

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS January 3, 2023 – BOARD AGENDA

Government Center Board Room

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code):2555 441 1547;
(meeting password): 7282

- 9:00 1) J. Mark Wedel, County Board Chair**
- A) Call to Order**
 - B) Pledge of Allegiance**
 - C) Approval of Agenda**
 - D) 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.
Anyone attending virtually wishing to speak during the public comment period should notify the County Administrator's office at 218-927-7276 option 7 no later than 2:30 P.M. on the Monday before the meeting.
- 2) Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File December 20, 2022 to January 2, 2023**
 - B) Approve December 20, 2022 County Board Minutes**
- 9:00 3) ADJOURN (2022 BOARD) – Administer Oath of Office, Judge Hermerding**
- A) Oath of Elected Officials**
- 9:20 4) Jessica Seibert – County Administrator**
- A) Call to Order 2023 Board Meeting**
 - B) Nominations for Board Chair and Vice Chair**
- 9:30 5) Consent Agenda**
- A) Approve Electronic Funds Transfers**
 - B) Approve Commissioner Vouchers**
 - C) Approve Auditor's Vouchers – Year-End Paid 12.30.2022**
 - D) Approve Auditor's Vouchers – Per2 Overpayments 12.30.2022**
 - E) Approve Auditor's Vouchers – Per3 Overpayments 12.30.2022**
 - F) Approve Manual Warrants – FSA Claims 1**
 - G) Approve Manual Warrants – FSA Claims 2**
 - H) Approve Manual Warrants – ELAN Paid 12.08.2022**
 - I) Approve Manual Warrants – Participant Fees, September Correction and November**
 - J) Approve Body Worn Camera Audit Report**
 - K) Approve Equipment Purchase – Trimble R12 GPS**
 - L) Adopt Resolution – SR Donation – Lake Country Power**

- M) Adopt Resolution – SO Donation – Private Citizen**
- N) Adopt Resolution – Community Corrections Donation – McGregor Lions**
- O) Approve Affidavit for Duplicate of Lost Warrant – Canon Financial Services**

- 9:30 6) Mike Dangers – County Assessor**
 - A) Schedule County Board of Appeal and Equalization**
- 9:45 7) Walt Ford – Refuge Manager at Friends of Rice Lake National Wildlife Refuge**
 - A) Approve Letter of Support**
- 9:55 8) Committee Updates**
- 10:10 9) Bobbie Danielson – Human Resources Director**
 - A) Personnel Committee Recommendations**
 - B) Approve Pay Equity Report**
- 10:20 10) Jessica Seibert – County Administrator**
 - A) Adopt Resolution – 2023 Board of Commissioners Meeting Procedures**
 - B) Adopt Resolution – Designation of Official County Newspaper**
 - C) Adopt Resolution – 2023 Committee Appointments**
 - D) Set 2023 Meeting Schedule**
 - E) Administrator Updates**
 - F) Closed Session Under MN Statute 13D.03 Subd.1(b) Labor Negotiations**
- 11:00 Adjourn**

AITKIN COUNTY BOARD**December 20, 2022**

<p>The Aitkin County Board of Commissioners met this 20th day of December, 2022 at 9:05 a.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Donald Niemi, Ann Marcotte, Brian Napstad, Laurie Westerlund, County Administrator Jessica Seibert, and Administrative Assistant Brittany Searle.</p> <p>Motion made by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all voting yes to approve the December 20, 2022 agenda as amended. Addition of: 6C – Appointment for District 5 Planning Commission, 6D – Appointment for District 4 Board of Adjustment, 6E – Appoint Jane Bristow for District 5 Board of Adjustment, 8F – Approve Personnel Committee Recommendation, 8G – Authorize County Administrator to Approve Year End Matters, and 8H – Approve State of Emergency Resolution.</p> <p style="text-align: center;">AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD MEETING</p> <p>Attendance The Aitkin County Board of Commissioners met this 20th day of December 2022, at 9:02 a.m. as the Aitkin County Health & Human Services Board with the following members present: Board Chair J. Mark Wedel, Commissioners Brian Napstad, Don Niemi, Laurie Westerlund and Ann Marcotte. County Administrator Jessica Seibert, Administrative Assistant Brittany Searle, Health & Human Services Director Cynthia Bennett and Administrative Assistant Paula Arimborgo. Others present included: H&HS Supervisors Carli Goble, Julie Herbst, Kim Larson and Erin Melz; Lynne Jacobs CARE, incoming new commissioners and other public guests. Joining via WebEx: KKIN Paul Vold and Aitkin Independent Age.</p> <p>Approved Agenda Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members present voting yes to approve the December 20th, 2022 Health & Human Services agenda.</p> <p>Approved Minutes Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members present voting yes to approve the November 22nd, 2022 Health & Human Services minutes.</p> <p>Approved Bills Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members present voting yes to approve the bills.</p> <p>Approved Contracts Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members present voting yes to approve the 2023-2024 MN DHS CSP contract.</p> <p>Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members present voting yes to approve the 2023 Meds-1 Community Health Services Contract.</p>	<p>Call to Order</p> <p>Approved Agenda</p> <p>Health and Human Services</p>
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Approved Advisory Committee Appointments

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members present voting yes to approve the re-appointment of current members Joel Hoppe and Cindy Chuhanic and approve the new appointment of Jon Moen, AFSME representative to the Aitkin County Health & Human Services Advisory Committee.

Child Support Presentation

Julie Herbst, H&HS Child Support Supervisor presented to the board the Federal Fiscal Year 2021 Child Support Presentation covering the following:

- MN Vision & Mission
- The 5 Performance Measures
- Federal Performance Measures: County Results
- Aitkin County Results: Orders Established & Paternities Established
- Aitkin County Results: Collections on Current & Collections on Arrears
- Aitkin County Results: Cost Effectiveness
- Payment Sources
- MN County Disbursements, Total Expenditures and Incentives

Director Updates

Cynthia Bennett, H&HS Director updated the board on the following:

- New Director, Sarah Pratt coming from Morrison County with 17 years of experience. Official start date December 28th.
- Jim Bright working to regulate the heat in the HHS Bldg.
- Working on wrapping everything up and laying a solid foundation for new director.

Committee Updates

The Board discussed the CARE Board, Tri-County CHS, Lakes & Pines and H&HS Advisory Committee.

Adjourn

The meeting was adjourned at 9:53 a.m.

Next Meeting – January 24, 2023

There was no Citizens' Public Comment

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows.

- A) Correspondence File December 13, 2022 to December 19, 2022
- B) Approve December 13, 2022 County Board Minutes
- C) Approve December 13, 2022 Budget Hearing Minutes
- D) Approve Electronic Funds Transfers for a total of \$233,531.39;
- F) Approve Auditor's Vouchers – Sales Use and Diesel Tax, November 2022 – General \$1227.02, R&B \$1,262.58, LLCC \$99.38, Parks \$12.98 for a total of \$1,601.96;
- G) Approve Manual Warrants/Voids/Corrections – MTG Reg and Deed Tax, November 2022 – General \$0.03, State \$64,250.18 for a total of \$64,250.21;
- G) Approve Manual Warrants/Voids/Corrections – ELAN Paid 11.28.2022 – General \$-3,375.23, R&B \$795.00, HHS \$911.68, Forest Development \$82.29, LLCC \$1,570.23, OPIOD \$16.03 for a total of \$0.00;
- H) Approve Manual Warrants/Voids/Corrections – FSA Claims 1 – General \$511.75 for a

**Citizens' Public
Comment**

Consent Agenda

AITKIN COUNTY BOARD

December 20, 2022

total of \$511.75;

I) Approve Manual Warrants/Voids/Corrections – FSA Claims 2 – General \$4,872.00 for a total of \$4,872.00;

J) Approve Emergency Operations Plan

K) Approve Aitkin Airport Commission Reappointment

L) Approve Natural Resource Committee Appointments

M) Adopt Resolution: Reaffirm Change Funds

N) Adopt Resolution: Aitkin County Electronic Funds Policy/Procedure

O) Adopt Resolution: CAPs Donation

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to approve – Emergency Operations Plan.

**Emergency
Operations Plan**

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to approve – Aitkin Airport Commission Reappointment.

**Aitkin Airport
Commission
Reappointment**

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to approve – Natural Resource Committee Appointments.

**Natural Resource
Committee
Appointment**

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: Reaffirm Change Funds

**Resolution
#20221220-158
Reaffirm Change
Funds**

BE IT RESOLVED, The Aitkin County Board of Commissioners reaffirms the following funds

Treasurer	\$800.00
Recorder	\$1000.00
Health	\$50.00
Human Resources	\$500.00
Sheriff	\$400.00
License Center	<u>\$1000.00</u>
Total General Fund	\$3750.00

Emergency Revolving fund	\$3000.00
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Total Health and Human Services \$3000.00

Long Lake Conservation Center	\$1000.00
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Total for all change funds \$7750.00

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: Aitkin County Electronic Funds Policy/Procedure

**Resolution
#20221220-159
EFT Policy and
Procedures**

WHEREAS, Minnesota Statute 471.38, allows for the use of electronic fund transfer as a

means of making various payments,

WHEREAS, a local government may make an electronic funds transfer for the following:

- A. For a claim for a payment from an imprest payroll bank account or investment of excess money;
- B. For a payment of tax or aid anticipation certificates;
- C. For a payment of contributions to pension and retirement funds;
- D. For vendor payments; and
- E. For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, The County Board shall annually delegate the authority to make electronic funds transfers to the County Treasurer and the County Treasurer may designate Treasurer, Auditor, Payroll and Health and Human services staff to initiate electronic funds transfers.

THEREFORE, BE IT RESOLVED, that the Aitkin County Board delegates the authority to make electronic funds transfers to the Aitkin County Treasurer and for the County Treasurer to designate county staff to make electronic funds transfers for the year 2023.

BE IT FURTHER RESOLVED, that the County Treasurer will:

- A. Provide a copy of this resolution to the disbursing bank;
- B. Identify the initiator of the transaction and document the transaction with proper approval including confirmation of transaction;
- C. Provide a list of all transactions made by electronic fund transfer to the County Board at its next regularly scheduled meeting.

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: CAPs Donation

**Resolution
#20221220-160
CAPs Donation**

WHEREAS, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

<u>Name of Donor</u>	<u>Amount</u>
Mille Lacs Energy	\$ 500.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Name of Donor</u>	<u>Terms or Conditions</u>
Mille Lacs Energy	\$500.00 to the Committee for the Awareness & Prevention of Suicide (CAPS) group for continuing mental health and suicide prevention messaging and training and/or events throughout Aitkin County utilizing community

opportunities. Next community event is anticipated by summer 2023.

WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

Legislators Meet and Greet – Senator Robert Farnsworth, Representative Ron Kresha and Representative Spencer Igo introduced themselves to the Board of Commissioners.

Kyle Fredrickson – AIS Coordinator gave 2022 Aquatic Invasive Species Summary to the board.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to approve – Interim Comprehensive Plan.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – Community Supervision Work Group,

Endorsing the efforts of the Community Supervision Work Group and urging the legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

WHEREAS, community supervision is a fundamental part of the criminal justice system in Minnesota and funding sufficient to ensure effective services is vital to public safety in all communities across the state; and

WHEREAS, community supervision includes services such as probation, supervised release, and intensive supervised release; and

WHEREAS, Minnesota’s counties provide essential community supervision services both as mandated by M.S. Chapter 244.19 and also as delegated by the Department of Corrections under M.S. Chapter 401; and

WHEREAS, when the Legislature decided that community supervision was best delivered through a state-county partnership, it stated a clear intent that the state would provide significant funding to the counties for operation of local programs; and

WHEREAS, over the past 20 years, Minnesota has become the state with the lowest level of corrections funding in the nation because the Legislature has not upheld its promise to provide adequate state resources to support community supervision; and

WHEREAS, the Legislature’s failure to adequately fund community supervision has increased local property taxes on residents and businesses; and,

Legislators Meet and Greet

2022 AIS Summary

Interim Comprehensive Plan

Resolution #20221220-161 Community Supervisor Work Group

WHEREAS, a revised community supervision funding formula is necessary to ensure that all communities in Minnesota have enough state funding to provide a consistent standard for effective, evidence-based community supervision services regardless of local capacity to pay; and

WHEREAS, the Association of Minnesota Counties assembled the Community Supervision Work Group including county leaders and experts in community supervision from all three supervision delivery systems to study the needs of community supervision departments statewide and develop a single funding formula that is transparent, needs based, and equitable among county and state supervision providers; and,

WHEREAS, the Community Supervision Workgroup has taken up its charge to convene stakeholders across the three probation delivery systems to oversee a study to create a unified recommendation for an equitable and adequate funding formula and appropriation; and,

WHEREAS, the Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota’s 87 counties, voted to support a new funding formula that provide counties with the resources needed to keep communities safe; now, therefore,

BE IT RESOLVED, the Aitkin County Board of Commissioners endorses the efforts of the Community Supervision Work Group and urges the Legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

Commissioner Don Niemi left at 11:00 a.m.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to approve Lakes Storage Valhalla 65 Plat.

**Lakes Storage
Valhalla 65 Plat**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to approve Long Point Storage Plat.

**Long Point
Storage Plat**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to appoint Dave Long to District 5 Planning Commission.

**District 5
Planning
Commission**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voted to appoint Dake Olson to District 4 Board of Adjustment.

District 4 BOA

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to appoint Jane Bristow to District 5 Board of Adjustment.

District 5 BOA

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voted to approve MN DNR Heritage Forest Project Confirmation Letter.

**MN DNR Heritage
Forest Project
Letter**

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to approve FSC Forest Management Recertification.

**FSC Forest
Management
Recertification**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to approve WSN Work Plan and Fee Amendment for Mille Lacs ATV Trail contingent on County Attorney’s approval.

WSN Work Plan and Fee Amendment for Mille Lacs ATV Trail

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – 2023 Commissioner Salaries,

Resolution #20221220-162 2023 Commissioner Salaries

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2023 County Commissioner's salary at \$ 35,409.60. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – 2023 Elected Officials Salaries,

Resolution #20221220-163 2023 Elected Officials Salaries

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2023 salaries of Aitkin County Elected Officials at:

GRAMS	LORI	\$	94,559.82
GUIDA	DANIEL	\$	117,391.64
PEYSAR	KIRK	\$	109,904.06
RATZ	JAMES	\$	146,305.16
SNYDER	TARA	\$	76,000.00

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

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voted to approve 5-Year Capital Improvement Plan

5-Year Capital Improvement Plan

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – 2023 Levy,

Resolution #20221220-164 2023 Levy

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby adopt the final property tax levy for taxes payable in 2023 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$9,996,526
Road and Bridge Fund	\$2,933,407
Solid Waste	\$308,985
Health & Human Services Fund	\$2,944,562
County Parks	\$15,000
Debt Service	\$746,566
 Total:	 \$16,945,046

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – 2023 Budgets,

**Resolution
#20221220-166
2023 Budgets**

BE IT RESOLVED, that the following 2023 budgets be set for the leviable funds of Aitkin County:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$15,519,474	\$580,572	\$16,100,046.
Road and Bridge	\$14,314,482	\$80,000	\$14,394,482.
Health & Human Service	\$7,332,919	\$224,687	\$7,557,606
Parks	\$672,944	\$75,006	\$747,950
Debt Service	\$746,566	(\$44,476)	\$702,090
ARPA Funds		\$700,000	\$700,000
Total:	\$38,586,385	\$1,615,789	\$40,202,174

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – 2023 Non-Levy Budgets

**Resolution
#20221220-167
2023 Non-Levy
Budgets**

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2023:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
Law Library	\$30,000	\$0	\$30,000
TRUST (include FTS)	\$2,043,406	\$55,066	\$2,098,472
Resource Management	\$449,200	\$138,019	\$587,219
County Surveyor	\$465,312	\$(4,456)	\$460,856
Missing Heirs	\$0	\$0	\$0
MCIT	\$400	(\$400)	\$0
Collaborative Grant	\$70,500	\$0	\$70,500
Environmental Trust	\$13,600	\$0	\$13,600
LLCC	\$919,408	\$(5,105)	\$914,303

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – 2023 Appropriations

**Resolution
#20221220-168
2023
Appropriations**

BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final appropriation and dues amounts payable in 2023.

Dues		
North Counties Land Use Coordinating Board (10-921.6240)	\$2,000	
MN Rural Counties Caucus (MRCC) (01-44.6844)	\$2,300	
Association of MN Counties (AMC) (01-44.6845)	\$11,142	
Arrowhead Counties (01-44.6846)	\$2,750	
Joint Counties Natural Resource Board (10-921.6240)	\$1,000	
Joint Powers		
East Central Regional Library (Dept 500-500.6801)	\$252,236	
Airport-McGregor (Dept 700-903.6801)	\$14,600	
Snake River Watershed (Dept 600-552.6836)	\$10,079	
Airport-Aitkin (Dept 700-903.6800)	\$30,000	
Mississippi Headwaters Board (Dept 600-552.6847)	\$1,500	
Appropriations		
Soil and Water (Dept 600-552.6801)	\$81,349	\$88,849 County Allocation \$7,700 LCWP \$4,800 Ag Inspector
C.A.R.E. (Dept 500-502.6848)	\$37,900	
Historical Society (Dept 500-501.6801)	\$19,000	
Historical Society Insurance (Dept 500)	\$4,455	
Ag Society (Dept 600-550.6801)	\$12,000	
Ag Society Capital Improvement (Dept 600-550.6843)	\$10,000	
Ag Society Insurance (Dept 600)	\$6,681	
ANGELS (01-044.6849)	\$0	
Support Within Reach (01-44.6847)	\$2,000	
Total Dues & Appropriations	\$500,992	

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – Fund Transfers – 2023 Budget.

BE IT RESOLVED, that the County Auditor is hereby anticipated at year-end 2023 to transfer the following sums of money from the ConCon Trust, Unorganized Townships and County Ditch accounts to the County Road and Bridge fund. Monies to be transferred from the funds as given below. Purpose of these claims are to cover the expense of maintenance within ConCon Trust areas and Unorganized Townships with county equipment.

- ConCon Trust \$120,000 Aggregate Surfacing (exact amount based on R&B Claim)
- ConCon Trust \$12,500 Ditch Maintenance (exact amount based on R&B Claim)
- ConCon Trust \$100,000 – Towards Four Year Road Improvement Project
- Unorganized Townships \$200,000 Maintenance of Roads (exact amount based on R&B Claim)

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – 2022 Reserve Fund

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be placed in reserve funds for fiscal year end 2022:

**Resolution
#20221220-169
Fund Transfers –
2023 Budget**

**Resolution
#20221220-170
2022 Reserve
Fund**

AITKIN COUNTY BOARD

December 20, 2022

Department	Reserve Balance as of 11/2022	2022 Funds to Reserve	Balance for 2023	Project
Court Administration	71,151.60	0.00	71,151.60	Court Appointed Atty Services
Court Administration	6,850.00	10,000.00	16,850.00	Jury Deliberation/Technology
Treasurer	4,880.58	(4,880.58)	0.00	Scanner/Teller Pedestals
Auditor	3,000.00	0.00	3,000.00	Computers/Office Equipment
Auditor	0.00	11,000.00	11,000.00	Scanning
Extension	0.00	4,800.00	4,800.00	Summer Intern
Extension	0.00	2,000.00	2,000.00	Supplies/Technology
Central Services	59,000.00	50,000.00	109,000.00	Strategic Plan/LEAN Training
Central Services	10,009.51	0.00	10,009.51	IFS/Equipment
Central Services	6,471.07	0.00	6,471.07	Scanning
IT	60,827.32	0.00	60,827.32	Network Equipment
IT	15,068.00	0.00	15,068.00	Staff Training
IT	0.00	20,000.00	20,000.00	Servers
HR	4,480.42	0.00	4,480.42	Staff Training
Election	41,602.24	100,000.00	141,602.24	Election Expenses
Attorney	10,000.00	0.00	10,000.00	Murder Trial Expenses
Maintenance	0.00	0.00	0.00	Facilities Planning
Maintenance	3,355.82	0.00	3,355.82	Cleaning Equip/Computer
Buildings	0.00	38,500.00	38,500.00	Capital Projects
Veteran Service	899.63	1,000.00	1,899.63	Donations for Vets
Sheriff	120,000.00	0.00	120,000.00	Buildings-Future Repairs
Sheriff	18,000.00	11,000.00	29,000.00	Equipment/Radios
Sheriff	83,189.00	80,660.00	163,849.00	Enforcement/Squad Cars
Sheriff	31,732.02	0.00	31,732.02	Aitkin Co. Search & Rescue
Sheriff	38,589.75	0.00	38,589.75	Technology Funds
Sheriff	10,000.00	0.00	10,000.00	Canine Replacement
Sheriff	8,000.00	0.00	8,000.00	Snowmobile Replacement
Sheriff	14,449.89	0.00	14,449.89	Forfeiture
STS	30,000.00	0.00	30,000.00	Van
Community Corrections	1,373.95	0.00	1,373.95	Baker Foundation Grant
FPL/Environmental Services	17,500.00	0.00	17,500.00	Vehicle Replacement
HHS - Tracked in HHS	0.00		0.00	Bldg Renovations
Economic Development	3,400.00	7,015.00	10,415.00	Business Development & Rec. Grant
Economic Development	108,492.61	(100,000.00)	8,492.61	Broadband

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – Fund Transfers to Support Survey/GIS,

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following transfers of funds:

\$231,406 from Fund 10 ConCon Trust to Fund 11 Surveyor/GIS (50% of yearly cost to zero out at year end)

\$231,406 from Fund 11 Resource Development to Fund 11 Surveyor/GIS (50% of yearly cost to zero out at year end)

Motion by Commissioner Macotte, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – 2023 Boat & Water Safety Agreement Budget

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2023 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$159,023 for a term of January 1, 2023 to December 31, 2023

**Resolution
#20221220-171
Fund Transfers to
Support
Survey/GIS**

**Resolution
#20221220-172
2023 Boat &
Water Agreement
Budget**

	REVENUE	Co. SHARE	EXPENDITURES
Misc. Revenue	\$ 100		
Boat & Water Grant	\$ 26,403		
Co. Share		\$ 107,394	
Total			\$ 133,897

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – 2023 ECRL Levy

**Resolution
#20221220-173
2023 ECRL Levy**

BE IT RESOLVED, that the amount of \$252,236 be budgeted and levied for the year 2023 for the East Central Regional Library.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – 2023 Unorganized Townships

**Resolution
#20221220-174
2023 Unorganized Townships**

BE IT RESOLVED, that the following 2023 budgets be set for Unorganized Townships:

	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
Unorganized Road and	\$46,000		\$46,000
Unorganized Fire Fund	\$32,000		\$32,000
Unorganized Cemetery	\$2,700		\$2,700

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – 2023 ACSW and Snake River Watershed Appropriations

**Resolution
#20221220-175
2023 ACSW and Snake River Watershed Appropriations**

BE IT RESOLVED, that the budget and appropriation in the amount of \$131,349 be set for 2023 for the Aitkin County Soil and Water Conservation District (\$81,349 from the General Revenue Fund and \$50,000 from County Development Funds).

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – 2022 Ditch Fund Budgets

**Resolution
#20221220-176
2022 Ditch Fund Budgets**

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2022:

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
Judicial Ditch 2	7-350	\$12.00		
Co Ditch 5	7-353	\$0		
Co Ditch 21		\$0		
Co Ditch 24		\$0		
Co Ditch 28		\$0		
Co Ditch 30	7-352	\$260.00		
Co Ditch 34		\$0		
Co Ditch 36	7-358	\$0		

AITKIN COUNTY BOARD

December 20, 2022

Co Ditch 37	7-359	\$0
St Ditch 63	7-362	\$0
St Ditch 66	7-363	\$0
Co Ditch 2	7-367	\$0
Diversion Channel		\$0
Co Ditch 23		\$0
Co Ditch 25	7-355	\$0
Co Ditch 42		\$0
Co Ditch 58	7-361	\$0
Co Ditch 20		\$0
Co Ditch 43	7-366	\$0
Co Ditch 29		\$0
Co Ditch 38		\$0
Co Ditch 14	7-369	\$0
Co Ditch 63	7-362	\$0
St Ditch 88		\$0
Co Ditch 13		\$0

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – County Ditch and County Development Transfers

**Resolution
#20221220-177
County Ditch and
County
Development
Transfers**

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

Judicial Ditch 2	\$
County Ditch 5	\$
County Ditch 20	\$
County Ditch 30	\$
County Ditch 37	\$
County Ditch 63	\$

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

County Ditch 5	\$35398.42
County Ditch 13	\$
County Ditch 20	\$
County Ditch 21	\$702.63
County Ditch 23	\$600.00
County Ditch 24	\$
County Ditch 28	\$
County Ditch 34	\$
County Ditch 38	\$
County Ditch 42	\$100.00
Judicial Ditch 43	\$495.00
State Ditch 63	\$295.00
County Ditch 29	\$
Mississippi River Diversion Channel	\$

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – Unorganized Road & Bridge Transfers

**Resolution
#20221220-178
Unorganized
Road & Bridge
Transfers**

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

Unorganized Township

45-24	\$ 8,067.48
47-24	\$ 10,037.19
48-27	\$ 11,428.96
49-27	\$ 45,337.90
50-25	\$ 12,990.25
50-26	\$ 31,737.70
50-27	\$ 830.00
51-25	\$ 1,866.25
51-27	\$ 4,120.00
52-22	\$ 3,950.00
52-24	\$ 48,011.65
52-25	\$ 5,082.63
52-27	\$ 13,993.43

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to approve Personnel Committee Recommendations – Grade changes to the Certified Appraiser and Senior Certified Appraiser Positions.

**Personnel
Committee
Recommendation**

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to Authorize County Administrator to approve year-end matters.

Year End Matters.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – State of Emergency,

**Resolution
#20221220-178
State of
Emergency**

WHEREAS, a severe storm in Aitkin County on or around December 13th has caused blockages of roads, extensive interruptions to power supply systems, debris blockage on recreational trails; and

WHEREAS, the Aitkin County Highway Department, the Aitkin County Land Department, the City of Aitkin Street Department and Public Utilities, Lake Country Power Electric COOP, Mille Lacs Energy, and Aitkin County Townships have neither the manpower or

resources needed to do the repairs to all of the effected resources immediately; and

WHEREAS, the damage caused by these storms is excessive in cost

THEREFORE, the Aitkin County Board of Commissioners **FINDS** as follows:

1. That a state of emergency exists within Aitkin County, arising from the severe storm’s blockage of roads, interruptions to power supply systems, blockage of recreational trails by debris; and
2. That the public health, safety, and welfare would suffer by the delay to perform needed repairs to the power supply systems, County’s trails systems, and roads

THEREFORE, BE IT FURTHER RESOLVED, this 20th day of December, 2022, by the Aitkin County Board of Commissioners, that Aitkin County declare emergency until the completion of the opening and debris removal to the roads recreational trails, and power supply systems.

Jessica Seibert, County Administrator updated the Board on the following:

- Budget
- FEMA
- Regular Business

The Board discussed: Mississippi Headwaters and LELS Negotiations.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted yes to close meeting under MN Statute 13D.05 Subd.3(a) County Administrator Performance Evaluation at 12:24 p.m.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to reopen meeting at 1:01 p.m.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 1:01 p.m. until Tuesday, January 3, 2023 at the Aitkin County Government Center.

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

Jessica Seibert
County Administrator

Administrator Updates

Board Discussion

Close meeting under MN Statute 13D.05 Subd.3(a) County Administrator Performance Evaluation

Reopen Meeting

Adjourn



Board of County Commissioners Agenda Request

3A <u>Agenda Item #</u>

Requested Meeting Date: January 3, 2023

Title of Item: Oath of Elected Officials

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert	Department: Administration	
Presenter (Name and Title): Judge Hermerding		Estimated Time Needed: 20
Summary of Issue: 		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: 		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: January 3, 2023

Title of Item: Call to Order 2023 Board Meeting

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

Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 5
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Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

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



Board of County Commissioners Agenda Request

4B
Agenda Item #

Requested Meeting Date: January 3, 2023

Title of Item: Nomination of Board Chair and Vice Chair

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <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*
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Submitted by:	Department:
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:

375.13 CHAIR

The County Board, at it's first session in each year, shall elect from it's members a Chair and Vice Chair. The Chair shall preside at it's meetings and sign all documents requiring signature on it's behalf. The Chair's signature, attested by the clerk of the County Board, shall be binding as the signature of the Board. In case of the absence or incapacity of the Chair, the Vice-chair shall perform the Chair's duties. if the Chair or Vice-chair are absent from any meeting, all documents requiring the signature of the Board shall be signed by the majority of it and attested by the clerk.

History:
 (663) RL s 429; 1 937 c 1 65 s 1 ; 1978 c 7 43 s 15; 1982 c 435 s 2; 1984 c 629 s 2; 1986 c 444

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Elect Board Chair and Vice-Chair

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: 1/3/2023

Title of Item: Electronic Funds Transfer

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

Submitted by: Lori Grams	Department: County Treasurer
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Presenter (Name and Title): N/A	Estimated Time Needed:
---	-------------------------------

Summary of Issue:

Electronic Funds Transfer thru 12/26/22

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

ELECTRONIC FUNDS TRANSFER

Thru December 26, 2022 Board Meeting January 3, 2023

Abstract Number	Date	Amount	Reason
21557	12/12/22	\$511.75	Manual Abstract
21558	12/13/22	\$4,872.00	Manual Abstract
21560	12/16/22	\$740,173.92	Payroll Abstract
21561	12/16/22	\$4,915.08	Auditor Abstract
21563	12/26/22	\$8,130.66	Commissioner Abstract
21564	12/20/22	\$369.82	Manual Abstract
21565	12/23/22	\$107,259.51	Commissioner Abstract
21566	12/23/22	\$3,420.93	Auditor Abstract
21567	12/22/22	\$7,886.64	Manual Abstract
21568	12/23/22	\$25.00	Manual Abstract

\$0
Voids/No ACH
21559
21562

\$877,565.31

WLC1
12/21/22

7:55AM

Aitkin County

5B



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County

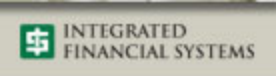


Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	DEPT			Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		100.00	10.25 SYNOPSIS 11/23/2022	1274112	Printing, Publishing & Adv	Y
	86222 Aitkin Independent Age		100.00		1 Transactions		
3590	Niemi/Donald 01-001-000-0000-6339		93.87	DON - CONFERENCE MEALS 11/01/2022	DON - MEALS	Meals (Overnight)	N
	01-001-000-0000-6330		620.63	DON MILEAGE 08/08/2022	DON MILEAGE	Transportation/Travel/Parking	N
	3590 Niemi/Donald		714.50		2 Transactions		
9560	Wedel/Mark 01-001-000-0000-6330		87.50	WEDEL MILEAGE 08/23/2022	WEDEL MILEAGE	Transportation/Travel/Parking	N
	9560 Wedel/Mark		87.50		1 Transactions		
1	DEPT Total:		902.00	Commissioners	3 Vendors	4 Transactions	
12	DEPT			Court Administration			
9046	Loffler Companies, Inc. 01-012-000-0000-6220		23.67	Dec phone bill 12/01/2022	IN-80010460143	Telephone	N
	9046 Loffler Companies, Inc.		23.67		1 Transactions		
12	DEPT Total:		23.67	Court Administration	1 Vendors	1 Transactions	
40	DEPT			Auditor			
88284	Aitkin Co Recorder 01-040-021-0000-6360		20.00	RECORD NOTARY (E.W.)	95503	Services, Labor, Contracts	N
	88284 Aitkin Co Recorder		20.00		1 Transactions		
86222	Aitkin Independent Age 01-040-000-0000-6230		187.49	BUDGET & PROPERTY TAXES	1274641	Printing, Publishing & Adv	Y
	01-040-000-0000-6230		585.00	2021 PD VENDOR REPORT / PG 1	1274986	Printing, Publishing & Adv	Y
	01-040-000-0000-6230		123.75	2021 PD VENDOR REPORT - PG 2	1274999	Printing, Publishing & Adv	Y

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
86222	Aitkin Independent Age		896.24		3 Transactions		
208	American Solutions For Business 01-040-000-0000-6405		100.23	1099S / ENVELOPES	INV06417234	Office Supplies	N
208	American Solutions For Business		100.23		1 Transactions		
9046	Loffler Companies, Inc. 01-040-000-0000-6220		28.41	Dec phone bill 12/01/2022	12/31/2022 IN-80010460143	Telephone	N
	01-040-021-0000-6220		23.67	Dec phone bill 12/01/2022	12/31/2022 IN-80010460143	Telephone	N
9046	Loffler Companies, Inc.		52.08		2 Transactions		
3267	Peysar/Kirk 01-040-000-0000-6330		163.75	AMC CONF MILEAGE	AMC 2022	Transportation/Travel/Parking	N
3267	Peysar/Kirk		163.75		1 Transactions		
86235	The Office Shop Inc 01-040-021-0000-6405		13.79	CASH REGISTER TAPE	1120158-0	Office Supplies	N
	01-040-000-0000-6405		10.08	CALCULATOR TAPE	1120407-0	Office Supplies	N
	01-040-000-0000-6405		25.95	CORRECTION TAPE	1120470-0	Office Supplies	N
86235	The Office Shop Inc		49.82		3 Transactions		
40	DEPT Total:		1,282.12	Auditor	6 Vendors	11 Transactions	
42	DEPT			Treasurer			
9152	ACI Payments Inc 01-042-000-0000-5524		5.00	RETURNED ACH PAYMENT	1000083769	Handling Fee (Nfs Check)	N
9152	ACI Payments Inc		5.00		1 Transactions		
11603	Girard's Business Solutions,Inc. 01-042-000-0000-6360		450.00	GIRARD SERVICE CONTRACT	2301AITCOU	Services, Labor, Contracts	N
11603	Girard's Business Solutions,Inc.		450.00		1 Transactions		
4173	Grams/Lori 01-042-000-0000-6332		394.59	MACO CONF HOTEL	92125675	Hotel / Motel Lodging	N
4173	Grams/Lori		394.59		1 Transactions		
9046	Loffler Companies, Inc.						

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		01-042-000-0000-6220			14.20	Dec phone bill	12/01/2022 12/31/2022	IN-80010460143		Telephone		N
9046	Loffler Companies, Inc.				14.20		1 Transactions					
4689	Metro Sales Inc	01-042-000-0000-6342			163.00	RICOH/COPIER	09/07/2022 12/06/2022	INV2179298		Office Equipment Rental/Contracts		N
4689	Metro Sales Inc				163.00		1 Transactions					
86235	The Office Shop Inc	01-042-000-0000-6405			189.31	TREASURER PRINTER INK		1120071-0		Office Supplies		N
86235	The Office Shop Inc				189.31		1 Transactions					
42	DEPT Total:				1,216.10	Treasurer		6 Vendors		6 Transactions		
43	DEPT					Assessor						
86222	Aitkin Independent Age	01-043-000-0000-6230			202.73	2022 HOMESTEAD NOTICE	11/30/2022 11/30/2022	1275372		Printing, Publishing & Adv		Y
86222	Aitkin Independent Age				202.73		1 Transactions					
10452	AT&T Mobility	01-043-000-0000-6220			317.27	NOV WIRELESS	10/26/2022 11/25/2022	287298660812		Telephone		N
10452	AT&T Mobility				317.27		1 Transactions					
9046	Loffler Companies, Inc.	01-043-000-0000-6220			56.82	Dec phone bill	12/01/2022 12/31/2022	IN-80010460143		Telephone		N
9046	Loffler Companies, Inc.				56.82		1 Transactions					
86235	The Office Shop Inc	01-043-000-0000-6405			49.13	AA BATTERIES, MECH PENCILS		1120661-0		Office Supplies		N
		01-043-000-0000-6405			11.96	RED "COPY" STAMP		1120701-0		Office Supplies		N
86235	The Office Shop Inc				61.09		2 Transactions					
10930	Tidholm Productions	01-043-000-0000-6230			67.96	500 BUSINESS CARDS-KS		2184.1 2414		Printing, Publishing & Adv		Y
		01-043-000-0000-6230			67.96	500 BUSINESS CARDS-MB		2653.1 2416		Printing, Publishing & Adv		Y

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	01-043-000-0000-6230		67.96	500 BUSINESS CARDS-SW	2859 2415	Printing, Publishing & Adv	Y
	01-043-000-0000-6230		67.96	500 BUSINESS CARDS - SP	2860 2413	Printing, Publishing & Adv	Y
	01-043-000-0000-6230		59.46	250 BUSINESS CARDS-BM	2861 2412	Printing, Publishing & Adv	Y
10930	Tidholm Productions		331.30	5 Transactions			
9934	WEX BANK - Assessors						
	01-043-000-0000-6335		501.00	NOVEMBER FUEL 11/08/2022 12/07/2022	85701639	Gas/Vehicle Fuel Charges	N
9934	WEX BANK - Assessors		501.00	1 Transactions			
43	DEPT Total:		1,470.21	Assessor	6 Vendors	11 Transactions	
44	DEPT			Central Services			
9046	Loffler Companies, Inc.						
	01-044-000-0000-6220		23.67	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
9046	Loffler Companies, Inc.		23.67	1 Transactions			
3334	MCIT						
	01-044-000-0000-6171		6,353.45	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
3334	MCIT		6,353.45	1 Transactions			
44	DEPT Total:		6,377.12	Central Services	2 Vendors	2 Transactions	
49	DEPT			Information Technologies			
9561	Amazon Business						
	01-049-000-0000-6405		17.85	AC ADAPTER BRADY LABEL MAKER	1R4K-M31X-QNHK	Office Supplies (Non Computer)	N
	01-049-000-0000-6405		45.68	BRADY LABELS M21-500-595-WT	1VCH-3N17-XDPV	Office Supplies (Non Computer)	N
9561	Amazon Business		63.53	2 Transactions			
783	Canon Financial Services, Inc						
	01-049-000-0000-6342		47.07	IT COPIER MONTHLY LEASE 12/01/2022 12/31/2022	29585611	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		47.07	1 Transactions			
14989	CIT						
	01-049-000-0000-6283		26,417.00	YEARLY BARRACUDA BACKUP FEE	339505	Programming, Services, Contracts	N

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
14989	CIT		26,417.00		1 Transactions		
9046	Loffler Companies, Inc. 01-049-000-0000-6220		28.41	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
9046	Loffler Companies, Inc.		28.41		1 Transactions		
49	DEPT Total:		26,556.01	Information Technologies	4 Vendors	5 Transactions	
52	DEPT			Administration			
9046	Loffler Companies, Inc. 01-052-000-0000-6220		33.14	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
9046	Loffler Companies, Inc.		33.14		1 Transactions		
52	DEPT Total:		33.14	Administration	1 Vendors	1 Transactions	
53	DEPT			Human Resources			
86222	Aitkin Independent Age 01-053-000-0000-6230		128.65	PRINTING, PUBLISHING & ADV 11/16/2022 11/19/2022	1273331	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		77.76	PRINTING, PUBLISHING & ADV 11/30/2022 11/30/2022	1275421	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		206.41		2 Transactions		
15240	AT&T Mobility 01-053-000-0000-6220		98.50	HR CELLPHONE NOV. 11/26/2022 12/25/2022	287299383308	Telephone	N
15240	AT&T Mobility		98.50		1 Transactions		
9046	Loffler Companies, Inc. 01-053-000-0000-6220		14.20	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
9046	Loffler Companies, Inc.		14.20		1 Transactions		
12048	McDowell Agency, Inc./The 01-053-000-0000-6265		30.00	BACKGROUND FEE (1) 11/30/2022 11/30/2022	143305	Background Check Fee	N

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
12048	McDowell Agency, Inc./The		30.00		1 Transactions		
13412	Pemberton, Sorlie, Rufer & Kershner PLLP 01-053-000-0000-6263		2,495.75	OCT.NOV LEGAL FEES FK 10/01/2022 11/15/2022	NO. 4	Contract Legal Services	Y
13412	Pemberton, Sorlie, Rufer & Kershner PLLP		2,495.75		1 Transactions		
11590	Safetycare Inc. 01-053-000-0000-6360		950.00	SAFETYHUB 01/01/2023 12/31/2023	70463	Services, Labor, Contracts	N
11590	Safetycare Inc.		950.00		1 Transactions		
86235	The Office Shop Inc 01-053-000-0000-6405		14.75	SUPPLY CABINET 11/04/2022 11/04/2022	1119220	Office Supplies	N
86235	The Office Shop Inc		14.75		1 Transactions		
53	DEPT Total:		3,809.61	Human Resources	7 Vendors	8 Transactions	
60	DEPT			Elections			
11372	DS Solutions, Inc. 01-060-000-0000-6360		803.00	ONLINE ELECTION JUDGE TRAINING	13357	Services, Labor, Contracts	N
11372	DS Solutions, Inc.		803.00		1 Transactions		
60	DEPT Total:		803.00	Elections	1 Vendors	1 Transactions	
90	DEPT			Attorney			
10855	Culligan Soft Water 01-090-000-0000-6625		94.80	MONTHLY SERVICE 11/01/2022 11/30/2022	150X01379908	Capital - Office & Other Equipment	N
10855	Culligan Soft Water		94.80		1 Transactions		
9046	Loffler Companies, Inc. 01-090-000-0000-6220		61.55	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
9046	Loffler Companies, Inc.		61.55		1 Transactions		
3337	Minnesota County Attorneys Association						

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		01-090-000-0000-6268			245.00	2022 ANNUAL MEETING J. RATZ		200009948		Staff Training, Development		N
		01-090-000-0000-6240			3,540.00	2023 MCAA DUES		22141		Membership/Dues/Association Fees		N
3337	Minnesota County Attorneys Association				3,785.00		2 Transactions					
10879	Shred-It											
		01-090-000-0000-6360			378.96	MONTHLY SERVICE		8002836286		Services, Labor, Contracts		N
						11/01/2022	11/30/2022					
10879	Shred-It				378.96		1 Transactions					
11949	Swanson/Sondra											
		01-090-000-0000-6264			20.00	REIMBURSEMENT CERT DL		12/06/2022		Sheriff Services		N
11949	Swanson/Sondra				20.00		1 Transactions					
86235	The Office Shop Inc											
		01-090-000-0000-6342			199.99	COPIER SERVICE CONTRACT		324485-0		Office Equipment Rental/Contracts		N
86235	The Office Shop Inc				199.99		1 Transactions					
5173	Thomson Reuters-West Publishing											
		01-090-000-0000-6406			1,537.44	ONLINE/SOFTWARE SUBSCRIPTION		847430703		Law Publ. & Subscriptions		N
						11/01/2022	11/30/2022					
		01-090-000-0000-6406			346.73	LIBRARY PLAN		847529009		Law Publ. & Subscriptions		N
						11/01/2022	11/30/2022					
5173	Thomson Reuters-West Publishing				1,884.17		2 Transactions					
90	DEPT Total:				6,424.47	Attorney		7 Vendors		9 Transactions		
100	DEPT					Recorder						
		2386										
		01-100-195-0000-6360			2,265.00	KIP MAINT		M30509		Services, Labor, Contracts-Land Records		N
2386	Information Systems Corp				2,265.00		1 Transactions					
9046	Loffler Companies, Inc.											
		01-100-000-0000-6220			14.20	Dec phone bill		IN-80010460143		Telephone		N
						12/01/2022	12/31/2022					
9046	Loffler Companies, Inc.				14.20		1 Transactions					
3951	Pro West & Associates, Inc											
		01-100-195-0000-6360			2,685.00	LINK MAINTENANCE/SUPPORT		006937-A		Services, Labor, Contracts-Land Records		N
						12/01/2022	11/30/2023					

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
3951	Pro West & Associates, Inc			2,685.00		1 Transactions		
86235	The Office Shop Inc							
	01-100-195-0000-6360			916.79	FRONT SHARED COPIER	324308-0	Services, Labor, Contracts-Land Records	N
86235	The Office Shop Inc			916.79		1 Transactions		
6101	West Central Indexing							
	01-100-000-0000-6342			115.20	NOV ICRS	1793	Office Equipment Rental/Contracts	N
6101	West Central Indexing			115.20		1 Transactions		
100	DEPT Total:			5,996.19	Recorder	5 Vendors	5 Transactions	
110	DEPT				Courthouse Maintenance			
9046	Loffler Companies, Inc.							
	01-110-000-0000-6220			9.47	Dec phone bill	IN-80010460143	Telephone	N
					12/01/2022	12/31/2022		
9046	Loffler Companies, Inc.			9.47		1 Transactions		
10698	Stericycle, Inc							
	01-110-000-0000-6360			30.10	STERI-SAFE	4011435818	Services, Labor, Contracts	6
					01/01/2023	01/31/2023		
10698	Stericycle, Inc			30.10		1 Transactions		
110	DEPT Total:			39.57	Courthouse Maintenance	2 Vendors	2 Transactions	
120	DEPT				Veterans Service			
10452	AT&T Mobility							
	01-120-000-0000-6220			99.32	AT&T NOV	287298585696	Telephone	N
					10/26/2022	11/25/2022		
10452	AT&T Mobility			99.32		1 Transactions		
2448	Janzen/Carroll Mark							
	01-120-000-0000-6278			50.00	CARROLL NOV	11022022	Per Diem	Y
					11/02/2022	11/02/2022		
2448	Janzen/Carroll Mark			50.00		1 Transactions		
14508	Janzen/Hugh							
	01-120-000-0000-6278			50.00	HUGH NOV	11232022	Per Diem	Y

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
14508	Janzen/Hugh		50.00	11/23/2022 11/23/2022		1 Transactions	
5767	Lamke/Dennis C. 01-120-000-0000-6278		100.00	DENNIS NOV 11/07/2022	11072022	Per Diem	Y
5767	Lamke/Dennis C.		100.00			1 Transactions	
9046	Loffler Companies, Inc. 01-120-000-0000-6220		14.20	Dec phone bill 12/01/2022	IN-80010460143	Telephone	N
9046	Loffler Companies, Inc.		14.20			1 Transactions	
10234	Miller/Conrad 01-120-000-0000-6278		50.00	CONRAD NOV 11/28/2022	11282022	Per Diem	Y
10234	Miller/Conrad		50.00			1 Transactions	
10677	Olsen/Gerald D 01-120-000-0000-6278		100.00	GERRY NOV 11/10/2022	11102022	Per Diem	Y
10677	Olsen/Gerald D		100.00			1 Transactions	
86235	The Office Shop Inc 01-120-000-0000-6405		169.16	INK, CALENDARS 11/02/2022	ACCT 961	Office Supplies	N
86235	The Office Shop Inc		169.16			1 Transactions	
9933	WEX BANK - Veteran Services 01-120-000-0000-6335		251.41	VAN GAS NOV 11/08/2022	85701718	Gas/Vehicle Fuel Charges	N
9933	WEX BANK - Veteran Services		251.41			1 Transactions	
11970	Wikelius/Charles 01-120-000-0000-6278		100.00	CHARLIE NOV 11/01/2022	11012022	Per Diem	Y
11970	Wikelius/Charles		100.00			1 Transactions	

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
120	DEPT Total:		984.09	Veterans Service	10 Vendors	10 Transactions	
122	DEPT			Planning & Zoning			
111	Aitkin Co Soil & Water 01-122-000-0000-5305		20,000.00	2022 RIPARIAN PROJECT AID 01/01/2022 12/31/2022	2022 2ND HALF	Riparian Project Aid	N
	01-122-000-0000-5306		135,048.00	2022 AQUATIC ISP AID	2ND HALF 2022	Invasive Species State Grant 477A.19	N
111	Aitkin Co Soil & Water		155,048.00	2 Transactions			
86222	Aitkin Independent Age 01-122-000-0000-6230		151.75	DEC BOA	1275075	Printing, Publishing & Adv	Y
	01-122-000-0000-6230		77.50	DEC PC	1276351	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		229.25	2 Transactions			
170	Aitkin Motor Company 01-122-000-0000-6302		60.16	2016 ESCAPE OIL CHANGE	41239	Vehicle Maintenance	N
	01-122-000-0000-6302		80.31	2017 ESCAPE OIL CHANGE	41375	Vehicle Maintenance	N
170	Aitkin Motor Company		140.47	2 Transactions			
10452	AT&T Mobility 01-122-000-0000-6220		223.60	MONTHLY CELLULAR CHARGES 10/26/2022 11/25/2022	287301120814	Telephone	N
10452	AT&T Mobility		223.60	1 Transactions			
13725	Beartooth True Value 01-122-000-0000-6405		15.16	DUCT TAPE	B211025	Office, Film, & Field Supplies	N
13725	Beartooth True Value		15.16	1 Transactions			
14320	Benson/Lin 01-122-000-0000-6278		110.00	DEC BOA MEETING	12722	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		160.00	DEC BOA MEETING MILEAGE	12722	BOA/PC Mileage	Y
14320	Benson/Lin		270.00	2 Transactions			
783	Canon Financial Services, Inc 01-122-000-0000-6342		166.12	MONTHLY COPIER CHARGES 11/01/2022 11/30/2022	29538413	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		166.12	1 Transactions			
15142	Christensen/Charles						

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	01-122-000-0000-6278		110.00	DEC BOA MEETING	12722	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		120.63	DEC BOA MEETING MILEAGE	12722	BOA/PC Mileage	Y
15142	Christensen/Charles		230.63		2	Transactions	
2340	Hyytinen Hardware Hank						
	01-122-000-0000-6405		25.99	TAPE MEASURES	5785/1	Office, Film, & Field Supplies	N
2340	Hyytinen Hardware Hank		25.99		1	Transactions	
9046	Loffler Companies, Inc.						
	01-122-000-0000-6220		23.67	Dec phone bill	IN-80010460143	Telephone	N
				12/01/2022	12/31/2022		
9046	Loffler Companies, Inc.		23.67		1	Transactions	
4010	Rasley Oil Company						
	01-122-000-0000-6335		304.65	MONTHLY FUEL CHARGES	AITCOZOS	Gas/Vehicle Fuel Charges	N
				11/01/2022	11/30/2022		
4010	Rasley Oil Company		304.65		1	Transactions	
12077	Stromberg/Kevin						
	01-122-000-0000-6278		110.00	DEC BOA MEETING	12722	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		166.26	DEC BOA MEETING MILEAGE	12722	BOA/PC Mileage	Y
12077	Stromberg/Kevin		276.26		2	Transactions	
8612	Veenker/Thomas H						
	01-122-000-0000-6278		100.00	DEC BOA MEETING	12722	Advisory Board/Committee Per Diem	N
	01-122-038-0000-6330		167.50	DEC BOA MEETING MILEAGE	12722	BOA/PC Mileage	N
8612	Veenker/Thomas H		267.50		2	Transactions	
122	DEPT Total:		157,221.30	Planning & Zoning	13	Vendors	20 Transactions
123	DEPT			Coroner			
9151	River Valley Forensic Services PA						
	01-123-000-0000-6262		250.00	JULY 2022 SERVICES	1871	Coroner Fees	6
	01-123-000-0000-6262		250.00	OCTOBER 2022 SERVICES	1955	Coroner Fees	6
	01-123-000-0000-6262		500.00	ME 22-03080 DGL	1955	Coroner Fees	6
9151	River Valley Forensic Services PA		1,000.00		3	Transactions	

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
123	DEPT Total:		1,000.00	Coroner	1 Vendors	3 Transactions	
200	DEPT			Enforcement			
170	Aitkin Motor Company 01-200-000-0000-6302		63.03	#217 OIL CHANGE	41389	Vehicle Maintenance	N
170	Aitkin Motor Company		63.03	1 Transactions			
10095	American Technologies Group 01-200-000-0000-6460		20,980.00	MONOCULAR	S-ORD191428	Deputy Supplies	Y
10095	American Technologies Group		20,980.00	1 Transactions			
9138	ASAP Towing 01-200-000-0000-6359		219.00	22002615	10009	Wrecker Service	Y
9138	ASAP Towing		219.00	1 Transactions			
9203	AT&T Mobility 01-200-000-0000-6220		1,888.03	DEPUTY PHONE & SQUADS	287297906116	Telephone	N
	01-200-200-0000-6260		111.44	CI PHONES	287297906116	CI Funds	N
	01-200-200-0000-6265		68.92	VCET PHONE & HOTSPOTS	287297906116	Programs	N
9203	AT&T Mobility		2,068.39	3 Transactions			
14568	Axon Enterprise, Inc 01-200-000-0000-6460		3,975.38	TASER BATTERIES & TRNG CRTRDGS	INUS119540	Deputy Supplies	N
14568	Axon Enterprise, Inc		3,975.38	1 Transactions			
10715	Civil Air Patrol Magazine 01-200-000-0000-6230		295.00	MAGAZINE AD	IN2708016	Printing, Publishing & Adv	N
10715	Civil Air Patrol Magazine		295.00	1 Transactions			
1775	Galls LLC 01-200-000-0000-6180		170.00	#217 PANTS	022736083	Clothing Allowance	N
	01-200-000-0000-6180		24.20	#221 TROUSER BELT	022741486	Clothing Allowance	N
1775	Galls LLC		194.20	2 Transactions			
11715	Granite Electronics 01-200-200-0000-6265		375.00	PROGRAM ARMER RADIOS	150012354-1	Programs	N
11715	Granite Electronics		375.00	1 Transactions			
2340	Hyytinen Hardware Hank						

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
2340	Hyytinen Hardware Hank	01-200-000-0000-6405			14.99	PEST STRIRPS - DEPUTY RM		4774/5187/5234		Office Supplies		N
					14.99		1 Transactions					
9928	Integrity Surveillance Group	01-200-200-0000-6265			2,018.00	PROGRAMS		14454		Programs		N
					2,018.00		1 Transactions					
9869	KIESLER POLICE SUPPLY	01-200-000-0000-6460			4,766.50	DEPUTY FIREARMS		SI103291		Deputy Supplies		N
					4,766.50		1 Transactions					
9046	Loffler Companies, Inc.	01-200-000-0000-6220			137.30	Dec phone bill		IN-80010460143		Telephone		N
						12/01/2022	12/31/2022					
					137.30		1 Transactions					
252	Lynn Peavey Company	01-200-000-0000-6405			51.00	EVIDENCE BAGS		395468		Office Supplies		N
					51.00		1 Transactions					
3195	MCCC LOCKBOX	01-200-200-0000-6405			63.84	ACROBAT PRO DC 7/22-11/22		2210073		VCET - AIM Office Supplies		N
						07/01/2022	11/30/2022					
					63.84		1 Transactions					
3334	MCIT	01-200-000-0000-6171			3,621.42	2021 Work Comp Audit		WCAUDIT1307		Workers Compensation		N
						01/01/2021	12/31/2021					
					3,621.42		1 Transactions					
4681	Streichers	01-200-000-0000-6460			260.68	9MM AMMUNITION		I1603617		Deputy Supplies		N
					260.68		1 Transactions					
13005	Tactical Solutions	01-200-000-0000-6360			518.00	RADAR CERTIFICATIONS		9110		Services, Labor, Contracts		N
					518.00		1 Transactions					
86235	The Office Shop Inc											

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
86235	The Office Shop Inc	01-200-000-0000-6405			94.13	DYM TAPE; WHITEOUT; PENS		1119949-0		Office Supplies		N
					94.13		1 Transactions					
13934	The Tire Barn	01-200-000-0000-6302			807.96	#202 OIL CHANGE & TIRES		65388		Vehicle Maintenance		N
		01-200-000-0000-6302			302.63	#223 OIL CHANGE		65530		Vehicle Maintenance		N
		01-200-000-0000-6302			55.48	#207 OIL CHANGE		65648		Vehicle Maintenance		N
		01-200-000-0000-6302			840.44	#226 TIRES & OIL CHANGE		65665		Vehicle Maintenance		N
13934	The Tire Barn				2,006.51		4 Transactions					
3518	Voyageur Press Of Mcgregor, Inc	01-200-000-0000-6405			45.00	1 YR SUBSCRIPTION		46104		Office Supplies		N
3518	Voyageur Press Of Mcgregor, Inc				45.00		1 Transactions					
9932	WEX BANK - Sheriff's Department	01-200-000-0000-6335			96.47	#221 GAS		85650032		Gas/Vehicle Fuel Charges		N
9932	WEX BANK - Sheriff's Department				96.47		1 Transactions					
200	DEPT Total:				41,863.84	Enforcement		21 Vendors		27 Transactions		
202	DEPT					Boat & Water						
3263	K&M Signs Inc.	01-202-000-0000-6620			475.20	#208 B/W DECALS		14757		Auto, Trailers, Snowmobiles, ATV		N
3263	K&M Signs Inc.				475.20		1 Transactions					
202	DEPT Total:				475.20	Boat & Water		1 Vendors		1 Transactions		
203	DEPT					Snowmobile						
3263	K&M Signs Inc.	01-203-000-0000-6620			326.70	#208 DECALS		14757		Auto, Trailers, Snowmobiles, ATV		N
3263	K&M Signs Inc.				326.70		1 Transactions					
13403	Siggy's Small Engine Repair LLC	01-203-000-0000-6360			1,116.85	ARCTIC CAT REPAIR (MCIT CLAIM)		461477		Services, Labor, Contracts		Y
13403	Siggy's Small Engine Repair LLC				1,116.85		1 Transactions					
203	DEPT Total:				1,443.55	Snowmobile		2 Vendors		2 Transactions		

Aitkin County

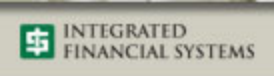


Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
204	DEPT			ATV			
9203	AT&T Mobility 01-204-000-0000-6220		87.89	#208 CELL & SQUAD	287297906116	Telephone	N
	9203 AT&T Mobility		87.89	1 Transactions			
3263	K&M Signs Inc. 01-204-000-0000-6620		188.10	#208 DECALS	14757	Auto, Trailers, Snowmobiles, ATV	N
	3263 K&M Signs Inc.		188.10	1 Transactions			
13934	The Tire Barn 01-204-000-0000-6302		77.62	#208 OIL CHANGE	65466	Vehicle Maintenance	N
	13934 The Tire Barn		77.62	1 Transactions			
204	DEPT Total:		353.61	ATV	3 Vendors	3 Transactions	
252	DEPT			Corrections			
5653	Accurate Controls,Inc 01-252-000-0000-6590		72.50	SLOW RESPONSE SERVICE CALL	18658	Repair & Maintenance Supplies	N
	5653 Accurate Controls,Inc		72.50	1 Transactions			
657	Aitkin Glass Service Inc. 01-252-000-0000-6590		3,243.12	JAIL GLASS REPLACED	20486	Repair & Maintenance Supplies	N
	657 Aitkin Glass Service Inc.		3,243.12	1 Transactions			
9203	AT&T Mobility 01-252-000-0000-6220		99.32	DISPATCH & XPORT CELL	287297906116	Telephone	N
	9203 AT&T Mobility		99.32	1 Transactions			
456	Bob Barker Company, Inc. 01-252-252-0000-6465		3,926.64	INMATE MATTRESSES W/ PILLOWS	INV1845682	Inamte Welfare Supplies	N
	456 Bob Barker Company, Inc.		3,926.64	1 Transactions			
163	Charter Communications Holdings LLC 01-252-252-0000-6465		201.99	INMATE CABLE	0006081112822	Inamte Welfare Supplies	N
	163 Charter Communications Holdings LLC		201.99	1 Transactions			
1775	Galls LLC 01-252-000-0000-6180		80.15	#317 PANTS	022741486	Clothing Allowance	N
	01-252-000-0000-6180		221.48	#327 L/S SHIRTS	022758777	Clothing Allowance	N

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
1775	Galls LLC		379.78	#327 PANTS	022810484	Clothing Allowance	N
				3 Transactions			
14559	Goodin Company		224.56	CLOSET SEAT	06618409-00	Repair & Maintenance Supplies	N
14559	Goodin Company		224.56				
				1 Transactions			
15362	GuidePoint Pharmacy #114 Aitkin		1,488.09	INMATE MEDS	#30	Medical Expense/Supplies - Inmates	N
			150.00	INMATE MEDS	#546	Medical Expense/Supplies - Inmates	N
15362	GuidePoint Pharmacy #114 Aitkin		1,638.09				
				2 Transactions			
9524	Hudrlik Carpet & Tile		1,199.16	POST 2 VINYL STRIPS	25441	Repair & Maintenance Supplies	N
9524	Hudrlik Carpet & Tile		1,199.16				
				1 Transactions			
2340	Hyytinen Hardware Hank		108.40	JAIL MAINTENANCE SUPPLIES	4754/4763/4781	Repair & Maintenance Supplies	N
			263.27	HRDWR, SPRAY PT, BUCKETS, BITS	4774/5187/5234	Repair & Maintenance Supplies	N
2340	Hyytinen Hardware Hank		371.67				
				2 Transactions			
5503	Keefe Supply Company		77.64	SNACK CAKES	1660828	Groceries	N
5503	Keefe Supply Company		77.64				
				1 Transactions			
9046	Loffler Companies, Inc.		66.29	Dec phone bill	IN-80010460143	Telephone	N
				12/01/2022			
				12/31/2022			
9046	Loffler Companies, Inc.		66.29				
				1 Transactions			
10105	Machen/Adam		5.34	WINDSHIELD WASHER FLUID	11262022	Vehicle Maintenance	N
10105	Machen/Adam		5.34				
				1 Transactions			
90318	McKesson Medical		126.96	OPTI-FEE; MAGNESIA; BANDAGES	20100129	Medical Expense/Supplies - Inmates	N
			25.74	PEPTO BISMOL; TAPE MEASURE	2100169	Medical Expense/Supplies - Inmates	N
90318	McKesson Medical		152.70				
				2 Transactions			

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
10107	Melstrom/McKenzie						
	01-252-000-0000-6330		34.37	#331 TRANSPORT GAS	11202022	Prisoner Transportation & Travel	N
10107	Melstrom/McKenzie		34.37	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea						
	01-252-000-0000-6254		99.66	SHELTER/TOWER	345401501	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		99.66	1 Transactions			
3426	Morrison County Sheriff's Office						
	01-252-000-0000-6351		2,475.00	BOARD -CAA, AJG, CJM, DNS	10239	Board Of Prisoners	N
	01-252-000-0000-6430		83.47	BOARD MEDICAL CAA	10239	Medical Expense/Supplies - Inmates	N
3426	Morrison County Sheriff's Office		2,558.47	2 Transactions			
9228	North Memorial Ambulance Service						
	01-252-000-0000-6430		1,860.00	TRANSPORT S.M.B.	AK2208050:1	Medical Expense/Supplies - Inmates	N
	01-252-000-0000-6430		1,860.00	TRANSPORT S.M.B.	AK221103:1	Medical Expense/Supplies - Inmates	N
	01-252-000-0000-6262		1,860.00	TRANSPORT M.T.G.	AK2211051:1	Contract Service or Medical Service	N
	01-252-000-0000-6262		1,860.00	TRANSPORT M.J.C.	AK2211052:1	Contract Service or Medical Service	N
	01-252-000-0000-6262		1,756.00	TRANSPORT M.T.G.	AK2211056:1	Contract Service or Medical Service	N
	01-252-000-0000-6262		2,048.00	TRANSPORT M.R.W.	BR22110562:1	Contract Service or Medical Service	N
9228	North Memorial Ambulance Service		11,244.00	6 Transactions			
3789	Pan-O-Gold Baking Company						
	01-252-000-0000-6418		155.99	GROCERIES	10002422335002	Groceries	N
	01-252-000-0000-6418		59.41	BUNS & BREAD	10002422342002	Groceries	N
	01-252-000-0000-6418		59.41	BUNS	10002422349001	Groceries	N
3789	Pan-O-Gold Baking Company		274.81	3 Transactions			
9808	Performance Foodservice						
	01-252-000-0000-6418		2,620.77	GROCERIES	403183	Groceries	N
	01-252-000-0000-6418		2,435.59	GROCERIES	408992	Groceries	N
	01-252-000-0000-6418		2,980.20	GROCERIES	419202	Groceries	N
9808	Performance Foodservice		8,036.56	3 Transactions			
11947	Phoenix Supply						
	01-252-252-0000-6465		135.19	CANVAS TENNIS SHOES	27608	Inamte Welfare Supplies	N
	01-252-000-0000-6465		541.13	SHAMPOO, SHIRTS, SWEATSHIRTS	28083	Inmate Supplies	N
	01-252-000-0000-6465		48.13	SWEATHSIRTS	28104	Inmate Supplies	N
	01-252-000-0000-6465		689.38	PANTS, SHORTS, SWEATSHIRTS	28207	Inmate Supplies	N

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
11947	Phoenix Supply		1,413.83		4 Transactions		
11678	Plunkett's Pest Control, LLC 01-252-000-0000-6590		368.72	PEST CONTROL - JAIL	7827555	Repair & Maintenance Supplies	N
11678	Plunkett's Pest Control, LLC		368.72		1 Transactions		
4010	Rasley Oil Company 01-252-000-0000-6330		155.16	TRANSPORT GAS	AITCOSHES	Prisoner Transportation & Travel	N
4010	Rasley Oil Company		155.16		1 Transactions		
4681	Streichers 01-252-000-0000-6180		276.00	#211 OUTER CARRIER	11603640	Clothing Allowance	N
4681	Streichers		276.00		1 Transactions		
86235	The Office Shop Inc 01-252-000-0000-6405		69.47	JAIL PROGRAM PRINTER CARTRIDGE	1120069-1	Office Supplies	N
	01-252-000-0000-6405		29.12	INDEX PAPER	1120086-0	Office Supplies	N
	01-252-000-0000-6405		14.56	INDEX PAPER	324506-0	Office Supplies	N
86235	The Office Shop Inc		113.15		3 Transactions		
252	DEPT Total:		36,233.53	Corrections	25 Vendors	45 Transactions	
253	DEPT			Sentence to Serve			
50	Aitkin Body Shop, Inc 01-253-000-0000-6302		361.52	BODY LABOR 09 FORD VAN	14625	Vehicle Maintenance	N
50	Aitkin Body Shop, Inc		361.52		1 Transactions		
9203	AT&T Mobility 01-253-000-0000-6220		38.23	STS	287297906116	Telephone	N
9203	AT&T Mobility		38.23		1 Transactions		
2340	Hyytinen Hardware Hank 01-253-000-0000-6464		329.97	SNOWFENCE FOR LOGAN TWNSHP	LOGAN TWNSHP	STS Supplies	N
2340	Hyytinen Hardware Hank		329.97		1 Transactions		
9046	Loffler Companies, Inc. 01-253-000-0000-6220		4.74	Dec phone bill 12/01/2022	IN-80010460143 12/31/2022	Telephone	N

Aitkin County



1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
9046	Loffler Companies, Inc.			4.74		1 Transactions		
12927	Midwest Machinery Co.							
	01-253-000-0000-6415			45.12	CHAINSAW REPAIR	9429699	Operational Supplies	N
12927	Midwest Machinery Co.			45.12		1 Transactions		
4010	Rasley Oil Company							
	01-253-000-0000-6330			232.29	STS GAS	AITCOSHRS	Transportation/Travel/Parking (Own Auto)	N
4010	Rasley Oil Company			232.29		1 Transactions		
253	DEPT Total:			1,011.87	Sentence to Serve	6 Vendors	6 Transactions	
255	DEPT				Crime Victims			
9046	Loffler Companies, Inc.							
	01-255-000-0000-6220			4.73	Dec phone bill	IN-80010460143	Telephone	N
					12/01/2022	12/31/2022		
9046	Loffler Companies, Inc.			4.73		1 Transactions		
255	DEPT Total:			4.73	Crime Victims	1 Vendors	1 Transactions	
257	DEPT				Community Corrections			
783	Canon Financial Services, Inc							
	01-257-000-0000-6342			104.86	CANON COPIER CONTRACT	29699502	Office Equipment Rental/Contracts	N
					12/20/2022	01/19/2023		
783	Canon Financial Services, Inc			104.86		1 Transactions		
9046	Loffler Companies, Inc.							
	01-257-000-0000-6220			47.35	Dec phone bill	IN-80010460143	Telephone	N
					12/01/2022	12/31/2022		
9046	Loffler Companies, Inc.			47.35		1 Transactions		
11997	Minnesota Monitoring, Inc							
	01-257-267-0000-6342			2,828.00	EHM RENTAL COST PROBATION	13924	Office Equipment Rental/Contracts	N
					11/01/2022	11/30/2022		
11997	Minnesota Monitoring, Inc			2,828.00		1 Transactions		
10373	Northwestern MN Juvenile Ctr-Consequenc							
	01-257-255-0000-6269			2,112.00	JUV DET NONSECURE (NMB)	282-179-1	Juvenile Detention	N

Aitkin County



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1 General Fund

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10373	Northwestern MN Juvenile Ctr-Consequenc		2,112.00	11/01/2022 11/08/2022			
				1 Transactions			
4010	Rasley Oil Company						
	01-257-255-0000-6335		119.03	FUEL CHARGES - JUVENILE AGENT 11/01/2022 11/30/2022	AITCOPROS	Gas/Vehicle Fuel Charges	N
	01-257-257-0000-6335		72.84	FUEL CHARGES - ADULT AGENTS 11/01/2022 11/30/2022	AITCOPROS	Gas/Vehicle Fuel Charges	N
	01-257-258-0000-6335		113.31	FUEL CHARGES - SOBRIETY COURT 11/01/2022 11/30/2022	AITCOPROS	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company		305.18	3 Transactions			
9489	Redwood Toxicology Laboratory, Inc						
	01-257-267-0000-6274		120.31	DRUG TESTING LAB FEES 11/01/2022 11/30/2022	022399202211	Drug Testing Fee	6
9489	Redwood Toxicology Laboratory, Inc		120.31	1 Transactions			
257	DEPT Total:		5,517.70	Community Corrections	6 Vendors	8 Transactions	
390	DEPT			Environmental Health			
	9046 Loffler Companies, Inc.						
	01-390-000-0000-6220		23.67	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
	9046 Loffler Companies, Inc.		23.67	1 Transactions			
390	DEPT Total:		23.67	Environmental Health	1 Vendors	1 Transactions	
391	DEPT			Solid Waste			
	10452 AT&T Mobility						
	01-391-000-0000-6220		44.18	MONTHLY CELLULAR CHARGES 10/26/2022 11/25/2022	287301120814	Telephone	N
10452	AT&T Mobility		44.18	1 Transactions			
	2763 Countryside Sanitation, LLC						
	01-391-060-0000-6360		580.50	MONTHLY RECYCLING CONTRACT 11/01/2022 12/15/2022	121322	Recycling Contract	Y
2763	Countryside Sanitation, LLC		580.50	1 Transactions			

Aitkin County



1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
9046	Loffler Companies, Inc.	01-391-000-0000-6220			9.47	Dec phone bill	12/01/2022 12/31/2022	IN-80010460143		Telephone		N
9046	Loffler Companies, Inc.				9.47		1 Transactions					
2880	Long Lake Conservation Ctr	01-391-036-0000-6431			5,079.00	EED DAYS (AITKIN)		974		EED Expenses/Supplies		N
		01-391-036-0000-6431			1,641.00	EED DAYS (MCGREGOR SCHOOL)		976		EED Expenses/Supplies		N
		01-391-036-0000-6431			939.60	EED DAYS (HILL CITY SCHOOL)		978		EED Expenses/Supplies		N
2880	Long Lake Conservation Ctr				7,659.60		3 Transactions					
11507	Waste Management of Minnesota, Inc	01-391-060-0000-6360			18,260.83	MONTHLY RECYCLING CONTRACT	11/01/2022 11/30/2022	009912628089		Recycling Contract		N
11507	Waste Management of Minnesota, Inc				18,260.83		1 Transactions					
391	DEPT Total:				26,554.58	Solid Waste		5 Vendors		7 Transactions		
392	DEPT					Water Wells						
405	A.W. Research Laboratories, Inc.	01-392-000-0000-6360			397.50	WATER LAB TRAINING		53180		Services, Labor, Contracts		N
405	A.W. Research Laboratories, Inc.				397.50		1 Transactions					
392	DEPT Total:				397.50	Water Wells		1 Vendors		1 Transactions		
500	DEPT					Library And Historical Society						
9764	Gerber/Marcia Lynn	01-500-500-0000-6278			385.00	ECRL MTGS (11@\$35)	01/10/2022 12/12/2022	2022		Advisory Board/Committee Per Diem		Y
9764	Gerber/Marcia Lynn				385.00		1 Transactions					
500	DEPT Total:				385.00	Library And Historical Society		1 Vendors		1 Transactions		
600	DEPT					Ag Society, Soil & Water, Ag Inspect						
111	Aitkin Co Soil & Water	01-600-552-0000-5397			8,310.00	2023 - 1/4 WCA FUNDS		WCA 2023		Soil & Water Water Planning Grant		N
		01-600-552-0000-5397			13,888.00	2023 WATER PLAN FUNDS		WCA 2023		Soil & Water Water Planning Grant		N

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
111	Aitkin Co Soil & Water		22,198.00		2 Transactions		
600	DEPT Total:		22,198.00	Ag Society, Soil & Water, Ag Inspect	1 Vendors	2 Transactions	
601	DEPT			Extension			
89471	Aitkin Co 4-H Council 01-601-551-0000-5840		840.00	PLAT BKS #703-715, #717-724	12/16/22	4-H Plat Book Sales	N
89471	Aitkin Co 4-H Council		840.00		1 Transactions		
9046	Loffler Companies, Inc. 01-601-000-0000-6220		4.74	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
9046	Loffler Companies, Inc.		4.74		1 Transactions		
11187	Regents Of The University of Minnesota 01-601-000-0000-6262		19,237.25	OCT-DEC 2022 / 4H MOA BILLING 10/01/2022 12/31/2022	0300030815	Univ Of Minn Contracts	N
11187	Regents Of The University of Minnesota		19,237.25		1 Transactions		
601	DEPT Total:		20,081.99	Extension	3 Vendors	3 Transactions	
711	DEPT			Economic Development			
9046	Loffler Companies, Inc. 01-711-000-0000-6220		4.73	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
9046	Loffler Companies, Inc.		4.73		1 Transactions		
711	DEPT Total:		4.73	Economic Development	1 Vendors	1 Transactions	
1	Fund Total:		370,688.10	General Fund		208 Transactions	

Aitkin County



2 Reserves Fund

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
49	DEPT				Information Technologies			
	9561 Amazon Business							
	02-049-190-0000-6485			179.88	(12) KEYBOARD/MICE IT SUPPLIES	1KCJ-R17H-NGYN	Computer/Technology Supplies	N
	9561 Amazon Business			179.88	1 Transactions			
49	DEPT Total:			179.88	Information Technologies	1 Vendors	1 Transactions	
200	DEPT				Enforcement			
	9930 SHI International Corp.							
	02-200-190-0000-6485			16,553.20	DEPUTY CRADLEPOINTS	B16050485	Computer/Technology Supplies	Y
	02-200-190-0000-6485			4,600.00	DEPUTY ANTENNAS FOR CRADELPTS	B16206406	Computer/Technology Supplies	Y
	9930 SHI International Corp.			21,153.20	2 Transactions			
200	DEPT Total:			21,153.20	Enforcement	1 Vendors	2 Transactions	
2	Fund Total:			21,333.08	Reserves Fund		3 Transactions	

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
301	DEPT			R&B Administration			
86222	Aitkin Independent Age 03-301-000-0000-6405		66.35	YEARLY SUBSCRIPTION		Office Supplies	N
86222	Aitkin Independent Age		66.35	1 Transactions			
10855	Culligan Soft Water 03-301-000-0000-6342		55.00	WATER COOLER RENTAL	150-10020584-1	Office Equipment Rental/Contracts	N
10855	Culligan Soft Water		55.00	1 Transactions			
3334	MCIT 03-301-000-0000-6171		11.45	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
	03-301-000-0000-6171		4,097.42	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
3334	MCIT		4,108.87	2 Transactions			
86235	The Office Shop Inc 03-301-000-0000-6405		188.56	OFFICE SUPPLIES	1120516-0	Office Supplies	N
86235	The Office Shop Inc		188.56	1 Transactions			
301	DEPT Total:		4,418.78	R&B Administration	4 Vendors	5 Transactions	
302	DEPT			R&B Engineering/Construction			
2765	Lake Superior College 03-302-000-0000-6550		40.00	SUPPLEMENTAL SPECS-DEC 22	1124939	R & B Engineer Supplies	N
2765	Lake Superior College		40.00	1 Transactions			
3334	MCIT 03-302-000-0000-6171		587.98-	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
	03-302-000-0000-6171		1,187.96	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
3334	MCIT		599.98	2 Transactions			
302	DEPT Total:		639.98	R&B Engineering/Construction	2 Vendors	3 Transactions	
303	DEPT			R&B Highway Maintenance			
50	Aitkin Body Shop, Inc						

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6417			53.19	AITKIN SHOP	2408	Shop/Building Maintenance	N
	03-303-000-0000-6417			103.25	AITKIN SHOP	2410	Shop/Building Maintenance	N
50	Aitkin Body Shop, Inc			156.44				
					2 Transactions			
170	Aitkin Motor Company							
	03-303-000-0000-6590			55.25	REPAIR PARTS	17252	Repair & Maintenance Supplies	N
170	Aitkin Motor Company			55.25				
					1 Transactions			
13649	Aitkin Rental Center							
	03-303-000-0000-6417			100.00	AITKIN SHOP	10885	Shop/Building Maintenance	N
13649	Aitkin Rental Center			100.00				
					1 Transactions			
195	Aitkin Tire Shop							
	03-303-000-0000-6590			3,000.00	TIRES	0-061954	Repair & Maintenance Supplies	N
	03-303-000-0000-6590			450.00	TIRES	0-0619922	Repair & Maintenance Supplies	N
195	Aitkin Tire Shop			3,450.00				
					2 Transactions			
9402	Ammala Excavating/Allen							
	03-303-000-0000-6521			5,875.00	GRADING		Maintenance Supplies	Y
9402	Ammala Excavating/Allen			5,875.00				
					1 Transactions			
7916	AT&T Mobility							
	03-303-000-0000-6220			38.23	MIKE LAPTOP SVC	287303768387	Telephone	N
	03-303-000-0000-6220			38.23	CAROL LAPTOP SVC	287303768387	Telephone	N
	03-303-000-0000-6220			38.23	PAULS IPAD SVC	287303768387	Telephone	N
7916	AT&T Mobility			114.69				
					3 Transactions			
660	Blaszak/Florian D.							
	03-303-000-0000-6181			145.00	WORK BOOT REIMBURSEMENT	L&M FLEET	Safety Footwear Allowance	N
660	Blaszak/Florian D.			145.00				
					1 Transactions			
14504	Bobenmoyer/Jared							
	03-303-000-0000-6339			13.23	BOILER TRAINING - SUPPER - O/N	BK	Meals (Overnight)	N
	03-303-000-0000-6339			11.37	BOILER TRAINING-LUNCH-O/N	HARDEES	Meals (Overnight)	N
14504	Bobenmoyer/Jared			24.60				
					2 Transactions			
14887	Cintas Corporation							
	03-303-000-0000-6360			15.82	SHOP LAUNDRY	4140156344	Services, Labor, Contracts	N

Aitkin County



3 Road & Bridge

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
14887	Cintas Corporation		15.82				
				1 Transactions			
8618	Compass Minerals America						
	03-303-000-0000-6518		5,855.55	DE-ICING SALT	1079821	De-Icing Salt	N
	03-303-000-0000-6518		7,460.73	DE-ICING SALT	1080881	De-Icing Salt	N
8618	Compass Minerals America		13,316.28				
				2 Transactions			
5893	Consolidated Telecommunications Co.						
	03-303-000-0000-6254		150.00	HIGH SPEED INTERNET	21143561	Utilities-Gas and Electric	N
5893	Consolidated Telecommunications Co.		150.00				
				1 Transactions			
2763	Countryside Sanitation, LLC						
	03-303-000-0000-6254		117.00	NOV MCGREGOR	2775	Utilities-Gas and Electric	Y
	03-303-000-0000-6254		81.90	NOV PALISADE	2776	Utilities-Gas and Electric	Y
	03-303-000-0000-6254		117.00	DEC MCGREGOR	2900	Utilities-Gas and Electric	Y
	03-303-000-0000-6254		81.90	DEC PALISADE	2901	Utilities-Gas and Electric	Y
2763	Countryside Sanitation, LLC		397.80				
				4 Transactions			
13008	East Side Oil Companies, Inc						
	03-303-000-0000-6417		45.00	AITKIN SHOP	R102599	Shop/Building Maintenance	N
13008	East Side Oil Companies, Inc		45.00				
				1 Transactions			
8622	Frontier Communications Holdings LLC						
	03-303-000-0000-6254		83.02	JACOBSON	218-752-6591	Utilities-Gas and Electric	N
	03-303-000-0000-6254		83.02	MCGREGOR	218-768-4481	Utilities-Gas and Electric	N
	03-303-000-0000-6254		83.02	PALISADE	218-845-2607	Utilities-Gas and Electric	N
8622	Frontier Communications Holdings LLC		249.06				
				3 Transactions			
1754	Garrison Disposal Company, Inc						
	03-303-000-0000-6254		140.28	AITKIN SHOP	316106	Utilities-Gas and Electric	N
1754	Garrison Disposal Company, Inc		140.28				
				1 Transactions			
1818	Glen's Sign Design						
	03-303-000-0000-6516		220.00	E-911 STREET SIGNING		Signs & Posts	Y
	03-303-000-0000-6590		62.00	REPAIR PARTS		Repair & Maintenance Supplies	Y
1818	Glen's Sign Design		282.00				
				2 Transactions			
1959	H & L Mesabi Inc						
	03-303-000-0000-6590		2,794.71	REPAIR PARTS	42355	Repair & Maintenance Supplies	N

Aitkin County



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3 Road & Bridge

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No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6590			60.00	AITKIN SHOP SUPPLIES	42373	Repair & Maintenance Supplies	N
1959	H & L Mesabi Inc			2,854.71				
					2 Transactions			
2089	Heartland Tire Inc							
	03-303-000-0000-6590			75.00	REPAIR LABOR	15021483	Repair & Maintenance Supplies	N
	03-303-000-0000-6590			42.00	REPAIR PARTS	15021483	Repair & Maintenance Supplies	N
2089	Heartland Tire Inc			117.00				
					2 Transactions			
2340	Hyytinen Hardware Hank							
	03-303-000-0000-6521			51.96	MAILBOX POSTS	4980/1	Maintenance Supplies	N
	03-303-000-0000-6417			49.98	MCGRATH SHOP	5005/1	Shop/Building Maintenance	N
	03-303-000-0000-6417			11.99	AITKIN SHOP SUPPLIES	5412/1	Shop/Building Maintenance	N
	03-303-000-0000-6417			10.99	JACOBSON SHOP	5513/1	Shop/Building Maintenance	N
2340	Hyytinen Hardware Hank			124.92				
					4 Transactions			
7705	Isle Automotive Corp							
	03-303-000-0000-6590			144.73	REPAIR PARTS	119211853	Repair & Maintenance Supplies	N
7705	Isle Automotive Corp			144.73				
					1 Transactions			
91187	Lake Country Power							
	03-303-000-0000-6254			73.86	NOV JACOBSON	1400073000	Utilities-Gas and Electric	N
	03-303-000-0000-6254			125.65	NOV SWATARA	140946401	Utilities-Gas and Electric	N
	03-303-000-0000-6254			56.00	NOV CSAH 6	143093502	Utilities-Gas and Electric	N
91187	Lake Country Power			255.51				
					3 Transactions			
9046	Loffler Companies, Inc.							
	03-303-000-0000-6220			85.22	Dec phone bill	IN-80010460143	Telephone	N
					12/01/2022			
					12/31/2022			
9046	Loffler Companies, Inc.			85.22				
					1 Transactions			
3100	McGregor Oil							
	03-303-000-0000-6570			2,143.78	SWATARA DIESEL	0-11115	Motor Fuel & Lubricants	N
	03-303-000-0000-6570			2,795.52	JACOBSON DIESEL	0-11121	Motor Fuel & Lubricants	N
	03-303-000-0000-6570			2,616.60	SWATARA DIESEL	0-11389	Motor Fuel & Lubricants	N
3100	McGregor Oil			7,555.90				
					3 Transactions			
3334	MCIT							
	03-303-000-0000-6171			4,920.41	2021 Work Comp Audit	WCAUDIT1307	Workers Compensation	N
					01/01/2021			
					12/31/2021			

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	03-303-000-0000-6171		424.29	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
3334	MCIT		5,344.70	2 Transactions			
10948	MN Dept of Labor & Industry						
	03-303-000-0000-6417		10.00	PRESSURE VESSEL	ABR0296453X	Shop/Building Maintenance	N
10948	MN Dept of Labor & Industry		10.00	1 Transactions			
9179	NORTH CENTRAL INTERNATIONAL, LLC						
	03-303-000-0000-6590		208.47	REPAIR PARTS	x220048381:01	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		65.76	REPAIR PARTS	x220053057:01	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		197.28	REPAIR PARTS	X220056057:02	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		51.46	REPAIR PARTS	X220056064:01	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		323.65	REPAIR PARTS	X220056064:02	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		642.72	REPAIR PARTS	X220056862:01	Repair & Maintenance Supplies	N
9179	NORTH CENTRAL INTERNATIONAL, LLC		1,489.34	6 Transactions			
8446	Northern Star Coop Service						
	03-303-000-0000-6423		878.68	LP: SWATARA SHOP	19540	Fuel for Buildings	N
8446	Northern Star Coop Service		878.68	1 Transactions			
8436	Northland Parts						
	03-303-000-0000-6590		26.48	REPAIR PARTS	456333	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		78.05	REPAIR PARTS	456342	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		21.49	REPAIR PARTS	456898	Repair & Maintenance Supplies	N
8436	Northland Parts		126.02	3 Transactions			
10412	O'Reilly Auto Parts						
	03-303-000-0000-6417		442.42	AITKIN SHOP SUPPLIES	1878-138480	Shop/Building Maintenance	N
	03-303-000-0000-6590		56.72	REPAIR PARTS	1878-138675	Repair & Maintenance Supplies	N
	03-303-000-0000-6417		64.68	AITKIN SHOP SUPPLIES	1878-138895	Shop/Building Maintenance	N
10412	O'Reilly Auto Parts		563.82	3 Transactions			
10027	PRIBYL/WYATT						
	03-303-000-0000-6181		145.00	WORK BOOT REIMBURSEMENT	BERMEL'S	Safety Footwear Allowance	N
10027	PRIBYL/WYATT		145.00	1 Transactions			
14785	Pylvanen/Scott						
	03-303-000-0000-6181		145.00	WORK BOOT REIMBURSEMENT	SCHEELS.COM	Safety Footwear Allowance	N

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
14785	Pylvanen/Scott		145.00		1 Transactions		
9273	Reichert Enterprises, Inc 03-303-000-0000-6590		126.88	REPAIR PARTS	115982	Repair & Maintenance Supplies	N
9273	Reichert Enterprises, Inc		126.88		1 Transactions		
4070	Riley Auto Supply 03-303-000-0000-6417		20.97	AITKIN SHOP	635409	Shop/Building Maintenance	N
	03-303-000-0000-6417		145.98	AITKIN SHOP	635510	Shop/Building Maintenance	N
	03-303-000-0000-6590		45.60	REPAIR PARTS	635600	Repair & Maintenance Supplies	N
	03-303-000-0000-6417		128.32	AITKIN SHOP	635705	Shop/Building Maintenance	N
4070	Riley Auto Supply		340.87		4 Transactions		
8230	State Of Minnesota 03-303-000-0000-6590		80.00	2023		Repair & Maintenance Supplies	N
8230	State Of Minnesota		80.00		1 Transactions		
90805	Temco 03-303-000-0000-6590		180.00	REPAIR PARTS	27469	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		40.00	REPAIR LABOR	27469	Repair & Maintenance Supplies	Y
90805	Temco		220.00		2 Transactions		
12788	Timmer Implement of Aitkin 03-303-000-0000-6590		270.00	REPAIR PARTS	IA23113	Repair & Maintenance Supplies	N
12788	Timmer Implement of Aitkin		270.00		1 Transactions		
6097	Verizon Wireless 03-303-000-0000-6220		470.41	DEPT CELL PHONES	9921934894	Telephone	N
6097	Verizon Wireless		470.41		1 Transactions		
8605	Wayne's Sanitation LLC 03-303-000-0000-6254		65.80	GARBAGE: MCGRATH	340559	Utilities-Gas and Electric	N
8605	Wayne's Sanitation LLC		65.80		1 Transactions		
8279	Winzer Franchise Company 03-303-000-0000-6417		111.48	MCGRATH SHOP	640367	Shop/Building Maintenance	N
	03-303-000-0000-6417		183.90	AITKIN SHOP	640908	Shop/Building Maintenance	N
	03-303-000-0000-6417		2,412.01	AITKIN SHOP	642472	Shop/Building Maintenance	N
	03-303-000-0000-6417		810.68	MCGRATH SHOP	643077	Shop/Building Maintenance	N

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name	
8279	Winzer Franchise Company		3,518.07		4		
				Transactions			
5295	Ziegler Inc						
	03-303-000-0000-6590		468.51	REPAIR PARTS	IN000791641	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		16.45	REPAIR PARTS	IN000791643	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		61.04	REPAIR PARTS	IN000791674	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		175.84	REPAIR PARTS	IN000799152	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		1,583.62	REPAIR PARTS	IN000801027	Repair & Maintenance Supplies	N
5295	Ziegler Inc		2,305.46		5		
				Transactions			
303	DEPT Total:		51,755.26	R&B Highway Maintenance	40	Vendors	82 Transactions
307	DEPT			R&B Capital Infrastructure			
9755	BANTA/DAVE						
	03-307-000-0000-6362		53.19	RECORDER'S FEES		Right Of Way	N
9755	BANTA/DAVE		53.19		1		
				Transactions			
2340	Hyytinen Hardware Hank						
	03-307-000-0000-6269		5.99	TIES FOR SNOW FENCE	5191/1	Professional Services	N
2340	Hyytinen Hardware Hank		5.99		1		
				Transactions			
307	DEPT Total:		59.18	R&B Capital Infrastructure	2	Vendors	2 Transactions
308	DEPT			R&B Equipment & Facilities			
2831	Little Falls Machine Inc						
	03-308-000-0000-6610		7,780.00	DOZER BLADE	365714	Equipment	N
2831	Little Falls Machine Inc		7,780.00		1		
				Transactions			
308	DEPT Total:		7,780.00	R&B Equipment & Facilities	1	Vendors	1 Transactions
3	Fund Total:		64,653.20	Road & Bridge			93 Transactions

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
9608	AMAZON CAPITAL SERVICES 05-400-440-0410-6405		30.33	AGENCY-CATALOG ENVS/PENCILS 12/09/2022 12/09/2022	1VT1-CYLL-3PD4	Office Supplies	N
	05-400-430-0408-6435		1,003.30	PH-FHV-SUPPLIES 12/11/2022 12/11/2022	1VT1-CYLL-LM6J	Public Health Program Related Supplies	N
	05-400-440-0410-6405		9.73	AGENCY-PENS/PENCILS 12/03/2022 12/03/2022	1YT3-94WR-FQ9L	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		1,043.36	3 Transactions			
10452	AT&T Mobility 05-400-400-0402-6220		38.23	VACCINE CLINIC PHONE 10/26/2022 11/25/2022	287298057356	Telephone	N
	05-400-410-0413-6220		44.63	WIC TRAVELER PHONE 10/26/2022 11/25/2022	287298057356	Telephone	N
	05-400-410-0413-6220		49.66	WIC/HV CELL PHONE 10/26/2022 11/25/2022	287298057356	Telephone	N
	05-400-410-0413-6220		38.23	WIC HOTSPOT 10/26/2022 11/25/2022	287298057356	Telephone	N
	05-400-430-0408-6220		49.66	PH HV/FP CELL PHONE 10/26/2022 11/25/2022	287298057356	Telephone	N
	05-400-440-0410-6220		188.58	PH ADMIN CELL PHONE 10/26/2022 11/25/2022	287298057356	Telephone	N
	05-400-440-0410-6220		5.35	AGENCY HOTSPOT 10/26/2022 11/25/2022	287298057356	Telephone	N
	05-400-440-0410-6220		6.95	DIR CELL PHONE 10/26/2022 11/25/2022	287298057356	Telephone	N
	05-400-440-0410-6220		6.95	ACCT CELL PHONE 10/26/2022 11/25/2022	287298057356	Telephone	N
10452	AT&T Mobility		428.24	9 Transactions			
783	Canon Financial Services, Inc 05-400-440-0410-6342		265.77	PH CONTRACT CHARGE -DEC '22 12/01/2022 12/31/2022	29699491	Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		38.75	MAILROOM CONTRACT CHG-DEC '22 12/01/2022 12/31/2022	29699496	Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		25.20	OSS CONTRACT CHARGE-DEC '22 12/01/2022 12/31/2022	29699500	Office Equipment Rental/Contracts	N

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
783	Canon Financial Services, Inc		329.72		3 Transactions		
11051	Department of Human Services 05-400-440-0410-6360		722.40	MERIT SYSTEM QE 12/31/2022 10/01/2022 12/31/2022	A300MR0123B	Services, Labor, Contracts	N
11051	Department of Human Services		722.40		1 Transactions		
9046	Loffler Companies, Inc. 05-400-440-0410-6220		7.96	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
	05-400-440-0410-6220		1.98	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
	05-400-440-0410-6220		56.82	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
9046	Loffler Companies, Inc.		66.76		3 Transactions		
3195	MCCC LOCKBOX 05-400-440-0410-6266		4.47	ACROBAT PRO DC 7/22-11/22 07/01/2022 11/30/2022	2210073	Software Fees/License Fees	N
3195	MCCC LOCKBOX		4.47		1 Transactions		
3334	MCIT 05-400-440-0410-6171		6.34	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
	05-400-440-0410-6171		2.32	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
	05-400-440-0410-6171		362.54	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
	05-400-440-0410-6171		57.02	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
3334	MCIT		423.58		4 Transactions		
4010	Rasley Oil Company 05-400-400-0402-6335		56.49	PHEP GAS CHARGES FOR 11/22 11/01/2022 11/30/2022	AITCOHHSS 11.2	Gas/Vehicle Fuel Charges	N
	05-400-430-0408-6335		21.30	MCH-GAS CHARGES FOR 11/22 11/01/2022 11/30/2022	AITCOHHSS 11.2	Gas/Vehicle Fuel Charges	N
	05-400-440-0410-6335		1.90	ADM/ACCT GAS CHARGES FOR 11/22 11/01/2022 11/30/2022	AITCOHHSS 11.2	Gas/Vehicle Fuel Charges	N

Aitkin County



Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		05-400-450-0451-6335			17.43	SHIP-MN MOVES GAS CHARGES	11/01/2022 11/30/2022	AITCOHHSS 11.2		Gas/Vehicle Fuel Charges		N
4010	Rasley Oil Company				97.12		4 Transactions					
88859	Spee*Dee-St Cloud	05-400-430-0408-6360			71.76	FAP SERVICE - 111	10/31/2022 12/03/2022	707289		Services, Labor, Contracts		N
88859	Spee*Dee-St Cloud				71.76		1 Transactions					
10698	Stericycle,Inc	05-400-440-0410-6360			16.86	STERI-SAFE	01/01/2023 01/31/2023	4011435818		Services, Labor, Contracts		6
10698	Stericycle,Inc				16.86		1 Transactions					
10930	Tidholm Productions	05-400-450-0451-6205			2,129.00	HE-FAMILY POSTAGE	12/15/2022 12/15/2022	2914 2498		Postage		Y
		05-400-450-0451-6360			3,340.33	HE-FAMILY NEWSLETTER	12/15/2022 12/15/2022	2914 2498		Services, Labor, Contracts		Y
10930	Tidholm Productions				5,469.33		2 Transactions					
400	DEPT Total:				8,673.60	Public Health Department		11 Vendors		32 Transactions		
420	DEPT					Income Maintenance						
9608	AMAZON CAPITAL SERVICES	05-420-600-4800-6405			71.48	AGENCY-CATALOG ENVS/PENCILS	12/09/2022 12/09/2022	1VT1-CYLL-3PD4		Office Supplies		N
		05-420-600-4800-6405			48.99	IM-COMP SCREEN PROT (KD)	12/03/2022 12/03/2022	1YT3-94WR-FQ9L		Office Supplies		N
		05-420-600-4800-6405			22.94	AGENCY-PENS/PENCILS	12/03/2022 12/03/2022	1YT3-94WR-FQ9L		Office Supplies		N
9608	AMAZON CAPITAL SERVICES				143.41		3 Transactions					
10452	AT&T Mobility	05-420-600-4800-6220			16.39	ACCT CELL PHONE	10/26/2022 11/25/2022	287298057356		Telephone		N
		05-420-600-4800-6220			12.62	AGENCY HOTSPOT	10/26/2022 11/25/2022	287298057356		Telephone		N
		05-420-600-4800-6220			272.81	IM CELL PHONES		287298057356		Telephone		N

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	05-420-600-4800-6220		16.39	DIR CELL PHONE 10/26/2022 11/25/2022	287298057356	Telephone	N
	05-420-640-4800-6220		138.92	CS CELL PHONE 10/26/2022 11/25/2022	287298057356	Telephone	N
10452	AT&T Mobility		457.13		5 Transactions		
783	Canon Financial Services, Inc						
	05-420-640-4800-6342		120.14	CS CONTRACT CHARGE - DEC '22 12/01/2022 12/31/2022	29699495	Office Equipment Rental/Contracts	N
	05-420-600-4800-6342		91.34	MAILROOM CONTRACT CHG-DEC '22 12/01/2022 12/31/2022	29699496	Office Equipment Rental/Contracts	N
	05-420-640-4800-6342		59.39	OSS CONTRACT CHARGE-DEC '22 12/01/2022 12/31/2022	29699500	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		270.87		3 Transactions		
11051	Department of Human Services						
	05-420-640-4800-6360		21.44	CS MONTHLY FED OFFSET FEE 11/01/2022 11/30/2022	A300C234401	Services, Labor, Contracts	N
	05-420-620-4400-6026		130.29	MCRE/GAMC/NONRES ESTATE 10/22 10/01/2022 10/31/2022	A300MM1E01I	State Share - GAMC Estate	N
	05-420-650-4400-6025		165.27	G8 LTC LT65 CY20 10/01/2022 10/31/2022	A300MM1E01I	State/Fed Share - MA Program	N
	05-420-650-4400-6025		3,884.31	MA LTC UN 65 10/01/2022 10/31/2022	A300MM1E01I	State/Fed Share - MA Program	N
	05-420-650-4400-6026		512.56	MA ESTATE COLLECTIONS-STATE 10/01/2022 10/31/2022	A300MM1E01I	State/Fed Share - MA Estate	N
	05-420-650-4400-6026		1,025.13	MA ESTATE COLLECTIONS-FED 10/01/2022 10/31/2022	A300MM1E01I	State/Fed Share - MA Estate	N
	05-420-600-4800-6360		1,702.80	MERIT SYSTEM QE 12/31/2022 10/01/2022 12/31/2022	A300MR0123B	Services, Labor, Contracts	N
11051	Department of Human Services		7,441.80		7 Transactions		
9046	Loffler Companies, Inc.						
	05-420-600-4800-6220		18.75	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
	05-420-600-4800-6220		4.69	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
	05-420-600-4800-6220		52.08	Dec phone bill	IN-80010460143	Telephone	N

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	1099
	05-420-640-4800-6220		28.41	12/01/2022 12/31/2022 Dec phone bill	IN-80010460143	Telephone	N
9046	Loffler Companies, Inc.		103.93	4 Transactions			
3195	MCCC LOCKBOX 05-420-600-4800-6266		10.53	ACROBAT PRO DC 7/22-11/22 07/01/2022 11/30/2022	2210073	Software Fees/License Fees	N
3195	MCCC LOCKBOX		10.53	1 Transactions			
3334	MCIT 05-420-600-4800-6171		36.56-	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
3334	MCIT		36.56-	1 Transactions			
4010	Rasley Oil Company 05-420-600-4800-6335		4.49	ADM/ACCT GAS CHARGES FOR 11/22 11/01/2022 11/30/2022	AITCOHSS 11.2	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company		4.49	1 Transactions			
86177	Sheriff Aitkin County 05-420-640-4800-6270		60.00	IV-D SERVICE 0014799371-01 12/07/2022 12/07/2022	C2200365	Aitkin Co Sheriff Fees Iv-D	N
	05-420-640-4800-6270		60.00	IV-D SERVICE 0014799371-01 12/07/2022 12/07/2022	C2200365	Aitkin Co Sheriff Fees Iv-D	N
86177	Sheriff Aitkin County		120.00	2 Transactions			
88859	Spee*Dee-St Cloud 05-420-600-4800-6205		140.69	IM SERVICE - 101 10/31/2022 12/03/2022	707289	Postage	N
88859	Spee*Dee-St Cloud		140.69	1 Transactions			
15347	St Louis County - PHHS 05-420-650-4400-6211		253.07	MTM CO SHARE 2022 ADMIN FEE 12/06/2022 12/06/2022	IP-00026100	Medical Assistance - MTM Admin	N
	05-420-650-4400-6211		262.75	MTM ADMIN FEE NON-FFP 10/11/2022 10/11/2022	IP-00026117	Medical Assistance - MTM Admin	N
	05-420-650-4400-6211		173.42	MTM ADMIN FEE NON-FFP 10/25/2022 10/25/2022	IP-00026120	Medical Assistance - MTM Admin	N

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
15347	St Louis County - PHHS		689.24		3 Transactions		
10698	Stericycle, Inc 05-420-600-4800-6360		39.73	STERI-SAFE 01/01/2023 01/31/2023	4011435818	Services, Labor, Contracts	6
10698	Stericycle, Inc		39.73		1 Transactions		
420	DEPT Total:		9,385.26	Income Maintenance	12 Vendors	32 Transactions	
430	DEPT			Social Services			
9608	AMAZON CAPITAL SERVICES 05-430-700-4800-6405		114.81	AGENCY-CATALOG ENVS/PENCILS 12/09/2022 12/09/2022	1VT1-CYLL-3PD4	Office Supplies	N
	05-430-700-4800-6405		13.92	SS-CALENDAR (JH) 12/09/2022 12/09/2022	1VT1-CYLL-3PD4	Office Supplies	N
	05-430-700-4800-6485		209.88	SS-TELE HEADSET (KO) 12/10/2022 12/10/2022	1VT1-CYLL-DPWG	Computer/Technology Supplies	N
	05-430-700-4800-6810		232.81	MH INIT FLEX - CLOTHING 12/12/2022 12/12/2022	1YDL-63L9-33MY	Mh Init - Flex	N
	05-430-700-4800-6405		36.85	AGENCY-PENS/PENCILS 12/03/2022 12/03/2022	1YT3-94WR-FQ9L	Office Supplies	N
	05-430-700-4800-6405		24.19	SS-PHONE CASE/SCREEN PROT (KO) 12/03/2022 12/03/2022	1YT3-94WR-FQ9L	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		632.46		6 Transactions		
10452	AT&T Mobility 05-430-700-4800-6220		20.26	AGENCY HOTSPOT 10/26/2022 11/25/2022	287298057356	Telephone	N
	05-430-700-4800-6220		26.32	ACCT CELL PHONE 10/26/2022 11/25/2022	287298057356	Telephone	N
	05-430-700-4800-6220		1,230.80	SS CELL PHONE 10/26/2022 11/25/2022	287298057356	Telephone	N
	05-430-700-4800-6220		26.32	DIR CELL PHONE 10/26/2022 11/25/2022	287298057356	Telephone	N
	05-430-700-4800-6220		41.23	HOTSPOT (RI) 10/26/2022 11/25/2022	287298057356	Telephone	N
	05-430-760-3040-6020		76.46	IPAD - APS GRANT 10/26/2022 11/25/2022	287298057356	APS Assessment/Investigation	N

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10452	AT&T Mobility		1,421.39		6 Transactions		
783	Canon Financial Services, Inc 05-430-700-4800-6342		146.70	MAILROOM CONTRACT CHG-DEC '22 12/01/2022 12/31/2022	29699496	Office Equipment Rental/Contracts	N
	05-430-700-4800-6342		95.38	OSS CONTRACT CHARGE-DEC '22 12/01/2022 12/31/2022	29699500	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		242.08		2 Transactions		
11051	Department of Human Services						
	05-430-710-0000-5453		27.00	SFY22 CW-TCM ADMIN FEE	725300	CW TCM Revenue (F05)	N
	05-430-710-0000-5482		9.20	SFY22 IV-E LCTS ADMIN FEE	725300	IV-E Admin LCTS (F07)	N
	05-430-710-0000-5483		82.80	SFY22 MA LCTS ADMIN FEE	725300	MA Admin LCTS (F07)	N
	05-430-740-0000-5450		6.00	SFY22 CHILD MH-TCM ADMIN FEE	725300	MA CMH TCM (F64)	N
	05-430-745-0000-5421		36.00	SFY22 ADULT MH-TCM ADMIN FEE	725300	MA Adult MH TCM (F31)	N
	05-430-750-0000-5445		6.00	SFY22 VADD-TCM ADMIN FEE	725300	MA VA/DD TCM (F42)	N
	05-430-700-4800-6360		2,734.80	MERIT SYSTEM QE 12/31/2022 10/01/2022 12/31/2022	A300MR0123B	Services, Labor, Contracts	N
11051	Department of Human Services		2,901.80		7 Transactions		
9046	Loffler Companies, Inc. 05-430-700-4800-6220		30.11	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
	05-430-700-4800-6220		7.53	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
	05-430-700-4800-6220		118.37	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
9046	Loffler Companies, Inc.		156.01		3 Transactions		
3195	MCCC LOCKBOX 05-430-700-4800-6266		16.92	ACROBAT PRO DC 7/22-11/22 07/01/2022 11/30/2022	2210073	Software Fees/License Fees	N
3195	MCCC LOCKBOX		16.92		1 Transactions		
3334	MCIT 05-430-700-4800-6171		76.11	2020 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
	05-430-700-4800-6171		8.49	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N

WLC1
 12/21/22 7:55AM
 5 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3334	MCIT			67.62		2 Transactions		
4010	Rasley Oil Company 05-430-700-4800-6335			171.04	SS-GAS CHARGES FOR 11/22 11/01/2022 11/30/2022	AITCOHHSS 11.2	Gas/Vehicle Fuel Charges	N
	05-430-700-4800-6335			7.21	ADM/ACCT GAS CHARGES FOR 11/22 11/01/2022 11/30/2022	AITCOHHSS 11.2	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company			178.25		2 Transactions		
10698	Stericycle,Inc 05-430-700-4800-6360			63.81	STERI-SAFE 01/01/2023 01/31/2023	4011435818	Services, Labor, Contracts	6
10698	Stericycle,Inc			63.81		1 Transactions		
9615	WEX BANK - HHS 05-430-700-4800-6335			172.56	SS- GAS CHARGES FOR NOV '22 11/08/2022 11/28/2022	8151923-3	Gas/Vehicle Fuel Charges	N
9615	WEX BANK - HHS			172.56		1 Transactions		
430	DEPT Total:			5,852.90	Social Services	10 Vendors	31 Transactions	
5	Fund Total:			23,911.76	Health & Human Services		95 Transactions	

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12/21/22 7:55AM

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

9

State

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT			Undesignated			
4580	Mn Dept Of Finance 09-000-000-0000-2030		180.00	MONTHLY MARRIAGE 11/01/2022 11/30/2022	NOV2022	State Fees, Assessments & Surcharges	N
4580	Mn Dept Of Finance		180.00	1 Transactions			
0	DEPT Total:		180.00	Undesignated	1 Vendors	1 Transactions	
9	Fund Total:		180.00	State		1 Transactions	

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
900	DEPT			Timber Permit Bonds			
12589	Haapoja/George 10-900-000-0000-2300		760.49	REFUND BOND	14191	Timber Permit Bonds	Y
12589	Haapoja/George		760.49	1 Transactions			
3066	Maxwell/James Henry 10-900-000-0000-2300		664.12	REFUND BOND	14251	Timber Permit Bonds	N
3066	Maxwell/James Henry		664.12	1 Transactions			
5938	Rieger Logging 10-900-000-0000-2300		533.28	REFUND BOND	14052	Timber Permit Bonds	N
5938	Rieger Logging		533.28	1 Transactions			
5791	Sappi 10-900-000-0000-2300		3,253.20	REFUND BOND	14222	Timber Permit Bonds	N
5791	Sappi		3,253.20	1 Transactions			
900	DEPT Total:		5,211.09	Timber Permit Bonds	4 Vendors	4 Transactions	
921	DEPT			Co. Development			
3334	MCIT 10-921-000-0000-6171		199.28-	2021 Work Comp Audit 01/01/2021	WCAUDIT1307 12/31/2021	Workers Compensation	N
3334	MCIT		199.28-	1 Transactions			
921	DEPT Total:		199.28-	Co. Development	1 Vendors	1 Transactions	
923	DEPT			Forfeited Tax Sales			
86222	Aitkin Independent Age 10-923-000-0000-6230		84.35	TIMBER AUCTION	1275081	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		84.35	1 Transactions			
170	Aitkin Motor Company 10-923-000-0000-6590		116.36	2019 F150 SUPER AIR CL OIL FIL 11/15/2022	41209 11/15/2022	Repair & Maintenance Supplies	N
170	Aitkin Motor Company		116.36	1 Transactions			
10452	AT&T Mobility						

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	1099
	10-923-000-0000-6220		832.43	PHONES 10/26/2022 11/25/2022	287302631438	Telephone	N
10452	AT&T Mobility		832.43		1 Transactions		
10024	Bobcat of Brainerd 10-923-000-0000-6590		578.34	BLOCK COUPLER AND OIL HYD	25253	Repair & Maintenance Supplies	N
10024	Bobcat of Brainerd		578.34		1 Transactions		
12514	GMPT 10-923-000-0000-6240		250.00	GMPT 2023 DUES 01/01/2023 12/31/2023	1212022	Membership/Dues/Association Fees	N
12514	GMPT		250.00		1 Transactions		
2340	Hyytinen Hardware Hank 10-923-000-0000-6590		71.82	RV ANTIFREEZE 11/08/2022 11/30/2022	ACCT 2060	Repair & Maintenance Supplies	N
2340	Hyytinen Hardware Hank		71.82		1 Transactions		
9046	Loffler Companies, Inc. 10-923-000-0000-6220		66.29	Dec phone bill 12/01/2022 12/31/2022	IN-80010460143	Telephone	N
9046	Loffler Companies, Inc.		66.29		1 Transactions		
3066	Maxwell/James Henry 10-923-000-0000-6820		98.18	REFUND OVERAPPRAISED	14251	Refunds & Reimbursements	N
3066	Maxwell/James Henry		98.18		1 Transactions		
3100	McGregor Oil 10-923-000-0000-6335		101.82	NL 10/31/2022 11/30/2022	12452-ST	Gas/Vehicle Fuel Charges	N
3100	McGregor Oil		101.82		1 Transactions		
3334	MCIT 10-923-000-0000-6171		1,181.18-	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
3334	MCIT		1,181.18-		1 Transactions		
9692	Minnesota Energy Resources Corporation 10-923-000-0000-6254		459.04	GAS SHOP	4380275351	Utilities-Gas and Electric	N

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9692	Minnesota Energy Resources Corporation		459.04	10/27/2022 11/29/2022	1 Transactions		
4010	Rasley Oil Company 10-923-000-0000-6335		529.71	NL & OFF ROAD 10/31/2022 11/30/2022	AITCOL&PS 1 Transactions	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company		529.71				
5791	Sappi 10-923-000-0000-6820		2,216.07	REFUND OVERAPPRAISED	14222	Refunds & Reimbursements	N
5791	Sappi		2,216.07		1 Transactions		
9642	WEX BANK 10-923-000-0000-6335		2,396.90	GAS 11/08/2022 12/07/2022	85701779 1 Transactions	Gas/Vehicle Fuel Charges	N
9642	WEX BANK		2,396.90				
923	DEPT Total:		6,620.13	Forfeited Tax Sales	14 Vendors	14 Transactions	
926	DEPT			Law Library			
5173	Thomson Reuters-West Publishing 10-926-000-0000-6455		1,517.18	ONLINE SUBSCRIPTION 12/01/2022 12/31/2022	847430710	Law Books	N
	10-926-000-0000-6455		1,060.19	LIBRARY PLAN CHARGES 12/01/2022 12/31/2022	847516957 2 Transactions	Law Books	N
5173	Thomson Reuters-West Publishing		2,577.37				
926	DEPT Total:		2,577.37	Law Library	1 Vendors	2 Transactions	
10	Fund Total:		14,209.31	Trust		21 Transactions	

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
925	DEPT			Resource Management			
13649	Aitkin Rental Center 11-925-000-0000-6361		405.00	EXCAVATOR FOR BEAVER ISSUES	10883	Road Construction Service	1
13649	Aitkin Rental Center		405.00	1 Transactions			
14742	Berg/James M 11-925-000-0000-6278		35.00	NRAC MTG	121222	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		23.75	MILEAGE	121222	Transportation/Travel/Parking	Y
14742	Berg/James M		58.75	2 Transactions			
12526	Bixby/James 11-925-000-0000-6278		35.00	NRAC MTG	121222	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		40.00	MILEAGE	121222	Transportation/Travel/Parking	Y
12526	Bixby/James		75.00	2 Transactions			
2270	Hoppe/Russell Peter 11-925-000-0000-6278		35.00	NRAC MTG	121222	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		37.50	MILEAGE	121222	Transportation/Travel/Parking	Y
2270	Hoppe/Russell Peter		72.50	2 Transactions			
10890	Insley/Kevin 11-925-000-0000-6278		35.00	NRAC MTG	121222	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		23.75	MILEAGE	121222	Transportation/Travel/Parking	Y
10890	Insley/Kevin		58.75	2 Transactions			
11990	Lange/David 11-925-000-0000-6278		35.00	NRAC MTG	121222	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		42.50	MILEAGE	121222	Transportation/Travel/Parking	Y
11990	Lange/David		77.50	2 Transactions			
12512	MARCUM/ROBERT 11-925-000-0000-6278		35.00	NRAC MTG	1212222	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6630		30.00	MILEAGE	1212222	Miscellaneous Capital Expense	Y
12512	MARCUM/ROBERT		65.00	2 Transactions			
3334	MCIT 11-925-000-0000-6171		101.65	2021 Work Comp Audit 01/01/2021	WCAUDIT1307	Workers Compensation	N
	11-925-000-0000-6171		664.33-	2021 Work Comp Audit 12/31/2021	WCAUDIT1307	Workers Compensation	N

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	11-925-000-0000-6171		630.18-	01/01/2021 12/31/2021 2021 Work Comp Audit	WCAUDIT1307	Workers Compensation	N
3334	MCIT		1,192.86-	3 Transactions			
10096	New Eco LLC 11-925-000-0000-6273		10,976.00	HAND RELEASE TSI BRUSHING	623	Timber Improvement	Y
10096	New Eco LLC		10,976.00	1 Transactions			
5473	Parkin/Tom 11-925-000-0000-6450		145.00	BOOT ALLOWANCE	11252022	Field Supplies	N
5473	Parkin/Tom		145.00	1 Transactions			
15229	Thompson/Dennis J 11-925-000-0000-6330		19.95	MILEAGE .525	121322	Transportation/Travel/Parking	N
15229	Thompson/Dennis J		19.95	1 Transactions			
10017	Tveit/Galen 11-925-000-0000-6278		35.00	NRAC MTG	121222	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		22.50	MILEAGE	121222	Transportation/Travel/Parking	Y
10017	Tveit/Galen		57.50	2 Transactions			
925	DEPT Total:		10,818.09	Resource Management	12 Vendors	21 Transactions	
939	DEPT			County Surveyor			
9046	Loffler Companies, Inc. 11-939-000-0000-6220		4.74	Dec phone bill	IN-80010460143	Telephone	N
	11-939-000-0000-6220		4.74	Dec phone bill	IN-80010460143	Telephone	N
9046	Loffler Companies, Inc.		9.48	2 Transactions			
14897	MN Assoc of County Surveyors 11-939-000-0000-6240		80.00	DUES RANDY	AITKIN CO	Membership/Dues/Association Fees	N
14897	MN Assoc of County Surveyors		80.00	1 Transactions			

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12/21/22 7:55AM

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
939	DEPT Total:		89.48	County Surveyor	2 Vendors	3 Transactions	
11	Fund Total:		10,907.57	Forest Development		24 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	1099
521	DEPT			LLCC Administration			
11419	Beaudry Oil & Service, Inc. 19-521-000-0000-6254		1,524.44	DINING HALL PROPANE	2194712	Utilities-Gas and Electric	N
11419	Beaudry Oil & Service, Inc.		1,524.44	1 Transactions			
2763	Countryside Sanitation, LLC 19-521-000-0000-6255		105.30	GARBAGE DECEMBER 2022 12/01/2022 12/31/2022	2955	Garbage	Y
2763	Countryside Sanitation, LLC		105.30	1 Transactions			
3334	MCIT 19-521-000-0000-6171		17.69-	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
3334	MCIT		17.69-	1 Transactions			
9287	The Teehive LLC 19-521-000-0000-6454		2,795.00	CANTEEN MERCH.	258960	Commissary Supplies-Non Jail	Y
9287	The Teehive LLC		2,795.00	1 Transactions			
521	DEPT Total:		4,407.05	LLCC Administration	4 Vendors	4 Transactions	
522	DEPT			LLCC Education			
13725	Beartooth True Value 19-522-000-0000-6431		518.00	BOG BOOTS LLCF TO REIMBURSE.	A124146	Educational Supplies	N
13725	Beartooth True Value		518.00	1 Transactions			
3334	MCIT 19-522-000-0000-6171		2,300.94-	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
3334	MCIT		2,300.94-	1 Transactions			
522	DEPT Total:		1,782.94-	LLCC Education	2 Vendors	2 Transactions	
523	DEPT			LLCC Food			
3334	MCIT 19-523-000-0000-6171		511.48-	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N

WLC1
 12/21/22 7:55AM
 19 Long Lake Conservation Cen

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3334	MCIT		511.48-	1 Transactions			
4968	Upper Lakes Foods, Inc 19-523-000-0000-6418		631.05	GROCERIES FOR SCHOOLS	213559-00	Groceries-Students	N
4968	Upper Lakes Foods, Inc		631.05	1 Transactions			
523	DEPT Total:		119.57	LLCC Food	2 Vendors	2 Transactions	
524	DEPT			LLCC Maintenance			
2340	Hyytinen Hardware Hank 19-524-000-0000-6590		50.95	STUFF TO KEEP STUFF WORKING	ACCT 2498	Repair & Maintenance Supplies	N
2340	Hyytinen Hardware Hank		50.95	1 Transactions			
3334	MCIT 19-524-000-0000-6171		369.67-	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
3334	MCIT		369.67-	1 Transactions			
4070	Riley Auto Supply 19-524-000-0000-6302		38.98	WIPERS FOR PLOW TRUCK	635608	Vehicle Maintenance	N
4070	Riley Auto Supply		38.98	1 Transactions			
524	DEPT Total:		279.74-	LLCC Maintenance	3 Vendors	3 Transactions	
19	Fund Total:		2,463.94	Long Lake Conservation Center		11 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
13725	Beartooth True Value 21-520-000-0000-6523		373.62	MISC SHOP SUPPLIES 11/07/2022 11/30/2022	1009	Misc Bldg & Shop Supplies	N
13725	Beartooth True Value		373.62	1 Transactions			
2340	Hyytinen Hardware Hank 21-520-000-0000-6523		21.88	TUBING, WEATERSEAL, FOAM	ACCT 2060	Misc Bldg & Shop Supplies	N
2340	Hyytinen Hardware Hank		21.88	1 Transactions			
3334	MCIT 21-520-000-0000-6171		402.48	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
	21-520-000-0000-6171		330.51	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
	21-520-000-0000-6171		363.05	2021 Work Comp Audit 01/01/2021 12/31/2021	WCAUDIT1307	Workers Compensation	N
3334	MCIT		1,096.04	3 Transactions			
10948	MN Dept of Labor & Industry 21-520-000-0000-6590		10.00	PRESSURE VESSEL	ABR0296357X	Repair & Maintenance Supplies	N
10948	MN Dept of Labor & Industry		10.00	1 Transactions			
520	DEPT Total:		1,501.54	Parks	4 Vendors	6 Transactions	
21	Fund Total:		1,501.54	Parks		6 Transactions	

WLC1
 12/21/22 7:55AM
 22 Coronavirus Relief Fund

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	1099
716	DEPT 9013 STRATELIGENT 22-716-000-0000-6802		3,333.33	American Rescue Plan - COVID CREATIVE SERVICES NOV. 11/01/2022 11/30/2022	NOVEMBER	Category: Negative Economic Impacts	N
	9013 STRATELIGENT		3,333.33	1 Transactions			
716	DEPT Total:		3,333.33	American Rescue Plan - COVID	1 Vendors	1 Transactions	
22	Fund Total:		3,333.33	Coronavirus Relief Fund		1 Transactions	
	Final Total:		513,181.83	288 Vendors	463 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	370,688.10	General Fund
2	21,333.08	Reserves Fund
3	64,653.20	Road & Bridge
5	23,911.76	Health & Human Services
9	180.00	State
10	14,209.31	Trust
11	10,907.57	Forest Development
19	2,463.94	Long Lake Conservation Center
21	1,501.54	Parks
22	3,333.33	Coronavirus Relief Fund
All Funds	513,181.83	Total

Approved by,

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12/27/22

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Aitkin County

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Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	DEPT			Commissioners			
9561	Amazon Business 01-001-000-0000-6405		37.66	COMMISSIONER SUPPLIES 12/08/2022 12/08/2022	1F7D-WNJJ-9H3F	Office Supplies	N
9561	Amazon Business		37.66	1 Transactions			
248	Association of Mn Counties 01-001-000-0000-6241		2,800.00	ANNUAL CONFERENCE COMMISSIONER 12/05/2022 12/07/2022	AMC ANNUAL	Registration Fee	N
248	Association of Mn Counties		2,800.00	1 Transactions			
86235	The Office Shop Inc 01-001-000-0000-6405		35.31	COMMISSIONER ELECT NAME 11/29/2022 11/29/2022	1119671-0	Office Supplies	N
86235	The Office Shop Inc		35.31	1 Transactions			
10895	Westerlund/Laurie Ann 01-001-000-0000-6330		227.50	LW NOV/DEC MILEAGE 11/30/2022 12/14/2022	LW MILEAGE	Transportation/Travel/Parking	N
10895	Westerlund/Laurie Ann		227.50	1 Transactions			
1	DEPT Total:		3,100.47	Commissioners	4 Vendors	4 Transactions	
40	DEPT			Auditor			
248	Association of Mn Counties 01-040-000-0000-6241		425.00	KIRK ANNUAL CONFERENCE 12/05/2022 12/07/2022	AMC ANNUAL	Registration Fee	N
248	Association of Mn Counties		425.00	1 Transactions			
86235	The Office Shop Inc 01-040-021-0000-6405		38.25	NOTARY STAMP (EW)	1120570-0	Office Supplies	N
86235	The Office Shop Inc		38.25	1 Transactions			
40	DEPT Total:		463.25	Auditor	2 Vendors	2 Transactions	
42	DEPT			Treasurer			
4173	Grams/Lori 01-042-000-0000-6241		275.00	MACO REG FEE	12/8/2022	Registration Fee	N

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
4173	Grams/Lori		275.00		1 Transactions		
10109	Quadient, Inc 01-042-000-0000-6342		28.00	SEALER SUPPLIES	40200106	Office Equipment Rental/Contracts	N
10109	Quadient, Inc		28.00		1 Transactions		
42	DEPT Total:		303.00	Treasurer	2 Vendors	2 Transactions	
44	DEPT			Central Services			
783	Canon Financial Services, Inc 01-044-000-0000-6360		248.78	DECEMBER CANON CHARGERS 12/01/2022 12/31/2022	29699492	Services, Labor, Contracts	N
783	Canon Financial Services, Inc		248.78		1 Transactions		
13722	Quadient Finance USA, Inc. 01-044-048-0000-6205		3,900.90	POSTAGE AND SUPPLIES	INV16848445	Postage	N
13722	Quadient Finance USA, Inc.		3,900.90		1 Transactions		
86235	The Office Shop Inc 01-044-000-0000-6360		842.35	PRINTING SERVICES 08/03/2022 12/01/2022	324425-0	Services, Labor, Contracts	N
86235	The Office Shop Inc		842.35		1 Transactions		
44	DEPT Total:		4,992.03	Central Services	3 Vendors	3 Transactions	
45	DEPT			Motor Pool			
2340	Hyytinen Hardware Hank 01-045-000-0000-6480		13.96	WINDSHIELD WASHER FLUID	ACCT. #2036	Car Equipment	N
2340	Hyytinen Hardware Hank		13.96		1 Transactions		
45	DEPT Total:		13.96	Motor Pool	1 Vendors	1 Transactions	
49	DEPT			Information Technologies			
1028	CTC 01-049-000-0000-6283		465.00	GUEST INTERNET SERVICE	00103469-3	Programming, Services, Contracts	N
1028	CTC		465.00		1 Transactions		

Aitkin County

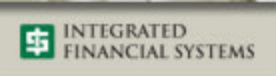


Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
49	DEPT Total:		465.00	Information Technologies	1 Vendors	1 Transactions	
52	DEPT			Administration			
9561	Amazon Business 01-052-000-0000-6405		23.90	JESSICA BIG CALENDAR 12/08/2022 12/08/2022	1F7D-WNJJ-9H3F	Office Supplies	N
9561	Amazon Business		23.90	1 Transactions			
248	Association of Mn Counties 01-052-000-0000-6241		400.00	JESSICA ANNUAL CONFERENCE 12/05/2022 12/07/2022	AMC ANNUAL	Registration Fee	N
248	Association of Mn Counties		400.00	1 Transactions			
9048	Napstad/Brian 01-052-000-0000-6330		440.00	NAPSTAD NOV/DEC MILEAGE 11/23/2022 12/31/2022	NAP MILEAGE	Transportation/Travel/Parking	N
9048	Napstad/Brian		440.00	1 Transactions			
52	DEPT Total:		863.90	Administration	3 Vendors	3 Transactions	
53	DEPT			Human Resources			
86222	Aitkin Independent Age 01-053-000-0000-6230		38.89	PRINTING, PUBLISHING & ADV 12/03/2022 12/03/2022	1275421	Printing, Publishing & Adv	Y
	01-053-000-0000-6230		107.65	PRINTING, PUBLISHING & ADV 12/07/2022 12/10/2022	1278030	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		146.54	2 Transactions			
9561	Amazon Business 01-053-000-0000-6405		29.76	HR FRONT COUNTER MAILBOX 12/08/2022 12/08/2022	1F7D-WNJJ-9H3F	Office Supplies	N
	01-053-000-0000-6405		32.98	NIKKI - MANUAL CHECK NICOLE TB 12/11/2022 12/11/2022	1NX4-JWJ1-RVWL	Office Supplies	N
9561	Amazon Business		62.74	2 Transactions			
13412	Pemberton, Sorlie, Rufer & Kershner PLLP 01-053-000-0000-6263		7,264.38	AFSCME HHS MEDIATION 12/01/2022 12/01/2022	97	Contract Legal Services	Y

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
13412	Pemberton, Sorlie, Rufer & Kershner PLLP		7,264.38		1 Transactions		
84172	Riverwood Healthcare Center 01-053-000-0000-6265		1,210.00	NEW HIRE PRE-EMPLOYEMENT 12/01/2022 12/01/2022	70016043	Background Check Fee	N
84172	Riverwood Healthcare Center		1,210.00		1 Transactions		
86235	The Office Shop Inc 01-053-000-0000-6405		35.27	NICOLE FOLDERS 11/04/2022 11/04/2022	1119175-0	Office Supplies	N
	01-053-000-0000-6405		11.77	BOBBIE NAMEPLATE 11/29/2022 11/29/2022	1119671-0	Office Supplies	N
	01-053-000-0000-6405		21.96	LEGAL SIZED PAPER 12/09/2022 12/09/2022	1120461-0	Office Supplies	N
86235	The Office Shop Inc		69.00		3 Transactions		
9894	Vault Health 01-053-000-0000-6265		178.14	3 DOT 12/02/2022 12/02/2022	FL00550274	Background Check Fee	6
9894	Vault Health		178.14		1 Transactions		
53	DEPT Total:		8,930.80	Human Resources	6 Vendors	10 Transactions	
90	DEPT			Attorney			
783	Canon Financial Services, Inc 01-090-000-0000-6342		326.99	MONTHLY CONTRACT CHARGE 12/01/2022 12/31/2022	29699493	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		326.99		1 Transactions		
3195	MCCC LOCKBOX 01-090-000-0000-6266		13,450.00	MCAPS MAINTENANCE FEE & DUES	2301210	Computer Research	N
3195	MCCC LOCKBOX		13,450.00		1 Transactions		
4036	Ratz/James 01-090-000-0000-6330		170.10	J. RATZ MILEAGE REIMBURSEMENT	MILEAGE	Transportation/Travel/Parking	N
4036	Ratz/James		170.10		1 Transactions		
86944	Sheriff Crow Wing County 01-090-000-0000-6264		75.00	SUBPOENA SERVICE 22002384	10707	Sheriff Services	N

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	01-090-000-0000-6264		75.00	SUBPOENA SERVICE 22002383	10708	Sheriff Services	N
86944	Sheriff Crow Wing County		150.00	2 Transactions			
90	DEPT Total:		14,097.09	Attorney	4 Vendors	5 Transactions	
110	DEPT			Courthouse Maintenance			
9561	Amazon Business 01-110-000-0000-6415		120.40	SHOVEL, CLEANING PADS 20"	11JQ-YDYQ-477T	Operational Supplies	N
9561	Amazon Business		120.40	1 Transactions			
86467	Auto Value Aitkin 01-110-000-0000-6415		25.98	BULBS FOR SWEEPER	40213637	Operational Supplies	N
86467	Auto Value Aitkin		25.98	1 Transactions			
13725	Beartooth True Value 01-110-000-0000-6415		12.99	WIPER BLADE FOR SWEEPER	A124970	Operational Supplies	N
13725	Beartooth True Value		12.99	1 Transactions			
88628	Dalco Enterprises, Inc. 01-110-000-0000-6422		1,274.86	CAN LINERS, SOAP, WAXING BAGS	4018718	Janitorial Supplies	N
88628	Dalco Enterprises, Inc.		1,274.86	1 Transactions			
2186	Hillyard Inc 01-110-000-0000-6422		973.86	FLOOR WAXING SUPPLIES	604964650	Janitorial Supplies	N
2186	Hillyard Inc		973.86	1 Transactions			
2340	Hyytinen Hardware Hank 01-110-000-0000-6415		149.03	SILICONE, KEYS, FLY STRIPS	ACCT. #2036	Operational Supplies	N
2340	Hyytinen Hardware Hank		149.03	1 Transactions			
12927	Midwest Machinery Co. 01-110-000-0000-6415		255.20	ALTERNATOR/GASKET FOR SWEEPER	9418282	Operational Supplies	N
	01-110-000-0000-6415		0.88	SHEER BOLTS FOR SWEEPER	9440961	Operational Supplies	N
	01-110-000-0000-6415		725.59	SHAFT AND BEARING FOR SWEEPER	9446427	Operational Supplies	N
12927	Midwest Machinery Co.		981.67	3 Transactions			
8287	Mn Dept Of Labor & Industry 01-110-000-0000-6271		30.00	BOILER PERMIT	ABR0297249X	Inspection Fees	N

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8287	Mn Dept Of Labor & Industry		30.00		1 Transactions		
10412	O'Reilly Auto Parts 01-110-000-0000-6415		10.98	MIXING OIL FOR BLOWER	1878-140012	Operational Supplies	N
10412	O'Reilly Auto Parts		10.98		1 Transactions		
4010	Rasley Oil Company 01-110-000-0000-6570		159.20	FUEL FOR SKIDSTEER	13865 / 12474	Motor Fuel & Lubricants	N
4010	Rasley Oil Company		159.20		1 Transactions		
13146	The Retrofit Companies, Inc 01-110-000-0000-6360		1,293.60	E-WASTE	0117968-IN	Services, Labor, Contracts	N
13146	The Retrofit Companies, Inc		1,293.60		1 Transactions		
110	DEPT Total:		5,032.57	Courthouse Maintenance	11 Vendors	13 Transactions	
111	DEPT			Buildings			
9573	Rice Lake Construction Group 01-111-000-0000-6605		7,125.00	PAYMENT FOR COURTHOUSE STEPS 07/28/2022 11/30/2022	2021-05	Building & Structure Related Expenditure	N
9573	Rice Lake Construction Group		7,125.00		1 Transactions		
111	DEPT Total:		7,125.00	Buildings	1 Vendors	1 Transactions	
122	DEPT			Planning & Zoning			
15142	Christensen/Charles 01-122-000-0000-6278		110.00	DEC PC	121922	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		91.25	DEC PC MILEAGE	121922	BOA/PC Mileage	Y
15142	Christensen/Charles		201.25		2 Transactions		
11990	Lange/David 01-122-000-0000-6278		110.00	DEC PC	121922	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		105.63	DEC PC MILEAGE	121922	BOA/PC Mileage	Y
11990	Lange/David		215.63		2 Transactions		
13424	Sonnee/Dennise J 01-122-000-0000-6278		110.00	DEC PC	121922	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		87.50	DEC PC MILEAGE	121922	BOA/PC Mileage	Y

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
13424	Sonnee/Dennise J		197.50		2 Transactions		
122	DEPT Total:		614.38	Planning & Zoning	3 Vendors	6 Transactions	
123	DEPT			Coroner			
3987	Ramsey County Medical Examiner 01-123-000-0000-6260		1,541.00	AUTOPSY S.P.N.	MEDEX-033307	Autopsies--Pathologist, Xrays, Etc	N
3987	Ramsey County Medical Examiner		1,541.00		1 Transactions		
123	DEPT Total:		1,541.00	Coroner	1 Vendors	1 Transactions	
200	DEPT			Enforcement			
15151	Breitbarth/Chaplain Steve 01-200-000-0000-6260		512.50	12/6, 12/7, 12/13	12132022	Professional Consulting	Y
15151	Breitbarth/Chaplain Steve		512.50		1 Transactions		
11048	Department Of Labor & Industry 01-200-000-0000-6360		100.00	ELEVATOR ANNUAL OPERATION	ALR0141462X	Services, Labor, Contracts	N
11048	Department Of Labor & Industry		100.00		1 Transactions		
1775	Galls LLC 01-200-200-0000-6265		2,792.00	5 BACKPACK KITS - TE449	OR22098340	Programs	N
1775	Galls LLC		2,792.00		1 Transactions		
12110	Revelin Vehicle Solutions, LLC 01-200-000-0000-6610		2,600.00	EQUIPMENT INSTALL 216	256	Equipment & Radios	Y
	01-200-000-0000-6610		2,600.00	INSTALL EQUIPMENT 212	257	Equipment & Radios	Y
	01-200-000-0000-6610		900.00	SIREN BOXES 211, 210,209,219	258	Equipment & Radios	Y
12110	Revelin Vehicle Solutions, LLC		6,100.00		3 Transactions		
86235	The Office Shop Inc 01-200-000-0000-6405		12.36	PENS	1120967-0	Office Supplies	N
	01-200-000-0000-6405		3.09	PENS	1120967-1	Office Supplies	N
	01-200-000-0000-6405		19.88	IVY PAPER	1120967-2	Office Supplies	N
	01-200-200-0000-6405		953.09	DESK/HUTCH/FILE CABINET	1121187-0	VCET - AIM Office Supplies	N
86235	The Office Shop Inc		988.42		4 Transactions		
13848	WYATT'S TOWING & Recovery 24-7						

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name	Account/Formula	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		01-200-000-0000-6359		235.00	22002725		22-00271		Wrecker Service		Y
13848	WYATT'S TOWING & Recovery 24-7			235.00		1 Transactions					
200	DEPT Total:			10,727.92	Enforcement		6 Vendors		11 Transactions		
252	DEPT				Corrections						
9561	Amazon Business	01-252-000-0000-6405		19.98	HDMI CABLE		117C-6TKP-F9RC		Office Supplies		N
9561	Amazon Business			19.98		1 Transactions					
11048	Department Of Labor & Industry	01-252-000-0000-6590		20.00	BOILER - PRESSURE VESSEL		ABR0296458X		Repair & Maintenance Supplies		N
11048	Department Of Labor & Industry			20.00		1 Transactions					
252	DEPT Total:			39.98	Corrections		2 Vendors		2 Transactions		
253	DEPT				Sentence to Serve						
1430	Dotzler Power Equipment	01-253-000-0000-6415		2,643.88	LAWN MOWERS		30797		Operational Supplies		N
1430	Dotzler Power Equipment			2,643.88		1 Transactions					
253	DEPT Total:			2,643.88	Sentence to Serve		1 Vendors		1 Transactions		
257	DEPT				Community Corrections						
14563	Anoka County Corrections	01-257-255-0000-6269		1,680.00	NON SECURE OHP (TML)	11/25/2022 11/30/2022	888-1000002-1		Juvenile Detention		N
		01-257-255-0000-6269		30,335.26	SECURE DETEN. NON CONTRACT/RX	11/01/2022 11/30/2022	889-1000002-1		Juvenile Detention		N
14563	Anoka County Corrections			32,015.26		2 Transactions					
248	Association of Mn Counties	01-257-251-0000-6241		900.00	MACCAC AGENT CONF REG X 6		2.2.23		Registration Fee		N
					12/20/2022 12/20/2022						
248	Association of Mn Counties			900.00		1 Transactions					
86235	The Office Shop Inc	01-257-000-0000-6405		39.95	OFFICE SUPPLIES		324615-0		Office Supplies		N

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
					Service Dates	Paid On Bhf #	On Behalf of Name	
86235	The Office Shop Inc			39.95	12/12/2022 12/12/2022	1 Transactions		
257	DEPT Total:			32,955.21	Community Corrections	3 Vendors	4 Transactions	
391	DEPT				Solid Waste			
	248 Association of Mn Counties							
	01-391-000-0000-6241			400.00	ANDREW ANNUAL CONFERENCE	AMC ANNUAL	Registration Fee	N
					12/05/2022 12/07/2022	1 Transactions		
	248 Association of Mn Counties			400.00				
391	DEPT Total:			400.00	Solid Waste	1 Vendors	1 Transactions	
1	Fund Total:			94,309.44	General Fund		71 Transactions	

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Aitkin County

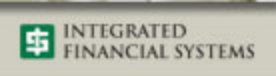


Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

2 Reserves Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
200	DEPT		Enforcement			
	9863 Brown/Todd M					
	02-200-020-0000-6360		DOORS FOR SIDE X SIDE	1197821	Sheriff Search & Rescue Reserve Expen	N
	9863 Brown/Todd M			1 Transactions		
200	DEPT Total:		2,099.99	Enforcement	1 Vendors	1 Transactions
2	Fund Total:		2,099.99	Reserves Fund		1 Transactions

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
301	DEPT			R&B Administration			
783	Canon Financial Services, Inc 03-301-000-0000-6342		192.60	CONTRACT CHARGE	29699498	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		192.60	1 Transactions			
301	DEPT Total:		192.60	R&B Administration	1 Vendors	1 Transactions	
302	DEPT			R&B Engineering/Construction			
9541	DIEDERICH/AUSTIN 03-302-000-0000-6181		145.00	WORK BOOTS REIMBURSEMENT	FLEET FARM	Safety Footwear Allowance	N
9541	DIEDERICH/AUSTIN		145.00	1 Transactions			
302	DEPT Total:		145.00	R&B Engineering/Construction	1 Vendors	1 Transactions	
303	DEPT			R&B Highway Maintenance			
170	Aitkin Motor Company 03-303-000-0000-6590		34.23	REPAIR PARTS	17280	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		138.16	REPAIR PARTS	17290	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		55.64	REPAIR PARTS	17306	Repair & Maintenance Supplies	N
170	Aitkin Motor Company		228.03	3 Transactions			
8693	ASV, LLC 03-303-000-0000-6590		542.73	REPAIR PARTS	588619	Repair & Maintenance Supplies	N
8693	ASV, LLC		542.73	1 Transactions			
11419	Beaudry Oil & Service, Inc. 03-303-000-0000-6570		17,472.23	AITKIN DIESEL	1098442	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		6,470.00	PALISADE DIESEL	1098443	Motor Fuel & Lubricants	N
11419	Beaudry Oil & Service, Inc.		23,942.23	2 Transactions			
14887	Cintas Corporation 03-303-000-0000-6360		15.82	SHOP LAUNDRY	4140847054	Services, Labor, Contracts	N
14887	Cintas Corporation		15.82	1 Transactions			
9326	Dehn Oil 03-303-000-0000-6570		10,808.10	MCGREGOR DIESEL	25202810	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		10,808.10	MCGRATH DIESEL	25202811	Motor Fuel & Lubricants	N

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9326	Dehn Oil		21,616.20		2 Transactions		
1430	Dotzler Power Equipment 03-303-000-0000-6417		24.95	AITKIN SHOP SUPPLIES	30728	Shop/Building Maintenance	N
1430	Dotzler Power Equipment		24.95		1 Transactions		
1959	H & L Mesabi Inc 03-303-000-0000-6417		90.00	AITKIN SHOP SUPPLIES	42405	Shop/Building Maintenance	N
1959	H & L Mesabi Inc		90.00		1 Transactions		
9102	JOHNSON/BRAD 03-303-000-0000-6181		145.00	BOOT REIMBURSEMENT		Safety Footwear Allowance	N
9102	JOHNSON/BRAD		145.00		1 Transactions		
2831	Little Falls Machine Inc 03-303-000-0000-6590		1,550.11	REPAIR PARTS	365898	Repair & Maintenance Supplies	N
2831	Little Falls Machine Inc		1,550.11		1 Transactions		
2941	M R Sign Co Inc 03-303-000-0000-6417		1,146.60	SCRAP ALUMINUM	217957	Shop/Building Maintenance	N
	03-303-000-0000-6516		267.40	E-911 ROAD SIGNS	217961	Signs & Posts	N
	03-303-000-0000-6516		1,901.50	RESIDENTIAL E-911 SIGN POSTS	218629	Signs & Posts	N
2941	M R Sign Co Inc		1,022.30		3 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 03-303-000-0000-6254		547.87	POWER: PALISADE	18-52-026-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		51.97	169& CSAH 3	19-23-010-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		51.00	CSAH 5	27-35-015-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		37.23	POWER: MCGREGOR	29-53-003-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		52.00	CSAH 8	30-06-012-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		51.00	CSAH 4	32-32-007-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		641.86	POWER: AITKIN	33-52-007-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		57.76	169 & CSAH 28	39-62-022-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		41.79	CSAH 12	40-06-000-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		52.00	CSAH 12	46-56-023-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		52.00	CSAH 11	48-09-009-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		52.32	47 & CSAH 2	54-51-104-01	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		1,688.80		12 Transactions		

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10111	NELSON/ROBERT J 03-303-000-0000-6521		500.00	ADJUSTMENT OF ROW		Maintenance Supplies	Y
10111	NELSON/ROBERT J		500.00	1 Transactions			
10720	Nuss Truck Group Inc 03-303-000-0000-6590		585.15	REPAIR PARTS	6153577P	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		372.96	REPAIR PARTS-FILTERS	6153790P	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		581.45	REPAIR PARTS	6153903P	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		318.23	REPAIR PARTS	6154003P	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		318.23	REPAIR PARTS	6154006P	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		471.92	REPAIR PARTS-FILTERS	6154154P	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		960.00-	REPAIR PARTS	CM6151613P	Repair & Maintenance Supplies	N
10720	Nuss Truck Group Inc		1,687.94	7 Transactions			
8537	Powerplan OIB 03-303-000-0000-6590		423.59	REPAIR PARTS	2177083	Repair & Maintenance Supplies	N
8537	Powerplan OIB		423.59	1 Transactions			
9642	WEX BANK 03-303-000-0000-6417		23.27	AITKIN SHOP SUPPLIES	85701760	Shop/Building Maintenance	N
	03-303-000-0000-6570		4,717.77	GASOLINE	85701760	Motor Fuel & Lubricants	N
9642	WEX BANK		4,741.04	2 Transactions			
5295	Ziegler Inc 03-303-000-0000-6590		346.03	REPAIR PARTS	IN000806658	Repair & Maintenance Supplies	N
5295	Ziegler Inc		346.03	1 Transactions			
303	DEPT Total:		58,564.77	R&B Highway Maintenance	16 Vendors	40 Transactions	
307	DEPT			R&B Capital Infrastructure			
86222	Aitkin Independent Age 03-307-000-0000-6230		104.63	AD FOR BID	1281204	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		104.63	1 Transactions			
7652	Erickson Engineering Co. 03-307-000-0000-6269		3,540.00	PROFESSIONAL SERVICES	15314	Professional Services	Y
7652	Erickson Engineering Co.		3,540.00	1 Transactions			

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12/27/22 8:38AM

Aitkin County



Audit List for Board **AUDITOR'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>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
307	DEPT Total:		3,644.63	R&B Capital Infrastructure	2 Vendors	2 Transactions	
3	Fund Total:		62,547.00	Road & Bridge		44 Transactions	

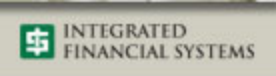
Aitkin County



Audit List for Board **AUDITOR'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	1099
400	DEPT			Public Health Department			
9608	AMAZON CAPITAL SERVICES 05-400-440-0410-6405		23.52	ACCTG - TONER 12/16/2022 12/16/2022	13L6-74RL-VTYR	Office Supplies	N
	05-400-450-0451-6435		35.02	PH-HE COMM/SCHOOL LUGGAGE TAGS 12/16/2022 12/16/2022	13L6-74RL-VTYR	Public Health Program Related Supplies	N
	05-400-440-0410-6405		10.90	PH-4 PORT USB HUB (EM) 12/18/2022 12/18/2022	1NLC-VLMQ-YWCK	Office Supplies	N
	05-400-440-0410-6405		15.13	AGENCY-BATTERIES/EXT CRD/RULER 12/18/2022 12/18/2022	1NLC-VLMQ-YWCK	Office Supplies	N
	05-400-440-0410-6405		11.69	AGENCY-KRAZY GLUE/TAPE 12/14/2022 12/14/2022	1RPN-W9DX-7MKT	Office Supplies	N
	05-400-450-0451-6405		8.78	PH-COMPUTER MOUSE (HC) 12/20/2022 12/20/2022	1VRF-L747-KVK9	Office Supplies	N
	05-400-440-0410-6405		1.86	ADMIN-WALL CALENDAR (SP) 12/14/2022 12/14/2022	1VXK-VKLD-V664	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		106.90	7 Transactions			
9014	PAPER STORM 05-400-440-0410-6360		13.61	PAPER SHREDDING 12/20/2022 12/20/2022	21080	Services, Labor, Contracts	N
9014	PAPER STORM		13.61	1 Transactions			
400	DEPT Total:		120.51	Public Health Department	2 Vendors	8 Transactions	
420	DEPT			Income Maintenance			
9561	Amazon Business 05-420-640-4800-6480		179.00	CS-DYMO LABEL WRITER 550 12/19/2022 12/19/2022	17M-L91W-9M6J	Small Furniture/Equipment	N
9561	Amazon Business		179.00	1 Transactions			
9608	AMAZON CAPITAL SERVICES 05-420-600-4800-6405		55.44	ACCTG - TONER 12/16/2022 12/16/2022	13L6-74RL-VTYR	Office Supplies	N
	05-420-600-4800-6405		35.67	AGENCY-BATTERIES/EXT CRD/RULER 12/18/2022 12/18/2022	1NLC-VLMQ-YWCK	Office Supplies	N
	05-420-600-4800-6405		27.55	AGENCY-KRAZY GLUE/TAPE 12/14/2022 12/14/2022	1RPN-W9DX-7MKT	Office Supplies	N
	05-420-600-4800-6405		4.39	ADMIN-WALL CALENDAR (SP)	1VXK-VKLD-V664	Office Supplies	N

Aitkin County



Audit List for Board **AUDITOR'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	1099
	05-420-600-4800-6405		9.99	12/14/2022 12/14/2022 IM-SCANNED STAMP	1VXK-VKLD-V664	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		133.04	12/14/2022 12/14/2022 5 Transactions			
9014	PAPER STORM 05-420-600-4800-6360		32.08	12/20/2022 12/20/2022 PAPER SHREDDING	21080	Services, Labor, Contracts	N
9014	PAPER STORM		32.08	12/20/2022 12/20/2022 1 Transactions			
86944	Sheriff Crow Wing County 05-420-640-4800-6379		75.00	12/14/2022 12/14/2022 IV-D SERVICE 001577471401	10697	Other Iv-D Charges	N
86944	Sheriff Crow Wing County		75.00	12/14/2022 12/14/2022 1 Transactions			
420	DEPT Total:		419.12	Income Maintenance	4 Vendors	8 Transactions	
430	DEPT			Social Services			
9608	AMAZON CAPITAL SERVICES 05-430-700-4800-6405		89.04	12/16/2022 12/16/2022 ACCTG - TONER	13L6-74RL-VTYR	Office Supplies	N
	05-430-700-4800-6405		57.29	12/18/2022 12/18/2022 AGENCY-BATTERIES/EXT CRD/RULER	1NLC-VLMQ-YWCK	Office Supplies	N
	05-430-700-4800-6405		44.25	12/14/2022 12/14/2022 AGENCY-KRAZY GLUE/TAPE	1RPN-W9DX-7MKT	Office Supplies	N
	05-430-700-4800-6405		7.04	12/14/2022 12/14/2022 ADMIN-WALL CALENDAR (SP)	1VXK-VKLD-V664	Office Supplies	N
	05-430-700-4800-6405		9.89	12/14/2022 12/14/2022 SS-WALL CALENDAR (BC)	1VXK-VKLD-V664	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		207.51	12/14/2022 12/14/2022 5 Transactions			
1333	Dell Marketing L.P. 05-430-700-4800-6485		1,435.61	12/21/2022 12/21/2022 SS-LATITUDE 5530 - 7CSP7S3	10640046983	Computer/Technology Supplies	N
1333	Dell Marketing L.P.		1,435.61	12/21/2022 12/21/2022 1 Transactions			
9014	PAPER STORM 05-430-700-4800-6360		51.51	12/20/2022 12/20/2022 PAPER SHREDDING	21080	Services, Labor, Contracts	N

WLC1
12/27/22 8:38AM

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

5 Health & Human Services

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</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>	
9014	PAPER STORM		51.51		1 Transactions		
430	DEPT Total:		1,694.63	Social Services	3 Vendors	7 Transactions	
5	Fund Total:		2,234.26	Health & Human Services		23 Transactions	

Aitkin County



9 State

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT			Undesignated			
4580	Mn Dept Of Finance						
	09-000-000-0000-2022		104.00	BIRTH SUR	NOV 2022	Birth/Death Surcharges	N
	09-000-000-0000-2022		488.00	DEATH SUR	NOV 2022	Birth/Death Surcharges	N
	09-000-000-0000-2024		78.00	CHILD SUR	NOV 2022	St Share Of Birth Cert.-Children	N
	09-000-000-0000-2031		28.50	TORRENS ASSUR	NOV 2022	Real Estate Assurance (Was 5874 And 6	N
	09-000-000-0000-2036		4,084.50	STATE GEN FUND	NOV 2022	Recording Surcharges (Was 5871 & 6281)	N
	09-000-000-0000-2036		260.00	LEG SUR	NOV 2022	Recording Surcharges (Was 5871 & 6281)	N
4580	Mn Dept Of Finance		5,043.00		6 Transactions		
3375	Mn Dept Of Health						
	09-000-000-0000-2027		595.00	NOV WELL CERTS	NOV 2022	State Well Cert Fees (Was 5097 & 6203)	N
3375	Mn Dept Of Health		595.00		1 Transactions		
0	DEPT Total:		5,638.00	Undesignated	2 Vendors	7 Transactions	
9	Fund Total:		5,638.00	State		7 Transactions	

Aitkin County



Audit List for Board **AUDITOR'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	1099
900	DEPT 5938 Rieger Logging 10-900-000-0000-2300		1,467.68	Timber Permit Bonds REFUND BOND 01/01/2023 01/01/2023	14281	Timber Permit Bonds	N
	5938 Rieger Logging		1,467.68	1 Transactions			
900	DEPT Total:		1,467.68	Timber Permit Bonds	1 Vendors	1 Transactions	
923	DEPT 1028 CTC 10-923-000-0000-6254		1,720.72	Forfeited Tax Sales INTERNET OCT - JAN 10/01/2022 01/11/2023	81193-2	Utilities-Gas and Electric	N
	1028 CTC		1,720.72	1 Transactions			
	90805 Temco 10-923-000-0000-6590		1,130.00	REPAIR TRAILER	27496	Repair & Maintenance Supplies	Y
	90805 Temco		1,130.00	1 Transactions			
923	DEPT Total:		2,850.72	Forfeited Tax Sales	2 Vendors	2 Transactions	
10	Fund Total:		4,318.40	Trust		3 Transactions	

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
925	DEPT			Resource Management			
9747	Haugly/Bryan 11-925-000-0000-6450		107.99	BOOT ALLOWANCE 01/01/2023 12/31/2023	12202022	Field Supplies	N
	9747 Haugly/Bryan		107.99	1 Transactions			
5511	Milbradt/Kris 11-925-000-0000-6273		1,300.00	PRUNE WHITE PINE 6.5 AC	121922	Timber Improvement	Y
	5511 Milbradt/Kris		1,300.00	1 Transactions			
925	DEPT Total:		1,407.99	Resource Management	2 Vendors	2 Transactions	
939	DEPT			County Surveyor			
15063	Chapter II MSPS 11-939-000-0000-6240		40.00	R QUALE 2023 DUES 01/01/2023 12/31/2023	2023DUES	Membership/Dues/Association Fees	N
	15063 Chapter II MSPS		40.00	1 Transactions			
14747	MSPS 11-939-000-0000-6240		275.00	RANDY'S DUES 01/01/2023 12/31/2023	300004035	Membership/Dues/Association Fees	N
	14747 MSPS		275.00	1 Transactions			
939	DEPT Total:		315.00	County Surveyor	2 Vendors	2 Transactions	
11	Fund Total:		1,722.99	Forest Development		4 Transactions	

WLC1
 12/27/22 8:38AM
 19 Long Lake Conservation Cen

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT		LLCC Administration			
3160	Mille Lacs Energy Coop-Albert Lea					
	19-521-000-0000-6254		MLEC-DINING HALL	271300601	Utilities-Gas and Electric	N
	19-521-000-0000-6254		MLEC- NSL	271300703	Utilities-Gas and Electric	N
	19-521-000-0000-6254		MLEC_ PARKING LOT	271300801	Utilities-Gas and Electric	N
	19-521-000-0000-6254		MLEC - STAFF RESIDENCE	271300901	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		1,145.78	4 Transactions		
521	DEPT Total:		1,145.78	LLCC Administration	1 Vendors	4 Transactions
19	Fund Total:		1,145.78	Long Lake Conservation Center		4 Transactions

WLC1
 12/27/22 8:38AM
 21 Parks

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT				Parks			
10285	Duluth Archaeology Center LLC 21-520-000-0000-6808			2,484.41	PREFIELD ADMIN AND FIELD SURVE	2022-24	State Grant-Other	Y
10285	Duluth Archaeology Center LLC			2,484.41	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254		B	77.86	BERGLUND ELECTRIC 11/01/2022 12/01/2022	185110602	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea			77.86	1 Transactions			
520	DEPT Total:			2,562.27	Parks	2 Vendors	2 Transactions	
21	Fund Total:			2,562.27	Parks		2 Transactions	

WLC1
 12/27/22 8:38AM
 22 Coronavirus Relief Fund

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
716	DEPT		American Rescue Plan - COVID			
	9013 STRATELIGENT					
	22-716-000-0000-6802		3,333.33	DECEMBER CREATIVE SERVICES	121022	Category: Negative Economic Impacts N
				12/01/2022 12/31/2022		
	9013 STRATELIGENT		3,333.33	1 Transactions		
716	DEPT Total:		3,333.33	American Rescue Plan - COVID	1 Vendors	1 Transactions
22	Fund Total:		3,333.33	Coronavirus Relief Fund		1 Transactions
	Final Total:		179,911.46	98 Vendors	160 Transactions	

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	94,309.44	General Fund
	2	2,099.99	Reserves Fund
	3	62,547.00	Road & Bridge
	5	2,234.26	Health & Human Services
	9	5,638.00	State
	10	4,318.40	Trust
	11	1,722.99	Forest Development
	19	1,145.78	Long Lake Conservation Center
	21	2,562.27	Parks
	22	3,333.33	Coronavirus Relief Fund
	All Funds	179,911.46	Total

Approved by,

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12/28/22

8:28AM

Aitkin County

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Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
943	DEPT			Taxes And Penalties			
999999000	AITKIN COUNTY TREASURER 13-943-000-0000-2001		106.00	Property tax overpayment	26-0-040100	Cur - Property Taxes	N
999999000	AITKIN COUNTY TREASURER		106.00	1 Transactions			
999999000	ALBERTSON/KIMBERLY 13-943-000-0000-2001		62.00	Property tax overpayment	16-1-064700	Cur - Property Taxes	N
999999000	ALBERTSON/KIMBERLY		62.00	1 Transactions			
999999000	ANDERSON/CHRISTOPHER 13-943-000-0000-2001		177.00	Property tax overpayment	24-0-014500	Cur - Property Taxes	N
	13-943-000-0000-2001		617.00	Property tax overpayment	24-0-017300	Cur - Property Taxes	N
999999000	ANDERSON/CHRISTOPHER		794.00	2 Transactions			
999999000	ANDERSON/JEREMY 13-943-000-0000-2001		933.00	Property tax overpayment	29-1-488300	Cur - Property Taxes	N
999999000	ANDERSON/JEREMY		933.00	1 Transactions			
999999000	APFELBACHER/STEVEN 13-943-000-0000-2001		2,288.00	Property tax overpayment	MULTIPLE	Cur - Property Taxes	N
999999000	APFELBACHER/STEVEN		2,288.00	1 Transactions			
999999000	BAGLEY/DAVID 13-943-000-0000-2001		96.00	Property tax overpayment	32-0-045500	Cur - Property Taxes	N
999999000	BAGLEY/DAVID		96.00	1 Transactions			
999999000	BAYERL/ROBYN 13-943-000-0000-2001		17.04	Property tax overpayment	12-0-000500	Cur - Property Taxes	N
	13-943-000-0000-2001		17.08	Property tax overpayment	12-0-000600	Cur - Property Taxes	N
999999000	BAYERL/ROBYN		34.12	2 Transactions			
999999000	BELL BANK 13-943-000-0000-2001		27.00	Property tax overpayment	29-1-315200	Cur - Property Taxes	N
999999000	BELL BANK		27.00	1 Transactions			
999999000	BELL/ROBERT 13-943-000-0000-2001		176.00	Property tax overpayment	MULTIPLE	Cur - Property Taxes	N
999999000	BELL/ROBERT		176.00	1 Transactions			

Aitkin County



Audit List for Board **AUDITOR'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	1099
999999000	BENEDICT/JOHN 13-943-000-0000-2001		21.00	Property tax overpayment	13-0-007800	Cur - Property Taxes	N
999999000	BENEDICT/JOHN		21.00	1 Transactions			
999999000	BIEHL/NAOMI 13-943-000-0000-2001		54.00	Property tax overpayment	57-1-066800	Cur - Property Taxes	N
	13-943-000-0000-2001		32.00	Property tax overpayment	57-1-072502	Cur - Property Taxes	N
999999000	BIEHL/NAOMI		86.00	2 Transactions			
999999000	BLANEY/DAWN 13-943-000-0000-2001		2,044.00	Property tax overpayment	MULTIPLE	Cur - Property Taxes	N
999999000	BLANEY/DAWN		2,044.00	1 Transactions			
999999000	BOCK/CARMEN 13-943-000-0000-2001		1,361.00	Property tax overpayment	29-0-013011	Cur - Property Taxes	N
999999000	BOCK/CARMEN		1,361.00	1 Transactions			
999999000	BOCKOVEN/SHARON 13-943-000-0000-2001		74.00	Property tax overpayment	07-0-052501	Cur - Property Taxes	N
999999000	BOCKOVEN/SHARON		74.00	1 Transactions			
999999000	BORG/SUSAN 13-943-000-0000-2001		78.00	Property tax overpayment	09-1-069300	Cur - Property Taxes	N
999999000	BORG/SUSAN		78.00	1 Transactions			
999999000	BRIDGWATER/NEVA 13-943-000-0000-2001		150.00	Property tax overpayment	36-0-007900	Cur - Property Taxes	N
999999000	BRIDGWATER/NEVA		150.00	1 Transactions			
999999000	BUDINGER/KERRY 13-943-000-0000-2001		25.00	Property tax overpayment	08-0-026100	Cur - Property Taxes	N
999999000	BUDINGER/KERRY		25.00	1 Transactions			
999999000	CABANA CUTS INC 13-943-000-0000-2001		99.00	Property tax overpayment	14-0-060400	Cur - Property Taxes	N
999999000	CABANA CUTS INC		99.00	1 Transactions			
999999000	CARLSON/RANDY 13-943-000-0000-2001		306.00	Property tax overpayment	06-0-005100	Cur - Property Taxes	N

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	CARLSON/RANDY		306.00		1 Transactions		
999999000	CHOICE BANK 13-943-000-0000-2001		819.00	Property tax overpayment	MULTIPLE	Cur - Property Taxes	N
999999000	CHOICE BANK		819.00		1 Transactions		
999999000	COATES/CHRISTOPHER 13-943-000-0000-2001		50.00	Property tax overpayment	16-1-111800	Cur - Property Taxes	N
999999000	COATES/CHRISTOPHER		50.00		1 Transactions		
999999000	COOK/BRADLEY 13-943-000-0000-2001		648.00	Property tax overpayment	21-1-065301	Cur - Property Taxes	N
999999000	COOK/BRADLEY		648.00		1 Transactions		
999999000	CORELOGIC CENTRALIZED REFUNDS 13-943-000-0000-2001		357.00	Property tax overpayment	20-0-030700	Cur - Property Taxes	N
	13-943-000-0000-2001		786.00	Property tax overpayment	24-1-121600	Cur - Property Taxes	N
	13-943-000-0000-2001		135.00	Property tax overpayment	24-1-121700	Cur - Property Taxes	N
999999000	CORELOGIC CENTRALIZED REFUNDS		1,278.00		3 Transactions		
999999000	CORELOGIC TAX SERVICES 13-943-000-0000-2001		17.12	Property tax overpayment	29-0-018501	Cur - Property Taxes	N
999999000	CORELOGIC TAX SERVICES		17.12		1 Transactions		
999999000	DEERWOOD BANK 13-943-000-0000-2001		1,038.00	Property tax overpayment	56-1-169000	Cur - Property Taxes	N
999999000	DEERWOOD BANK		1,038.00		1 Transactions		
999999000	DICKINSON ENTERPRISES 13-943-000-0000-2001		2,467.00	Property tax overpayment	01-0-075000	Cur - Property Taxes	N
999999000	DICKINSON ENTERPRISES		2,467.00		1 Transactions		
999999000	DKKM INC 13-943-000-0000-2001		54.00	Property tax overpayment	11-0-070900	Cur - Property Taxes	N
999999000	DKKM INC		54.00		1 Transactions		
999999000	DUFRESNE/KATHERYN 13-943-000-0000-2001		40.00	Property tax overpayment	18-0-039301	Cur - Property Taxes	N

Aitkin County



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13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	DUFRESNE/KATHERYN		40.00		1 Transactions		
999999000	EDHOLM/MICHAEL 13-943-000-0000-2001		78.00	Property tax overpayment	13-1-061100	Cur - Property Taxes	N
999999000	EDHOLM/MICHAEL		78.00		1 Transactions		
999999000	FERN/ROBERT 13-943-000-0000-2001		94.00	Property tax overpayment	35-0-035606	Cur - Property Taxes	N
999999000	FERN/ROBERT		94.00		1 Transactions		
999999000	FORSBERG/ELDON 13-943-000-0000-2001		16.00	Property tax overpayment	13-1-070800	Cur - Property Taxes	N
999999000	FORSBERG/ELDON		16.00		1 Transactions		
999999000	GOODSELL/ROBERT 13-943-000-0000-2001		604.00	Property tax overpayment	09-1-100300	Cur - Property Taxes	N
999999000	GOODSELL/ROBERT		604.00		1 Transactions		
999999000	GRAND TIMBER BANK 13-943-000-0000-2001		688.00	Property tax overpayment	26-0-005000	Cur - Property Taxes	N
	13-943-000-0000-2001		592.00	Property tax overpayment	27-0-049300	Cur - Property Taxes	N
	13-943-000-0000-2001		576.91	Property tax overpayment	59-0-003905	Cur - Property Taxes	N
	13-943-000-0000-2001		415.80	Property tax overpayment	59-1-023300	Cur - Property Taxes	N
999999000	GRAND TIMBER BANK		2,272.71		4 Transactions		
999999000	GREGOIRE/JAMES 13-943-000-0000-2001		70.00	Property tax overpayment	21-0-023900	Cur - Property Taxes	N
999999000	GREGOIRE/JAMES		70.00		1 Transactions		
999999000	HANDY/HOWARD 13-943-000-0000-2001		139.81	Property tax overpayment	38-1-061400	Cur - Property Taxes	N
999999000	HANDY/HOWARD		139.81		1 Transactions		
999999000	HANSEN/ANDREA 13-943-000-0000-2001		40.00	Property tax overpayment	29-1-419700	Cur - Property Taxes	N
999999000	HANSEN/ANDREA		40.00		1 Transactions		
999999000	HASSELIUS/ROBERT 13-943-000-0000-2001		24.00	Property tax overpayment	24-0-068902	Cur - Property Taxes	N

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

13 Taxes & Penalties

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999999000	HASELIUS/ROBERT		24.00		1 Transactions		
999999000	HAUGH/TERI						
	13-943-000-0000-2001		38.00	Property tax overpayment	11-1-174500	Cur - Property Taxes	N
	13-943-000-0000-2001		52.00	Property tax overpayment	11-1-174600	Cur - Property Taxes	N
999999000	HAUGH/TERI		90.00		2 Transactions		
999999000	HENNEY/LYNN						
	13-943-000-0000-2001		20.72	Property tax overpayment	52-1-037600	Cur - Property Taxes	N
999999000	HENNEY/LYNN		20.72		1 Transactions		
999999000	HILTON/DALE						
	13-943-000-0000-2001		76.00	Property tax overpayment	57-1-069800	Cur - Property Taxes	N
999999000	HILTON/DALE		76.00		1 Transactions		
999999000	INFO PRO LENDER SERVICES						
	13-943-000-0000-2001		460.00	Property tax overpayment	34-0-038903	Cur - Property Taxes	N
999999000	INFO PRO LENDER SERVICES		460.00		1 Transactions		
999999000	JOHNSON/RONALD						
	13-943-000-0000-2001		12.60	Property tax overpayment	09-1-083500	Cur - Property Taxes	N
999999000	JOHNSON/RONALD		12.60		1 Transactions		
999999000	KALUZA/ANDREW						
	13-943-000-0000-2001		60.00	Property tax overpayment	16-0-049204	Cur - Property Taxes	N
999999000	KALUZA/ANDREW		60.00		1 Transactions		
999999000	KANGAS/TRACEY						
	13-943-000-0000-2001		270.00	Property tax overpayment	16-7-067813	Cur - Property Taxes	N
999999000	KANGAS/TRACEY		270.00		1 Transactions		
999999000	KLICK/LISA						
	13-943-000-0000-2001		82.00	Property tax overpayment	29-1-336500	Cur - Property Taxes	N
999999000	KLICK/LISA		82.00		1 Transactions		
999999000	KONOPACKI/MARKUS						
	13-943-000-0000-2001		78.16	Property tax overpayment	29-0-060807	Cur - Property Taxes	N
999999000	KONOPACKI/MARKUS		78.16		1 Transactions		

Aitkin County



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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	KUBISZEWSKI/ELAINE 13-943-000-0000-2001		76.00	Property tax overpayment	02-1-074900	Cur - Property Taxes	N
999999000	KUBISZEWSKI/ELAINE		76.00	1 Transactions			
999999000	LANIGAN/MICHAEL 13-943-000-0000-2001		14.00	Property tax overpayment	34-0-032101	Cur - Property Taxes	N
999999000	LANIGAN/MICHAEL		14.00	1 Transactions			
999999000	LARSON/SHARI 13-943-000-0000-2001		18.00	Property tax overpayment	29-1-507700	Cur - Property Taxes	N
999999000	LARSON/SHARI		18.00	1 Transactions			
999999000	LEMKI/DIANE 13-943-000-0000-2001		8.54	Property tax overpayment	29-1-353000	Cur - Property Taxes	N
	13-943-000-0000-2001		11.62	Property tax overpayment	29-1-353100	Cur - Property Taxes	N
999999000	LEMKI/DIANE		20.16	2 Transactions			
999999000	LERETA LLC 13-943-000-0000-2001		194.00	Property tax overpayment	02-0-033401	Cur - Property Taxes	N
999999000	LERETA LLC		194.00	1 Transactions			
999999000	LIBERTY BANK 13-943-000-0000-2001		2,757.00	Property tax overpayment	56-0-169608	Cur - Property Taxes	N
999999000	LIBERTY BANK		2,757.00	1 Transactions			
999999000	LITTERER/MARY 13-943-000-0000-2001		332.00	Property tax overpayment	07-1-113400	Cur - Property Taxes	N
999999000	LITTERER/MARY		332.00	1 Transactions			
999999000	LORENZEN/ROBIN 13-943-000-0000-2001		23.76	Property tax overpayment	13-0-003901	Cur - Property Taxes	N
	13-943-000-0000-2001		89.07	Property tax overpayment	13-0-004200	Cur - Property Taxes	N
999999000	LORENZEN/ROBIN		112.83	2 Transactions			
999999000	LUND/STEVE 13-943-000-0000-2001		14.00	Property tax overpayment	29-0-052400	Cur - Property Taxes	N
999999000	LUND/STEVE		14.00	1 Transactions			
999999000	MAXWELL/WAYNE						

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

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999999000	MAXWELL/WAYNE		50.00	Property tax overpayment	16-1-103400	Cur - Property Taxes	N
				1 Transactions			
999999000	MEARS/KURT		46.00	Property tax overpayment	29-1-546400	Cur - Property Taxes	N
				1 Transactions			
999999000	MEMBERS COOPERATIVE CREDIT UNION		1,237.00	Property tax overpayment	29-1-469400	Cur - Property Taxes	N
			448.00	Property tax overpayment	29-1-469500	Cur - Property Taxes	N
			114.00	Property tax overpayment	29-1-540900	Cur - Property Taxes	N
			196.00	Property tax overpayment	56-0-152700	Cur - Property Taxes	N
			1,581.00	Property tax overpayment	56-0-180100	Cur - Property Taxes	N
			411.00	Property tax overpayment	56-1-024000	Cur - Property Taxes	N
			624.00	Property tax overpayment	56-1-085700	Cur - Property Taxes	N
999999000	MEMBERS COOPERATIVE CREDIT UNION		4,611.00	7 Transactions			
999999000	METZEN/JEFFERY		24.00	Property tax overpayment	29-1-424000	Cur - Property Taxes	N
				1 Transactions			
999999000	MIDMINNESOTA FEDERAL CREDIT UNION		199.00	Property tax overpayment	07-0-044100	Cur - Property Taxes	N
				1 Transactions			
999999000	MILLER/DAVID		44.00	Property tax overpayment	16-0-011901	Cur - Property Taxes	N
				1 Transactions			
999999000	MINNESOTA NATIONAL GOLF CLUB & RES		48.00	Property tax overpayment	39-0-041901	Cur - Property Taxes	N
				1 Transactions			
999999000	MOSS/DANIEL		20.64	Property tax overpayment	54-0-026601	Cur - Property Taxes	N
			6.64	Property tax overpayment	54-0-026901	Cur - Property Taxes	N
999999000	MOSS/DANIEL		27.28	2 Transactions			
999999000	MOUNTAIN EXPRESS OIL COMPANY						

Aitkin County

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	MOUNTAIN EXPRESS OIL COMPANY		20,086.00	Property tax overpayment	MULTIPLE	Cur - Property Taxes	N
				1 Transactions			
999999000	OLSON/ERIC		96.00	Property tax overpayment	14-0-036900	Cur - Property Taxes	N
			96.00	Property tax overpayment	14-0-037000	Cur - Property Taxes	N
999999000	OLSON/ERIC		192.00				
				2 Transactions			
999999000	PEKA/AMANDA		27.86	Property tax overpayment	41-0-002400	Cur - Property Taxes	N
999999000	PEKA/AMANDA		27.86				
				1 Transactions			
999999000	PETERSEN/MICHAEL		100.00	Property tax overpayment	16-1-054000	Cur - Property Taxes	N
			46.00	Property tax overpayment	16-1-054200	Cur - Property Taxes	N
999999000	PETERSEN/MICHAEL		146.00				
				2 Transactions			
999999000	PHILLIPPI/MARY		216.00	Property tax overpayment	24-1-079000	Cur - Property Taxes	N
999999000	PHILLIPPI/MARY		216.00				
				1 Transactions			
999999000	POWERS/CHRISTY		814.98	Property tax overpayment	14-1-070700	Cur - Property Taxes	N
999999000	POWERS/CHRISTY		814.98				
				1 Transactions			
999999000	PUFFER/MARK		16.92	Property tax overpayment	11-0-067002	Cur - Property Taxes	N
999999000	PUFFER/MARK		16.92				
				1 Transactions			
999999000	RAUSCH/JONATHON		350.00	Property tax overpayment	08-1-071000	Cur - Property Taxes	N
			862.00	Property tax overpayment	08-1-071100	Cur - Property Taxes	N
999999000	RAUSCH/JONATHON		1,212.00				
				2 Transactions			
999999000	REINKING/CHERYL		35.56	Property tax overpayment	01-0-023400	Cur - Property Taxes	N
999999000	REINKING/CHERYL		35.56				
				1 Transactions			
999999000	RIPPIE/E CARL						

Aitkin County



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999999000	RIPPIE/E CARL 13-943-000-0000-2001		100.00 100.00	Property tax overpayment 1 Transactions	29-0-046902	Cur - Property Taxes	N
999999000	ROGOWSKI/DAVID 13-943-000-0000-2001		984.00 984.00	Property tax overpayment 1 Transactions	09-0-020100	Cur - Property Taxes	N
999999000	ROREM/STEVEN 13-943-000-0000-2001		78.00	Property tax overpayment	32-0-032200	Cur - Property Taxes	N
999999000	ROREM/STEVEN 13-943-000-0000-2001		92.00	Property tax overpayment	32-0-032500	Cur - Property Taxes	N
999999000	ROREM/STEVEN		170.00	2 Transactions			
999999000	SALDEN/LINDA 13-943-000-0000-2001		12.00	Property tax overpayment	01-0-077704	Cur - Property Taxes	N
999999000	SALDEN/LINDA		12.00	1 Transactions			
999999000	SAUNDERS/JAMES 13-943-000-0000-2001		65.00	Property tax overpayment	08-0-027102	Cur - Property Taxes	N
999999000	SAUNDERS/JAMES		65.00	1 Transactions			
999999000	SHEPHERD/CAROL 13-943-000-0000-2001		190.00	Property tax overpayment	29-0-019511	Cur - Property Taxes	N
999999000	SHEPHERD/CAROL		190.00	1 Transactions			
999999000	SIMONSON/JAMES 13-943-000-0000-2001		86.00	Property tax overpayment	09-0-016200	Cur - Property Taxes	N
999999000	SIMONSON/JAMES		86.00	1 Transactions			
999999000	SOLTAU/JANE 13-943-000-0000-2001		705.00	Property tax overpayment	29-1-161200	Cur - Property Taxes	N
999999000	SOLTAU/JANE		705.00	1 Transactions			
999999000	TEDFORD/BARBARA 13-943-000-0000-2001		13.79	Property tax overpayment	13-1-075501	Cur - Property Taxes	N
999999000	TEDFORD/BARBARA		13.79	1 Transactions			
999999000	THE WOODEN FAMILY TRUST 13-943-000-0000-2001		96.00	Property tax overpayment	38-0-025200	Cur - Property Taxes	N

Aitkin County



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999999000	THE WOODEN FAMILY TRUST		96.00		1 Transactions		
999999000	THINGVOLD/JENNIFER 13-943-000-0000-2001		89.00	Property tax overpayment	11-1-247000	Cur - Property Taxes	N
999999000	THINGVOLD/JENNIFER		89.00		1 Transactions		
999999000	VANVLEET/COLLEEN 13-943-000-0000-2001		756.00	Property tax overpayment	18-0-062900	Cur - Property Taxes	N
999999000	VANVLEET/COLLEEN		756.00		1 Transactions		
999999000	VESEL/MARY 13-943-000-0000-2001		30.00	Property tax overpayment	02-1-072800	Cur - Property Taxes	N
999999000	VESEL/MARY		30.00		1 Transactions		
999999000	WALLER/STEVEN 13-943-000-0000-2001		13.78	Property tax overpayment	29-0-058800	Cur - Property Taxes	N
999999000	WALLER/STEVEN		13.78		1 Transactions		
999999000	WEALTHWOOD ROD AND GUN 13-943-000-0000-2001		88.00	Property tax overpayment	11-0-060400	Cur - Property Taxes	N
999999000	WEALTHWOOD ROD AND GUN		88.00		1 Transactions		
999999000	WESSELS/RICHARD 13-943-000-0000-2001		882.00	Property tax overpayment	12-0-019105	Cur - Property Taxes	N
999999000	WESSELS/RICHARD		882.00		1 Transactions		
999999000	WHITE /LAURIE 13-943-000-0000-2001		294.00	Property tax overpayment	MULTIPLE	Cur - Property Taxes	N
999999000	WHITE /LAURIE		294.00		1 Transactions		
999999000	WIEBER/MICHELLE 13-943-000-0000-2001		86.00	Property tax overpayment	01-1-093705	Cur - Property Taxes	N
999999000	WIEBER/MICHELLE		86.00		1 Transactions		
999999000	WILDE/CONNIE 13-943-000-0000-2001		100.00	Property tax overpayment	29-0-050405	Cur - Property Taxes	N
999999000	WILDE/CONNIE		100.00		1 Transactions		
999999000	WILDUNG/JOY						

Aitkin County



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999999000	WILDUNG/JOY 13-943-000-0000-2001		40.00 40.00	Property tax overpayment 1 Transactions	10-0-059401	Cur - Property Taxes	N
999999000	WILLIAMS/DAVID 13-943-000-0000-2001		10.11 10.11	Property tax overpayment 1 Transactions	19-0-033000	Cur - Property Taxes	N
999999000	WINSLOW/LAURIE 13-943-000-0000-2001		10.64 10.64	Property tax overpayment 1 Transactions	29-1-515904	Cur - Property Taxes	N
999999000	WITT PROPERTIES LLC 13-943-000-0000-2001		772.50 772.50	Property tax overpayment 1 Transactions	MULTIPLE	Cur - Property Taxes	N
999999000	WOLF/SANDRA 13-943-000-0000-2001		96.00 96.00	Property tax overpayment 1 Transactions	21-0-033500	Cur - Property Taxes	N
943	DEPT Total:		56,683.65	Taxes And Penalties	96 Vendors	118 Transactions	
13	Fund Total:		56,683.65	Taxes & Penalties		118 Transactions	
	Final Total:		56,683.65	96 Vendors	118 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	13	56,683.65	Taxes & Penalties
All Funds		56,683.65	Total

Approved by,

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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943	DEPT			Taxes And Penalties			
999999000	ALTHOFF/DOUGLAS 13-943-000-0000-2001		66.00	PROPERTY TAX OVERPAYMENT	23-0-023000	Cur - Property Taxes	N
999999000	ALTHOFF/DOUGLAS		66.00	1 Transactions			
999999000	BJORKQUIST RICH/SHARI 13-943-000-0000-2001		17.00	PROPERTY TAX OVERPAYMENT	02-0-050601	Cur - Property Taxes	N
999999000	BJORKQUIST RICH/SHARI		17.00	1 Transactions			
999999000	BOLSTER/STACEY 13-943-000-0000-2001		107.00	PROPERTY TAX OVERPAYMENT	07-0-012803	Cur - Property Taxes	N
999999000	BOLSTER/STACEY		107.00	1 Transactions			
999999000	BRANDT/SUSAN 13-943-000-0000-2001		18.93	PROPERTY TAX OVERPAYMENT	45-1-056300	Cur - Property Taxes	N
999999000	BRANDT/SUSAN		18.93	1 Transactions			
999999000	CLAUSEN/DEE 13-943-000-0000-2001		48.00	PROPERTY TAX OVERPAYMENT	29-1-466900	Cur - Property Taxes	N
999999000	CLAUSEN/DEE		48.00	1 Transactions			
999999000	DRAHOSH/TERRY 13-943-000-0000-2001		80.05	PROPERTY TAX OVERPAYMENT	MULTIPLE	Cur - Property Taxes	N
999999000	DRAHOSH/TERRY		80.05	1 Transactions			
999999000	DUWAYNE HAND CONSTRUCTION INC 13-943-000-0000-2001		25.44	PROPERTY TAX OVERPAYMENT	26-0-006700	Cur - Property Taxes	N
999999000	DUWAYNE HAND CONSTRUCTION INC		25.44	1 Transactions			
999999000	ELLIS/JOEL 13-943-000-0000-2001		40.03	PROPERTY TAX OVERPAYMENT	20-1-063700	Cur - Property Taxes	N
999999000	ELLIS/JOEL		40.03	1 Transactions			
999999000	ENBRIDGE ENERGY PARTNERS, LP 13-943-000-0000-2001		81.00	PROPERTY TAX OVERPAYMENT	05-0-009900	Cur - Property Taxes	N
999999000	ENBRIDGE ENERGY PARTNERS, LP		81.00	1 Transactions			
999999000	ENTSMINGER/JEFF 13-943-000-0000-2001		1,662.00	PROPERTY TAX OVERPAYMENT	09-0-056303	Cur - Property Taxes	N

Aitkin County



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999999000	ENTSMINGER/JEFF 13-943-000-0000-2001		278.00	PROPERTY TAX OVERPAYMENT	15-0-023000	Cur - Property Taxes	N
			1,940.00	2 Transactions			
999999000	FAGAN/LEE ANN 13-943-000-0000-2001		32.02	PROPERTY TAX OVERPAYMENT	34-0-031600	Cur - Property Taxes	N
999999000	FAGAN/LEE ANN		32.02	1 Transactions			
999999000	HARRISON/GAIL 13-943-000-0000-2001		14.68	PROPERTY TAX OVERPAYMENT	13-0-052700	Cur - Property Taxes	N
999999000	HARRISON/GAIL		14.68	1 Transactions			
999999000	KCG LIQUOR INC 13-943-000-0000-2001		28.72	PROPERTY TAX OVERPAYMENT	56-6-000500	Cur - Property Taxes	N
999999000	KCG LIQUOR INC		28.72	1 Transactions			
999999000	KEARNEY/MICHAEL 13-943-000-0000-2001		16.08	PROPERTY TAX OVERPAYMENT	60-0-001401	Cur - Property Taxes	N
	13-943-000-0000-2001		39.28	PROPERTY TAX OVERPAYMENT	60-1-008500	Cur - Property Taxes	N
999999000	KEARNEY/MICHAEL		55.36	2 Transactions			
999999000	LEE/LONNIE 13-943-000-0000-2001		112.70	PROPERTY TAX OVERPAYMENT	57-1-060400	Cur - Property Taxes	N
999999000	LEE/LONNIE		112.70	1 Transactions			
999999000	MATTHEES/KORY 13-943-000-0000-2001		16.00	PROPERTY TAX OVERPAYMENT	29-1-232800	Cur - Property Taxes	N
999999000	MATTHEES/KORY		16.00	1 Transactions			
999999000	MURDOCK/LOIS 13-943-000-0000-2001		52.20	PROPERTY TAX OVERPAYMENT	24-0-041107	Cur - Property Taxes	N
999999000	MURDOCK/LOIS		52.20	1 Transactions			
999999000	OSBERG/ERIK 13-943-000-0000-2001		42.92	PROPERTY TAX OVERPAYMENT	07-1-150500	Cur - Property Taxes	N
999999000	OSBERG/ERIK		42.92	1 Transactions			
999999000	PAVLIK/GREGORY 13-943-000-0000-2001		304.00	PROPERTY TAX OVERPAYMENT	06-1-059100	Cur - Property Taxes	N

Aitkin County



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	PAVLIK/GREGORY		304.00		1 Transactions		
999999000	PETERSON-SCHMIT/TRACI 13-943-000-0000-2001		20.20	PROPERTY TAX OVERPAYMENT	11-1-241900	Cur - Property Taxes	N
999999000	PETERSON-SCHMIT/TRACI		20.20		1 Transactions		
999999000	SCHMIDT/ALEXANDER 13-943-000-0000-2001		161.64	PROPERTY TAX OVERPAYMENT	31-6-003200	Cur - Property Taxes	N
999999000	SCHMIDT/ALEXANDER		161.64		1 Transactions		
999999000	SCHOEN/KRISTINE 13-943-000-0000-2001		27.44	PROPERTY TAX OVERPAYMENT	11-1-247200	Cur - Property Taxes	N
999999000	SCHOEN/KRISTINE		27.44		1 Transactions		
999999000	SOLLO/NATALIE 13-943-000-0000-2001		158.56	PROPERTY TAX OVERPAYMENT	20-0-014300	Cur - Property Taxes	N
999999000	SOLLO/NATALIE		158.56		1 Transactions		
999999000	YANG/JET 13-943-000-0000-2001		743.00	PROPERTY TAX OVERPAYMENT	39-0-018500	Cur - Property Taxes	N
999999000	YANG/JET		743.00		1 Transactions		
943	DEPT Total:		4,192.89	Taxes And Penalties	24 Vendors	26 Transactions	
13	Fund Total:		4,192.89	Taxes & Penalties		26 Transactions	
	Final Total:		4,192.89	24 Vendors	26 Transactions		

Aitkin County

Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	13	4,192.89	Taxes & Penalties
All Funds		4,192.89	Total

Approved by,

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Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals 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

WLC1
 12/20/22 10:25AM

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	8410 Bremer Bank						
1	01-044-904-0000-6360		68.28	Med FSA 12/19/22		Flex Plan Withdrawals	N
2	01-044-904-0000-6360		301.54	Med FSA 12/20/22		Flex Plan Withdrawals	N
	8410 Bremer Bank		369.82	2 Transactions			
1 Fund Total:			369.82	General Fund	1 Vendors	2 Transactions	
Final Total:			369.82	1 Vendors	2 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	369.82	General Fund
All Funds	369.82	Total

Approved by,

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Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals 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

KMR1
 12/23/22 10:53AM

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 01-044-904-0000-6360		25.00	Med FSA Claims 2022	12.23.2022	Flex Plan Withdrawals	N
	8410 Bremer Bank		25.00	1 Transactions			
1 Fund Total:			25.00	General Fund	1 Vendors	1 Transactions	
Final Total:			25.00	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	25.00	General Fund
All Funds	25.00	Total

Approved by,

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WLC1
12/23/22

3:24PM

Aitkin County

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Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 1

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

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	DEPT			Commissioners			
5462	Bremer Bank (Elan ACH)						
11	01-001-000-0000-6405		151.80	Award.com - commissioner plaqu		Office Supplies	N
5462	Bremer Bank (Elan ACH)		151.80	1 Transactions			
1	DEPT Total:		151.80	Commissioners	1 Vendors	1 Transactions	
43	DEPT			Assessor			
5462	Bremer Bank (Elan ACH)						
28	01-043-000-0000-6302		378.77	Amazon - Traction mats		Vehicle Maintenance	N
29	01-043-000-0000-6360		55.00	Realtor Assoc - MLS fees		Services, Labor, Contracts, GIS Mapping	N
5462	Bremer Bank (Elan ACH)		433.77	2 Transactions			
43	DEPT Total:		433.77	Assessor	1 Vendors	2 Transactions	
44	DEPT			Central Services			
5462	Bremer Bank (Elan ACH)						
43	01-044-000-0000-6800		2,980.53-	Elan paid 12/8/2022		ELAN - Statement Payment	N
5462	Bremer Bank (Elan ACH)		2,980.53-	1 Transactions			
44	DEPT Total:		2,980.53-	Central Services	1 Vendors	1 Transactions	
53	DEPT			Human Resources			
5462	Bremer Bank (Elan ACH)						
39	01-053-000-0000-6199		75.00	Cabelas - Empl Recogn (BM)		Employee Recognition	N
40	01-053-000-0000-6405		60.00	Target - Netgear Wireless Adap		Office Supplies	N
5462	Bremer Bank (Elan ACH)		135.00	2 Transactions			
53	DEPT Total:		135.00	Human Resources	1 Vendors	2 Transactions	
110	DEPT			Courthouse Maintenance			
5462	Bremer Bank (Elan ACH)						
41	01-110-000-0000-6570		11.00	Holiday - Fuel for equipment		Motor Fuel & Lubricants	N
42	01-110-000-0000-6570		89.01	Holiday - Fuel for equipment		Motor Fuel & Lubricants	N
5462	Bremer Bank (Elan ACH)		100.01	2 Transactions			

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
110	DEPT Total:		100.01	Courthouse Maintenance	1 Vendors	2 Transactions	
120	DEPT			Veterans Service			
	5462 Bremer Bank (Elan ACH)						
12	01-120-000-0000-6360		513.47	Whitetail Inn - veteran stay		Services, Labor, Contracts	N
	5462 Bremer Bank (Elan ACH)		513.47		1 Transactions		
120	DEPT Total:		513.47	Veterans Service	1 Vendors	1 Transactions	
122	DEPT			Planning & Zoning			
	5462 Bremer Bank (Elan ACH)						
36	01-122-000-0000-6268		570.00	UofM - Basic Design (CP)		Staff Training, Development	N
37	01-122-000-0000-6268		380.00	UofM - Soils (CP)		Staff Training, Development	N
38	01-122-000-0000-6360		14.99	Zoom - subscription		Services, Labor, Contracts	N
				11/22/2022 12/21/2022			
	5462 Bremer Bank (Elan ACH)		964.99		3 Transactions		
122	DEPT Total:		964.99	Planning & Zoning	1 Vendors	3 Transactions	
200	DEPT			Enforcement			
	5462 Bremer Bank (Elan ACH)						
16	01-200-000-0000-6180		141.01-	Duluth Trading - return pants		Clothing Allowance	N
22	01-200-000-0000-6205		5.40	USPS - postage-flashlight repa		Postage	N
15	01-200-000-0000-6405		137.98	Amazon.com - batteries		Office Supplies	N
24	01-200-003-0000-6241		285.00	MN Sheriff's Assoc - Chief Dep		Registration Fee	N
18	01-200-019-0000-6360		37.09	Nationwide - Reno ins		Services, Labor, Contracts	N
20	01-200-039-0000-6463		185.00	Identisys - support contract		Gun Permit Supplies/Expenses	N
17	01-200-200-0000-6265		76.95	Amazon - power adapters (VCET)		Programs	N
19	01-200-200-0000-6265		191.88	Amazon - USB cables, car charg		Programs	N
21	01-200-200-0000-6405		62.94	Amazon - phone cases, charging		VCET - AIM Office Supplies	N
	5462 Bremer Bank (Elan ACH)		841.23		9 Transactions		
200	DEPT Total:		841.23	Enforcement	1 Vendors	9 Transactions	
252	DEPT			Corrections			
	5462 Bremer Bank (Elan ACH)						
13	01-252-000-0000-6405		12.88	Amazon.com - labels for jail m		Office Supplies	N
14	01-252-000-0000-6405		6.96	Amazon.com - labels for jail m		Office Supplies	N

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7	01-252-000-0000-6421		17.80	Family Dollar - laundry soap		Laundry Supplies	N
31	01-252-000-0000-6421		16.99	Amazon - folding board		Laundry Supplies	N
9	01-252-000-0000-6422		17.94	Walmart - disinfectant wipes		Janitorial Supplies	N
32	01-252-000-0000-6422		10.25	Family Dollar - cleaning suppl		Janitorial Supplies	N
33	01-252-000-0000-6430		117.59	Amazon - wheelchair		Medical Expense/Supplies - Inmates	N
10	01-252-000-0000-6465		45.87	Walmart - inmate supplies		Inmate Supplies	N
8	01-252-252-0000-6465		165.00	Walmart - Microwaves - inmates		Inamte Welfare Supplies	N
30	01-252-252-0000-6465		7.99	Amazon - cribbage boards		Inamte Welfare Supplies	N
5462	Bremer Bank (Elan ACH)		419.27		10 Transactions		
252	DEPT Total:		419.27	Corrections	1 Vendors	10 Transactions	
257	DEPT			Community Corrections			
	5462 Bremer Bank (Elan ACH)						
23	01-257-000-0000-6405		25.99	Amazon - office/phone supplies		Office Supplies	N
	5462 Bremer Bank (Elan ACH)		25.99		1 Transactions		
257	DEPT Total:		25.99	Community Corrections	1 Vendors	1 Transactions	
1	Fund Total:		605.00	General Fund		32 Transactions	

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12/23/22 3:24PM

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
303	DEPT			R&B Highway Maintenance			
	5462 Bremer Bank (Elan ACH)						
34	03-303-000-0000-6241		590.00-	Sprung Services - Refund		Registration Fee	N
35	03-303-000-0000-6417		31.49	Amazon.com - vent covers		Shop/Building Maintenance	N
	5462 Bremer Bank (Elan ACH)		558.51-	2 Transactions			
303	DEPT Total:		558.51-	R&B Highway Maintenance	1 Vendors	2 Transactions	
3	Fund Total:		558.51-	Road & Bridge		2 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
4	5462 Bremer Bank (Elan ACH) 05-400-410-0413-6205		18.20	WIC - Postage 11/18/2022 11/18/2022		Postage	N
2	05-400-420-4800-6435		175.00	SAMHSA - Gas Cards 11/28/2022 11/28/2022		Public Health Program Related Supplies	N
3	05-400-450-0451-6339		12.53	PH-Day Trip Meal 11/28/2022 11/28/2022		Meals (Overnight)	N
1	05-400-450-0451-6435		79.90	HE-MAC Groceries 11/23/2022 11/23/2022		Public Health Program Related Supplies	N
	5462 Bremer Bank (Elan ACH)		285.63	4 Transactions			
400	DEPT Total:		285.63	Public Health Department	1 Vendors	4 Transactions	
430	DEPT			Social Services			
5	5462 Bremer Bank (Elan ACH) 05-430-710-3190-6020		25.00	Crt Related-MN FAR 11/29/2022 11/29/2022	111563000	Court Related Services & Activities	N
6	05-430-710-3190-6020		25.00	Crt Related-MN FAR 11/29/2022 11/29/2022	111563002	Court Related Services & Activities	N
	5462 Bremer Bank (Elan ACH)		50.00	2 Transactions			
430	DEPT Total:		50.00	Social Services	1 Vendors	2 Transactions	
5	Fund Total:		335.63	Health & Human Services		6 Transactions	

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 12/23/22 3:24PM
 19 Long Lake Conservation Cen

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
521	DEPT			LLCC Administration			
25	5462 Bremer Bank (Elan ACH)		619.61-	Stickeryou.com - refund		Commissary Supplies-Non Jail	N
	5462 Bremer Bank (Elan ACH)		619.61-	1 Transactions			
521	DEPT Total:		619.61-	LLCC Administration	1 Vendors	1 Transactions	
522	DEPT			LLCC Education			
26	5462 Bremer Bank (Elan ACH)		165.00	UofM - MMN Instr, farm trainin		Registration Fee	N
	5462 Bremer Bank (Elan ACH)		165.00	1 Transactions			
522	DEPT Total:		165.00	LLCC Education	1 Vendors	1 Transactions	
524	DEPT			LLCC Maintenance			
27	5462 Bremer Bank (Elan ACH)		72.49	McGregor Oil - fuel for plow t		Gas/Vehicle Fuel Charges	N
	5462 Bremer Bank (Elan ACH)		72.49	1 Transactions			
524	DEPT Total:		72.49	LLCC Maintenance	1 Vendors	1 Transactions	
19	Fund Total:		382.12-	Long Lake Conservation Center		3 Transactions	
	Final Total:		0.00	16 Vendors	43 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	605.00	General Fund
3	-558.51	Road & Bridge
5	335.63	Health & Human Services
19	-382.12	Long Lake Conservation Center
All Funds	0.00	Total

Approved by,
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Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals 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

KMR1
12/27/22 1:59PM

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	8410 Bremer Bank						
1	01-044-904-0000-6379		582.25	Participant Fees - September	1612073-IN	Flex Services, Labor, Etc.	N
2	01-044-904-0000-6379		590.25	Participant Fees - November	1629182	Flex Services, Labor, Etc.	N
	8410 Bremer Bank		1,172.50	2 Transactions			
1 Fund Total:			1,172.50	General Fund	1 Vendors	2 Transactions	
Final Total:			1,172.50	1 Vendors	2 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,172.50	General Fund
All Funds	1,172.50	Total

Approved by,

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Board of County Commissioners Agenda Request

5J
Agenda Item #

Requested Meeting Date: 1/3/2023

Title of Item: Body Worn Camera Audit Report

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

Submitted by: Daniel Guida	Department: Sheriff's Office
--------------------------------------	--

Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:

Aitkin County Sheriff's Office Body Worn Camera Audit has been completed. This report will be submitted to the Minnesota Commission on Data Practices. Please find the report and Certificate of Completion for your review.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Recommendation to approve the Body Worn Camera Audit Report.

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:*



INDEPENDENT AUDITOR'S REPORT

Aitkin County Sheriff's Office Body-Worn Camera Program



Audit Overview and Recommendations

Dear Aitkin County Board and Sheriff Guida:

We have audited the body-worn camera (BWC) program of the Aitkin County Sheriff's Office (ACSO) for the two-year period ended 4/14/2022. Minnesota Statute §13.825 mandates that any law enforcement agency operating a portable recording system (PRS)¹ program obtain an independent, biennial audit of its program. This program and its associated data are the responsibility of the Aitkin County Sheriff's Office. Our responsibility is to express an opinion on the operations of this program based on our audit.

On September 20, 2022, Rampart Defense LLC (Rampart) met with Records Technician Lana Delmore, who provided information about ACSO's BWC program policies, procedures and operations. As part of the audit, Rampart reviewed those policies, procedures and operations for compliance with Minnesota Statute §626.8473, which sets forth the requirements for creating and implementing a BWC program, and Minnesota Statute §13.825, which governs the operation of BWC programs. In addition, Rampart also conducted a sampling of BWC data to verify ACSO's recordkeeping.

The purpose of this report is to provide an overview of this audit, and to provide recommendations to improve the ACSO BWC program and enhance compliance with statutory requirements.

ACSO BWC Program Implementation and Authorization

Effective August 1, 2016, Minnesota Statute §626.8473 Subd. 2 requires that:

A local law enforcement agency must provide an opportunity for public comment before it purchases or implements a portable recording system. At a minimum, the agency must accept public comments submitted electronically or by mail, and the governing body with jurisdiction over the budget of the law enforcement agency must provide an opportunity for public comment at a regularly-scheduled meeting.

In addition, §626.8473 Subd. 3(a) requires that the law enforcement agency establish and enforce a written policy governing the use of its portable recording system, and states "[t]he written policy must be posted on the agency's Web site, if the agency has a Web site."

Records Technician Delmore provided documentation showing that the public notification, comment and meeting requirements had been satisfied prior to the implementation of ACSO's BWC program on April 15, 2020. Specifically, Rampart reviewed minutes of the February 25, 2020, Aitkin County Board meeting, in which Sheriff Guida provided county commissioners with an overview of ACSO's proposed BWC program; and minutes of the April 14, 2020, Aitkin County Board Meeting, which noted that the meeting included a public hearing for the purpose of considering ACSO's new body-worn camera policy.

¹ It should be noted that Minnesota statute uses the broader term "portable recording system" (PRS), which includes body-worn cameras. Because body-worn cameras are the only type of portable recording system employed by ACSO, these terms may be used interchangeably in this report.

Records Technician Delmore also furnished a copy of a public notice dated March 12, 2020, announcing the proposed BWC policy and inviting the public to submit written comments via mail or electronically, or in person at the regularly scheduled Aitkin County Board meeting to be held on April 14, 2020. Copies of these documents have been retained in Ramparts audit files.

The public notice included a link to the written Portable Audio Video Recorders policy on the ACSO website. Rampart staff verified that the BWC policy was accessible from the Aitkin County Sheriff's Office's webpage at the time of our audit.

ACSO BWC WRITTEN POLICY

As part of this audit, we reviewed ACSO's BWC policy, a copy of which is attached to this report as Appendix A.

Minnesota Statute §626.8473 Subd. 3(b) requires a written BWC policy to incorporate the following, at a minimum:

1. The requirements of section 13.825 and other data classifications, access procedures, retention policies, and data safeguards that, at a minimum, meet the requirements of chapter 13 and other applicable law;
2. Procedures for testing the portable recording system to ensure adequate functioning;
3. Procedures to address a system malfunction or failure, including requirements for documentation by the officer using the system at the time of a malfunction or failure;
4. Circumstances where recording is mandatory, prohibited, or at the discretion of the officer using the system;
5. Circumstances under which a data subject must be given notice of a recording;
6. Circumstances under which a recording may be ended while an investigation, response, or incident is ongoing;
7. Procedures for the secure storage of portable recording system data and the creation of backup copies of the data; and
8. Procedures to ensure compliance and address violations of the policy, which must include, at a minimum, supervisory or internal audits and reviews, and the employee discipline standards for unauthorized access to data contained in section 13.09.

Due to their complexity and interrelatedness, clauses 1 and 7 are discussed separately below. Clause 8 is also discussed separately.

In our opinion, the ACSO BWC policy is compliant with respect to clauses 2 – 6.

ACSO BWC Data Retention

The data retention section of ACSO's BWC policy states that "[a]ll Portable Audio/Video Recorder data shall be maintained for a minimum period of 180 days. There are no exceptions for erroneously recorded or non-evidentiary data." The policy also itemizes the individual data categories identified in §13.825 Subd. 3 and provides the same retention period specified in statute for each. With respect to

BWC data having evidentiary value, ACSO follows the General Records Retention Schedule for Minnesota Cities. Finally, the policy specifies that when a video meets multiple categories, it will be retained for the longest applicable retention period.

ACSO employs the Visual Labs Smartphone Body Camera Application and manages BWC data retention through automated retention settings in the video management software. The retention period for each video is determined by the data classification assigned at the time of upload; however, this retention period can be adjusted as needed.

Visual Labs employs an automated upload process for BWC data. ACSO's BWC policy requires that each deputy ensure that this upload process completes successfully and, in the event of failure, manually upload BWC data to the Visual Labs cloud server. The BWC policy also requires that the deputy assign the appropriate label or labels to each file to identify the nature of the data. These labels then determine the appropriate retention period for each file.

In our opinion, ACSO's written BWC policy is compliant with respect to applicable data retention requirements.

ACSO BWC Data Destruction

Records Technician Delmore advised us that ACSO BWC data are uploaded to and stored on Visual Labs' cloud-based server. Data on the server are destroyed through automated deletion and overwriting, based on a retention schedule assigned to each video.

The Visual Labs website notes its compliance with current CJIS security standards, as well as referencing specifically the requirements of Minnesota Statute §13.825. The linked standards document indicates that media to be retired from service will be overwritten a minimum of three times or degaussed, and physically inoperable media will be destroyed through mechanical means such as shredding and/or incinerating.

In our opinion, ACSO's written BWC policy is compliant with respect to the applicable data destruction requirements.

ACSO BWC Data Access

Any request for access to BWC data by data subjects would be made in writing to the ACSO Records Department. The records supervisor is then responsible for reviewing and fulfilling each request in accordance with the provisions of §13.825 Subd. 4(b).

ACSO BWC data is shared with other law enforcement agencies for evidentiary purposes only. All such requests must be made by submitting a specified form to the ACSO Records Department, either in person or via email. Existing verbal agreements between ACSO and other area law enforcement agencies address data classification, destruction and security requirements governing shared BWC data, as specified in §13.825 Subd. 8(b). At the time of the audit, ACSO was evaluating the addition to the BWC data request form of a written acknowledgment of the requesting agency's statutory

responsibilities. Access to ACSO BWC data for outside agencies is provided either via an expiring web link or using physical media such as a USB memory stick.

We recommend that ACSO obtain a written acknowledgement from any outside law enforcement agency that any BWC data obtained from ACSO will be managed by the requesting agency in compliance with the requirements of §13.825 Subd. 7 and 8. A copy of this written acknowledgment should be maintained on file.

In our opinion, ACSO's written BWC policy is compliant with respect to the applicable data access requirements.

ACSO BWC Data Classification

ACSO follows the BWC data classifications set forth in Minnesota Statute §13.825 Subd. 2, and the written BWC policy incorporates the statutory language extensively. In our opinion, this section of the policy is compliant with respect to the applicable data classification requirements.

ACSO BWC Internal Compliance Verification

The Office Use of Data section of the ACSO BWC policy states that “[s]upervisors will randomly review Portable Audio/Video Recorder usage by each officer to ensure compliance with this policy.” The Compliance section states:

Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of Portable Audio/Video Recorder data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. §13.09 and/or Minn. State Statute 262.8473 [sic].

The Administering Access to Portable Audio/Video Recording Data section of the ACSO BWC policy includes the following provisions:

- No employee may have access to the department's Portable Audio/Video Recorder data except for legitimate law enforcement or data administration purposes.
- Deputies may view stored Portable Audio/Video Recorder video only when there is a business need for doing so.
- Office personnel shall document their reasons for accessing stored Portable Audio/Video Recorder data in the Visual Labs cloud at the time of each access.

Records Technician Delmore advised us that each sergeant reviews a random selection of BWC videos for each of his or her direct reports every month to verify compliance.

In our opinion, these sections of the policy are compliant with the applicable internal compliance and disciplinary requirements.

ACSO BWC Program and Inventory

ACSO has currently installed the Visual Labs Smartphone Body Camera Application on a total of 20 ACSO-issued cellular phones. This includes 18 deployed units and two that are held as spares.

The ACSO BWC policy identifies those circumstances in which deputies are expected to activate their body-worn cameras, as well as circumstances in which they are prohibited from activating their body-worn cameras. The policy also provides guidance for those circumstances in which BWC activation is deemed discretionary.

The ACSO BWC policy states that “[d]eputies shall conduct a function test of their issued Portable Audio/Video Recorder at the beginning of each shift to make sure the devices are operating properly,” and provides additional instructions in the event of a malfunction.

While ACSO does not maintain a separate log of BWC deployment or use, Records Technician Delmore advised us that because each uniformed deputy wears a BWC while on duty, the number of BWC units deployed with uniformed personnel each shift can be determined based on a review of ACSO payroll records. In addition, non-uniformed personnel are issued and authorized but not required to wear or use body-worn cameras. Actual BWC use would be determined based on the creation of BWC data.

As part of the audit, ACSO submitted a report from Visual Labs listing 33,726 BWC video data files as of the audit date. Upon further review, we determined that this represented the total number of BWC videos *created* during the audit period, rather than the number of videos retained as of the audit date. Rampart has confirmed directly with Visual Labs that their system is capable of determining the amount of maintained BWC video, as specified in Minnesota Statute §13.825 Subd. 5(4).

ACSO BWC Physical, Technological and Procedural Safeguards

ACSO BWC data are initially recorded to a deputy’s ACSO-issued cellular phone. Those files are then uploaded via cellular data link to Visual Labs’ cloud server. In the event a video fails to upload automatically, the process can be completed manually.

Deputies have view-only access to their own data for report writing, trial preparation, data administration, investigatory purposes and other legitimate law enforcement purposes.

As noted above, requests by other law enforcement agencies for ACSO BWC data must be submitted to the Records Department and are fulfilled via expiring web link. A similar method is employed to provide ACSO BWC data to prosecutors.

Enhanced Surveillance Technology

ACSO currently employs BWCs with only standard audio/video recording capabilities. They have no plans at this time to add enhanced BWC surveillance capabilities, such as thermal or night vision, or to otherwise expand the type or scope of their BWC technology.

If ACSO should obtain such enhanced technology in the future, Minnesota Statute §13.825 Subd. 10 requires notice to the Minnesota Bureau of Criminal Apprehension within 10 days. This notice must include a description of the technology and its surveillance capability and intended uses.

Data Sampling

Rampart selected a random sample of 132 calls for service (CFS) from which to review any available BWC recordings created by sworn personnel. It should be noted that not every call will result in a deputy activating his or her BWC. For example, a deputy who responds to a driving complaint but is unable to locate the suspect vehicle would be unlikely to activate his or her BWC. It should also be noted that because the audit covers a period of two years, while most BWC data is only required to be retained for 90 days by statute, or 180 days per ACSO policy, there is a significant likelihood that the sample population will include calls for which BWC data was created, but which has since been deleted due to the expiration of the retention period. The auditor reviewed the retained BWC videos to verify that this data was accurately documented in ACSO records.

Audit Conclusions

In our opinion, the Aitkin County Sheriff's Office's Body-Worn Camera Program is substantially compliant with Minnesota Statutes §13.825 and §626.8473.



Daniel E. Gazelka

Rampart Defense LLC

12/19/2022

It should be noted that the transmission of the Aitkin County Sheriff's Office policy from the provided PDF resulted in many grammatical and misspelled words that do not correctly reflect the actual policy. A true and correct copy has been retained in Rampart files and is available on request.

APPENDIX A:

426 Aitkin County Sheriffs Office Aitkin Cnty SO Policy Manual Portable Audio/Video Recorders 426,1
PURPOSE AND SCOPE The primary purpose of using Portable Audio/Video Recorders is to capture evidence arising from police-citizen encounters. This policy sets forth guidelines governing the use of Portable Audio/Video Recorders and administering the data that results. Compliance with these guidelines is mandatory, but it is recognized that deputies must also attend to other primary duties and the safety of all concerned, sometimes in circumstances that are tense, uncertain and rapidly evolving. Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording. This policy governs the use of Portable Audio/Video Recorder's in the course of official duties. It does not apply to the use of squad-based (dash-cam) recording systems. The Sheriff or sheriffs designee may supersede this policy by providing specific instructions for Portable Audio/Video Recorder use to individual deputies, or providing specific instructions pertaining to particular events or classes of events, including but not limited to political rallies and demonstrations. The chief or designee may also provide specific instructions or standard operating procedures for Portable Audio/Video Recorder use to deputies assigned to specialized details such as carrying out duties in courts or guarding prisoners or patients in hospitals and mental health facilities.

426,1.1 DEFINITIONS (a) MGDPA or Data Practices Act refers to the Minnesota Government Data Practices Act, Minn. Stat. § 13.01, et seq. (b) Records Retention Schedule refers to the General Records Retention Schedule for Minnesota Cities. (c) Law enforcement-related information means information captured or available for capture by or on behalf of a portable Audio/Video Recorder that has evidentiary value because it documents events with respect to a stop, arrest, search, citation or charging decision. (d) Evidentiary value means that the information may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or deputy. (e) General citizen contact means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include but are not limited to, assisting a motorist with directions, summoning a wrecker or receiving generalized concerns from a citizen about crime trends in his or her neighborhood.

coDvrioh Lexipol, LLC 2020-05-06, All Rights Reserved. Furler. Permission by Aitkin County Sheriffs office Portable Audio/Video Recorders - 1 Aitkin County Sheriffs Office Aitkin Cnty SO Policy Manual (0 Adversarial means a law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment or hostility toward the other, or at least one person directs toward the other verbal conduct

consisting of arguing, threatening, challenging, swearing, yelling' or shouting' Encounters in which a citizen demands to be recorded or initiates recording on his or her own are deemed adversarial' (g) Unintentionally recorded footage is a video recording that results from a deputy's inadvertence or neglect in operating the deputies Portable Audio/Video Recorder, provided that no portion of the recording has evidentiary value' Examples of unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, 1. "ittoorr, and recordings made while deputies were engaged in conversations of a non-business, personal nature with the expectation that the conversation was not being recorded' (h) official duties, for purposes of this policy, means that the deputy is on duty and performing authorized law enforcement services on behalf of this agency' 426.2 POLICY It is the policy of the Aitkin county sheriff's office to authorize and require the use of office issued portable Audio/Video Recorder,s as set forth below, and to administer portable Audio/ Video Recorder data as provided by law. All recordings made by members on any office-issued device at any time or while acting in an official capacity of this office, shall remain the property of the office. Members shall have no expectation of privacy or ownership interest in the content of these recordings. USE AND DOCUMENTATION (a) Deputies may use only office-issued Portable Audio/Video Recorder's in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of the Aitkin county sheriff's office. (b) Deputies who have been issued a Portable Audio/Video Recorder shall operate and use them consistent with this policy. Deputies shall conduct a function test of their issued portable Audio/Video Recorder at the beginning of each shift to make sure the devices are operating properly' Deputies noting a malfunction during testing or at any other time shall promptly report the malfunction to the deputy's supervisor and shall document the report in writing. Supervisors shall take prompt action to address malfunctions and document the steps taken in writing. If the Portable Audio/Video Recorder cannot be returned to full working condition, it shall be removed from service for repair and the deputy may use one of their issued Portable Audio/ Video Recorder until their issued Portable Audio/ Video Recorder is repaired' (c) Deputies should wear their issued Portable Audio/Video Recorders at the location on their body and in the manner specified in training' (d) Deputies must document Portable Audio/Video Recorder use and non-use as follows: 1. Whenever a deputy makes a recording, the existence of the recording shall be documented in an incident report of Portable Audio/Video Recorders 426.3 copyright Lexipol, LLC 2020 to 5/10/2021 All Rights Reserved' published with permission by Aitkin County Sheriff's Office Portable Audio/Video Recorders - 2 Aitkin County Sheriff's Office Aitkin County Sheriff's Office Policy Manual Portable Audio/Video Recorders 2. Whenever a deputy fails to record an activity that is required to be recorded under this policy or captures only a part of the activity, the deputy must document the circumstances and reasons for not recording in an incident report' supervisors shall review these reports and initiate any corrective action deemed necessary. (e) The office will maintain the following records and documents relating to Portable Audio/ Video Recorder use, which are classified as public data: 1. The total number of Portable Audio/Video Recorder's owned or maintained by the agency' 2. A record of the total number of Portable Audio/Video Recorder's actually deployed and used by deputies' 3. The total amount of recorded Portable Audio/Video Recorder data collected and maintained; and 4. This policy, together with the Records Retention Schedule. 426.4 GENERAL GUIDELINES FOR RECORDING (a) Deputies shall immediately activate their Portable Audio/Video Recorder when responding to all calls for service and during all law enforcement-related encounters and activities, including but not limited to pursuits, Terry stops of motorists or pedestrians, arrests, searches, suspect interviews and interrogations' and during any police/citizen contacts that becomes adversarial' However, deputies

need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required must be documented as specified in the UsL and Documentation guidelines, part (DX2) (above) (b) (c) (d) (e) Deputies have discretion to record or not record general citizen contacts' Deputies have no affirmative duty to inform people that a Portable Audio/Video Recorder is being operated or that the individuals are being recorded' Once activated, the Portable Audio/Video Recorder should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value' The deputy/ investigator having charge of a scene. shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. If the recording is discontinued while an investigation, response or incident is ongoing, deputies shall state the reasons for ceasing the recording on camera before deactivating their Portable Audio/Video Recorder' If circumstances change, deputies shall reactivate their cameras as required by this policy to capture information having evidentiary value' Deputies shall not intentionally block the Portable Audio/Video Recorders audio or visual recording functionality to defeat the purposes of this policy' Copyright Lexipol, LLC 2020105106, All Rights Reserved' Furnished with permission by Aitkin County Sheriff's Office Portable Audio/Video Recorders - 3 Aitkin County Sheriff's Office Aitkin County SO Policy Manual 1. Deputies have the discretion of utilizing the mute function on the Portable Audio/Video Recorder when having conversations regarding tactics, operations planning or anything regarded as private and/or confidential. (0 Notwithstanding any other provision in this policy, deputies shall not use their Portable Audio/Video Recorders to record other agency personnel during non-enforcement related activities, such as during pre- and post-shift time in locker rooms, during meal breaks, or during other private activities, unless recording is authorized as part of an administrative or criminal investigation' 426.4,1 SPECIAL GUIDELINES FOR RECORDING Deputies may, in the exercise of sound discretion, determine:

(a) Use their Portable Audio/Video Recorder to record any police/citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value, unless such recording is otherwise expressly prohibited'

(b) Use their Portable Audio/Video Recorder to take recorded statements from persons believed to be victims of and witnesses to crimes' and persons suspected of committing crimes, considering the needs of the investigation and the circumstances pertaining to the victim, witness, or suspect' Portable Audio/Video Recorders In addition, (a) Deputies need not record persons being provided medical care unless there is reason to believe the recording would document information having evidentiary value'

When responding to an apparent mental health crisis or event, Portable Audio/Video Recorder's shall be activated as necessary to document any use of force and the basis for it, and any other information having evidentiary value' but need not be activated when doing so would serve only to record symptoms or behaviors believed to be attributable to the mental health issue'

(b) Deputies shall use their Portable Audio/Video Recorder's on squad-based audio/ video systems to record their transportation and the physical transfer of persons in their custody to hospitals, detox and mental health care facilities, juvenile detention

centers, and jails, but otherwise should not record in these facilities unless the deputy anticipates witnessing a criminal event or being involved in or witnessing an adversarial encounter or use-of force incident' 426.5

DOWNLOADING AND LABELING DATA (a) Each deputy using a portable Audio/Video Recorder is responsible for transferring or uploading it to the cloud by the end of their shift- However, if the deputy is involved in a shooting, in custody

death, or other law enforcement activity resulting in death or great bodily harm' a supervisor shall take custody of the deputy's Portable Audio/Video Recorder and assume responsibility for transferring the data from it' (b) Deputies shall tag the portable Audio/Video Recorder data files after the video transfer to storage as soon as practicable, and should consult with a supervisor if in doubt. Lexipol, LLC 2020105106, All Rights Reserved with permission by Aitkin County Sheriffs Office Portable Audio/Video Recorders - 4 Aitkin County Sheriffs Office Aitkin County SO Policy Manual Portable Audio/Video Recorders 426.6 as to the appropriate tags to be used. A few examples listed below but not limited to. Deputies should use any of the following tags as are applicable to each file: 1. Criminal: The information has evidentiary value with respect to an actual or suspected criminal incident or charging decision above the level of Petty Misdemeanor. The recording has potential evidentiary value for reasons identified by the deputy at the time of labeling. Whether or not enforcement action was taken, or not, or it resulted, a deputy seized property from an individual or directed an individual to dispossess property' 2. Use of Force/Pursuit: whether or not enforcement action was taken or an arrest resulted, the event involved the application of force by a law enforcement deputy of this or another agency' 3. Civil/Non-Criminal: The information is related to a civil/non-criminal event or complaint and no criminal investigative action was taken and/or information was provided to the deputy directing the complainant to seek remedy in civil court' This could include Mental Health cases' 4. Adversarial/Administrative: The incident involved an adversarial encounter or resulted in a complaint against a deputy' 5. Training Value: The event was such that it may have value for training' 6. Unintentional Recording: Footage captured through unintentional activation will be tagged as such for later handling by a supervisor' 7. General: The recording does not contain any of the foregoing categories of information and has no apparent evidentiary value. Recordings of general citizen contacts are not evidence' 8. Search Warrant Entry: This video footage documents the execution of search warrants whether by deputies, Investigator's or the S.E.R.T. Team. 9. K-9 Deployment: This recording is for documenting the use of the K-9 in any event type' 10. Traffic Arrest: The recording is documenting the arrest as a result of a traffic stop whether DWI, warrant or probable cause of traffic violation resulting in an arrest of an individual(s)' 11. Traffic/other citation: The information has evidentiary value where a citation was issued at the time of the contact or was issued after the contact was made and the citation was later issued' (c) Annotating and tagging designations may be corrected or amended based on additional information. ADMINISTERING ACCESS TO PORTABLE AUDIO/VIDEO RECORDING DATA (a) Data subjects. Under Minnesota law, the following are considered data subjects for purposes of administering access to Portable Audio/Video Recorder data: 1. Any person or entity whose image or voice is documented in the data' Lexipol, LLC 2020105106' All Rights Reserved' with permission by Aitkin County Sheriffs Office Portable Audio/Video Recorders - 5 Aitkin County Sheriffs Office Aitkin County SO Policy Manual Portable Audio/Video Recorders (b) (c) (d) (e) 2. The deputy who collected the data' 3. Any other deputy whose voice or image is documented in the data, regardless of whether that deputy is or can be identified by the recording. Portable Audio/Video Recorder data is presumptively private' Portable Audio/Video Recorder recordings are classified as private data about the data subjects unless there is a specific law that provides differently' As a result: 1. Portable Audio/Video Recorder data pertaining to people is presumed private, as is portable Audio/Video Recorder data pertaining to businesses or other entities' 2. Some Portable Audio/Video Recorder data is classified as confidential (see c' below). 3. Some Portable Audio/Video Recorder data is classified as public (see d' below)' confidential data. Portable Audio/Video Recorder data that is collected or created as part of an active criminal investigation is confidential' This classification takes precedence over the "private" classification listed above and the

"public" classifications listed below. Public data. The following Portable Audio/Video Recorder data is public: 1. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous. 2. Data that documents the use of force by a peace officer that results in substantial bodily harm. 3. Data that a data subject requests to be made accessible to the public, subject to redaction. 4. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted [if practicable]. In addition, any data on undercover officer must be redacted. 4. Data that documents the final disposition of a disciplinary action against a public employee. 5. However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. § 13.82, subd. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above. Access to Portable Audio/Video Recorder data by non-employees. Deputies shall refer members of the public seeking access to Portable Audio/Video Recorder data to Aitkin County Sheriff's Office Records Division, who shall process the request in accordance with the MGDPA and other governing laws. In particular:

1. An individual shall be allowed to review recorded Portable Audio/Video Recorder data about him- or herself and other data subjects in the recording, but access shall not be granted: (a) If the data was collected or created as part of an active investigation. Lexipol, LLC 2020105106, All Rights Reserved. Pursuant to permission by Aitkin County Sheriff's Office Portable Audio/Video Recorders - 6 Aitkin County Sheriff's Office Aitkin County SO Policy Manual Portable Audio/Video Recorders (0 (b) To portions of the data that the office would otherwise be prohibited by law from disclosing to the person seeking access, such as a portion that would reveal identities protected by Minn. Stat. § 13.82, subd. 17. 2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction: (a) Data on other individuals in the recording who do not consent to the release must be redacted. (b) Data that would identify undercover deputies must be redacted. (c) Data on other deputies who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted. Access by peace officer and law enforcement employees. No employee may have access to the department's portable Audio/Video Recorder data except for legitimate law enforcement or data administration purposes: 1. Deputies may view stored Portable Audio/Video Recorder video only when there is a business need for doing so. When preparing written reports, members should review their recordings as a resource (See the Officer Involved Shootings and Deaths policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording exists as a reason to write a less detailed report. (a) Deputies are prohibited from reviewing Portable Audio/Video Recorder footage following a police-citizen critical incident that results in great bodily harm or death to a citizen prior to giving a voluntary statement to the investigating authority. (b) Under rare circumstances, when a given fact-set calls for clarification of a critical incident, and with unanimous agreement of the sheriff or his/her designee, the investigating authority, and the prosecuting authority, an involved deputy may be authorized to review video prior to or during the interview of an incident. In the event that pre-statement portable Audio/Video Recorder footage viewing is authorized, the Sheriff or his/her designee shall make pre-statement review authorization and the reason for the authorization publicly available upon request. 2. Office personnel shall document their reasons for accessing stored Portable Audio/Video Recorder data in the Visual Labs cloud at the time of each access. Once personnel

are prohibited from accessing Portable Audio/Video Recorder data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading data recorded or maintained by this agency to public and social media websites'

3. Employees seeking access to Portable Audio/Video Recorder data for non-business purposes may make a request for it in the same manner as any member of the Public. Copyright Lexipol, LLC 2020105106, All Rights Reserved, published with permission by Aitkin County Sheriffs Office Portable Audio/Video Recorders - 7 Aitkin County Sheriffs Office Aitkin County SO Policy Manual Portable Audio/Video Recorders (g) other authorized disclosures of data. Deputies may display portions of Portable Audio/Video Recorder footage to witnesses as necessary for purposes of investigation as allowed by Minnesota Statute 13.82, subd. 15, as may be amended from time to time' Deputies should generally limit these displays in order to protect against the incidental disclosure of individuals whose identities are not public.

Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screen shots, muting the audio, or playing the audio but not displaying video' In addition, portable Audio/Video Recorder data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure' 2.

portable Audio/Video Recorder data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law'

426.6 SPECIAL CONSIDERATIONS OF DATA PRIOR TO RELEASE prior to release of data, a supervisor shall determine if a file is appropriate for release if it contains subjects who may have rights under the MGDPA limiting public disclosure of information about them. These individuals include:

(a) Victims and alleged victims of criminal sexual conduct. (b) Victims of child abuse or neglect' (c) Vulnerable adults who are victims of maltreatment. (d) Undercover officers. (e) Informants. (f) When the video is clearly offensive to common sensitivities' (g) Victims of and witnesses to crimes, if the victim or witness has requested not to be identified publicly. (h) Individuals who called 911, and services subscribers whose lines were used to place (i) a call to the 911 system Mandated reporters' (j) Juvenile witnesses, if the nature of the event or activity justifies protecting the identity of the witness. Juveniles who are or may be delinquent or engaged in criminal acts' Individuals who make complaints about violations with respect to the use of real property. Deputies and employees who are the subject of a complaint related to the events captured on video. Other individuals whose identities the deputy believes may be legally protected from public disclosure. (k) (l) (m) (n) Copyright Lexipol, LLC 2020105106, All Rights Reserved' published with permission by Aitkin County Sheriffs Office Portable Audio/Video Recorders - 8 Aitkin County Sheriffs Office Aitkin County SO Policy Manual Portable Audio/Video Recorders prior to release of portable Audio/Video Recorder data, the Records Division will consult with the deputy/investigator to ensure that any of the above listed persons are potentially on any footage captured by the Portable Audio/Video Recorder' 426.7 DATA SECURITY SAFEGUARDS (a) All safeguards in place by Visual Labs will meet or exceed required security Parameters. In addition: (b) Personally owned devices, including but not limited to computers and mobile devices, shall not be programmed or used to access or view agency Portable Audio/Video Recorder data' (c) Deputies shall not intentionally edit, alter, or erase any Portable Audio/Video Recorder recording unless otherwise expressly authorized by the Sheriff or his/her designee' (d) As required by Minn. Stat. §

13.82, subd. 15, as may be amended from time to time' this agency shall obtain an independent biennial audit of its Portable Audio/Video Recorder program. 426.8 OFFICE USE OF DATA (a) Supervisors will randomly review Portable Audio/Video Recorder usage by each officer to ensure compliance with this policy (b) In addition, supervisors and other assigned personnel may access Portable Audio/Video Recorder data for

426.6 SPECIAL CONSIDERATIONS OF DATA PRIOR TO RELEASE prior to release of data, a supervisor shall determine if a file is appropriate for release if it contains subjects who may have rights under the MGDPA limiting public disclosure of information about them. These individuals include:

(a) Victims and alleged victims of criminal sexual conduct. (b) Victims of child abuse or neglect' (c) Vulnerable adults who are victims of maltreatment. (d) Undercover officers. (e) Informants. (f) When the video is clearly offensive to common sensitivities' (g) Victims of and witnesses to crimes, if the victim or witness has requested not to be identified publicly. (h) Individuals who called 911, and services subscribers whose lines were used to place (i) a call to the 911 system Mandated reporters' (j) Juvenile witnesses, if the nature of the event or activity justifies protecting the identity of the witness. Juveniles who are or may be delinquent or engaged in criminal acts' Individuals who make complaints about violations with respect to the use of real property. Deputies and employees who are the subject of a complaint related to the events captured on video. Other individuals whose identities the deputy believes may be legally protected from public disclosure. (k) (l) (m) (n) Copyright Lexipol, LLC 2020105106, All Rights Reserved' published with permission by Aitkin County Sheriffs Office Portable Audio/Video Recorders - 8 Aitkin County Sheriffs Office Aitkin County SO Policy Manual Portable Audio/Video Recorders prior to release of portable Audio/Video Recorder data, the Records Division will consult with the deputy/investigator to ensure that any of the above listed persons are potentially on any footage captured by the Portable Audio/Video Recorder' 426.7 DATA SECURITY SAFEGUARDS (a) All safeguards in place by Visual Labs will meet or exceed required security Parameters. In addition: (b) Personally owned devices, including but not limited to computers and mobile devices, shall not be programmed or used to access or view agency Portable Audio/Video Recorder data' (c) Deputies shall not intentionally edit, alter, or erase any Portable Audio/Video Recorder recording unless otherwise expressly authorized by the Sheriff or his/her designee' (d) As required by Minn. Stat. §

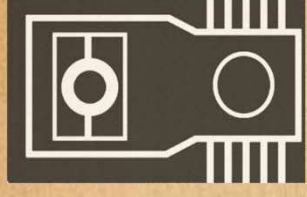
the purposes of reviewing or investigating a specific incident that has given rise to a complainant's concern about deputy misconduct or performance' (c) Nothing in this policy limits or prohibits the use of Portable Audio/Video Recorder data as evidence of misconduct or as a basis for discipline' (d) Deputies should contact their supervisors to discuss retaining and using Portable Audio/Video Recorder footage for training purposes. Deputy objections to preserving or using certain footage for training will be considered on a case-by-case basis' Field training officers may utilize Portable Audio/Video Recorder data with trainees for the purpose of providing coaching and feedback on the trainees' performance'

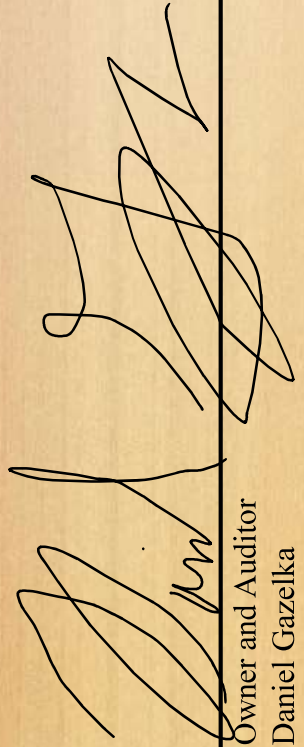
426.9 DATA RETENTION (a) All portable Audio/Video Recorder data shall be retained for a minimum period of 180 days. There are no exceptions for erroneously recorded or non-evidentiary data' (b) Data documenting the discharge of a firearm by a peace deputy in the course of duty' other than for training or the killing of an animal that is sick, injured' or dangerous' must be maintained for a minimum period of one year' (c) certain kinds of BWC data must be retained for six years: 1. Data that documents the use of deadly force by a peace deputy, or force of a sufficient type or degree to require a use of force report or supervisory review' copyright LexiDol, LLC 2020105106, All Rights Reserved pursuant to permission by Aitkin County Sheriff's Office Portable Audio/Video Recorders - 9 Aitkin County Sheriff's Office Aitkin County SO Policy Manual Portable Audio/Video Recorders (d) 2. Data documenting circumstances that have given rise to a formal complaint against a deputy. other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period. subject to Part F (below), all other Portable Audio/Video Recorder footage that is classified as non-evidentiary, becomes classified as non-evidentiary' or is not maintained for training shall be destroyed after 180 days' Upon written request by a Portable Audio/Video Recorder data subject' the office shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 365 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received' (e) (0 426.10 COMPLIANCE Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of portable Audio/Video Recorder data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. stat. s 13'09 and/or Minn' State statute 262.8473.

Certificate of Compliance

*Rampart Defense LLC Presents this
certificate to
Aitkin County Sheriff's Office*

*in Recognition of Successful Completion of the
Biennial 2022 Body Camera Audit in Accordance
with MN Statutes 13.825 & 626.8473*





Owner and Auditor
Daniel Gazelka

Date of Completion December 19th, 2022 _____



Board of County Commissioners Agenda Request

5K
Agenda Item #

Requested Meeting Date: 1-3-23

Title of Item: Equipment Purchase - Trimble R12 GPS

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

Submitted by: John Welle	Department: Highway Department
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Presenter (Name and Title): NA	Estimated Time Needed: NA
--	-------------------------------------

Summary of Issue:
The 2023 Capital Equipment Replacement Program includes a \$25,000 expenditure to upgrade an R8 Trimble GPS unit that was originally purchased in 2009. The R8 unit has become outdated and is no longer able to be used for certain surveying and construction staking activities that require a higher degree of accuracy than it can provide. The proposed replacement unit is a Trimble R12.

Only Trimble equipment was considered for this purchase for compatability with the other two GPS units. Trimble is the industry leader for this type of survey equipment and Frontier Precision, Waite Park, MN is Minnesota's only authorized Trimble dealer, therefore it isn't possible to get a second quote for this equipment.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Recommend purchases of Trimble R12 from Frontier Precision, Waite Park, MN for a total cost of \$28,315.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$ 28,315
 Is this budgeted? Yes No *Please Explain:*
 \$25,000 was budgeted in 2023 for this purchase.



446 Great Oak Drive
 Waite Park, MN 56387
 320-654-6511
 www.frontierprecision.com

Quote 69948
 Date: Dec 27, 2022 03:33 PM
 By: Weston Schneider
westons@frontierprecision.com
 Minnesota State Contract 171661

BILL TO:

Aitkin County - Highway Dept
 Bryce Thompson
 1211 Air Park Drive
 Aitkin, MN 56431
 United States
bryce.thompson@co.aitkin.mn.us
[218-927-3741](tel:218-927-3741)

SHIP TO:

Aitkin County - Highway Dept
 Bryce Thompson
 1211 Air Park Drive
 Aitkin, MN 56431
 United States
bryce.thompson@co.aitkin.mn.us
[218-927-3741](tel:218-927-3741)

Product Details	Qty	Price	Total
R12I-101-60-01 Trimble R12i, Model 60, ROW Pick up gear at the FPI WP facility	1	\$ 7,438.50	\$ 7,438.50
R12I-CFG-001-40 Trimble R12i Configuration Level - R12i Base and Rover Mode - Part of R12i Bundle \$20,344.50 Includes R8-2 Trade-in (\$650) with receiver, case, dual battery charger, 2 batteries, radio antenna, programming cable	1	\$ 19,694.50	\$ 19,694.50
101070-00-01 Trimble Geospatial Accessory - Dual Battery Charger w/ Power Supply and Power Cord	1	\$ 598.50	\$ 598.50
89840-00 Trimble R10/R12 Accessory - Rechargeable Battery (7.4V, 3700 mAh, 27.3 Wh)	1	\$ 193.50	\$ 193.50
5125-22-YEL-GT ROVER ROD,2M,1.8M,1.6M,AL,SNAP-LOC	1	\$ 179.91	\$ 179.91
5217-04-YEL BIPOD,TRB,1/2-13SS,ANTI-CRUSH	1	\$ 210.09	\$ 210.09

Sub Total: **\$ 28,315.00**
 Discount: **\$ 0.00**
 Tax: **\$ 0.00**
 Shipping: **\$ 0.00**
Grand Total: \$ 28,315.00

Valid Until: Jan 27, 2023

Special Notes

Shipping, handling, and applicable sales tax will be added to invoice

Terms and Conditions

All invoices are in U.S. Dollars. Prices are good for 30 days.

Payment terms are net 30 days upon approved credit. We also accept VISA, MasterCard and American Express. Returns- A standard restocking fee of 20% will be charged for any returned equipment.

Shipping and handling charges are prepaid and added to invoice. Shipment will be made by UPS Ground unless otherwise specified, FOB Shipping Point.

{{Signature*}}

{{Signdate*}}

{{Fullname*}}



Board of County Commissioners Agenda Request

5L

Agenda Item #

Requested Meeting Date:

Title of Item:

<p>REGULAR AGENDA</p> <p>CONSENT AGENDA</p> <p>INFORMATION ONLY</p>	<p>Action Requested:</p> <p style="padding-left: 20px;">Approve/Deny Motion</p> <p style="padding-left: 20px;">Adopt Resolution (attach draft)</p> <p style="text-align: right; font-size: 0.8em;"><i>*provide copy of hearing notice that was published</i></p>	<p>Direction Requested</p> <p>Discussion Item</p> <p>Hold Public Hearing*</p>
<p>Submitted by:</p>		<p>Department:</p>
<p>Presenter (Name and Title):</p>		<p>Estimated Time Needed:</p>
<p>Summary of Issue:</p>		
<p>Alternatives, Options, Effects on Others/Comments:</p>		
<p>Recommended Action/Motion:</p>		
<p>Financial Impact:</p> <p><i>Is there a cost associated with this request?</i> Yes No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> Yes No <i>Please Explain:</i></p>		

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

ADOPTED January 3, 2023

By Commissioner: xxx

20230103-xxx

Lake Country Power – SR Donation

WHEREAS, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

Lake Country Power	\$1,500.00
--------------------	------------

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Lake Country Power	Aitkin County Search and Rescue
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WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

Commissioner xxx 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 3rd day of January 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 3rd day of January 2023

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

5M
Agenda Item #

Requested Meeting Date: 01/03/2023

Title of Item: SO Donation - Private Citizen

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: Accept donation of \$200 to the Aitkin County Sheriff's Office from private citizen Mr. & Mrs. David Pearson. Mr. & Mrs. Pearson's donation will be used for children's safety and drug education materials that are distributed by the sheriff's office.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to Adopt Resolution to accept donation of \$200 for the Aitkin County Sheriff's Office		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ _____ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> This is a budgeted revenue item.		

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

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

ADOPTED January 3, 2023

By Commissioner: xxx

20230103-xxx

SO Donation – Private Citizen

WHEREAS, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

Mr. & Mrs. David Pearson, private citizens \$200.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Mr. & Mrs. David Pearson, private citizens Aitkin County Sheriff’s Office

WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

Commissioner xxx 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 3rd day of January 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 3rd day of January 2023

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

5N
Agenda Item #

Requested Meeting Date: January 3, 2023

Title of Item: Community Corrections Donation - McGregor Lions

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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*
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Submitted by: Kameron Genz	Department: Community Corrections
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:

\$1,000 donation from McGregor Area Lions Club to be used to provide additional supports and supplies for probation clients who are found to be chemically dependent and are classified by probation as enhanced supervision

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Adopt resolution to accept the \$1000 donation from McGregor Area Lions Club to Aitkin County Community Corrections.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

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

ADOPTED January , 2023

By Commissioner: xxx

20230103-xxx

McGregor Area Lions Club, Inc

WHEREAS, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

<u>Name of Donor</u>	<u>Amount</u>
McGregor Area Lions Club, Inc	\$1,000

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Name of Donor</u>	<u>Terms or Conditions</u>
McGregor Area Lions Club, Inc	\$1,000 is to be used to provide additional supports and supplies for probation clients who are found to be chemically dependent and are classified by probation as enhanced supervision.

WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

Commissioner xxx 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 ___ day of January 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this ___ day of January 2023

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

Agenda Item #

Requested Meeting Date: January 3, 2023

Title of Item: Affidavit for Duplicate of Lost Warrant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Wendie Bright	Department: Auditor's Office
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Presenter (Name and Title): N/A	Estimated Time Needed: N/A
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Summary of Issue:

Approve Affidavit for Duplicate of Lost Municipal Order or Warrant:
Canon Financial Services, Inc - warrant #88922 - dated Sept 30, 2022 - \$1,791.45

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve Affidavit for Duplicate of Lost Municipal Order or Warrant:
Canon Financial Services, Inc - warrant #88922 - dated Sept 30, 2022 - \$1,791.45

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:*

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin)
) ss. **Canon Financial Services, Inc.**
)

being duly sworn on oath says, that (s)he is the owner of a certain commissioner warrant,
dated the 30th day of September, 2022, numbered 88922,
issued by Aitkin County to Canon Financial Services, Inc.

in the sum of \$1,791.45 has been LOST in the
manner

(“Lost” or “Destroyed”)

following, to wit:

and that (s)he makes this affidavit for the purpose of having a duplicate thereof issued to him (her)
according to law, and to that end herewith files his (her) indemnifying bond, with sureties to be
approved, in the sum equal to double the amount of said commissioner warrant.

x *Hein*

Subscribed and sworn to before me this 20th day of December, 2022

Kelly
Notary Public Burlington County, ~~Minnesota~~ New Jersey

My Commission Expires 7/19/2025

JACQUELINE KELLY
NOTARY PUBLIC
STATE OF NEW JERSEY
ID # 2243638
MY COMMISSION EXPIRES JUL. 19, 2025



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: January 3, 2023

Title of Item: Schedule County Board of Appeal and Equalization

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

Presenter (Name and Title): Mike Dangers, County Assessor	Estimated Time Needed: 15 minutes
---	---

Summary of Issue:
Please see attached memo.

Alternatives, Options, Effects on Others/Comments:
The date and time of this meeting needs to be set now so the public notices can be prepared.

Recommended Action/Motion:
Motion to approve scheduling this meeting on Tuesday June 13, 2023 at 4:00pm.

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:*



AITKIN COUNTY ASSESSOR

Aitkin County Government Center
307 2nd Street NW, Room 120
Aitkin, MN 56431

assessor@co.aitkin.mn.us
Phone: 218-927-7327
Fax: 218-927-7379

MEMO

December 27, 2022

To: County Board of Commissioners
Jessica Seibert, County Administrator

From: Mike Dangers, County Assessor

Re: 2023 County Board of Appeal and Equalization Meeting Date and Time

The County Board needs to set the 2023 County Board of Appeal and Equalization (CBAE) meeting time in accordance with Minnesota Statute 274.14. Attached to this document is a copy of this Statute, a copy of the scheduling pages of the Minnesota Property Tax Administrator's Manual, and a calendar of June 2023.

The Board must either convene on a Saturday or convene on a weekday with appointment times available after 7:00pm. The earliest possible meeting date is Saturday June 10. Last year, the CBAE convened on Tuesday, June 14 at 4:00pm. Fourteen appeals were made at this meeting.

The staff does not expect this year to be as busy as last year. Value notices will generally show lower value increases in 2023 than in 2022. Scheduling this meeting earlier in the month (as recommended) will give the Board the ability to more easily reconvene later in the month if necessary.

Taxpayers should contact the Assessor's Office to get an appointment for this meeting, unless the County Board wishes to change the process. Staff that are communicating the appointment information to property owners will tell them that the appointment times are not exact and they should plan to be to the meeting early to avoid missing the opportunity to voice their concerns. The Notices of Valuation and Classification will clearly state that appointments are required. Then the Board has the option to adjourn prior to 7pm if walk-in appeals are not allowed. If the Board does allow for walk-in appeals the day of the meeting, the meeting would need to stay open until 7pm.

The Board is encouraged to schedule the meeting to best satisfy the needs of the taxpayers. The Tuesday late afternoon meeting times have worked well for taxpayers and staff. The recommendation is to schedule this meeting time at 4:00pm on Tuesday June 13, 2023.

Please contact Mike with any questions.

274.14 LENGTH OF SESSION; RECORD.

The board must meet after the second Friday in June on at least one meeting day and may meet for up to ten consecutive meeting days. The actual meeting dates must be contained on the valuation notices mailed to each property owner in the county as provided in section 273.121. For this purpose, "meeting days" is defined as any day of the week excluding Sunday. At the board's discretion, "meeting days" may include Saturday. No action taken by the county board of review after June 30 is valid, except for corrections permitted in sections 273.01 and 274.01. The county auditor shall keep an accurate record of the proceedings and orders of the board. The record must be published like other proceedings of county commissioners. A copy of the published record must be sent to the commissioner of revenue within five days following final action of the county board of equalization.

For counties that conduct either regular board of review meetings or open book meetings, at least one of the meeting days must include a meeting that does not end before 7:00 p.m. For counties that require taxpayer appointments for the board of review, appointments must include some available times that extend until at least 7:00 p.m. The county may have a Saturday meeting in lieu of, or in addition to, the extended meeting times under this paragraph.

History: (2050) RL s 860; 1949 c 543 s 4; 1971 c 564 s 9; 1973 c 582 s 3; 1975 c 339 s 7; 1976 c 334 s 8; 1980 c 437 s 8; 1987 c 229 art 4 s 1; 1987 c 268 art 7 s 38; 1Sp1989 c 1 art 9 s 29; 1990 c 480 art 7 s 15; 1995 c 264 art 11 s 5; 2005 c 151 art 5 s 27; 2008 c 366 art 6 s 32; 2009 c 88 art 10 s 13; 1Sp2019 c 6 art 18 s 14

County Boards of Appeal and Equalization

open book meeting may appeal to the County Board of Appeal and Equalization and/or Tax Court.

- The local board can be reinstated by resolution of the governing body of the city or town and upon proof of compliance with training requirements. The resolution and proof of compliance must be provided to the county assessor by February 1 to be effective for the same assessment year.

Primary Statutory Reference(s): Minnesota Statutes, section [274.01](#)

County Boards of Appeal and Equalization

What is the purpose and function of the CBAE?

- The County Board of Appeal and Equalization (CBAE) is the **second** avenue in the appeals process.
- A property owner must first appeal to the Local Board of Appeal and Equalization if one is held before being eligible to appear at the county board.

Primary Statutory Reference(s): Minnesota Statutes, section 274.01

When does the CBAE meet?

- The board may meet on any **ten consecutive meeting** days in June **after the second Friday in June**.
- “**Meeting days**” typically means any day of the week excluding Sunday. (The board may elect to consider Saturday as a meeting day as well.)
- At least one meeting must be held **until 7:00 pm or on a Saturday**; i.e., if the county does not hold a meeting until 7:00 pm they must instead hold a meeting on a Saturday.
 - This is to ensure that property owners have ample time to present their appeals.
 - A board may convene on the first Monday after the second Friday in June at 6:00 p.m. and adjourn at 8:00 p.m. and these requirements will have been met.
 - The board may also convene on the Saturday immediately following the second Friday.
 - In any scenario, the board may not hold meeting beyond those ten meeting days without approval from the Commissioner of Revenue.
 - If the board chooses to consider Saturday a “meeting day,” it must consider a second Saturday as a meeting day if it falls within ten meeting days of the original Saturday meeting.
- All boards must adjourn **no later than June 30**. Any action taken after that date is considered invalid except corrections of clerical errors.

County Boards of Appeal and Equalization

- The dates of the meetings must be contained in **valuation notices**.
- If a board completes its work before ten meeting days have transpired, and has met the requirements to be present for a meeting not recessing/adjourning prior to 7:00 p.m. or has met on a Saturday, it is not necessary for the board to continue to meet for each of the ten meeting days.

What are the meeting time requirements for counties that require appointments?

- If a county **requires** appointments for CBAE appeals, the county must allow appointments until 7:00 p.m., but the board is not required to meet until 7:00 p.m. or on a Saturday (per Minnesota Statutes, section [274.14](#)).
- If the board requires appointments and allows for appointment times as late as 7:00 p.m., but those times go unfilled, the board does not need to physically meet at or until 7:00 p.m., nor is the board required to allow walk-ins at that time. The allowance of scheduled appeals until 7:00 p.m. is sufficient.
- However, if the CBAE **allows for walk-ins and does not require appointments**, the board may not adjourn prior to 7:00 p.m.
 - In other words, if value notices sent to taxpayers show that the board will meet during a specific time frame, the assumption is that the board will be available during that time frame for walk-in appointments and therefore must meet.
 - i.e., if the notices say the board will meet from 1 p.m.-7p.m., the board must be in attendance during that posted time for walk-ins.
- The department recommends that requirements to schedule an appeal to a CBAE be clearly stated in Notices of Valuation and Classification, and if appointments are required, rather than stating the specific time frame in which the board will be convened, list the time the board will begin only and be prepared to schedule appointments until 7:00 p.m. in order to comply with statute.

Who makes up the CBAE?

- The board is made up of the county commissioners (or a majority of them with the county auditor; or if the county auditor cannot be present, the deputy county auditor; or if there is no deputy, the court administrator of the county district court).
- A **quorum** (or majority) of the board must be present to take any action.
- Each member must take an oath to fairly and impartially perform duties as a board member.

JUNE 2023

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: January 3, 2023

Title of Item: Friends of Rice Lake National Wildlife Refuge

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Brittany Searle	Department: Administration
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Presenter (Name and Title): Walt Ford - Refuge Manager	Estimated Time Needed: 10 Min
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Summary of Issue:
Letter of Support to restore one permanent staff position at Friends of Rice Lake National Wildlife Refuge

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve Motion to sign letter of support.

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:*

Friends of Rice Lake National Wildlife Refuge

36289 State Highway 65
McGregor, MN 55760

November 29, 2022

US Department of the Interior

Secretary Deb Haaland
1849 C Street NW
Washington, DC 20240

Congressional representation:

Senator Tina Smith
515 West First Street, Suite 104
Duluth, MN 55802

Senator Amy Klobuchar
Olcott Plaza Room 105
820 9th St. N
Virginia, MN 55792

Representative Pete Stauber
23 West Central Entrance
Duluth, MN 55811

USFWS

Mr. Tom Kerr
USFWS Regional Office
5600 American Blvd., Suite 990
Bloomington, MN 55437

Mr. Steve Karel
Sherburne NWR
17076 293rd Ave. NW
Zimmerman, MN 55398

Dear Secretary Haaland, Senators Smith and Klobuchar, Representative Stauber, and USFWS Supervisors,

We the undersigned wish to express our great concern for Rice Lake National Wildlife Refuge (NWR) located near McGregor, MN. As you may be aware, the level of staffing at all NWRs has been steadily decreasing. The level of staffing for our refuge has significantly decreased over the past few years and is critically low, and no longer adequate to serve the refuge's mission. In 2005, there were 7 permanent staff. Currently there are only 2 permanent staff- a manager and a maintenance employee.

Rice Lake NWR provides extremely valuable wildlife habitat on its over 18,000 acres, especially for migrating waterfowl. In the 2019 fall waterfowl survey, for example, 896,000 waterfowl were counted- including 883,000 Ring-necked Ducks! The refuge provides habitat that supports countless migratory songbirds, mammals, and a great diversity of other species including

characteristic Northwoods species such as Gray Wolves, Moose, and Common Loons. Our refuge has been designated by BirdLife International and the Audubon Society as Important Bird Area, because of its importance to migrating waterfowl. Despite the abundance and diversity of species present on the refuge, biological surveys and data collection have almost completely ceased because there is no biologist nor biological technician. Long-term datasets languish, and the status of much of the refuge's wildlife and their habitats is unknown.

In cooperation with local tribes, the refuge provides stewardship of sacred Native American cultural sites within the refuge. Local Ojibwe people depend on its clean waters for the fish and wild rice they harvest per their treaty rights. Locals visit the refuge often, and it is also a destination for birders and photographers from all over the country. The refuge provides an outdoor classroom for local schools and other groups of people. McGregor, and indeed Aitkin County, enjoy the economic benefits that refuge usage and visitation provide. However, valuable opportunities to connect with local people and Rice Lake's many thousands of other visitors who travel to the area are missed when the office is inaccessible because of lack of staff. The Friends of Rice Lake NWR group has a nature store that visitors often can't access. Educational programs that were scheduled in the past no longer have staffing to support the volunteers who would hold them.

Day-to-day maintenance also suffers. This past summer, volunteers had to be trained to operate USFWS machinery to keep the public areas cleared. Importantly, staff safety is threatened because there are only two employees. When the manager is away from the office and the other employee is using power tools and heavy equipment, that employee is subject to unacceptable risk.

Rice Lake National Wildlife Refuge deserves adequate staffing to fully meet its mission, and to properly serve the people who visit and the wildlife who call it home. To partly remedy this urgent situation, **we are requesting the restoration of at least one permanent staff position: Biological Technician.**

Thank you for your kind attention to this matter.

Sincerely,



Aitkin County Board of Commissioners

Agenda Request Form

8

Agenda Item #

Requested Meeting Date:
Title of Item: Committee Reports

REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Brian Napstad
Aitkin Airport Commission	Monthly	1 st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Napstad
Aitkin County CARE Board	Monthly	3 rd Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3 rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 rd Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 rd Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 rd Thursday	Niemi, Alt. Westerlund
ATV Committee	Monthly		Napstad and Westerlund
Big Sandy Lake Management Plan	Monthly	2 nd Wednesday	Napstad, Alt. Marcotte
Budget Committee	Most months	1 st Tuesday	Marcotte and Wedel
Development Achievement Center	Monthly	3 rd or 4 th Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi, Alt. Napstad
Economic Development	Monthly	1 st Wednesday	Wedel and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x year	Monday	Marcotte, Alt. Westerlund
Facilities/Technology	As needed		Wedel and Westerlund
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Westerlund and Wedel
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA	Monthly	4 th Wednesday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Odd Months	4 th Monday	Napstad and Land Cmr Courtemanche
Lakes and Pines	Monthly	3 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Marcotte, Alt. Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Napstad
Mille Lacs Fisheries Input Group	8-10x year		Westerlund
Mille Lacs Watershed	10x year	3 rd Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 th Friday	Marcotte, Alt. Napstad
MN Rural Caucus	8x year	Varies	Niemi, Alt. Westerlund
Natural Resources Advisory Committee	8-10x year	2nd Monday	Marcotte and Napstad
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Napstad and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 th Thursday	Napstad, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Westerlund, Alt. Napstad
Ordinance	As needed		Napstad and Marcotte
Personnel/Insurance	As needed	2 nd Tuesday	Marcotte and Wedel
Planning Commission	Monthly	3 rd Monday	Marcotte, Alt. Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4th Monday	Napstad, Alt. Niemi
Snake River 1W1P Policy			Napstad, Alt. Niemi
Sobriety Court	Bi-Monthly	3 rd Thursday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund



Board of County Commissioners Agenda Request

Agenda Item #

Requested Meeting Date: January 3, 2023

Title of Item: Placeholder Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by:		Department:
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue:		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

<hr style="width: 80%; margin: auto;"/> Agenda Item #

Requested Meeting Date: January 3, 2023
Title of Item: Placeholder Pay Equity Report

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by:	Department:
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

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



Board of County Commissioners Agenda Request

10A
Agenda Item #

Requested Meeting Date: January 3, 2023

Title of Item: 2023 Board of Commissioners Meeting Procedures

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 5 minutes
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Summary of Issue:

Each year the County Board adopts a resolution for the Board of Commissioners Meeting Procedures and Rules of Business.

The modifications made for 2023 are shown in red. The Chair and Vice chair will have to be identified (Page 2).

The meeting schedule for 2023 (Page 3) is proposed to be the same as it has been since 2013, with the County Board meeting on the 2nd and 4th Tuesdays of each month.

Page 7: There has been a modification to the agenda preparation. The Board of Commissioners Meeting Procedures has been removed as an agenda item.

Page 12: Updates have been made to reflect staffing changes in the Department Heads.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Adopt Resolution for 2023 Board of Commissioners Meeting Procedures

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

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

ADOPTED January 3, 2023

By Commissioner: xxx

20230103-xxx

2023 Board of Commissioners Meeting Procedures & Rules of Business

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

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

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

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

Commissioner xxx 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 3rd day of January 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 3rd day of January 2023

Jessica Seibert
County Administrator



BOARD OF COMMISSIONERS
MEETING PROCEDURES and
RULES OF BUSINESS

Revised January 53, 20234

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

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

The Aitkin County Board of Commissioners

Board Members

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

Your Board members this year are:

District I	J. Mark Wedel, Chair	(218) 927-6500
District II	Laurie Westerlund	(320) 684-2652
District III	Travis Leiviska	(218)-513-8613
District IV	Bret Sample	(218)-839-1376
District V	Michael Kearney	(218)-839-1329

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Board Meeting

The Aitkin County Board of Commissioners meets the 2nd and 4th Meeting dates, places and times are subject to change. Changes will be posted at least three business days prior to the Board meeting, as required by statute.

Each Tuesday meeting begins at 9:00 a.m., at the Government Center Board Room. The Health & Human Services Board meets the fourth Tuesday each month. On the fourth Tuesday of each month, the Health & Human Services Board meeting will convene following approval of the regular agenda.

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

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

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

Board Actions

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

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

Public Participation at Board Meetings

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

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

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

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

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

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

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

AITKIN COUNTY BOARD RULES OF BUSINESS

Rule 1. Presiding Officer. Roll Call.

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

Rule 2. Quorum.

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

Rule 3. Minutes.

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

Rule 4. Order of Business.

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

or amend the agenda as prepared by the County Administrator.

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

Rule 5. Recognition by Chair.

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

Rule 6. Designation by Chair.

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

Rule 7. Presentment of Petitions and Communication.

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

Rule 8. Voting. Excuse. Failure.

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

Rule 9. Calling Vote.

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

Rule 10. Public Hearing Procedure.

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

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

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

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

Rule 11. Ordinances. Procedure.

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

Rule 12. Absent Member.

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

Rule 13. Journal.

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

Rule 14. Robert's Rules of Order.

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

Rule 15. Conduct.

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

being followed. Some general things for which the policy may be enforced include, but are not limited to:

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

Rule 16. Suspension or Amendment of Rules.

No rule of the County Board shall be suspended, altered, or rescinded except upon the affirmation vote of a 2/3 majority of the County Board, unless notice of such change shall have been given at a previous meeting in which case only a majority shall be required.

Rule 17. Notice of Agenda.

The regular County Board meeting agendas shall be provided to the official County newspaper, posted outside the Government Center Board Room, and posted on the County's website www.co.aitkin.mn.us to provide the public

with timely and accurate notice of regular County Board meetings.

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

Aitkin County Department Heads

Administrator	Jessica Seibert	927-7276
Assessor	Mike Dangers	927-7327
Attorney	Jim Ratz	927-7347
Auditor	Kirk Peysar	927-7354
Community Corrections	Kami Genz	927-7281
Engineer	John Welle	927-3741
Environmental Services	Andrew Carlstrom	927-7342
Health & Human Services	Sarah Pratt	927-7200
Human Resources	Bobbie Danielson	927-7306
Land Commissioner	Dennis Thompson	927-7364
Information Technology	Chris Sutch	927-7345
Recorder	Tara Snyder	927-7336
Sheriff	Dan Guida	927-7400
Treasurer	Lori Grams	927-7325

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Send Inquiries to: Aitkin County Administrator's Office
Attn: County Administrator – Jessica Seibert
307 2nd St. NW – Room 310
Aitkin, MN 56431



Board of County Commissioners Agenda Request

10B
Agenda Item #

Requested Meeting Date: January 3, 2023

Title of Item: Designation of Official County Newspaper

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 5 Minutes
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Summary of Issue:

At the first meeting of the year, the County Board must designate an official newspaper. The County Board authorized the bid forms and procedures at the November 22, 2022 County Board Meeting. Attached for your review are the following:

1. The Bid Specifications that were sent to the Aitkin Independent Age, Voyageur Press and the NewsHopper.
2. The submitted bids.
3. The 2022 Bid Comparison Form.
4. A proposed resolution.

Due to the circulation rate, staff recommends adoption of the attached resolution". The proposal from the Aitkin Independent Age represents a \$0.25 increase in 2022 per column inch rates and the proposal from the Voyageur Press represents and increase of \$1.00 per column inch.

Alternatives, Options, Effects on Others/Comments:

Due to the circulation rate, staff recommends adoption of the attached resolution". The proposal from the Aitkin Independent Age represents a \$0.25 increase in 2022 per column inch rates and the proposal from the Voyageur Press represents and increase of \$1.00 per column inch.

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

CALENDAR YEAR 2023 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

Aitkin County is requesting bids for newspaper publication of the following County legal notices for 2023:

1. Official Proceedings (in Summary form)
2. Legal Notices
3. Delinquent Real Estate Notice and List
4. First Publication of the Financial Statement
5. Second Publication of the Financial Statement

This bid package contains the following:

- I. General Information for Bidders (page 2)
- II. Specific Requirements for Bidders (pages 2-3)
- III. Bid Award Criteria (page 3)
- IV. Bid Form (page 4)

County Contact Person: Jessica Seibert, Aitkin County Administrator
(218) 927-3276

CALENDAR YEAR 2023 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

I. GENERAL INFORMATION FOR BIDDERS

- A. Sealed bids for newspaper publication of Aitkin County legal notices for 2022 will be received in the **Aitkin County Administrator's Office**, 307 2nd Street NW - Room 310, Aitkin, MN 56431, until **Noon on Thursday, December 15, 2022** at which time they will be opened, read and tabulated.
- B. All bids must be typewritten or written legibly in ink, sealed in an envelope, and bear the inscription "2023 NEWSPAPER PUBLISHING BID" together with the name and address of the publisher.
- C. Bidders must use the attached form when submitting a bid.
- D. Bids received after the time set for bid opening will be returned to the bidder unopened.
- E. Bids will be considered at the Aitkin County Board of Commissioners meeting on **January 3, 2023**.
- F. Copies of all bids received will be available for inspection in the Aitkin County Administrator's Office at Noon on Thursday, December 15, 2022.
- G. Aitkin County will send written notice of bid awards to the successful publishers.
- H. Aitkin County reserves the right to waive any irregularities in the bids, to reject any or all bids and to make any award which it considers to be in the best interest of the County.
- I. Aitkin County does not discriminate on the basis of disability, race, color, national origin, sex, religion, age or handicapped status in employment or the provision of services. If you need assistance due to disability or language barrier please call (218) 927-3276.

II. SPECIFIC REQUIREMENTS FOR BIDDERS

- A. Separate bids are required for each type of publication notice, no joint bids will be accepted.
- B. Bids must be submitted using the attached form.
- C. Bidders are required to provide circulation statistics by zip code.
- D. Types of legal notices to which bids are requested.
 - (1) **PUBLICATION OF OFFICIAL PROCEEDINGS IN SUMMARY FORM:** (Minnesota Statute 375.12 refers.) The County will provide all official proceedings in digital format and may specify font, point size and leading.
 - (2) **PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS:** (Minnesota Statute 331A.01 subd. 7 and 331A.05 - .07 refer.) The County will provide all legal notices and miscellaneous advertisements in digital format and may specify font, point size and leading.

CALENDAR YEAR 2023 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

(3) **PUBLICATION OF DELINQUENT REAL ESTATE NOTICE AND LIST:** Minnesota Statute 279.08 refers.) The list of real estate taxes remaining delinquent on the first Monday of January 2020 shall be published once in each of two non-consecutive weeks. The county will provide the Real Estate List in digital format and may specify font, point size and leading.

(4) **FIRST PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication to be done in a newspaper located in a different municipality. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit, and first publisher may be asked to provide copies of Financial Statement **insert** for second publication. The County will provide the Financial Statement in camera ready format.

(5) **SECOND PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication of the financial statement to be done in one other newspaper, if one of general circulation is located in a different municipality in the county than the official newspaper. Per MN statute the county board shall call for separate bids for each publication. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit. To be considered for award of the bid for second publication of the financial statement, bidders must include a specific bid for the second publication of the Financial Statement. The County will provide the Financial Statement in camera ready format.

III. BID AWARD CRITERIA

- A. A successful bidder will be designated by the County Board as the “Official County Newspaper” for calendar year 2023 and will be required to publish all legal notices and advertisements as required by law to be published in the official newspaper.
- B. A successful bidder will be designated by the County Board for publication of the “Second Publication of the County Financial Statement.” That bidder must be other than the bidder designated as the official county newspaper and located in a municipality other than the official newspaper per MN Statute 375.17 subd. 3.
- C. Bidder must certify by signature they meet the requirements of a qualified newspaper pursuant to MN Statute Chapter 331A.
- D. In determining the lowest bidder, the cost per media impression provided to the public within the boundaries of Aitkin County will be considered.
- E. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer.
- F. Bidder's adherence to all bid submission instructions and requirements. Failure to properly fill out the bid form may result in that bid being disqualified. Failure to enter a bid amount for each of item designated as “Official Newspaper” (Items 1-4) on the bid form may result in rejection of the entire bid with respect to designation the official newspaper.

AITKIN COUNTY - BID FORM
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2023

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

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

Size in inches of newspaper single page sheet = _____ by _____

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

Newspaper circulation within the boundaries of Aitkin County = _____

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 _____ 56469 _____ 55748 _____ 55760 _____ 55787 _____ 56350 _____

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

(Please Print Clearly)

Name of Bidding Newspaper: _____

Official Address: _____

Printed Name of Submitter _____ Title _____

Phone: _____

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

Signature in Ink of Submitter

Date

AITKIN COUNTY - BID FORM
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2023

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

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)
\$ 8 25 per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ 8 25 per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ 8 25 per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 8 25 per column inch
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 8 25 per column inch

Size in inches of newspaper single page sheet = 9.88 by 13"

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

Newspaper circulation within the boundaries of Aitkin County = _____

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 1685 56469 110 55748 34 55760 176 55787 27 56350 —

Subscription cost per individual customer within Aitkin County for 1 year = \$57

(Please Print Clearly)

Name of Bidding Newspaper: Aitkin Independent Age


Official Address: 213 Minnesota Ave. N.

Aitkin, Mn. 56431

Printed Name of Submitter RoxAnne Bouby Title GM / Sales Director

Phone: 218-927-3761

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


Signature in Ink of Submitter

11/30/22
Date

AITKIN COUNTY - BID FORM
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2023

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

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)
\$ 7⁵⁰ per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ 7⁵⁰ per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ 7⁵⁰ per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 7⁵⁰ per column inch
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 6⁵⁰ per column inch

Size in inches of newspaper single page sheet = 10.3 by 15.0

Maximum number of columns per page in legal notice section = 8

Newspaper circulation within the boundaries of Aitkin County = 540

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 20 56469 15 55748 0 55760 450 55787 51 56350 4

Subscription cost per individual customer within Aitkin County for 1 year = \$38 / \$45

(Please Print Clearly)

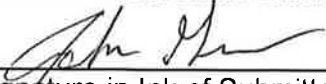
Name of Bidding Newspaper: Voyageur Press of MCGREGOR

Official Address: 15 COUNTRY HOUSE LANE, BOX 59
MCGREGOR, MN 55760

Printed Name of Submitter JOHN GRONES Title PUBLISHER

Phone: 218-409-4096

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


Signature in Ink of Submitter

DECEMBER 2, 2022
Date

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

ADOPTED January 3, 2023

By Commissioner: xxx

20220103-xxx

2023 Official County Newspaper

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

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

FIVE MEMBERS PRESENT

All Members Voting

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 3rd day of January, 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 3rd day of January, 2023.

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

10C
Agenda Item #

Requested Meeting Date: January 3, 2022

Title of Item: 2023 Committee Appointments

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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*
--	---	---

Submitted by: Jessica Seibert	Department: Administration
---	--------------------------------------

Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed:
---	-------------------------------

Summary of Issue:

Each year the County Board updates committee appointments. The following items are attached:

1. A draft proposed resolution. Known changes are indicated. This year we have added two new committees to the resolution: Anoka County JPA Advisory Board and Brainerd 1 Watershed 1 Plan.
2. 2022 Aitkin County Board of Commissioner Committees. Known changes are indicated in red.

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

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Motion to Adopt Resolution for 2023 Committee Appointments

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:*

By Commissioner: xxx

20230103-xxx

2023 Committee Appointments

BE IT HEREBY RESOLVED, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2023:

Aitkin Airport Commission (2)	J. Mark Wedel John Welle
Aitkin County Care Board	Travis Leiviska
Aitkin County Community Corrections Advisory Board (2)	J. Mark Wedel Laurie Westerlund
Anoka County JPA Advisory Board	Laurie Westerlund
Aitkin County Water Planning Task Force	J. Mark Wedel
Aitkin Economic Development Administration (AEDA)	J. Mark Wedel Commissioner District 2 Commissioner District 3 Commissioner District 4 Commissioner District 5 County Administrator County Engineer Environmental Services Director HHS Director
AMC Delegates (8)	J. Mark Wedel Bret Sample Laurie Westerlund OPEN, Alt.
Aquatic Invasive Species (AIS)	Michael Kearney Travis Leiviska, Alt.
Arrowhead Counties Association (1)	Travis Leiviska OPEN, Alt.
Arrowhead Economic Opportunity Agency	Mike Dangers
Arrowhead Regional Development Center (ARDC)	Bret Sample Laurie Westerlund
Assessor for Unorganized Townships	Bret Sample OPEN, Alt.
ATV Committee (2)	J. Mark Wedel
Big Sandy Lake Management Plan (1+Alternate)	
Brainerd 1 Watershed 1 Plan	

Budget Committee 2020 (2)	Laurie Westerlund J. Mark Wedel
East Central Regional Library Board	Travis Leiviska OPEN, Alt.
Economic Development (2)	J. Mark Wedel OPEN
Emergency Management	J. Mark Wedel
Environmental Assessment Worksheet (2)	Michael Kearney OPEN
Extension Committee (1 + Alternate)	Michael Kearney Laurie Westerlund, Alt
Facilities/Technology Committee (2)	J. Mark Wedel Laurie Westerlund
Fairgrounds Custodian	Kirk Peysar
H&HS Advisory Committee (Liaison) (2)	J. Mark Wedel Travis Leiviska
Historical Society (Liaison)	Travis Leiviska
Joint Powers Natural Resources Board (2)	Bret Sample Dennis Thompson
Lakes & Pines (1+Alternate)	Travis Leiviska Michael Kearney, Alt.
Law Library	Travis Leiviska OPEN, Alt.
McGregor Airport Commission (2)	Michael Kearney William Bedor
MCIT Representative (1 + Alternate)	Laurie Westerlund Jessica Seibert, Alt.
Mille Lacs Fisheries Input Group	Laurie Westerlund
Mille Lacs Watershed (1 + Alternate)	Travis Leiviska OPEN, Alt.
Mississippi Headwaters Board (1+Alternate)	Michael Kearney Bret Sample, Alt.
MN Rural Counties (1+Alternate)	Laurie Westerlund Travis Leiviska, Alt.
Natural Resources Advisory Committee (2)	Michael Kearney Bret Sample
NE MN Office Job Training	Travis Leiviska
Northeast MN ATP (2)	Michael Kearney John Welle Travis Leiviska, Alt.

Northeast MN Emergency Communications Board (ECB)	Laurie Westerlund Dan Guida, Alt.
Northeast MN Regional Advisory Committee (RAC)	Patrice Erickson Dan Guida, Alt.
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Bret Sample Laurie Westerlund, Alt.
Northern Counties Land Use Coordinating Board (NCLUCB) (1+Alternate)	Laurie Westerlund Michael Kearney, Alt.
Northwoods Regional Trail Alliance	OPEN Land Dept Staff, Alt.
Ordinance Committee (2)	Travis Leiviska Bret Sample
Personnel/Insurance Committee (2)	Laurie Westerlund J. Mark Wedel
Planning Commission	OPEN Laurie Westerlund, Alt.
Rum 1W1P Policy Committee	Laurie Westerlund OPEN , Alt.
Snake River Watershed Management Board/1W1P Policy Committee	Bret Sample OPEN , Alt.
Sobriety Court	J. Mark Wedel
Solid Waste Task Force (2)	J. Mark Wedel OPEN
Toward Zero Deaths	J. Mark Wedel
Tri-County Community Health Services Board	Laurie Westerlund

Commissioner xxx 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 3rd day of January 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 3rd day of January 2023

Jessica Seibert
County Administrator

2023 Aitkin County Board of Commissioners Committees

Committee	Freq	Scheduled	Representative	Time	Location	Length	Contact	Phone	Email
Environment & Natural Resources Policy	AMC		SAMPLE						
General Government	AMC		LEIVISKA						
Health & Human Services	AMC		HHS Director						
Indian Affairs Task Force	AMC		Commissioner Laurie Westerland						
Public Safety Committee	AMC		Commissioner Laurie Westerland						
Transportation Policy	AMC		KEARNEY						
Aitkin Airport Commission	Monthly	1st Wednesday	Wedel	4:00 PM	Aitkin Public Library		Rose Beverly	218-927-2527	cityadmin@ci.aitkin.mn.us
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and SAMPLE	1:00 PM	Aitkin		Janet Smude	218-927-6565	smude.aitkinswed@gmail.com
Aitkin County CARE Board	Monthly	3rd Tuesday	LEIVISKA	7:00 AM	Aitkin	1-2 hrs.	Lynne Jacobs	218-927-1383	aitkincountycares@gmail.com
Aitkin County Community Corrections	Quarterly	Varies	Wedel and WESTERLUND	8:30 AM	Aitkin	1 hour	Kami Genz	218-927-7394	kami.genz@co.aitkin.mn.us
Anoka County JPA Advisory Board	3x per year	1st Thursday in Feb, June and Oct	WESTERLUND	12:30 PM	Zoom		Kami Genz	218-927-7394	kami.genz@co.aitkin.mn.us
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	Wedel	2:00 PM	Aitkin/ MLEC		Janet Smude	218-927-6565	smude.aitkinswed@gmail.com
Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel	4:00 PM	Aitkin Public Library		Rose Beverly	218-927-2527	cityadmin@ci.aitkin.mn.us
Arrowhead Counties Association	8 or 9x yearly Sept. to May	1x a month, 3rd Wed.	Westerlund, All. OPEN	6-8 PM	Duluth	2 Hrs.			
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	KEARNEY, ALT. LEIVISKA	1:00 PM	Virginia AEOA	2 Hrs.	Diane Krukemeyer Paul Carlson	800-662-5711 ext. 7322 800-662-5711 ext. 7319	Diane.krukemeyer@aeoa.org
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	LEIVISKA All. OPEN	10:00 AM	Varies	2 Hrs.	Mary Zanoni	800-232-0707	mzanoni@ardc.org
ATV Committee	Monthly		SAMPLE and Westerland		Aitkin	2-3 Hrs.	Dennis Thompson	218-927-7364	dennis.thompson@co.aitkin.mn.us
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	SAMPLE All. OPEN	2:30 PM	Tam/ Cromwell	2 Hrs.	Janet Smude	218-927-6565 ext 110	smude.aitkinswed@gmail.com
Brainerd 1 Watershed 1 Plan	Monthly	4th Tuesday	Wedel						
Budget Committee	Monthly	1st Tuesday	WESTERLUND and Wedel	10:00 AM	Aitkin	2 Hrs.	Jessica Seibert	218-927-3093	jessica.seibert@co.aitkin.mn.us
East Central Regional Library Board	Monthly	2nd Monday	LEIVISKA All. OPEN	10:00 AM	Cambridge			763-689-7390 ECRL Office	
Economic Development	Monthly	4th Wednesday	Wedel and OPEN WESTERLUND SAMPLE	10:00 AM	Aitkin		Mark Jeffers	218-927-7305	Mark.jeffers@co.aitkin.mn.us

Personnel/Insurance	As needed	2nd Tuesday	WESTERLUND and Wedel	1:30 PM	Aitkin	Jessica Seibert	218-927-3093	jessica.seibert@co.aitkin.mn.us
Planning Commission	Monthly	3rd Monday	OPEN, Alt: Westerlund WESTERLUND KEARNEY	4:00 PM	Aitkin		218-927-7352	tneff@co.aitkin.mn.us
Rum 1W1P Policy Committee	Monthly	Unknown	Westerlund, Alt: OPEN	??	??	Tiffany Determan	763-689-3271	tiffany.determan@mr.nesdnet.net
Snake River Watershed	Monthly	4th Monday	SAMPLE Alt: OPEN	9:00 AM	Mora	Teresa Wickelham	320-679-6466	Teresa.Wickelham@co.kanabec.mn.us
Snake River 1W1P Policy			SAMPLE, Alt: OPEN					
Sobriety Court	Bi-Monthly	3rd Thursday	Wedel	12:00 PM	Aitkin/ Birchwood	kami.genz	218-927-7394	kami.genz@co.aitkin.mn.us
Solid Waste Advisory	As needed		WEDEL and OPEN		Aitkin	Terry Neff	218-927-7352	tneff@co.aitkin.mn.us
Toward Zero Deaths	Monthly	2nd Wednesday	Wedel	1:00 PM	Aitkin	Amy Dotzler	218-927-2133	adotzler@aitkinpolice.com
Tri-County Community Health Services	Bi-Monthly	2nd Thursday	Westerlund		Itasca County			

2023 Aitkin County Board of Commissioners Committees

Committee	Freq	Scheduled	Representative	Time	Location	Length	Contact	Phone	Email
1 Aitkin Airport Commission	Monthly	1st Wednesday	Wedel	4:00 PM	Aitkin Public Library		Rose Beverly	218-927-2527	cityadmin@ci.aitkin.mn.us
2 Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and SAMPLE	1:00 PM	Aitkin		Jarret Smude	218-927-6565	smude.aitkinswd@gmail.com
3 Aitkin County Community Corrections	Quarterly	Varies	Wedel and WESTERLUND	8:30 AM	Aitkin	1 hour	Kami Genz	218-927-7394	kami_genz@co.aitkin.mn.us
4 Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	Wedel	2:00 PM	Aitkin/MLEC		Jarret Smude	218-927-6565	smude.aitkinswd@gmail.com
5 Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel	4:00 PM	Aitkin Public Library		Rose Beverly	218-927-2527	cityadmin@ci.aitkin.mn.us
6 Brainerd 1 Watershed 1 Plan	Monthly	4th Tuesday	Wedel						
7 Economic Development	Monthly	4th Wednesday	Wedel and OPEN WESTERLUND SAMPLE	10:00 AM	Aitkin		Mark Jeffers	218-927-7305	Mark.jeffers@co.aitkin.mn.us
8 Emergency Management	As needed		Wedel						
9 Facilities/Technology	As needed		Wedel and Westerlund		Aitkin		Dan Guida	218-927-7420	dan.guida@co.aitkin.mn.us
10 H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and LEIVISKA	3:30 PM	Aitkin		Jessica Seibert Cynthia Bennett	218-927-3093 218-927-7225	jessica.seibert@co.aitkin.mn.us cynthia.bennett@co.aitkin.mn.us
11 Personnel/Insurance	As needed	2nd Tuesday	WESTERLUND and Wedel	1:30 PM	Aitkin		Jessica Seibert	218-927-3093	jessica.seibert@co.aitkin.mn.us
12 Sobriety Court	Bi-Monthly	3rd Thursday	Wedel	12:00 PM	Aitkin/ Birchwood		kami.genz	218-927-7394	kami_genz@co.aitkin.mn.us
13 Solid Waste Advisory	As needed		WEDEL and OPEN		Aitkin		Terry Neff	218-927-7352	trneff@co.aitkin.mn.us
14 Toward Zero Deaths	Monthly	2nd Wednesday	Wedel	1:00 PM	Aitkin		Amy Dotzler	218-927-2133	adotzler@aitkinpolice.com

ALTERNATE

1 Budget Committee	Monthly	1st Tuesday	WESTERLUND and Wedel	10:00 AM	Aitkin	2 Hrs.	Jessica Seibert	218-927-3093	jessica.seibert@co.aitkin.mn.us
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2023 Aitkin County Board of Commissioners Committees

Committee	Freq	Scheduled	Representative	Time	Location	Length	Contact	Phone	Email
1 Indian Affairs Task Force	AMC		Commissioner Laurie						
2 Public Safety Committee	AMC		Commissioner Laurie						
3 Aitkin County Community Corrections	Quarterly	Varies	Wedel and WESTERLUND	8:30 AM	Aitkin	1 hour	Kami Genz	218-927-7394	kami.genz@co.aitkin.mn.us
4 Anoka County JPA Advisory Board	3x per year	1st Thursday in Feb, June and	WESTERLUND	12:30 PM	Zoom		Kami Genz	218-927-7394	kami.genz@co.aitkin.mn.us
5 Arrowhead Counties Association	8 or 9x yearly	1x a month, 3rd Wed.	Westerlund, Alt. OPEN	6-8 PM	Duluth	2 Hrs.			
6 ATV Committee	Monthly	Sept. to May	SAMPLE and Westerlund						
7 Budget Committee	Monthly	1st Tuesday	WESTERLUND and Wedel	10:00 AM	Aitkin	2-3 Hrs.	Dennis Thompson	218-927-7364	dennis.thompson@co.aitkin.mn.us
8 Economic Development	Monthly	4th Wednesday	Wedel and OPEN WESTERLUND	10:00 AM	Aitkin	2 Hrs.	Jessica Seibert	218-927-3093	jessica.seibert@co.aitkin.mn.us
9 Facilities/Technology	As needed		SAMPLE				Mark Jeffers	218-927-7305	Mark.jeffers@co.aitkin.mn.us
10 MCLT			Westerlund, Seibert				Jessica Seibert	218-927-3093	jessica.seibert@co.aitkin.mn.us
11 Millie Lacs Fisheries Input Group	8-10x yr	Varies	Westerlund	5:30 PM	Aitkin	3 hrs.			
12 MN Rural Counties	8x year	Varies	Westerlund, Alt. LEIVSKA	10:00 AM/ varies	ITV/ varies	2 hrs.	Dan Larson	612-210-2463	dan27@frontier.net
13 Northeast MN Emergency Communications Board (ECB)	5-6x yr	4th Thursday	WESTERLUND (Sheriff Guida Alt.)	10:00 AM	ITV/ varies		Holly Olson	218-726-2921	holsonh@stlouiscountymn.gov
14 Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	WESTERLUND	9:30 AM	Varies		John Chell	218-259-4628	info@nclucb.org
15 Personnel/Insurance	As needed	2nd Tuesday	KEARNEY				Jessica Seibert	218-927-3093	jessica.seibert@co.aitkin.mn.us
16 Planning Commission	Monthly	3rd Monday	WESTERLUND and Wedel WESTERLUND	4:00 PM	Aitkin		Jessica Seibert	218-927-7352	jneff@co.aitkin.mn.us
17 Rum 1W1P Policy Committee	Monthly	Unknown	KEARNEY	??	??	??	Tiffany Determan	763-689-3271	tiffany.determan@mn.haedfnet.net
18 Tri-County Community Health Services	Bi-Monthly	2nd Thursday	Westerlund		Itasca County				

ALTERNATE

1 Extension	4x year	Monday	KEARNEY Alt. Westerlund	5:30 PM	Aitkin		Susanne Hinrichs	218-828-2286	susanneh@umn.edu
2 Northeast Waste Advisory Council	Quarterly	2nd Monday	SAMPLE, Alt. Westerlund	10:00 AM	Duluth	2 Hrs.	Heather Cunningham	218-384-9174	Heather.Cunningham@co.carleton.mn.us

2023 Aitkin County Board of Commissioners Committees

Committee	Freq	Scheduled	Representative	Time	Location	Length	Contact	Phone	Email
1 General Government	AMC		LEIVISKA						
2 Aitkin County CARE Board	Monthly	3rd Tuesday	LEIVISKA	7:00 AM	Aitkin	1-2 hrs.	Lynne Jacobs	218-927-1383	aitkincountycares@gmail.com
3 Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	LEIVISKA Alt. OPEN	10:00 AM	Varies	2 Hrs.	Mary Zanoni	800-232-0707	mzanoni@ardc.org
4 East Central Regional Library Board	Monthly	2nd Monday	LEIVISKA Alt. OPEN	10:00 AM	Cambridge			763-689-7390	
5 H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and LEIVISKA	3:30 PM	Aitkin		Cynthia Bennett	218-927-7225	cynthia.bennett@co.aitkin.mn.us
6 Historical Society (Liaison)	Monthly	4th Wednesday	LEIVISKA	10:00 AM	Aitkin			218-927-3348	achs3348@embargmail.com
7 Lakes and Pines	Monthly	3rd Monday	LEIVISKA Alt. KEARNEY	10:00 AM	Mora		Bob Benes	320-679-1800	bob.benes@lakesandpines.org
8 Law Library	Quarterly	Set by Judge	LEIVISKA Alt. OPEN		Aitkin				
9 Millie Lacs Watershed	10x year	3rd Monday	LEIVISKA, Alt. OPEN	10:00 AM		2 Hrs.	Steve Hughes	218-927-6565	hughes.aitkinswd@gmail.com
10 NE MN Office Job Training	As called		LEIVISKA				Marie Dorniano	218-735-3740 Headquarters	
11 Ordinance	As needed		LEIVISKA and SAMIPLE		Aitkin		Jessica Seibert	218-927-3093	jessica_seibert@co.aitkin.mn.us
ALTERNATE									
1 Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	KEARNEY, ALT. LEIVISKA	1:00 PM	Virginia AEOA	2 Hrs.	Diane Krukemeyer Paul Carlson	800-662-5711 ext. 7322 800-662-5711 ext. 7319	Diane.krukemeyer@aeoa.org
2 MN Rural Counties	8x year	Varies	Westerlund, Alt. LEIVISKA	10:00 AM/ varies	ITV/ varies	2 hrs.	Dan Larson	612-210-2493	dan27@fronternet.net
3 Northeast MN ATP	Quarterly	2nd Wednesday	KEARNEY (LEIVISKA, Alt.) and Engineer Welle	10:00 AM	Varies		Russell Habermann	218-529-7552	rhabermann@ardc.org

2023 Aitkin County Board of Commissioners Committees

Committee	Freq	Scheduled	Representative	Time	Location	Length	Contact	Phone	Email
1 Environment & Natural Resources Policy	AMC		SAMPLE						
2 Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and SAMPLE	1:00 PM	Aitkin		Janet Smude	218-927-6565	smude.aitkinswed@gmail.com
3 ATV Committee	Monthly		SAMPLE and Westerland		Aitkin	2-3 Hrs.	Dennis Thompson	218-927-7364	dennis.thompson@co.aitkin.mn.us
4 Big Sandy Lake Management Plan	Monthly	2nd Wednesday	SAMPLE, Alt. OPEN	2:30 PM	Tam/ Cromwell	2 Hrs.	Janet Smude	218-927-6565 ext 110	smude.aitkinswed@gmail.com
5 Economic Development	Monthly	4th Wednesday	Wedel and OPEN WESTERLUND	10:00 AM	Aitkin		Mark Jeffers	218-927-7305	Mark.jeffers@co.aitkin.mn.us
6 Joint Powers Natural Resource Board	Odd Months	4th Monday	SAMPLE and Land Commissioner Alt.	10:00 AM	Bemidji	2 Hrs.	Kallie Briggs	Cell: 218-417-0358	kalliebriggs@gmail.com
7 Natural Resources Advisory Committee	8-10x yr	2nd Monday	KEARNEY and SAMPLE	6:30 PM	LLCC	2-3 Hrs.	Rich Courtemanche	218-927-7364	Dennis.thompson@co.aitkin.mn.us
8 Northeast Waste Advisory Council	Quarterly	2nd Monday	SAMPLE, Alt. Westerland	10:00 AM	Duluth	2 Hrs.	Heather Cunningham	218-384-9174	Heather.Cunningham@co.cartoon.mn.us
9 Ordinance	As needed		LEIVISKA and SAMPLE		Aitkin		Jessica Seibert	218-927-3093	jessica.seibert@co.aitkin.mn.us
10 Snake River Watershed	Monthly	4th Monday	SAMPLE Alt. OPEN	9:00 AM	Mora		Teresa Wickelham	320-679-6456	Teresa.Wickelham@co.kanabec.mn.us
11 Snake River 1W1P Policy			SAMPLE, Alt. OPEN						
ALTERNATE									
1 Mississippi Headwaters Board	Monthly	4th Friday	KEARNEY Alt. SAMPLE	10:00 AM	Cass County	2 hrs.	Tim Terrill	218-824-1189	timt@mississippiheadwaters.org

2023 Aitkin County Board of Commissioners Committees

Committee	Freq	Scheduled	Representative	Time	Location	Length	Contact	Phone	Email
1 Transportation Policy	AMC		KEARNEY						
2 Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	KEARNEY, ALT. LEIVISKA	1:00 PM	Virginia AEOA	2 Hrs.	Diane Krukemeyer Paul Carlson	800-662-5711 ext. 7322 800-662-5711 ext. 7319	Diane.krukemeyer@aeoa.org
3 Environmental Assessment Worksheet	As needed		KEARNEY and OPEN		Aitkin		J. Weller/ T. Neff	218-927-7469 Welle	jweller@co.aitkin.mn.us
4 Extension	4x year	Monday	KEARNEY Alt. Westerlund	5:30 PM	Aitkin		Susanne Hinrichs	218-828-2286	susanneh@ummn.edu
5 McGregor Airport Commission	Monthly	Last Wednesday	KEARNEY	6:30 PM	McGregor	2 Hrs.	Bill Bedor	952-941-5147 or cell 612-810-7219	bbedor@comcast.net
6 Mississippi Headwaters Board	Monthly	4th Friday	KEARNEY Alt. SAMPLE	10:00 AM	Cass County	2 hrs.	Tim Terrill	218-824-1189	tjmi@mississippiheadwaters.org
7 Natural Resources Advisory Committee	8-10x yr	2nd Monday	KEARNEY and SAMPLE	6:30 PM	LLOCC	2-3 Hrs.	Rich Courtemanche	218-927-7364	Dennis.thompson@co.aitkin.mn.us
8 Northeast MN ATP	Quarterly	2nd Wednesday	KEARNEY (LEIVISKA, Alt.) and Engineer Welle	10:00 AM	Varies		Russell Habermann	218-828-7552	rhabermann@ardc.org
9 Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	Westerlund KEARNEY	9:30 AM	Varies		John Chell	218-259-4628	info@ncluch.org
10 Planning Commission	Monthly	3rd Monday	OPEN, Alt. Westerlund WESTERLUND KEARNEY	4:00 PM	Aitkin			218-927-7352	tneff@co.aitkin.mn.us

ALTERNATE

1 Joint Powers Natural Resource Board	Odd Months	4th Monday	SAMPLE and Land Commissioner Alt.	10:00 AM	Bemidji	2 Hrs.	Kallie Briggs	Cell: 218-417-0358	kalliebriggs@gmail.com
2 Lakes and Pines	Monthly	3rd Monday	LEIVISKA Alt. KEARNEY	10:00 AM	Mora		Bob Benes	320-679-1800	bob.benes@lakesandpines.org

Aitkin County Historical Society Depot Museum

P.O. Box 215
Aitkin, MN 56431
(218) 927-3348

November 16, 2022

RECEIVED

NOV 21 2022

Jessica Seibert
Aitkin County Administrator
Aitkin County Government Center
307 – 2nd Street NW, Room 310
Aitkin, MN 56431

Dear Jessica:

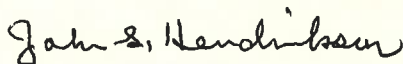
Established in 1948, the Aitkin County Historical Society has had the continuing mission to collect, preserve, and disseminate the history of Aitkin County and its inhabitants. We maintain two display buildings open year-round, one building to store artifacts not currently on display and our Log Cabin located at the Aitkin County Fairgrounds. Our Log Cabin is the second oldest building in Minnesota especially built for use by a Historical Society.

As all things come to be in time, the Aitkin County Historical Society is in the process of restructuring. Please accept this as our formal request to have the liaison to the Aitkin County Historical Society be on a rotational basis among the five commissioners each serving one year in turn beginning next year. This request is being made to have each of the commissioners experience what the society is all about. As Commissioner, District One is the current liaison for 2022; we ask that the rotation begins with Commissioner District Two.

This will require an update to our current bylaw which reads: Article IV – Government, section 4. The chair, or person designated by the chair, of the County Commissioners shall be an ex-officio (non-voting) member of the Board of Trustees. We will be asking our members at the annual meeting in May 2023 for an amendment to our bylaws to read: Article IV- Government, Section 4. The County Commissioners shall serve on a five-year rotational basis as an ex-officio (non-voting) member of the Board of Trustees starting with District One and sequentially continuing until all have served, resulting in a new cycle of the rotation.

We wait to hear word from you in regards to our request.

Sincerely,



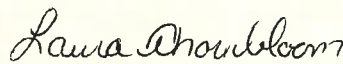
John Hendrickson, President



Jeremy Goble, Vice President



Roxy Appel Wigton, Treasurer



Laura Thornbloom, Secretary



Board of County Commissioners Agenda Request

10D
Agenda Item #

Requested Meeting Date: January 3, 2023

Title of Item: Set 2023 Board Meeting Schedule

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 5 Minutes
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Summary of Issue:

Each year the County Board sets the year's scheduled meeting dates. Since 2013 the Board has primarily been meeting on the second and fourth Tuesday's of each month. Based on past practices, staff has proposed the 2023 County Board Calendar. The dates proposed are again the second and fourth Tuesday's of each month.

June 13, 2023 - Proposed BAE Meeting. MN Statute 274.14 requires that one meeting be held that doesn't end before 7:00 p.m. Generally we start the BAE meeting at 4:00 p.m. with the regular board meeting prior to that.

December 12, 2023- Proposed Truth and Taxation Meeting starts at 6:05 p.m. with regular board meeting prior to that.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Motion to Approve 2023 Proposed County Board Calendar

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:*

2023 Aitkin County Board Calendar

JANUARY

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

FEBRUARY

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26	27	28				

MARCH

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APRIL

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30						

MAY

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21	22	23	24	25	26	27
28	29	30	31			

JUNE

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JULY

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30	31					

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24	25	26	27	28	29	30

OCTOBER

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29	30	31				

NOVEMBER

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26	27	28	29	30		

DECEMBER

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24	25	26	27	28	29	30
31						

 Board Meetings

 Holidays



Board of County Commissioners Agenda Request

10E
Agenda Item #

Requested Meeting Date: January 3, 2023

Title of Item: Administrator Updates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title):	Estimated Time Needed: 5 min
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Summary of Issue:
Administartor Updates

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Discussion Only

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



Board of County Commissioners Agenda Request

10F
Agenda Item #

Requested Meeting Date: January 3, 2023

Title of Item: Closed Session Under MN Statute 13D.03 Subd.1(b) Labor Negotiations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed:
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Summary of Issue:
Discuss Open Contracts

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Discussion Only

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:*