlund
Development Achievement Center	Monthly	3 <sup>rd</sup> Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi, Alt. Pratt
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	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 <sup>st</sup> Wednesday	Wedel and Pratt
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA (Liaison)	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	Monthly		Westerlund
Mille Lacs Watershed	10x year	4 <sup>th</sup> Thursday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4th Friday	Marcotte, Alt. Pratt
MN Rural Counties	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
NE MN ATP	Quarterly		Pratt, Alt. Niemi and Engineer Welle
NE MN Regional ECB	5x year	4 <sup>th</sup> Thursday	Marcotte, Alt. Sheriff Turner
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Niemi
Sobriety Court	Monthly	3 <sup>rd</sup> Tuesday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund