

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS June 5, 2012 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chairperson
A) Call to Order
B) Pledge of Allegiance
C) Board of Commissioners Meeting Procedure
D) Approval of Agenda
E) Citizens' Public Comment*
- 2) Consent Agenda
A) Correspondence File May 22, 2012 – June 4, 2012
B) Approve 5/22/12 County Board Minutes
C) Approve Commissioner Warrants
D) Approve Auditor Warrants – School Advance
E) Approve Commissioner Photographs for County Website
F) Approve Resolution - City of Tamarack's Purchase Request
- 9:05 3) Senator Tom Saxhaug
A) Legislative Update
- 9:35 4) Patrick Wussow, County Administrator
A) Start Time for June 12th County Board Meeting
B) Tax Tour
C) 2013 Budget
D) Approve Display of Carl Edward's AFLAC #99 NASCAR Car & Car Hauler
E) Approve Personnel Committee Recommendation
1. Environmental Health Specialist – Environmental Services Dept.
- Note: Agenda Items under 4) Patrick Wussow, County Administrator - will pause for the two Public Hearings at 10:00 and 10:15, and then continue.*
- 10:00 5) Kirk Peysar, County Auditor
A) 10:00 Public Hearing – Unnamed Water Course Section 24 Shamrock Twp
B) 10:15 Public Hearing – Unnamed Water Course Sections 18 & 19 Haugen Twp
- 11:00 6) Scott Turner, Sheriff
A) Big Sandy Lake - High Water Issues – Possible "No Wake Zone Action"
- 11:15 7) Board Discussion
Mark Wedel – Historical Society
Laurie Westerlund –
Brian Napstad – BWSR
Anne Marcotte –
- 12:00 Adjourn (*Note: Noon Luncheon @ Historical Society for Commissioners*)

* Comments from visitors must be informational in nature and not exceed five (5) minutes per person. The County Board cannot 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.

**** Please note: all times, except public advertised hearings, are approximate and subject to change without notice.**

AITKIN COUNTY BOARD

May 22, 2012

The Aitkin County Board of Commissioners met this 22nd day of May, 2012 at 10:26 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

CALL TO ORDER

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the May 22, 2012 agenda.

**APPROVED
AGENDA**

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: May 8, 2012 – May 21, 2012; B) Approve County Board Minutes: May 8, 2012; C) Accept Application & Appoint Roberta Elvecrog to Snake River Watershed Citizens Advisory Committee; D) Accept STS Donation of \$150.00 from Riceland Chpt Deer Association; E) Accept Donations - \$100.00 to Boat & Water from Gun Lake Association, \$250.00 to Sheriff's Posse from Aitkin County Agricultural Society, and \$200.00 to STS from Round Lake Cemetery Association; F) Approve Out of State Travel – Sheriff's Dept.; G) Approve Resolution – County Engineer; H) Approve Commissioner Warrants: General Fund \$64,883.78, Road & Bridge \$52,852.84, Health & Human Services \$963.58, State \$195.00, Trust \$2,514.11, Forest Development \$4,970.63, Long Lake Conservation Center \$9,780.66 for a total of \$136,160.60; I) Approve Auditor Warrants – Sales & Use Tax: General Fund \$562.97, Road & Bridge \$1,208.35, Health & Human Services \$102.82, State \$6,959.00, Trust \$27.00, Forest Development \$9.70, Long Lake Conservation Center \$52.76 for a total of \$8,922.60; J) Approve Auditor Warrants – Remaining Gas Tax: Agency \$74,005.84; K) Approve Low Bid of \$11,045.85 for upgrading & expanding electric hook-ups at Berglund Park in Palisade – A&M Electric, Tamarack, MN; L) Approve Resolution – Set Public Hearing Date – Land Exchange

**CONSENT
AGENDA**

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting to accept application and appoint Roberta Elvecrog to fill At Large opening on the Snake River Watershed Citizens Advisory Committee. This appointment is for a three year term.

**COMMITTEE
APPOINTMENT
SNAKE RIVER
WATERSHED**

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried, all members voting yes to approve out of state travel request and lodging expenses of \$600.00 to \$700.00 for Sheriff Scott Turner - June 16, 2012 through June 20, 2012 at the National Sheriff's Association Summer Conference in Nashville, Tennessee.

**OUT OF STATE
TRAVEL
REQUEST**

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting to approve resolution – County Engineer:

WHEREAS, Minnesota Statute 163.07, requires that all of the county engineers in Minnesota serve four-year terms.

**RESOLUTION
052212-046
COUNTY**

AITKIN COUNTY BOARD

May 22, 2012

THEREFORE, BE IT RESOLVED, that John Welle is hereby appointed County Engineer of Aitkin County for a four-year term commencing January 1, 2013, pursuant to the provisions of Minnesota Statute, Section 163.07.

ENGINEER

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – Set Public Hearing Date – Land Exchange:

WHEREAS, under Minnesota Statute 94.344, County Administered tax forfeited lands "Class B lands" may, by resolution of the County Board in which the land is situated and with the unanimous approval of the Land Exchange Commission, be exchanged for land of the United States or privately owned land in the same County, and

**RESOLUTION
052212-047
SET PUBLIC
HEARING DATE –
LAND
EXCHANGE**

WHEREAS, a proposal for a Class "B" land exchange has been received from Jeff Hawkinson of 16045 478th Lane Tamarack, Mn 55787 and Greg Maas of 15048 472nd St. Tamarack, Mn. 55787 for exchanging the following Class "B" land: NE-NW and SW-SW Sec 14 Township 45 Range 22 for his property: W ½-NW Sec 22 Twp 45 Range 22, and

WHEREAS, before giving the final approval on any exchange of Class B land, the County Board shall hold a public hearing thereon to classify and approve the properties involved in the transaction.

BE IT THEREFORE RESOLVED, that the date of August 14, 2012 at 10:00 AM be set aside for a hearing on the preceding Class B land exchange.

Mike Dangers, County Assessor discussed the 2012 Tax Court Update with the Board.

**TAX COURT
UPDATE**

Sheriff Scott Turner and Rey Freeman from GeoComm reviewed the Motorola ARMER Radio System Proposal and Contract Award Recommendation with the Board. Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve Motorola ARMER Radio Contract - \$1,579,705.40.

**MOTOROLA
ARMER RADIO
PROPOSAL**

Pat Scollard, Sentence to Serve Coordinator provided an update of the STS program to the Board.

STS UPDATE

Mike and Trish Olson of Chappy's Golden Shores requested a Home and Community Based Contract with Aitkin County. Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried (4-1 Wedel), for Health & Human Services staff and two commissioners to meet with Mike and Trish Olson of Chappy's Golden Shores sometime between June 6th through June 21st to create a written contract or a written list of why a contract could not be agreed to. A decision to grant or not grant a contract will be made at the June 26, 2012 Aitkin County Health & Human Services Board meeting.

**CHAPPY'S
GOLDEN
SHORES**

Break from 12:02 p.m. to 12:09 p.m.

BREAK

AITKIN COUNTY BOARD

May 22, 2012

Commissioner Don Niemi left at 12:03 p.m.

NIEMI LEAVES

Mark Jacobs, Land Commissioner gave a Ten-Year Report on Long Lake Conservation Center to the Board.

LLCC TEN-YEAR REPORT

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – Award Bid SP 01-090-02:

WHEREAS, Eagle Construction of Little Falls, MN was the lowest responsible bidder in the amount of \$503,006.40 for SP 01-090-02.

**RESOLUTION
052212-048
AWARD BID
SP 01-090-02**

NOW THEREFORE, BE IT RESOLVED, that Eagle Construction be awarded the contract for the Aitkin Multi-Use Trails.

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

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – Award Bid SP 01-603-012:

WHEREAS, Ulland Brothers, Inc. of Cloquet, MN was the lowest responsible bidder in the amount of \$2,030,345.39 for SP 01-603-12.

**RESOLUTION
052212-049
AWARD BID
SP 01-603-12**

NOW THEREFORE, BE IT RESOLVED, that Ulland Brothers, Inc. be awarded the contract for the Bituminous Mill, Reclamation, Cold In-Place Recycle, Hot Mix Bituminous Pavement, Culvert and Sidewalk Replacement, and Concrete Curb and Gutter.

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

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – Award Bids CP 01-090-19, CP 01-614-01 & CP 01-636-01:

WHEREAS, Anderson Brothers Construction of Brainerd, MN was the lowest responsible bidder in the amount of \$1,052,727.66 for CP 01-090-19, CP 01-614-01, and CP 01-636-01.

**RESOLUTION
052212-050
AWARD BIDS
CP 01-090-19,
CP 01-614-01, &
CP 01-636-01**

NOW THEREFORE, BE IT RESOLVED, that Anderson Brothers Construction be awarded the contract for the Bituminous Pavement at the McGregor Airport and Bituminous Pavement and Aggregate Shouldering on Aitkin County State Aid Highway No 14 and 36.

BE IT FURTHER RESOLVED, that the Chairperson of the Aitkin County Board and the

AITKIN COUNTY BOARD

May 22, 2012

Aitkin County Auditor are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve resolution – Award Bid SAP 01-605-09:

WHEREAS, Roth Construction of McGrath, MN was the lowest responsible bidder in the amount of \$669,719.85 for SAP 01-605-09;

NOW THEREFORE, BE IT RESOLVED, that Roth Construction be awarded the contract for the Grading, Aggregate Base, Turn Lane Construction and Plant Mixed Bituminous on CSAH No. 5.

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

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to authorize the budgeted replacement of a 1996 Ford pickup truck – Unit #436 – Road & Bridge Department, by purchasing a used MnDOT pickup truck, at a cost up to \$14,000.

Break from 12:41 p.m. to 1:32 p.m.

Mark Jacobs, Land Commissioner introduced Paula Frings and Jane Bymark of Maven Perspectives, who provided the Board an update on their Long Lake Conservation Center marketing project. They will return July 10, 2012 at 10:00 a.m. to present their recommendations.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the following Aitkin County Tourism Grants:

\$ 530.00 – Aitkin County Historical Society
\$2,124.00 – Jaques Art Center
\$3,500.00 – Aitkin Area Chamber of Commerce
\$1,552.00 – McGrath 4th of July Committee
\$7,706.00

During the meeting the Board discussed: i) CMCC, ii) Park Board, iii) Wealthwood-Hazelton-Nordland BOE, iv) P&Z, v) LLCC Mgmt Team, vi) HRA, vii) Lake Improvement Districts, viii) Mille Lacs Watershed, ix) MCIT Training, x) Arrowhead Counties, xi) MHB, xii) Aitkin Airport, xiii) Sobriety Court, xiv) Fiscal Disparity

**RESOLUTION
052212-051
AWARD BID
SAP 01-605-09**

**EQUIPMENT
PURCHASE –
ROAD & BRIDGE**

BREAK

**MAVEN
PERSPECTIVES**

**TOURISM
GRANTS**

**BOARD
DISCUSSION**

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 3:12 p.m. until Tuesday, June 5, 2012 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

DKB1
6/4/12 11:15AM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	DEPT			Commissioners		
6097	Verizon Wireless					
	01-001-000-0000-6250		34.32	cell phone charges	286287802	Telephone
	01-001-000-0000-6250		26.02	ipad access charge-Niemi	786663881	Telephone
	01-001-000-0000-6250		26.02	ipad access charge-Westerlund	786663881	Telephone
	01-001-000-0000-6250		26.02	ipad access charge-Marcotte	786663881	Telephone
	01-001-000-0000-6250		26.02	ipad access charge-Napstad	786663881	Telephone
6097	Verizon Wireless		138.40	5 Transactions		
1	DEPT Total:		138.40	Commissioners	1 Vendors	5 Transactions
12	DEPT			Court Administration		
2650	Kingsley/Marlene E					
	01-012-000-0000-6252		75.00	served R. Francin	PR 12-242	Witnesses
	01-012-000-0000-6252		20.00	Mileage-served R. Francin	PR 12-242	Witnesses
2650	Kingsley/Marlene E		95.00	2 Transactions		
12	DEPT Total:		95.00	Court Administration	1 Vendors	2 Transactions
40	DEPT			Auditor		
1457	CPS Technology Solutions, Inc					
	01-040-000-0000-6231		55.00	June maint	359765	Services, Labor, Contracts
	01-040-000-0000-6231		24.00	June maint	359765	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		79.00	2 Transactions		
86235	Office Shop Inc/The					
	01-040-021-0000-6231		175.00	Svc Contract Performance Guara 05/18/2012 05/18/2013	259234-0	Services, Labor, Contracts
	01-040-021-0000-6625		992.87	Copy Machine/Cabinet	913766-0	Office Equipment & Other Equipment
86235	Office Shop Inc/The		1,167.87	2 Transactions		
40	DEPT Total:		1,246.87	Auditor	2 Vendors	4 Transactions
42	DEPT			Treasurer		
11603	Girard's Business Solutions, Inc.					
	01-042-000-0000-6405		237.49	svc inner & outer rollers	88379	Office & Computer Supplies
11603	Girard's Business Solutions, Inc.		237.49	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
4689	Metro Sales Inc 01-042-000-0000-6405		165.00	Toner	12560A	Office & Computer Supplies
4689	Metro Sales Inc		165.00	1 Transactions		
42	DEPT Total:		402.49	Treasurer	2 Vendors	2 Transactions
43	DEPT			Assessor		
1457	CPS Technology Solutions, Inc 01-043-000-0000-6231		42.00	June maint	359765	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		42.00	1 Transactions		
86235	Office Shop Inc/The 01-043-000-0000-6405		160.57	Toner, Erasers	913875-0	Office, Film & Computer Supplies
	01-043-000-0000-6405		5.02	Battery	913875-1	Office, Film & Computer Supplies
86235	Office Shop Inc/The		165.59	2 Transactions		
43	DEPT Total:		207.59	Assessor	2 Vendors	3 Transactions
44	DEPT			Central Services		
783	Canon Financial Services, Inc 01-044-000-0000-6231		350.60	copier contract-019	11857267	Services, Labor, Contracts
783	Canon Financial Services, Inc		350.60	1 Transactions		
3336	Office Of Enterprise Technology 01-044-000-0000-6231		1,300.00	April usage	DV12040317	Services, Labor, Contracts
3336	Office Of Enterprise Technology		1,300.00	1 Transactions		
86235	Office Shop Inc/The 01-044-000-0000-6405		70.54	staple cartridges for copier	913155-0	Office & Computer Supplies
86235	Office Shop Inc/The		70.54	1 Transactions		
44	DEPT Total:		1,721.14	Central Services	3 Vendors	3 Transactions
45	DEPT			Motor Pool		
50	Aitkin Body Shop, Inc 01-045-000-0000-6302		610.48	Repair #4 2010 Impala	55088	Car Maintenance
50	Aitkin Body Shop, Inc		610.48	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
3263	K&M Signs Inc. 01-045-000-0000-6302		29.93	AITKIN COUNTY vinyl lettering	8985	Car Maintenance
3263	K&M Signs Inc.		29.93	1 Transactions		
45	DEPT Total:		640.41	Motor Pool	2 Vendors	2 Transactions
49	DEPT			Information Technologies		
1457	CPS Technology Solutions, Inc 01-049-000-0000-6231		96.83	June maint	359765	Programming, Services, Contracts
1457	CPS Technology Solutions, Inc		96.83	1 Transactions		
88880	Datacomm Computers & Networks Inc 01-049-000-0000-6402		187.03	APC RBC7 battery	5983	Computer Supplies & Software
88880	Datacomm Computers & Networks Inc		187.03	1 Transactions		
49	DEPT Total:		283.86	Information Technologies	2 Vendors	2 Transactions
52	DEPT			Administration/Personnel Dept		
2946	Madden Galanter Hansen,LLP 01-052-000-0000-6232		2,070.90	labor relation services	17.7@117	Attorney Services
	01-052-000-0000-6232		133.72	phone/mileage	240@.555	Attorney Services
2946	Madden Galanter Hansen,LLP		2,204.62	2 Transactions		
86235	Office Shop Inc/The 01-052-000-0000-6405		27.78	folders	912973-1	Office & Computer Supplies
	01-052-000-0000-6405		21.35	(2) portfolio packets	913371-0	Office & Computer Supplies
86235	Office Shop Inc/The		49.13	2 Transactions		
6097	Verizon Wireless 01-052-000-0000-6250		53.11	cell phone charges	286287802	Telephone
6097	Verizon Wireless		53.11	1 Transactions		
52	DEPT Total:		2,306.86	Administration/Personnel Dept	3 Vendors	5 Transactions
60	DEPT			Elections		
1601	Election Systems & Software Inc 01-060-000-0000-6231		1,105.00	HW/SW MAINT. ON (4)M100'S 02/01/2012 06/30/2013	812339	Services, Labor, Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
01-060-000-0000-6405		350.03-	credit-paid ES&S by mistake	Office & Computer Supplies
1601 Election Systems & Software Inc		754.97	s/b Synergy	
			2 Transactions	
60 DEPT Total:		754.97	Elections	2 Transactions
			1 Vendors	
90 DEPT			Attorney	
117 Aitkin Co Sheriff				
01-090-000-0000-6250		34.32	Monthly cell phone J. Ratz	Telephone
117 Aitkin Co Sheriff		34.32	1 Transactions	
966 Chisago County Sheriff's Office				
01-090-000-0000-6234		42.10	subpoena svc-01CR11993	Co Sheriff Services
966 Chisago County Sheriff's Office		42.10	1 Transactions	
2140 Hennepin Co Sheriffs Office				
01-090-000-0000-6234		70.00	subpoena svc-CA-11-230	Co Sheriff Services
2140 Hennepin Co Sheriffs Office		70.00	1 Transactions	
86235 Office Shop Inc/The				
01-090-000-0000-6405		26.27	office supplies	Office & Computer Supplies
86235 Office Shop Inc/The		26.27	1 Transactions	
5970 Pine County Sheriff's Office				
01-090-000-0000-6234		45.00	Subpoena service-T.Harteau	Co Sheriff Services
5970 Pine County Sheriff's Office		45.00	1 Transactions	
4036 Ratz/James				
01-090-000-0000-6333		33.30	RT Brainerd court-5/10/12	Crt.Related Travel Expenses
4036 Ratz/James		33.30	1 Transactions	
6146 RS Eden				
01-090-000-0000-5612		152.00	UA Reimbursement	Drug & Forfeiture Ms387.213
6146 RS Eden		152.00	1 Transactions	
4640 Stearns Co Sheriffs Dept				
01-090-000-0000-6234		50.00	subpoena svc.-C.Rose	Co Sheriff Services
4640 Stearns Co Sheriffs Dept		50.00	1 Transactions	
11116 Trapp/Rebecca				

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
11116	Trapp/Rebecca 01-090-000-0000-6333		139.86	Mileage RT Bemidji-Heins	252@.555	Crt.Related Travel Expenses
			139.86	1 Transactions		
5062	Washington Co Sheriffs Office 01-090-000-0000-6234		100.00	subpoena svc-S.Patrick	1121547	Co Sheriff Services
5062	Washington Co Sheriffs Office		100.00	1 Transactions		
5173	West Payment Center 01-090-000-0000-6406		215.88	subscription invoice	824992106	Law Publ. & Subscriptions
5173	West Payment Center		215.88	1 Transactions		
5259	Wright County Sheriff's Office 01-090-000-0000-6234		74.00	subpoena-Maurer-20121039	27916	Co Sheriff Services
	01-090-000-0000-6234		54.00	Subpoena-D. Lorentz	27962	Co Sheriff Services
5259	Wright County Sheriff's Office		128.00	2 Transactions		
90	DEPT Total:		1,036.73	Attorney	12 Vendors	13 Transactions
110	DEPT			Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services 01-110-000-0000-6422		42.62	Mop Dry 24"	2200246434	Janitorial Supplies
	01-110-000-0000-6422		42.62	Mop Dry 24"	2200250908	Janitorial Supplies
8239	Ameripride Linen & Apparel Services		85.24	2 Transactions		
89399	DCI Industries Of Gainesville Inc 01-110-000-0000-6422		92.12	CS Pan Clean SACT	40906	Janitorial Supplies
89399	DCI Industries Of Gainesville Inc		92.12	1 Transactions		
1491	Dutch's Electric, Inc 01-110-000-0000-6231		453.15	install 2" sleeve for IT dept.	19764	Services, Labor, Contracts
	01-110-000-0000-6231		60.40	Ballast-Court Admin hallway	19830	Services, Labor, Contracts
1491	Dutch's Electric, Inc		513.55	2 Transactions		
2186	Hillyard Inc - Kansas City 01-110-000-0000-6422		523.67	Cleaning supplies	600237078	Janitorial Supplies
2186	Hillyard Inc - Kansas City		523.67	1 Transactions		
7525	Hometown Bldg Supply 01-110-000-0000-6422		141.04	Materials for 4-H shelving	26434	Janitorial Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
7525	Hometown Bldg Supply		141.04		1 Transactions	
9692	Minnesota Energy Resources Corporation					
	01-110-000-0000-6254		344.08	Gas-Courthouse	4323328-7	Utilities & Heating
	01-110-000-0000-6254		14.26	Gas-LA Tool Building	4911601-5	Utilities & Heating
9692	Minnesota Energy Resources Corporation		358.34		2 Transactions	
10948	MN Dept of Labor & Industry					
	01-110-000-0000-6271		100.00	00794 CH Elevator inspection	ALR0018592I	Inspection Fees
10948	MN Dept of Labor & Industry		100.00		1 Transactions	
3950	Public Utilities					
	01-110-000-0000-6254		1,794.58	Courthouse		Utilities & Heating
	01-110-000-0000-6254		28.55	Old County Garage		Utilities & Heating
	01-110-000-0000-6254		288.55	Jail West Annex		Utilities & Heating
	01-110-000-0000-6254		126.03	CH Building Coordinator		Utilities & Heating
	01-110-000-0000-6254		83.49	Glarco		Utilities & Heating
	01-110-000-0000-6254		240.94	LA Tool Building		Utilities & Heating
3950	Public Utilities		2,562.14		6 Transactions	
6097	Verizon Wireless					
	01-110-000-0000-6250		34.36	cell phone charges	286287802	Phone
6097	Verizon Wireless		34.36		1 Transactions	
110	DEPT Total:		4,410.46	Courthouse Maintenance	9 Vendors	17 Transactions
111	DEPT			Buildings		
11889	Honeywell Building Solutions					
	01-111-000-0000-6605		1,613.67	Rpr/Replace 3 Cond Fan blades	1015112	Building & Structures
	01-111-000-0000-6605		1,056.97	service CH damper problems	1015868	Building & Structures
11889	Honeywell Building Solutions		2,670.64		2 Transactions	
111	DEPT Total:		2,670.64	Buildings	1 Vendors	2 Transactions
120	DEPT			Service Officer		
86222	Aitkin Independent Age					
	01-120-000-0000-6405		30.00	one year subscription	Veteran's	Office & Computer Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
86222	Aitkin Independent Age		30.00		1 Transactions	
10097	Harms Monroe/Penny					
	01-120-000-0000-6330		86.45	mileage-VAMC St Cloud 5/14/12	190@.455	Transportation & Travel
	01-120-000-0000-6330		11.38	Tamarack home visit-5/17/12	25@.455	Transportation & Travel
	01-120-000-0000-6330		22.75	McGregor RT-5/17/12	50@.455	Transportation & Travel
10097	Harms Monroe/Penny		120.58		3 Transactions	
86235	Office Shop Inc/The					
	01-120-000-0000-6405		187.02	Color Toner	912850-0	Office & Computer Supplies
86235	Office Shop Inc/The		187.02		1 Transactions	
6097	Verizon Wireless					
	01-120-000-0000-6250		19.20	Vet Van Cell Phone	880690364	Telephone
6097	Verizon Wireless		19.20		1 Transactions	
120	DEPT Total:		356.80	Service Officer	4 Vendors	6 Transactions
122	DEPT			Planning & Zoning		
11988	Harwarth/Robert					
	01-122-000-0000-6350		45.00	PC / Onsite	05/16,21/12	Per Diem
	01-122-038-0000-6330		56.61	Mileage	102@.555	Boa/Pc Mileage
11988	Harwarth/Robert		101.61		2 Transactions	
11990	Lange/David					
	01-122-000-0000-6350		45.00	PC/Onsite	05/21/12	Per Diem
	01-122-038-0000-6330		168.72	Mileage	304@.555	Boa/Pc Mileage
11990	Lange/David		213.72		2 Transactions	
8374	Lueck/Dale					
	01-122-000-0000-6350		45.00	PC/Onsite	05/21/12	Per Diem
	01-122-038-0000-6330		48.84	Mileage	88@.555	Boa/Pc Mileage
8374	Lueck/Dale		93.84		2 Transactions	
86235	Office Shop Inc/The					
	01-122-000-0000-6405		15.89	Envelopes, clamps	912885-0	Office, Computer, Film, & Field Supplies
	01-122-000-0000-6405		60.35	Batteries, labels	913695-0	Office, Computer, Film, & Field Supplies
	01-122-000-0000-6405		59.83	Envelopes	913695-1	Office, Computer, Film, & Field Supplies
	01-122-000-0000-6405		7.47-	return envelopes	C912885-0	Office, Computer, Film, & Field Supplies

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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
86235	Office Shop Inc/The		128.60		4 Transactions	
4425	Shirts Plus 01-122-000-0000-6231		21.38	Laminate maps P&Z	5/17/12	Services, Labor, Contracts, Programming
4425	Shirts Plus		21.38		1 Transactions	
6097	Verizon Wireless 01-122-000-0000-6250		43.07	Cell phone P & Z	380690138	Telephone
6097	Verizon Wireless		43.07		1 Transactions	
122	DEPT Total:		602.22	Planning & Zoning	6 Vendors	12 Transactions
200	DEPT			Enforcement		
4488	Automated Word Professionals 01-200-000-0000-6231		76.50	Transcription	12-SO120104	Services & Labor (Incl Contracts)
	01-200-000-0000-6231		78.00	Transcription	12-SO120105	Services & Labor (Incl Contracts)
4488	Automated Word Professionals		154.50		2 Transactions	
612	BCA CJTE 01-200-003-0000-6241		50.00	Reg. Fee drug investig. # 224	901	Registration Fee
612	BCA CJTE		50.00		1 Transactions	
9642	Fleet Services 01-200-000-0000-6511		6,264.57	Gas	0424007043961	Gas And Oil
9642	Fleet Services		6,264.57		1 Transactions	
2925	L & M Supply, Inc. 01-200-000-0000-6409		132.45	Starter jump pack, repellant	5423226	Deputy Supplies
	01-200-000-0000-6610		201.84	Air compressor	5423624	Equipment & Radios
2925	L & M Supply, Inc.		334.29		2 Transactions	
10567	Lake Country Auto Center Of Aitkin 01-200-000-0000-6302		128.16	Oil change, exhaust,tires #208	10923	Car Maintenance
	01-200-000-0000-6302		53.01	Oil change #207	10926	Car Maintenance
	01-200-000-0000-6302		251.25	2 tires, mount/balance #207	10940	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		432.42		3 Transactions	
2707	Lenk/Heidi A. 01-200-003-0000-6330		98.28	Mileage-Data Master Training	216@.555	Transportation & Travel & Parking

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
			Paid On Bhf #		
01-200-003-0000-6330		100.10	Mileage-Legal Latitude class	220@.555	Transportation & Travel & Parking
2707 Lenk/Heidi A.		198.38		2 Transactions	
252 Lynn Peavey Company					
01-200-000-0000-6405		185.50	Drug test kits	257591	Office Supplies
252 Lynn Peavey Company		185.50		1 Transactions	
2960 MacDonald Wold Inc					
01-200-000-0000-6302		56.90	Oil change #206	C194404	Car Maintenance
2960 MacDonald Wold Inc		56.90		1 Transactions	
6146 RS Eden					
01-200-000-0000-6231		38.00	RSI labs drug testing	41363	Services & Labor (Incl Contracts)
6146 RS Eden		38.00		1 Transactions	
4233 S & T Office Products Inc					
01-200-000-0000-6405		16.88	Office supplies	01PE4126	Office Supplies
01-200-000-0000-6405		85.89	Office supplies	01PE6228	Office Supplies
4233 S & T Office Products Inc		102.77		2 Transactions	
4681 Streichers					
01-200-000-0000-6410		68.75	Uniform pants #223	I927524	Clothing Allowance
01-200-000-0000-6410		35.98	Garrison belt #207	I929481	Clothing Allowance
01-200-000-0000-6610		5,727.37	Partitions for new squads	I930817	Equipment & Radios
4681 Streichers		5,832.10		3 Transactions	
10930 Tidholm Productions					
01-200-000-0000-6230		80.59	Civil process door hangers	3479	Printing, Publishing & Adv
10930 Tidholm Productions		80.59		1 Transactions	
6097 Verizon Wireless					
01-200-000-0000-6250		675.56	Cell phone	2741897237	Telephone
6097 Verizon Wireless		675.56		1 Transactions	
5066 Visa					
01-200-003-0000-6332		82.48	Hotel/Employee Excellence Trng	Lenk	Hotels / Motels
			04/29/2012 04/29/2012		
01-200-003-0000-6332		213.62	Hotel/Meth & Assault Trng	Novotny	Hotels / Motels
			05/06/2012 05/08/2012		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		01-200-003-0000-6340			38.28	Meals/Meth & Assault Trng	05/06/2012 05/08/2012	Novotny		Meals	
		01-200-003-0000-6332			320.43	Hotel/Meth & assault Trng	05/06/2012 05/08/2012	Payment/Winter		Hotels / Motels	
		01-200-003-0000-6340			70.64	Meals/Meth & assault Trng		Payment/Winter		Meals	
5066	Visa				725.45		5 Transactions				
200	DEPT Total:				15,131.03	Enforcement		14 Vendors		26 Transactions	
202	DEPT					Boat & Water					
5322	A & M Auto Repair	01-202-000-0000-6302			37.75	Oil change #217		038496		B&W Maintenance	
5322	A & M Auto Repair				37.75		1 Transactions				
9642	Fleet Services	01-202-000-0000-6511			669.94	Gas		0424007043961		Gas And Oil	
9642	Fleet Services				669.94		1 Transactions				
3950	Public Utilities	01-202-000-0000-6254			16.26	Boat & Water				Utilities	
3950	Public Utilities				16.26		1 Transactions				
6097	Verizon Wireless	01-202-000-0000-6250			34.32	Cell phone		2741897237		Telephone	
6097	Verizon Wireless				34.32		1 Transactions				
202	DEPT Total:				758.27	Boat & Water		4 Vendors		4 Transactions	
252	DEPT					Corrections					
10769	Aitkin Appliance Center	01-252-000-0000-6231			196.55	replace pump locker rm washer		004233		Services & Labor (Incl Contracts)	
10769	Aitkin Appliance Center				196.55		1 Transactions				
117	Aitkin Co Sheriff	01-252-000-0000-6231			35.00	Food Cert renew Jan Renstrom				Services & Labor (Incl Contracts)	
117	Aitkin Co Sheriff				35.00		1 Transactions				
116	Aitkin Feed & Farm Supply Inc										

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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
116	Aitkin Feed & Farm Supply Inc 01-252-000-0000-6590		313.69 313.69	Softener pellets	91241	Repair & Maintenance Supplies
				1 Transactions		
86222	Aitkin Independent Age 01-252-252-0000-6405		30.00	Renew paper subscription	jail-2nd floor	Prisoner Welfare
86222	Aitkin Independent Age		30.00		1 Transactions	
456	Bob Barker Company, Inc. 01-252-000-0000-6424		66.93	Inmate supplies	WEB000217929	Inmate Supplies
	01-252-000-0000-6424		170.60	Inmate supplies	WEB000217997	Inmate Supplies
456	Bob Barker Company, Inc.		237.53		2 Transactions	
783	Canon Financial Services, Inc 01-252-000-0000-6231		103.50	Dispatch copier contract-016	11857264	Services & Labor (Incl Contracts)
783	Canon Financial Services, Inc		103.50		1 Transactions	
88628	Dalco 01-252-000-0000-6422		529.75	Paper products for jail	2462056	Janitorial Supplies
88628	Dalco		529.75		1 Transactions	
1310	Door Doctor 01-252-000-0000-6590		869.08	Sally Port garage door svc	31869	Repair & Maintenance Supplies
1310	Door Doctor		869.08		1 Transactions	
9642	Fleet Services 01-252-000-0000-6330		517.68	Gas	0424007043961	Prisoner Transportation & Travel
9642	Fleet Services		517.68		1 Transactions	
1880	Gravelle Plumbing & Heating, Inc 01-252-000-0000-6590		197.48	Hose	61643	Repair & Maintenance Supplies
	01-252-000-0000-6590		66.65	Faucet plates	61647	Repair & Maintenance Supplies
1880	Gravelle Plumbing & Heating, Inc		264.13		2 Transactions	
2186	Hillyard Inc - Kansas City 01-252-000-0000-6422		626.88	Janitorial	600237063	Janitorial Supplies
2186	Hillyard Inc - Kansas City		626.88		1 Transactions	
5503	Keefe Supply Company 01-252-252-0000-6405		260.64	Commissary supplies	S149566	Prisoner Welfare

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
5503 Keefe Supply Company		260.64	1 Transactions	
5756 KEEPRS, Inc				
01-252-000-0000-6410		183.60	Uniform shirts Adam Cook	189467 Clothing Allowance
5756 KEEPRS, Inc		183.60	1 Transactions	
10567 Lake Country Auto Center Of Aitkin				
01-252-000-0000-6302		582.44	4 tires mount/balance-Impala	10909 Car Maintenance
10567 Lake Country Auto Center Of Aitkin		582.44	1 Transactions	
8429 Minnesota Department Of Health				
01-252-000-0000-6231		35.00	2012 Hospitality Fee	462177 Services & Labor (Incl Contracts)
8429 Minnesota Department Of Health		35.00	1 Transactions	
9692 Minnesota Energy Resources Corporation				
01-252-000-0000-6254		54.97	Gas - STS	4058862-6 Utilities & Heating
01-252-000-0000-6254		426.25	Gas	4244670-8 Utilities & Heating
01-252-000-0000-6254		131.01	Gas	4334475-3 Utilities & Heating
9692 Minnesota Energy Resources Corporation		612.23	3 Transactions	
3789 Pan-O-Gold Baking Company				
01-252-000-0000-6418		152.26	Groceries	010024212431 Groceries
3789 Pan-O-Gold Baking Company		152.26	1 Transactions	
3950 Public Utilities				
01-252-000-0000-6254		61.30	Sheriff storage garage	Utilities & Heating
01-252-000-0000-6254		2,090.41	New Jail	Utilities & Heating
01-252-000-0000-6254		4,173.13	New Jail 2	Utilities & Heating
3950 Public Utilities		6,324.84	3 Transactions	
4070 Riley Auto Supply				
01-252-000-0000-6590		114.55	Belts for exhaust fans	523843 Repair & Maintenance Supplies
4070 Riley Auto Supply		114.55	1 Transactions	
4233 S & T Office Products Inc				
01-252-000-0000-6405		16.87	Office supplies	01PE4126 Office & Computer Supplies
01-252-000-0000-6405		85.89	Office supplies	01PE6228 Office & Computer Supplies
4233 S & T Office Products Inc		102.76	2 Transactions	

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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
4761	Sysco Minnesota Inc 01-252-000-0000-6418		1,754.16	Groceries	205030168	Groceries
	01-252-000-0000-6418		2,642.65	Groceries	205100823	Groceries
	01-252-000-0000-6420		7.60	Spatula	205242153	Kitchen Supplies
4761	Sysco Minnesota Inc		4,404.41	3 Transactions		
10930	Tidholm Productions 01-252-000-0000-6230		204.42	Inmate property inventory form	3485	Printing, Publishing & Adv
10930	Tidholm Productions		204.42	1 Transactions		
6097	Verizon Wireless 01-252-000-0000-6250		68.64	Cell phone	2741897237	Telephone
6097	Verizon Wireless		68.64	1 Transactions		
5066	Visa 01-252-003-0000-6330		36.21	Gas Cnty Car/Taser Trng-Bauman 04/16/2012 04/18/2012	Hibbing	School Tran & Travel & Parking
	01-252-003-0000-6332		120.88	Hotel/Taser Trng-Baumann 04/16/2012 04/18/2012	Hibbing	School Hotels / Motels
	01-252-003-0000-6340		25.06	Meals/Taser Trng-Baumann 04/16/2012 04/18/2012	Hibbing	Schooling Meals
5066	Visa		182.15	3 Transactions		
252	DEPT Total:		16,951.73	Corrections	24 Vendors	35 Transactions
257	DEPT			Sobriety Court		
11494	Matvick/Katie 01-257-022-0000-6406		70.72	April cell phone reimbursement		Sobriety Crt Expenses
11494	Matvick/Katie		70.72	1 Transactions		
6146	RS Eden 01-257-022-0000-6406		182.75	Drug testing	41364	Sobriety Crt Expenses
	01-257-022-0000-6406		516.28	Drug testing supplies	41517	Sobriety Crt Expenses
6146	RS Eden		699.03	2 Transactions		
257	DEPT Total:		769.75	Sobriety Court	2 Vendors	3 Transactions
391	DEPT			Solid Waste		

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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
7525	Hometown Bldg Supply 01-391-000-0000-6231		430.60	Supplies Recycling lean to	26275	Services, Labor, & Minor Contracts
	01-391-000-0000-6231		161.57	Supplies Recycling lean to	26851	Services, Labor, & Minor Contracts
	01-391-000-0000-6231		27.80	Supplies Recycling lean to	26855	Services, Labor, & Minor Contracts
7525	Hometown Bldg Supply		619.97	3 Transactions		
3503	Neff/Terry B. 01-391-000-0000-6405		28.17	Recycle Relay supplies		Office & Film Supplies
3503	Neff/Terry B.		28.17	1 Transactions		
391	DEPT Total:		648.14	Solid Waste	2 Vendors	4 Transactions
392	DEPT			Water Wells		
405	A.W. Research Laboratories, Inc. 01-392-000-0000-6231		26.00	Arsenic test	7886	Services, Labor, Contracts
405	A.W. Research Laboratories, Inc.		26.00	1 Transactions		
392	DEPT Total:		26.00	Water Wells	1 Vendors	1 Transactions
520	DEPT			Parks		
10658	D.R. Lundquist Excavating Inc 01-520-000-0000-6406		200.00	Mud sucker, Aitkin pk ramp	rental	Field Supplies
10658	D.R. Lundquist Excavating Inc		200.00	1 Transactions		
1880	Gravelle Plumbing & Heating, Inc 01-520-000-0000-6406		44.08	Union, nipples for Berglund	61652	Field Supplies
1880	Gravelle Plumbing & Heating, Inc		44.08	1 Transactions		
2186	Hillyard Inc - Kansas City 01-520-000-0000-6406		190.34	Toilet tissue for parks	202175	Field Supplies
2186	Hillyard Inc - Kansas City		190.34	1 Transactions		
1652	Northland Fire Protection 01-520-000-0000-6406		421.32	Recharge, repair fire exting.	89735	Field Supplies
1652	Northland Fire Protection		421.32	1 Transactions		
3660	Northwood Equipment 01-520-000-0000-6630		2,671.88	Riding lawnmower	1648759	Miscellaneous-Capital Outlay

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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
3660	Northwood Equipment	01-520-000-0000-6630		363.32	Weedwhip		E00367		Miscellaneous-Capital Outlay	
				3,035.20		2 Transactions				
12088	Official Payments Corporation	01-520-000-0000-5510		85.00	Refund campground Reservation		4564577		Co Parks Campground Fees	
		01-520-000-0000-5510		12.00	Refund campground Reservation		4575324		Co Parks Campground Fees	
		01-520-000-0000-5510		36.00	Refund campground Reservation		4575325		Co Parks Campground Fees	
12088	Official Payments Corporation			133.00		3 Transactions				
3760	Palisade Cooperative Oil Assoc	01-520-000-0000-6511		693.82	Grader gas		ACPARKS		Gas And Oil	
3760	Palisade Cooperative Oil Assoc			693.82		1 Transactions				
3950	Public Utilities	01-520-000-0000-6254		203.87	Land dept				Utilities	
		01-520-000-0000-6254		40.84	Mississippi Access				Utilities	
3950	Public Utilities			244.71		2 Transactions				
4233	S & T Office Products Inc	01-520-000-0000-6405		61.54	Business cards for geocash		01PE6615		Office Supplies	
		01-520-000-0000-6405		37.11	Pencils & sharpeners geocash		01PE6692		Office Supplies	
4233	S & T Office Products Inc			98.65		2 Transactions				
11582	Westerlund/Gloria J.	01-520-000-0000-6330		94.35	Mileage		170@.555		Transportation & Travel	
11582	Westerlund/Gloria J.			94.35		1 Transactions				
520	DEPT Total:			5,155.47	Parks		10 Vendors		15 Transactions	
700	DEPT				Promotion,Aeoa Tran,Airport,Rc&D,Tour					
90	Aitkin Co Historical Society	01-700-909-0000-6801		530.00	Aitkin Co tourism grant #139		Board 05/22/12		Appropriations-Grant	
90	Aitkin Co Historical Society			530.00		1 Transactions				
10821	Jaques Art Center	01-700-909-0000-6801		2,124.00	Aitkin Co tourism grant #140		Board 05/22/12		Appropriations-Grant	
10821	Jaques Art Center			2,124.00		1 Transactions				

DKB1
 6/4/12 11:15AM
 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	<u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
700	DEPT Total:		2,654.00	Promotion,Aeoa Tran,Airport,Rc&D,To	2 Vendors	2 Transactions
1	Fund Total:		58,968.83	General Fund		170 Transactions

DKB1
6/4/12 11:15AM
3 Road & Bridge

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
301	DEPT			R&B Administration		
8175	Centurylink 03-301-000-0000-6250		27.95	PHONE 051812	9272356318	Telephone
8175	Centurylink		27.95	1 Transactions		
11406	Innovative Office Solutions 03-301-000-0000-6400		251.94	CABINET 052412	50051	Supplies And Materials
	03-301-000-0000-6400		16.12	FOLDER 052412	51167	Supplies And Materials
11406	Innovative Office Solutions		268.06	2 Transactions		
86235	Office Shop Inc/The 03-301-000-0000-6400		7.04	FOLDER 052312	2591960	Supplies And Materials
86235	Office Shop Inc/The		7.04	1 Transactions		
6097	Verizon Wireless 03-301-000-0000-6250		62.38	CELL PHONE 052212	2743353107	Telephone
6097	Verizon Wireless		62.38	1 Transactions		
301	DEPT Total:		365.43	R&B Administration	4 Vendors	5 Transactions
302	DEPT			R&B Engineering/Construction		
8544	Brock White Construction Materials 03-302-000-0000-6449		2,468.18	POLYESTER 051712	12201980	Rd/Br Engr. Supplies
8544	Brock White Construction Materials		2,468.18	1 Transactions		
3703	Frontier Precision, Inc 03-302-000-0000-6449		145.40	POWER CABLE 051612	103400	Rd/Br Engr. Supplies
3703	Frontier Precision, Inc		145.40	1 Transactions		
8497	Northern Lath Company 03-302-000-0000-6449		1,245.09	LATH 052312	6163	Rd/Br Engr. Supplies
8497	Northern Lath Company		1,245.09	1 Transactions		
302	DEPT Total:		3,858.67	R&B Engineering/Construction	3 Vendors	3 Transactions
303	DEPT			R&B Highway Maintenance		
195	Aitkin Tire Shop 03-303-000-0000-6590		40.00	LABOR 051012	50312	Repair & Maintenance Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		03-303-000-0000-6590			101.38	TIRES AND LABOR	051012	50319		Repair & Maintenance Supplies	
		03-303-000-0000-6590			215.85	TIRES AND LABOR	051012	50325		Repair & Maintenance Supplies	
		03-303-000-0000-6590			150.93	TIRES AND LABOR	051012	50352		Repair & Maintenance Supplies	
195	Aitkin Tire Shop				508.16		4 Transactions				
8411	American Welding & Gas, Inc.										
		03-303-000-0000-6523			113.93	SUPPLIES	051712	1752110		Misc Bldg & Shop Supplies	
8411	American Welding & Gas, Inc.				113.93		1 Transactions				
8239	Ameripride Linen & Apparel Services										
		03-303-000-0000-6523			44.67	SHOP LAUNDRY	052212	2200248362		Misc Bldg & Shop Supplies	
		03-303-000-0000-6523			80.48	SHOP LAUNDRY	052212	2200250920		Misc Bldg & Shop Supplies	
8239	Ameripride Linen & Apparel Services				125.15		2 Transactions				
8674	Boyer Trucks										
		03-303-000-0000-6590			292.75-	SHIELD	050812	1098494RA		Repair & Maintenance Supplies	
		03-303-000-0000-6590			313.04	SOLENOID	050812	112616R		Repair & Maintenance Supplies	
		03-303-000-0000-6590			111.17	SWITCH	050812	112905R		Repair & Maintenance Supplies	
8674	Boyer Trucks				131.46		3 Transactions				
8544	Brock White Construction Materials										
		03-303-000-0000-6521			1,442.81	ROUTER RENTAL	052112	12203222		Maintenance Supplies	
8544	Brock White Construction Materials				1,442.81		1 Transactions				
9381	Catco										
		03-303-000-0000-6590			321.16	EQUALIZER	051412	3-29442		Repair & Maintenance Supplies	
9381	Catco				321.16		1 Transactions				
10705	Dean/Bill										
		03-303-000-0000-6820			500.00	APPROACH REFUND	052912			Approach & Misc Refunds	
10705	Dean/Bill				500.00		1 Transactions				
8622	Frontier										
		03-303-000-0000-6250			56.07	MCGREGOR	051812	2187684481		Telephone	
		03-303-000-0000-6250			55.92	MCGRATH	051812	3205923580		Telephone	
8622	Frontier				111.99		2 Transactions				
1754	Garrison Disposal Company, Inc										
		03-303-000-0000-6231			15.00	GARBAGE	051712	533966		Services,Equip.Rental Etc.	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6231		20.00	GARBAGE 051712	533985	Services,Equip.Rental Etc.
	03-303-000-0000-6231		15.00	GARBAGE 051712	533989	Services,Equip.Rental Etc.
	03-303-000-0000-6231		10.00	GARBAGE 051712	533995	Services,Equip.Rental Etc.
	03-303-000-0000-6231		30.00	GARBAGE 051712	535108	Services,Equip.Rental Etc.
1754	Garrison Disposal Company, Inc		90.00			5 Transactions
1880	Gravelle Plumbing & Heating, Inc					
	03-303-000-0000-6298		44.31	COPPER 042512	61572	Shop Maintenance
	03-303-000-0000-6298		211.78	COPPER 042512	61575	Shop Maintenance
	03-303-000-0000-6298		6.39	COPPER 042512	61645	Shop Maintenance
	03-303-000-0000-6298		0.58	PVC 042512	61694	Shop Maintenance
1880	Gravelle Plumbing & Heating, Inc		263.06			4 Transactions
4641	Holiday Credit Office					
	03-303-000-0000-6513		140.05	GASOLINE 042712	1400000134236	Motor Fuel & Lubricants
4641	Holiday Credit Office		140.05			1 Transactions
9874	Ladd/Adam					
	03-303-000-0000-6820		500.00	APPROACH REFUND 052912		Approach & Misc Refunds
9874	Ladd/Adam		500.00			1 Transactions
91187	Lake Country Power					
	03-303-000-0000-6254		37.09	65 AND 14 052912	141979801	Utilities
	03-303-000-0000-6254		46.76	65 AND 6 052912	141979901	Utilities
91187	Lake Country Power		83.85			2 Transactions
12071	Lindquist Buildings, Inc.					
	03-303-000-0000-6523		684.26	PANEL 052912	56379	Misc Bldg & Shop Supplies
12071	Lindquist Buildings, Inc.		684.26			1 Transactions
1652	Northland Fire Protection					
	03-303-000-0000-6298		1,392.94	SAFETY DAYS 051112	89734	Shop Maintenance
1652	Northland Fire Protection		1,392.94			1 Transactions
3660	Northwood Equipment					
	03-303-000-0000-6590		2,033.87	REPAIR 051712	W00927	Repair & Maintenance Supplies
3660	Northwood Equipment		2,033.87			1 Transactions
3760	Palisade Cooperative Oil Assoc					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
	03-303-000-0000-6513		50.28	GASOLINE 052112	216231 Motor Fuel & Lubricants
	03-303-000-0000-6513		58.81	GASOLINE 052112	216851 Motor Fuel & Lubricants
	03-303-000-0000-6513		55.40	GASOLINE 052112	217009 Motor Fuel & Lubricants
	03-303-000-0000-6513		55.97	GASOLINE 052112	217144 Motor Fuel & Lubricants
3760	Palisade Cooperative Oil Assoc		220.46		4 Transactions
4095	Ritter & Ritter, Inc				
	03-303-000-0000-6523		165.00	HOLDING TANK 051512	21955 Misc Bldg & Shop Supplies
4095	Ritter & Ritter, Inc		165.00		1 Transactions
12072	Saari/Steve				
	03-303-000-0000-6298		215.74	LABOR 052912	636466 Shop Maintenance
12072	Saari/Steve		215.74		1 Transactions
90805	Temco				
	03-303-000-0000-6590		19.99	ANGLE 051612	14271 Repair & Maintenance Supplies
90805	Temco		19.99		1 Transactions
8364	Towmaster, Inc				
	03-303-000-0000-6590		1,189.61	ENCLOSURE 051612	339089 Repair & Maintenance Supplies
8364	Towmaster, Inc		1,189.61		1 Transactions
7758	Traffic Marking Service Inc.				
	03-303-000-0000-6514		41,049.83	PAVEMENT STRIPING 052312	5758 Pavement Striping
7758	Traffic Marking Service Inc.		41,049.83		1 Transactions
7529	United Truck Body Company, Inc				
	03-303-000-0000-6590		295.68	OUTER TUBE 051012	M045517 Repair & Maintenance Supplies
7529	United Truck Body Company, Inc		295.68		1 Transactions
7513	UZ Engineered Products				
	03-303-000-0000-6523		240.60	WASHING FLUID 051112	95673697 Misc Bldg & Shop Supplies
7513	UZ Engineered Products		240.60		1 Transactions
5295	Ziegler Inc				
	03-303-000-0000-6590		310.34	INSERT 051812	PC190021708 Repair & Maintenance Supplies
	03-303-000-0000-6590		112.14	SOLENOID 051812	PC190021749 Repair & Maintenance Supplies
	03-303-000-0000-6590		390.70	FILTERS 051812	PC190021799 Repair & Maintenance Supplies

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3 Road & Bridge

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
5295	Ziegler Inc		813.18		3 Transactions	
303	DEPT Total:		52,652.78	R&B Highway Maintenance	25 Vendors	45 Transactions
307	DEPT			R&B Capital Infrastructure		
12070	J.R. Nelson & Company 03-307-000-0000-6260		371.71	SURVEY PHOTO 051712	2841	Professional Services
12070	J.R. Nelson & Company		371.71		1 Transactions	
5128	Widseth Smith & Nolting Inc 03-307-000-0000-6260		527.00	SERVICES 052312	83423	Professional Services
	03-307-000-0000-6260		5,154.50	SERVICES 052312	83435	Professional Services
5128	Widseth Smith & Nolting Inc		5,681.50		2 Transactions	
307	DEPT Total:		6,053.21	R&B Capital Infrastructure	2 Vendors	3 Transactions
308	DEPT			R&B Equipment & Facilities		
5398	CDW Government, Inc 03-308-000-0000-6600		254.80	CONRAD 051712	K435188	Capital Outlay-Facilities
	03-308-000-0000-6600		254.80	SARAH 051712	K435188	Capital Outlay-Facilities
5398	CDW Government, Inc		509.60		2 Transactions	
88880	Datacomm Computers & Networks Inc 03-308-000-0000-6600		1,104.02	CONRAD 051712	5969	Capital Outlay-Facilities
	03-308-000-0000-6600		903.09	SARAH 051712	5969	Capital Outlay-Facilities
88880	Datacomm Computers & Networks Inc		2,007.11		2 Transactions	
308	DEPT Total:		2,516.71	R&B Equipment & Facilities	2 Vendors	4 Transactions
3	Fund Total:		65,446.80	Road & Bridge		60 Transactions

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 5 Health & Human Services

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
400 DEPT		Public Health Department		
1457 CPS Technology Solutions, Inc 05-400-440-0410-6231		June maint	359765	Services Or Contracts
1457 CPS Technology Solutions, Inc			1 Transactions	
400 DEPT Total:		Public Health Department	1 Vendors	1 Transactions
420 DEPT		Income Maintenance		
1457 CPS Technology Solutions, Inc 05-420-600-4800-6231		June maint	359765	Services Or Contracts
05-420-640-4800-6231		June maint	359765	Services Or Contracts
1457 CPS Technology Solutions, Inc			2 Transactions	
420 DEPT Total:		Income Maintenance	1 Vendors	2 Transactions
430 DEPT		Social Services		
1457 CPS Technology Solutions, Inc 05-430-700-4800-6231		June maint	359765	Services Or Contracts
1457 CPS Technology Solutions, Inc			1 Transactions	
430 DEPT Total:		Social Services	1 Vendors	1 Transactions
5 Fund Total:		Health & Human Services		4 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

6 Debt Service

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
					<u>On Behalf of Name</u>
0	DEPT			Undesignated	
	4178 US Bank N.A.				
	06-000-000-0000-6796		27,000.00	Interest 2005A	801548800 Interest
	4178 US Bank N.A.		27,000.00	1 Transactions	
0	DEPT Total:		27,000.00	Undesignated	1 Vendors 1 Transactions
6	Fund Total:		27,000.00	Debt Service	1 Transactions

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10 Trust

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
900	DEPT			Timber Permit Bonds		
943	Cook Logging 10-900-000-0000-2300		2,106.05	Timb.Permitt Bond Refund R.1303	12877	Timber Permit Bonds
943	Cook Logging		2,106.05	1 Transactions		
10522	Jobe/Andrew 10-900-000-0000-2300		777.60	timb.permit bond refund R.1348	12816	Timber Permit Bonds
10522	Jobe/Andrew		777.60	1 Transactions		
900	DEPT Total:		2,883.65	Timber Permit Bonds	2 Vendors	2 Transactions
923	DEPT			Forfeited Tax Sales		
170	Aitkin Motor Company 10-923-000-0000-6590		136.75	Battery	102541	Repair & Maintenance Supplies
	10-923-000-0000-6590		19.24-	Core return	CM102541	Repair & Maintenance Supplies
170	Aitkin Motor Company		117.51	2 Transactions		
11304	Serfling Construction 10-923-000-0000-6590		314.00	Replace soffit on Sandy R cabn		Repair & Maintenance Supplies
11304	Serfling Construction		314.00	1 Transactions		
6128	Tire Barn 10-923-000-0000-6590		62.03	Lube, oil, filter, rotate tire	20719	Repair & Maintenance Supplies
	10-923-000-0000-6590		59.11	Lube, oil, filter, rotate tire	20791	Repair & Maintenance Supplies
	10-923-000-0000-6590		41.21	Lube, oil, filter 114	20803	Repair & Maintenance Supplies
6128	Tire Barn		162.35	3 Transactions		
923	DEPT Total:		593.86	Forfeited Tax Sales	3 Vendors	6 Transactions
926	DEPT			Law Library		
5173	West Payment Center 10-926-000-0000-6408		1,083.25	Court Rules/MN Stat/Prac	824783089	Law Books
	10-926-000-0000-6408		877.80	Information charges	824885964	Law Books
5173	West Payment Center		1,961.05	2 Transactions		
926	DEPT Total:		1,961.05	Law Library	1 Vendors	2 Transactions
10	Fund Total:		5,438.56	Trust		10 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Invoice #	Account/Formula Description
			Paid On Bhf #	On Behalf of Name
925 DEPT				
86467 Auto Value Aitkin				
11-925-000-0000-6590		91.94	Oil	40003704 Repair & Maintenance Supplies
86467 Auto Value Aitkin		91.94	1 Transactions	
1652 Northland Fire Protection				
11-925-000-0000-6406		421.33	Recharge, repair fire exting.	89735 Field Supplies
1652 Northland Fire Protection		421.33	1 Transactions	
925 DEPT Total:		513.27	Reforestation	2 Vendors 2 Transactions
935 DEPT				
195 Aitkin Tire Shop				
11-935-000-0000-6590		56.72	Grader tire repair	50365 Repair & Maintenance Supplies
195 Aitkin Tire Shop		56.72	1 Transactions	
86467 Auto Value Aitkin				
11-935-000-0000-6590		110.10	Hydraulic filter	40003873 Repair & Maintenance Supplies
11-935-000-0000-6590		234.84	Hydraulic oil	40003944 Repair & Maintenance Supplies
11-935-000-0000-6590		116.38	Battery	40004177 Repair & Maintenance Supplies
11-935-000-0000-6590		50.94	Trolley, circuit tester	40004209 Repair & Maintenance Supplies
11-935-000-0000-6590		10.87	Zep, rubber strap	40004331 Repair & Maintenance Supplies
11-935-000-0000-6590		11.75	Transmission fluid	40004612 Repair & Maintenance Supplies
86467 Auto Value Aitkin		534.88	6 Transactions	
90805 Temco				
11-935-000-0000-6590		461.51	Tow bar for grader 412	14272 Repair & Maintenance Supplies
11-935-000-0000-6590		11.37	Bolt, nylock 402	14273 Repair & Maintenance Supplies
90805 Temco		472.88	2 Transactions	
935 DEPT Total:		1,064.48	Forest Road	3 Vendors 9 Transactions
11 Fund Total:		1,577.75	Forest Development	11 Transactions

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 13 Taxes & Penalties

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
943	DEPT		Taxes And Penalties		
	4258 St Louis Co Auditor				
	13-943-000-0000-2068		2012 1st 1/2 Fiscal Disp.		Cur - State Aids
	4258 St Louis Co Auditor				
					1 Transactions
943	DEPT Total:		Taxes And Penalties	1 Vendors	1 Transactions
13	Fund Total:		Taxes & Penalties		1 Transactions

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
521	DEPT			LLCC Administration		
85003	Aitkin County DAC 19-521-000-0000-6231		220.00	April cleaning		Services, Labor, Contracts
85003	Aitkin County DAC		220.00		1 Transactions	
9463	NMN,Inc 19-521-000-0000-6400		233.30	Playing cards	10042313	Commissary Items
9463	NMN,Inc		233.30		1 Transactions	
5750	Sam's Club 19-521-000-0000-6400		71.67	Commissary supplies		Commissary Items
	19-521-000-0000-6405		10.77	Admin supplies		Office & Computer Supplies
5750	Sam's Club		82.44		2 Transactions	
4425	Shirts Plus 19-521-000-0000-6400		926.10	T shirts & sweatshirts	50209	Commissary Items
4425	Shirts Plus		926.10		1 Transactions	
521	DEPT Total:		1,461.84	LLCC Administration	4 Vendors	5 Transactions
522	DEPT			LLCC Education		
6130	Battle Lake Elementary School 19-522-000-0000-6820		111.02	Refund overpayment	5037	Refunds & Reimbursements
6130	Battle Lake Elementary School		111.02		1 Transactions	
9607	Delano Middle School 19-522-000-0000-6820		96.95	Refund overpayment	5038	Refunds & Reimbursements
9607	Delano Middle School		96.95		1 Transactions	
522	DEPT Total:		207.97	LLCC Education	2 Vendors	2 Transactions
523	DEPT			LLCC Food		
5998	Appert's Foodservice 19-523-000-0000-6418		205.98	Groceries	1735989	Groceries-Students
	19-523-000-0000-6418		555.03	Groceries	1735990	Groceries-Students
	19-523-000-0000-6418		527.83	Groceries	1739871	Groceries-Students
	19-523-000-0000-6420		37.34	Groceries	1739871	Food Service Supplies

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
5998	Appert's Foodservice			1,326.18		4 Transactions	
1880	Gravelle Plumbing & Heating, Inc 19-523-000-0000-6590			86.01	Food service equip repair	61644	Repair & Maintenance Supplies
1880	Gravelle Plumbing & Heating, Inc			86.01		1 Transactions	
5662	McGregor Dairy, Inc 19-523-000-0000-6418			275.44	Groceries	19025	Groceries-Students
	19-523-000-0000-6418			215.50	Groceries	19057	Groceries-Students
5662	McGregor Dairy, Inc			490.94		2 Transactions	
8429	Minnesota Department Of Health 19-523-000-0000-6245			35.00	Statewide hospitality fee	462164	State Wide Hospitality Fee
8429	Minnesota Department Of Health			35.00		1 Transactions	
4761	Sysco Minnesota Inc 19-523-000-0000-6418			1,109.27	Groceries	205100820	Groceries-Students
	19-523-000-0000-6418			1,216.00	Groceries	205170174	Groceries-Students
4761	Sysco Minnesota Inc			2,325.27		2 Transactions	
523	DEPT Total:			4,263.40	LLCC Food	5 Vendors	10 Transactions
524	DEPT				LLCC Maintenance		
120	Aitkin Implement Company 19-524-000-0000-6590			93.60	Lawn tractor parts	38150	Repair & Maintenance Supplies
120	Aitkin Implement Company			93.60		1 Transactions	
5998	Appert's Foodservice 19-524-000-0000-6422			95.17	Groceries	1735990	Janitorial Services/Supplies
5998	Appert's Foodservice			95.17		1 Transactions	
3760	Palisade Cooperative Oil Assoc 19-524-000-0000-6511			27.55	Diesel	214776	Gas And Oil
	19-524-000-0000-6511			35.51	Gas cans	215526	Gas And Oil
3760	Palisade Cooperative Oil Assoc			63.06		2 Transactions	
5750	Sam's Club 19-524-000-0000-6422			14.88	Maint supplies		Janitorial Services/Supplies

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 19 Long Lake Conservation C

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
5750 Sam's Club		14.88	1 Transactions	
524 DEPT Total:		266.71	LLCC Maintenance	4 Vendors 5 Transactions
19 Fund Total:		6,199.92	Long Lake Conservation Center	22 Transactions
Final Total:		306,198.70	177 Vendors	279 Transactions

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	58,968.83	General Fund	
	3	65,446.80	Road & Bridge	
	5	96.00	Health & Human Services	
	6	27,000.00	Debt Service	
	10	5,438.56	Trust	
	11	1,577.75	Forest Development	
	13	141,470.84	Taxes & Penalties	
	19	6,199.92	Long Lake Conservation Center	
	All Funds	306,198.70	Total	Approved by,
			
			

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Auditor Warrants -
School Advance

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

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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
932	DEPT			Schools		
393	Isd 1 Aitkin- Treasurer 12- 932- 000- 0000- 6801		411,027.62	MAY/JUNE ADVANCE		Appropriations
393	Isd 1 Aitkin- Treasurer		411,027.62		1 Transactions	
392	Isd 2 Hill City- Treasurer 12- 932- 000- 0000- 6801		191,708.94	MAY/JUNE ADVANCE		Appropriations
392	Isd 2 Hill City- Treasurer		191,708.94		1 Transactions	
1983	Isd 2165 Hinckley Finlayson- Treasurer 12- 932- 000- 0000- 6801		68,257.23	MAY/JUNE ADVANCE		Appropriations
1983	Isd 2165 Hinckley Finlayson- Treasurer		68,257.23		1 Transactions	
1979	Isd 2580 East Central- Treasurer 12- 932- 000- 0000- 6801		20,906.24	MAY/JUNE ADVANCE		Appropriations
1979	Isd 2580 East Central- Treasurer		20,906.24		1 Transactions	
395	ISD 4 McGregor- Treasurer 12- 932- 000- 0000- 6801		603,845.45	MAY/JUNE ADVANCE		Appropriations
395	ISD 4 McGregor- Treasurer		603,845.45		1 Transactions	
1982	Isd 473 Isle- Treasurer 12- 932- 000- 0000- 6801		133,376.93	MAY/JUNE ADVANCE		Appropriations
1982	Isd 473 Isle- Treasurer		133,376.93		1 Transactions	
1981	Isd 577 Willow River- Treasurer 12- 932- 000- 0000- 6801		7,418.19	MAY/JUNE ADVANCE		Appropriations
1981	Isd 577 Willow River- Treasurer		7,418.19		1 Transactions	
394	Isd 698 Floodwood- Treasurer 12- 932- 000- 0000- 6801		49,781.46	MAY/JUNE ADVANCE		Appropriations
394	Isd 698 Floodwood- Treasurer		49,781.46		1 Transactions	
1984	Isd 95 Cromwell- Wright- Treasurer 12- 932- 000- 0000- 6801		349.70	MAY/JUNE ADVANCE		Appropriations
1984	Isd 95 Cromwell- Wright- Treasurer		349.70		1 Transactions	
932	DEPT Total:		1,486,671.76	Schools	9 Vendors	9 Transactions

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12 Agency

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
12 Fund Total:		1,486,671.76	Agency		9 Transactions
Final Total:		1,486,671.76	9 Vendors		9 Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	12	1,486,671.76	Agency
	All Funds	1,486,671.76	Total

Approved by,

.....

.....

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 5-23-12

Via: Patrick Wussow, County Administrator

From: Sue Bingham, Administrative Assistant

Title of Item:

Commissioner Photos for Aitkin County Website

Requested Meeting Date: 6-5-12 Estimated Presentation Time: n/a

Presenter: _____

Type of Action Requested (check all that apply)

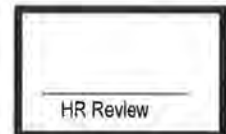
- For info only, no action requested
- Approve under Consent Agenda
- For discussion only with possible future action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Example of website with Commissioner Photos

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners
FROM: Patrick Wussow, County Administrator
RE: Commissioner Photos for Aitkin County Website
DATE: May 23, 2012

The IT staff would like to include your individual photos on our Aitkin County website. Staff has included an example of what the website will look like with your photos. Your photos would be inserted where the smiley faces are shown.

If the County Board approves, IT staff will take your photos after the June 5, 2012 County Board meeting.



Welcome to Aitkin County...



Home Administration Departments County Board Notices Directory

Search

Home
Board Minutes &
Agenda



Aitkin County's 150th
Anniversary Flag

Aitkin County Board

The Board provides elected representatives of the County with legislative control over matters of policy, as established by State Statute. The County Board exercises budgetary control through the adoption of an annual budget certified by major fund. The County Board appoints various citizen committees to render advice on legislative and policy-related matters and provides general direction to the operating departments through the County Administrator.

Aitkin County Board

- J. Mark Wedel - Chairperson, Commissioner **District 1**
- Laurie Westerlund - Vice Chairperson, Commissioner **District 2**
- Donald Niemi - Commissioner **District 3**
- Brian Napstad - Commissioner **District 4**
- Anne Marcotte - Commissioner **District 5**

Commissioner & District

2012 Boards & Committees



District 1
City – Aitkin
Townships – Aitkin, Spencer

J. Mark Wedel, Chair
515 6th Avenue SE
Aitkin, MN 56431
218-927-6500
218-838-9324 (cell)
mark.wedel@co.aitkin.mn.us
Term: 2011-2014

Aitkin Airport Commission
Aitkin County Water Planning Task Force
Aitkin Economic Development Administration
Central Minnesota Corrections
Emergency Management
Extension Committee
Facilities Committee
Historical Society (Liaison)
Insurance Committee
Investment Committee
Kinship of Aitkin County
Labor Management Committee
Personnel Committee
Purchasing/Building Committee



District 2

Townships – Farm Island, Hazelton, Malmo, Nordland, Wealthwood

Laurie Westerlund, Vice-Chair

30517 270th Lane

Aitkin, MN 56431

320-684-2652

laurie.westerlund@co.aitkin.mn.us

Term: 2009-2012

Aitkin County Housing & Redevelopment
Central Minnesota Corrections
Development Achievement Center (Liaison)
Employee Recognition
Extension Committee
H&HS Advisory Committee (Liaison)
Insurance Committee
Investment Committee
Labor Management Committee (Alt.)
MCIT Representative
Mille Lacs Watershed
Northeast Waste Advisory Committee (Alt.)
Onanogozie (RCDC)
Park Commission
Planning Commission
Public Land Classification Committee (Alt.)
Purchasing/Building Committee
Solid Waste Task Force
Tri-County Community Health Services Board



District 3

City - McGrath

Townships – Beaver, Glen, Idun, Kimberly,

Lakeside, Lee, Millward North, Millward South,

Pliny, Rice River, Salo, Seavey, Spalding,

Wagner, White Pine, Williams

Unorg Townships – 47-24, 45-24

Donald Niemi

32340 State Hwy 47

Aitkin, MN 56431

218-927-9947

don.niemi@co.aitkin.mn.us

Term: 2011-2014

Arrowhead Regional Development Council
Beyond the Yellow Ribbon Steering Committee
Snake River Watershed Management Board
Arrowhead Counties Association
Development Achievement Center (Alt.)
East Central Regional Library Board
Economic Development
Employee Recognition
Investment Committee
Lakes & Pines
Law Library
Mille Lakes Watershed
MN Rural Counties Caucus (Alt.)
Northeast MN ATP
Personnel Committee
Purchasing/Building Committee



District 4

Cities – McGregor, Tamarack
Townships – Clark, Fleming, Haugen, Jevne,
McGregor, Morrison, Shamrock, Workman

Brian Napstad
51227 Long Point Place
McGregor, MN 55760
218-426-3008
brian.napstad@co.aitkin.mn.us
Term: 2009-2012

Arrowhead Economic Opportunity Agency
Arrowhead Emergency Mgmt Services (Alt.)
ATV Committee
Big Sandy Lake Management Plan
Board of Water & Soil Resources
Environmental Assessment Worksheet
Facilities Committee
Forest Advisory Committee
Investment Committee
Joint Powers Natural Resources Board
McGregor Airport Commission
Mississippi Headwaters Board
Minnesota Environmental Quality Board
MnDNR Shoreland Regulations
NE MN Office Job Training
Northeast Waste Advisory Committee
Northern Counties Land Use Advisory Board
Ordinance Committee
Purchasing/Building Committee
Solid Waste Task Force



District 5

Cities – Hill City, Palisade
Townships – Ball Bluff, Balsam, Cornish, Hill
Lake, Libby, Logan, MacVillie, Turner, Verdon,
Waukenabo
Unorg Townships – 52-27, 52-25, 52-24, 52-
22,
51-27, 51-25, 51-22, 50-27, 50-26, 50-25, 49-
27, 48-27

Anne Marcotte
P.O. Box 192
Hill City, MN 55748
218-256-0277
anne.marcotte@co.aitkin.mn.us
Term: 2011-2014

Aitkin County Growth, Board of Directors
Arrowhead Counties Association
Arrowhead Emergency Mgmt Services
ATV Committee
Beyond the Yellow Ribbon Steering Committee
Big Sandy Lake Management Plan (Alt.)
Economic Development
Environmental Assessment Worksheet
Forest Advisory Committee
H&HS Advisory Committee (Liaison)
Isanti County Interagency Agency
Insurance Committee
Investment Committee
Lakes & Pines (Alt.)
MN Rural Counties Caucus
NCLUCB (Alt.)
Onanogzie (RCDC) (Alt.)
Ordinance Committee
Public Land Classification Committee
Purchasing/Building Committee

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 5/29/12

Via: Patrick Wussow, County Administrator

From: LAND DEPT

Title of Item:

Request to purchase Tax Forfeited property - City of TAMARAK

Requested Meeting Date: 6/5 Estimated Presentation Time: n/a

Presenter: M. JAWORS

Type of Action Requested (check all that apply)

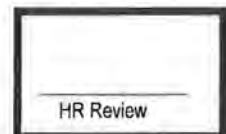
- For info only, no action requested
- Approve under Consent Agenda
- For discussion only with possible future action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Request letter

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

Sue Bingham

From: Mark Jacobs [mjacobs@co.aitkin.mn.us]
Sent: Wednesday, May 30, 2012 8:25 AM
To: 'Patrick Wussow'; 'Sue Bingham'
Subject: Request to purchase tax forfeited property - City of Tamarack

To: County Board
CC: County Administrator

The City of Tamarack has requested a parcel of County tax forfeited land (PID = 61-1-013200) with a structure within the city limits. We've offered this parcel for sale in several times in the past few years with no success. The house is partially finished and is a bit of an eyesore. The Land Department staff maintains this property mow/trim, etc; and the cost is adding up. MN statute 282.01 allows a governmental subdivision to purchase TF property for below market price if they have a plan for rehabilitation of the blighted property. The City has offered \$100 for the property and has plans to rehabilitate the building for a City hall/offices. They will need to submit their plans in writing.

I recommend allowing this purchase contingent on the city submitting their written rehabilitation plan for the property.

Mark Jacobs
Land Commissioner
Aitkin County Land Department
209 2nd St. NW Room #206
Aitkin, MN 56431
P: 218-927-7367
F: 218-927-7249

This transmission (the e-mail and all attachments) is confidential and intended solely for the use of the addressee(s). If you have received this transmission in error, please notify the sender by reply and delete this transmission immediately. Any unauthorized distribution, or copying of this transmission, or misuse or wrongful disclosure of information contained in it, is strictly prohibited. The information contained in this document is provided on an as-is basis and does not constitute a binding legal contract or receipt for services.



May 14, 2012

Dear Aitkin County Board Members,

The Tamarack City Council would like to make an offer on 235 Main Street North, Tamarack, parcel number 61-1-013200 for \$100.00. The Council would like to turn this building into a new office for the City. This would allow for better operating conditions for employees and also enhance the appearance of the building. The City already has funds lined up to improve the building's condition if the offer is accepted.

The Council would forgive any sewer bill delinquency that is associated with that property. The County would not have to worry about hiring anyone for lawn care, or any other problems that may arise with the property or building. The Council would greatly appreciate this opportunity. Thank you for your time.

Sincerely,

Stephanie Roth, Clerk/Treasurer

255 Main Street North

Tamarack, MN 55787

Phone: 218-768-0975 Fax: 218-768-0975

E-Mail: cityoftamarack@frontiernet.net

Request

The City of Tamarack is proposing a bid of \$100.00 for parcel # 61-1-013200. The council would like to remodel this building and have it serve as a new City Hall.

Plans of Remodeling

There is already a building on the property, but there would have to be some work done.

- Demo walls and electric
- Remove the sheetrock that does exist
- Frame up 2 offices, 1 bath, meeting hall, and utility space
- Put siding and trim around the house (currently there isn't any)
- Have electrical redone
- Heating
- Plumbing
- Sheetrock
- Put in flooring
- Insulate

Funding

City of Tamarack

The City has already received a deal from RioTinto; they will match \$5,000 for the first two years. Also, there are grants available for this kind of situation.

Current Condition of the Building

The building's current condition is rugged. If the City of Tamarack is able to buy the property, the Council would be able to hire a contractor to fix up the building for a nice meeting hall, and better working conditions.

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

ADOPTED June 5, 2012

By Commissioner: xx

060512-0xx

City of Tamarack's Purchase Request

WHEREAS, the City of Tamarack has requested to purchase a certain parcel of tax forfeited land to rehabilitate a blighted property for city facility purposes.

NOW THEREFORE, BE IT RESOLVED, that per that request, the sale of the following tax forfeited land to the City of Tamarack for the purchase price of \$100.00 is hereby approved.

City of Tamarack - Tingdales Original Townsite of Tamarack - Lot 12 Block 3 Pin number 61-1-013200

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 5th day of June A.D., 2012, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 5th day of June A.D., 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 5-30-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Legislative Update

Requested Meeting Date: 6-5-12 Estimated Presentation Time: 30 minutes

Presenter: Senator Tom Saxhaug

Type of Action Requested (check all that apply)

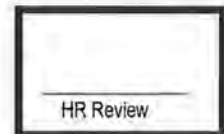
- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
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- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) None

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 6-1-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Start time for June 12th County Board meeting

Requested Meeting Date: 6-5-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

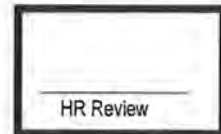
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AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Start time for June 12th County Board Meeting

DATE: June 1, 2012

The County Board has set June 12th as the County Board of Equalization meeting date. The Assessor has indicated that the number of people appealing their assessed value is similar to last year, meaning that the County Board of equalization could be somewhere around ten applicants.

If the Board recalls the state statutes changed a few years back and the Board of Equalization must allow for residents to have an evening meeting\appointment time if they wish. Staff is working with individuals to set appointments. The Assessor has set the Board of Equalization to start at 4:00 p.m.

Because the County Board has a regular meeting that day, does the County Board wish to delay the start of their regular meeting? Staff suggests a start time of 1:00 p.m.

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 5-30-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Tax Tour

Requested Meeting Date: 6-5-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

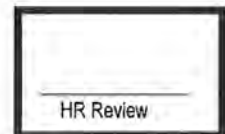
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- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

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Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

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- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
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- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) email from Rep. Carolyn McElfrick

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners
FROM: Patrick Wussow, Aitkin County Administrator
RE: Tax Tour
DATE: May 30, 2012

Attached is an email received from Representative Carolyn McElfrick.

Staff would like to discuss this invitation with the Board at next week's meeting.

Patrick Wussow

From: Carolyn McElfatrick [Rep.Carolyn.McElfatrick@house.mn]
Sent: Saturday, May 26, 2012 10:49 AM
To: patrick.wussow@co.aitkin.mn.us
Subject: Tax tour

Patrick,

Chair Greg Davids, House tax committee, will be touring the state to discuss the work of the committee and related legislation. Unfortunately he will not be able to visit Aitkin, but you or anyone else who is interested is welcome to attend here in Grand Rapids. The date is June 20, 8:30 AM, Board room at the courthouse.

Carolyn

Carolyn McElfatrick
State Representative, District 3B
545 State Office Building
100 Rev Dr Martin Luther King Jr Blvd
St. Paul, MN 55155-1298
651-296-2365

If you would like to receive my periodic email updates go to
<http://www.house.leg.state.mn.us/members/join.asp?id=15361>

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 5-30-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2013 Budget

Requested Meeting Date: 6-5-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

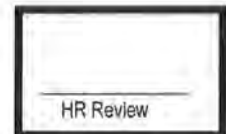
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- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) Discussion & Provide Budget Direction

Fiscal Impact (check all that apply)

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- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Budget Discussion

DATE: May 30, 2012

At the June 5, 2012 County Board meeting the Board is scheduled to discuss and provide direction to staff for the 2013 Budget. Historically, staff has provided the County Board with a list of questions relating to staffing levels, total budget, personnel expenses etc. In recent years the Board's discussion has revolved around providing good needed services at an affordable tax rate. The question before the County Board is what instruction/direction does the County Board want to give to staff when preparing the 2013 budget.

For the Board's review, staff is including resolutions for the 2012 Aitkin County budgets and levy, the historical appropriations chart, the 2012 Budget spread sheet, a list of budget dates for 2012, and an example of the letter the Department of Revenue will be sending to the County relating to projected County Program Aid.

Relevant points for the County Board to consider:

- The Board recently conducted a Road tour – No decisions have been made on specific projects, but this is something that needs to be addressed.
- Union contracts, for 2013, the County has one agreement for wages and insurance. The others remain unsettled or open January 1, 2013.
- The 2013 State Legislature will start a new budget cycle for the State of Minnesota. Recent projections identify the State to have a several billion dollar deficit. Staff expects County Program Aid to be a target.
- The appraised value of the County for 2013 will be down as previously reported by the County Assessor approximately 3%.
- How will federal actions effect the Health and Human Service budget?
- Other topics as directed by the County Board.
- Because the State was able to avert a shutdown this summer it is possible the proposed budget schedule could be modified. If you recall last year the shutdown delayed our information gathering until late August.

Please review the attached information and contact me with questions.

Proposed Budget schedule for the Aitkin County 2013 Budget

<u>DATE</u>	<u>ACTIVITY (tentative)</u>
June	Distribution to Department Heads of personnel and insurance projections and line item budgets.
June	Distribution of Budget Calendar
July-Aug.	Department Heads review budget proposals with County Administrator
August 28rd and September 4th	Department Heads present proposed budgets – Courthouse, Health and Human Service, Road and Bridge, and Sheriff. County Board discusses budget/levy options
September 11	County Administrator presents proposed budget and tax levy
September 11	County Board adopts preliminary budget and tax levy
October	Additional budget review meetings if necessary
November	County Administrator presents budget modifications to the County Board
November	Notice of Budget Hearing Published
December 11th	Budget Hearing presentation
December 18	Adopt County Budget and Levy

Proposed Budget schedule for the Aitkin County 2013 Budget

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September 11	County Administrator presents proposed budget and tax levy
September 11	County Board adopts preliminary budget and tax levy
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November	County Administrator presents budget modifications to the County Board
November	Notice of Budget Hearing Published
December 11th	Budget Hearing presentation
December 18 or 25	Adopt County Budget and Levy

Aitkin County - 2012 Budget and Levy

	Approved 2010	Approved 2011	Preliminary Adopted 9/15/2012	Adopted 2012
Funds				
General Fund	\$10,883,827	\$10,888,593	\$11,415,942	\$11,356,535
Road and Bridge	\$9,706,432	\$8,286,369	\$11,120,909	\$11,114,966
Health and Human Services	\$6,265,899	\$6,150,099	\$6,027,449	\$6,027,449
Debt Service (Jail Bonds)	\$410,875	\$409,750	\$412,750	\$412,750
GF Transfer to R&B				\$1,245,000
Total Expenditures	\$27,267,033	\$25,734,811	\$28,977,050	\$30,156,700
Revenues	\$14,571,595	\$14,285,265	\$15,561,990	\$15,561,990
County Program Aid	\$585,362	\$528,130	\$311,483	\$311,483
Levy	\$10,999,199	\$10,999,199	\$11,779,936	\$11,384,171
Total of Other Funding Options	\$135,599	\$191,311	\$500,000	\$2,075,415
Reserves Used in Dept Budgets	\$975,278	-\$269,094	\$823,641	\$823,641
Total Revenues	\$27,267,033	\$25,734,811	\$28,977,050	\$30,156,700
Funding Options				
Additions				
Removes				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Calculations				
Levy Increase - Dollars	\$0	\$0	\$780,737	\$384,972
Levy Increase - Percentage	0.0%	0.0%	7.1%	3.5%
Tax Capacity-2012 estimate	\$33,210,597	\$31,536,477	\$29,290,000	\$29,290,000
Estimated Tax Rate (before Disparity Aid Adjustment)	33.120%	34.878%	40.218%	38.867%

Aitkin County Budget Appropriations and Dues

	2009	2010	2011	2012	2013	Percent Increase	Approval Status	Other Agreement/ Statute
Dues								
North Counties Land Use Coordinating Board (10-921)	\$5,000	\$5,000	\$2,000	\$2,000		-100.0%		
MN Rural Counties Caucus (MRCC) (01-44)			\$2,100	\$2,100		-100.0%		
Association of MN Counties (AMC) (01-44)			\$9,150	\$9,198		-100.0%		
Arrowhead Counties (01-44)			\$2,400			-100.0%		
Joint Powers								
East Central Regional Library (Dept 500)	\$225,552	\$225,552	\$226,163	\$227,837		-100.0%		
Central MN Corrections (Fund 22) Dept 253	\$169,966	\$141,376	\$141,376	\$141,376		-100.0%		
Central MN Corrections (Fund 21), STS	\$43,422	\$43,823	\$76,914	to Sheriff		-100.0%		
Airport-McGregor (Dept 700)	\$13,900	\$13,900	\$13,900	\$13,900		-100.0%		
Snake River Watershed (Dept 600)	\$10,079	\$10,079	\$10,079	\$10,079		-100.0%		
Airport-Aitkin (Dept 700)	\$7,107	\$7,107	\$7,107	\$7,107		-100.0%		
Mississippi Headwaters Board (Dept 44)	\$1,500	\$1,500	\$1,500	\$1,500		-100.0%		
Appropriations								
Soil and Water (Dept 600)	\$104,045	\$104,045	\$98,034	\$98,034		-100.0%		MS 103C
Committee on Aging (Dept 44)	\$26,725	\$26,725	See CARE	See CARE	See CARE	0.0%		X
C.A.R.E. (Dept 44)	\$0	\$0	\$35,925	\$35,900		-100.0%		
ANGELS (Dept 44)				\$2,000		0.0%		
Historical Society (Dept 500)	\$14,500	\$15,000	\$15,000	\$15,000		-100.0%		MS 138.052
Historical Society Insurance (Dept 500)	\$2,476	\$2,555	\$2,555	\$2,555		-100.0%		MS 138.052
Ag Society (Dept 600)	\$10,000	\$10,000	\$10,000	\$10,000		-100.0%		MS 38.14
Ag Society Insurance (Dept 600)	\$5,075	\$5,075	\$5,075	\$5,075		-100.0%		
HART (Dept 44)	\$1,000	\$1,000	\$1,000	\$1,000		-100.0%		
Funded through HHS Budget								
North Ambulance-Aitkin (HHS)	\$20,000	\$20,000	\$20,000			-100.0%		X
First Responders (HHS)	\$15,000	\$15,000	\$15,000			-100.0%		
McGregor Area Ambulance (HHS)	\$13,000	\$13,000	\$13,000			-100.0%		X
Kinship (HHS)	\$7,000	\$7,000	\$7,000			-100.0%		
LSS/Senior Companion (HHS)	\$5,200	\$5,200	See CARE	See CARE	See CARE	0.0%		
RSVP (HHS)	\$4,000	\$4,000	See CARE	See CARE	See CARE	0.0%		
Hill City Meds 1 (HHS)	\$2,000	\$2,000	\$2,000			-100.0%		X
Isle Ambulance (HHS)	\$2,000	\$2,000	\$2,000			-100.0%		X
Levy Authority								
Arrowhead Regional Development Commission	\$40,834	\$46,578	taxing authority	\$47,193		0.0%		

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

ADOPTED December 20, 2011

By Commissioner: Napstad

122011-125

2012 Budgets

BE IT RESOLVED, that the following 2012 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	\$10,493,271	\$863,264	\$11,356,535
Road and Bridge	\$10,300,386	\$814,580	\$11,114,966
Health & Human Service	\$6,027,449	\$0	\$6,027,449
Debt Service	\$436,538	(\$23,788)	\$412,750
GF Transfer to Road & Bridge For Capital Projects	\$0	\$1,245,000	\$1,245,000
Total:	\$27,257,644	(\$2,899,056)	\$30,156,700

Commissioner Westerlund 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) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 20, 2011

By Commissioner: Napstad

122011-124

2012 Levy

WHEREAS, in September the Aitkin County Board of Commissioners set the preliminary Aitkin County tax levy at \$11,779,936 and has since reduced it by \$395,765.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2012 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$4,331,182
Road and Bridge Fund	\$2,251,249
Health & Human Services Fund	\$2,674,622
Debt Service Jail Bond	\$424,912
Operation or Maintenance Costs Of a County Jail	\$1,702,206
Total:	\$11,384,171

Commissioner Niemi 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) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor
BY _____, Deputy

By Commissioner: Marcotte

122011-126

2012 East Central Regional Library Levy/Budget

BE IT RESOLVED, that the amount of \$227,837 be budgeted and levied for the year 2012 for the East Central Regional Library.

Commissioner Niemi 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) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: Marcotte

122011-127

2012 Boat & Water Safety Budget

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2012 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$75,406 for a term January 1, 2012 to December 31, 2012.

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$1,800		
Boat & Water Grant	\$21,900		
Boat & Water Supply Grant	\$7,000		
 Totals:	 \$30,700	 \$44,706	 \$75,406

Commissioner Wedel 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) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor
BY _____, Deputy

By Commissioner: Napstad

122011-128

2012 Appropriations to ASCS & Snake River Watershed

BE IT RESOLVED, that the budget and appropriation in the amount of \$123,034 be set for 2012 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$25,000 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

Commissioner Niemi 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) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor
BY _____, Deputy

By Commissioner: Marcotte

122011-129

2012 ARDC Levy

BE IT RESOLVED, that the Aitkin County Board of Commissioners acknowledges the Levy for the Arrowhead Regional Development Commission for 2012 in the amount of \$47,193.00.

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

FIVE MEMBERS PRESENT

(4-1 Wedel)

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: Napstad

122011-130

Unorganized Road & Bridge Payments

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.

Unorg Township

52-22	\$5,037.65
45-24	\$3,410.31
47-24	\$13,897.71
52-24	\$4,875.00
50-25	\$5,573.75
51-25	\$513.75
52-25	\$11,315.19
50-26	\$801.25
48-27	\$3,623.35
49-27	\$6,083.53
50-27	\$419.18
51-27	\$24,336.68
52-27	\$28,392.97

Commissioner Niemi 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) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: Napstad

122011-131

County Ditch Payments

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.

County Ditch 30	\$87.50
County Ditch 63	\$2,502.03

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

County Ditch 2	\$517.50
County Ditch 20	\$795.61
County Ditch 23	\$520.00
County Ditch 24	\$358.44
County Ditch 28	\$175.00
County Ditch 34	\$430.00
County Ditch 37	\$260.00
County Ditch 66	\$345.00

Commissioner Wedel 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) ss.
 Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor
 BY _____, Deputy

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

ADOPTED December 20, 2011

By Commissioner: Wedel

122011-123

2012 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 2012:

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$292,000	\$155,564	\$447,564
Cons. Forf Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,381,000		\$1,381,000
Forest Resource	\$153,000	(\$27,291)	\$125,709
Reforestation	\$298,000	\$40,258	\$338,258
Memorial Forest	\$95,000	\$20,000	\$115,000
Forest Road	\$46,000	(\$2,050)	\$43,950
Gravel Pit	\$1,000	(\$1,000)	\$0
Missing Heirs	\$1,000		\$1,000
MCIT	\$25,000	\$40,000	\$65,000
Collaborative Grant	\$68,000	\$19,850	\$87,850
Environmental Trust	\$10,000		\$10,000
LLCC	\$646,181	(\$890)	\$645,291

Commissioner Napstad 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) ss.
 Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor

BY _____, Deputy

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 5-30-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Display of Carl Edward's AFLAC #99 NASCAR Car & Car Hauler

Requested Meeting Date: 6-5-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

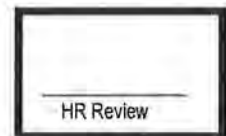
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) email request from Kathy Zilverberg, AFLAC Representative

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, County Administrator

RE: Carl Edward's AFLAC #99 NASCAR Car & Car Hauler

DATE: May 30, 2012

Kathy Zilverberg, AFLAC Representative has requested permission to display Carl Edward's AFLAC #99 NASCAR Car & Car Hauler on Aitkin County property on July 10, 2012 from 1:00 p.m. to 4:00 p.m.

Staff is asking for Board approval. At the June 5th County Board meeting staff will discuss the options for displaying the vehicle and car hauler.

Please contact me if you have any questions.

Sue Bingham

From: Bobbie Danielson [bobbie.danielson@co.aitkin.mn.us]
Sent: Friday, May 25, 2012 8:47 AM
To: Patrick Wussow
Cc: 'Sue Bingham'
Subject: FW: AFLAC Meeting

Forwarding this to you for consideration/response.

From: Kathleen Zilverberg [mailto:kathleen_zilverberg@us.aflac.com]
Sent: Friday, May 25, 2012 8:25 AM
To: Bobbie Danielson
Subject: RE: AFLAC Meeting

Hi Bobbie,

I was called yesterday afternoon by AFLAC and my district has the AFLAC #99 NASCAR Carl Edwards Car and Hauler reserved for Tuesday July 10th beginning at 1:00 - 4:00. This is a HUGE deal with NASCAR race fans and I was wondering if the County would want to bring the #99 Car and Hauler here and have it available for your employees, family's friends and the public to view, tour and look at.

It could be a very good tourism attraction for a few hours and I'm sure many people in Aitkin would be thrilled to get close up and personal with it.

Please let me know if this is something you would want to participate in as I do have to let my management team know if this is something you would want to do here in Aitkin.

I look forward to hearing from you on the Car Hauler Idea. If you are not familiar with NASCAR or Carl Edwards, please go to carledwards.com and you can see what he is all about.

Kathy Zilverberg
AFLAC Rep.

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 5-30-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Personnel Committee Recommendation

Requested Meeting Date: 6-5-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

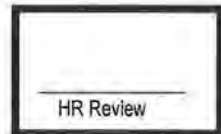
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Job Description

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

AITKIN COUNTY HUMAN RESOURCES

Bobbie Danielson, HR Manager
bobbie.danielson@co.aitkin.mn.us
Nicole Visnovec, HR Specialist
nicole.visnovec@co.aitkin.mn.us

Phone 218-927-7306
Job Hotline 218-927-7393
Fax 218-927-7374
www.co.aitkin.mn.us

To: County Commissioners
From: Bobbie Danielson, HR Manager
Date: May 22, 2012
Subject: Personnel Committee Recommendations – Consent Agenda

The Personnel Committee met on May 22, 2012, and unanimously recommends refilling the following position:

- **Environmental Services Department**
Full-time Environmental Health Specialist. This is a budgeted position, previously held by Doug Pearson. His last day will be 6/7/2012. Grade M.

Contracting with another county to perform the work was also discussed, but determined that contracting is only a short term possibility as identified in Terry Neff, Environmental Services Director's attached memo.

If you have any questions or concerns prior to the meeting, please feel free to contact me or Patrick. Terry Neff will also be available at the board meeting to answer questions.



MEMORANDUM

DATE: May 23, 2012
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Request to Fill Environmental Health Specialist (EHS) Position

On April 30, 2012, Doug Pearson, our Environmental Health Specialist announced his resignation. This position is responsible for the licensing and inspecting of the Food, Beverage and Lodging facilities within Aitkin County, and operating the water lab. I have also included a job description for the position.

Aitkin County has only one Environmental Health Specialist position for the licensing and inspecting of the establishments. Our delegation agreement with the Minnesota Department of Health requires adequate staff to cover the program and during times when the EHS position is vacant we have a mutual aid agreement with Morrison County to cover the inspections. During the vacancy we will have to contract with Morrison County for the inspections of the facilities. I will do my best to limit the number of times we enlist the services of Morrison County. This will depend on how quickly we can fill the position.

Attached is a copy of the annual report for this Department which compares the activities from year to year. 2011 saw an increase in the number of licensed establishments and water samples.

The grade for this position is "M" with a salary range of \$35,752.28 to \$64,481.38. The present annual salary is \$53,737.00, which may decrease with a new staff person.

At the present time we are able to perform the duties of this program at about 75% of what the Minnesota Department of Health would charge if they were administering the program. We offer a local telephone number for businesses to call, we have a local office and staff person available every day, and as a local entity we have local ties to the community,

If you have any questions, please contact me at 218-927-7342, by e-mail at tneff@co.aitkin.mn.us, or I can answer questions at the committee meeting.

enclosures

c:\ctybrd\ctybrd2012

JOB TITLE: Environmental Health Specialist

Reports to: Environmental Services Director

Department: Environmental Services

Classification:

Site: So. Courthouse-Aitkin

FLSA: Non-exempt

Union: Non-union

Supervision Exercised: None

Date: June 26, 2008

JOB SUMMARY: Under limited supervision of Environmental Services Director, interpret and enforces County Environmental Services Ordinances as they apply to unique situations in food, beverage, lodging, recreational camping areas, mobile home parks, youth camp establishments, and the well inspection program.

MAJOR JOB FUNCTIONS:

- *1. License and inspect food, beverage, lodging, recreational camping areas, manufactured home parks, youth camps, temporary food establishments and swimming pools for compliance with Environmental Services Ordinances. Prepares reports on inspections and explain laws and regulations to establishment licensees. **60%**
- *2. Provides consultation and education to establishment licensees. **15%**
- *3. Collects and analyzes well water samples and provides consultation regarding water to establishments and the public. **10%**
- *4. Assist the Environmental Services Director and the Assistant Zoning Administrator with solid and hazardous waste administration and enforcement and other duties as assigned. Assists with hazardous and problem material collection events. **10%**
- *5. Records, documents correspondence and files activities of licensed establishments. **5%**

ADDITIONAL RESPONSIBILITIES:

- 1. Provides education to the public on food and well water safety and assist them with recommendations and corrective action.
- 2. Provide information as well as education to the public on wells.
- 3. Develops policies and fee schedules for approval by the County Board of Commissioners.
- 4. Receives and approves plans for new or remodeled licensed establishments.
- 5. Receive and act upon complaints of licensed establishments.
- 6. Collaborates with the County Attorney's Department, the Planning and Zoning Office and the Minnesota Department of Health when enforcement of a rule or law is required.

7. Receives, inspects, and reports nuisance complaints.
8. Reviews, approves and inspects individual sewage treatment systems.
9. Enforces the Accessibility Code standards in Food, Beverage and Lodging establishments.

MINIMUM REQUIREMENTS:

1. B.S in Environmental Health, Natural Science or related field.
2. Valid MN's driver's license.
- 3.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

Must be a Registered Sanitarian or obtain within 12 months of hire.

Must be State trained by the Minnesota Department of Health before inspecting establishments.

Must be a certified Pool Operator or obtain within 12 months of hire.

Minnesota Pollution Control Agency Registered Inspector/Designer I or obtain within 12 months of hire.

EXPERIENCE AND SKILLS:

Knowledge of local and state laws relating to food, beverage, lodging, recreational camping areas, mobile home parks, youth camps, septic systems and wells.

Knowledge of well program and inspections.

Proficient in water lab analysis of Coliform Bacteria and Nitrate Nitrogen: quality assurance and quality control and lab record keeping to maintain state certification.

Communication and written skills to sufficiently enforce laws and rules.

Knowledge of computer operation of Microsoft Access and Word and the State Inspection Program software.

Exercise independent judgment.

Organize and carry out daily events with minimal supervision.

Knowledge of soils to interpret groundwater levels based on color and texture, and ability to interpret soil absorption based on soil texture.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This position requires outdoor work and indoor work. Outdoor work in and around licensed establishments, construction sites, septic system installation sites, old dump sites and areas where solid waste violations are found. Indoor work in an office and laboratory. Minimal lifting, but much movement from establishment to establishment, site to site and office to lab.

OTHER:

The duties listed above are intended only as illustrations of the various types of work that may be performed and may not include all the work given nor include all that may be assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*Essential for purposes of the Americans with Disabilities Act only.

AITKIN COUNTY BOARD OF COMMISSIONERS

Anne Marcotte
Brian Napstad
Don Nieme
Mark Wedel
Laurie Westerlund

2011 ANNUAL REPORT for FOOD, BEVERAGE AND LODGING and WATER LABORATORY given January 2012

by Terry Neff, Environmental Services Director
and Doug Pearson Environmental Health Specialist

Executive Summary

The inspection emphasis continues to be on high-risk areas such as food safety versus lower risk areas such as lodging. Although lower risk-based establishments only need to be inspected once every two years, our County continues to inspect all licensed establishments at least annually.

The most significant happening for the FB&L was assisting Lake County from mid-February through mid-June when they were without a registered Sanitarian. Gross receipts from Lake County brought in totaled \$3,224 while maintaining the Aitkin County FBL program.

The total number of licensed establishments in the County over the past 5 years has remained fairly steady. In 2011 there was a 17% decrease in the number of resorts and motels. There was however, an increase in food licenses giving a slight increase overall in the total number of establishments.

Total number of establishments with a pool license continues to remain steady at 9. Some establishments have several "pools" such as a deep pool, wading pool, spa, etc. but are only issued one license for all of that particular establishment's "pools". Due to the stability in the number of pools this report will no longer graph that particular data.

There were 6 Environmental Services Ordinances amended: Administrative, Lodging, MHP/RCA, Food, Lodging and Youth that brought them into full compliance with applicable State Statutes and Rules.

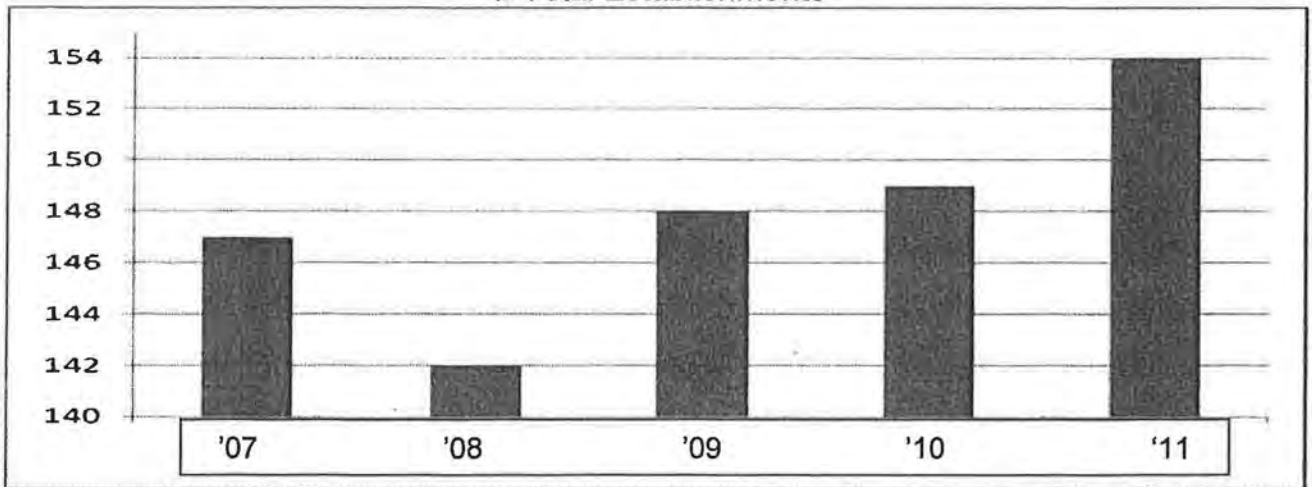
Aitkin County continues to maintain a certified drinking water laboratory for County residents and/or anyone who may drop off a sample for testing. A 26% increase in testing indicates an increasing need for a locally certified water testing laboratory.

FOOD, BEVERAGE AND LODGING Data for 2011

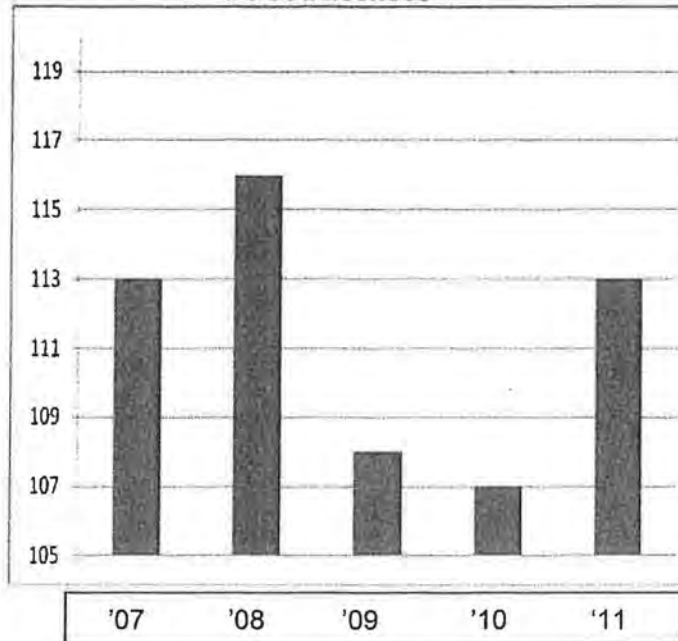
Total Licensed Establishments (of these establishments, several may have more than one type of license such as recreational vehicles, mobile homes, food, etc.) These totals do not include the 57 temporary food licenses ("special events") issued.

	TOTAL NO OF ESTABLISHMENTS	FOOD	BEVERAGE	LODGING	MHP/RCA	POOLS
2011	154	113	54	39	42	9
ANNUAL % + OR - CHANGE	3% ↑	5.6% ↑	0% ↔	17% ↓	0% ↔	10% ↔

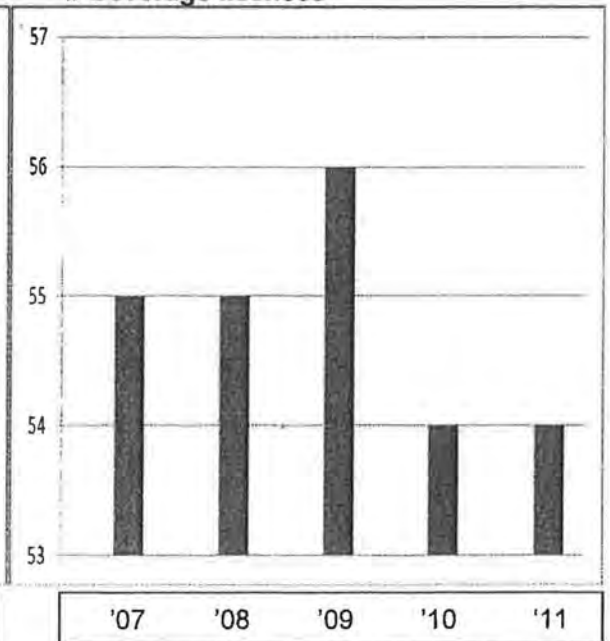
Total Establishments

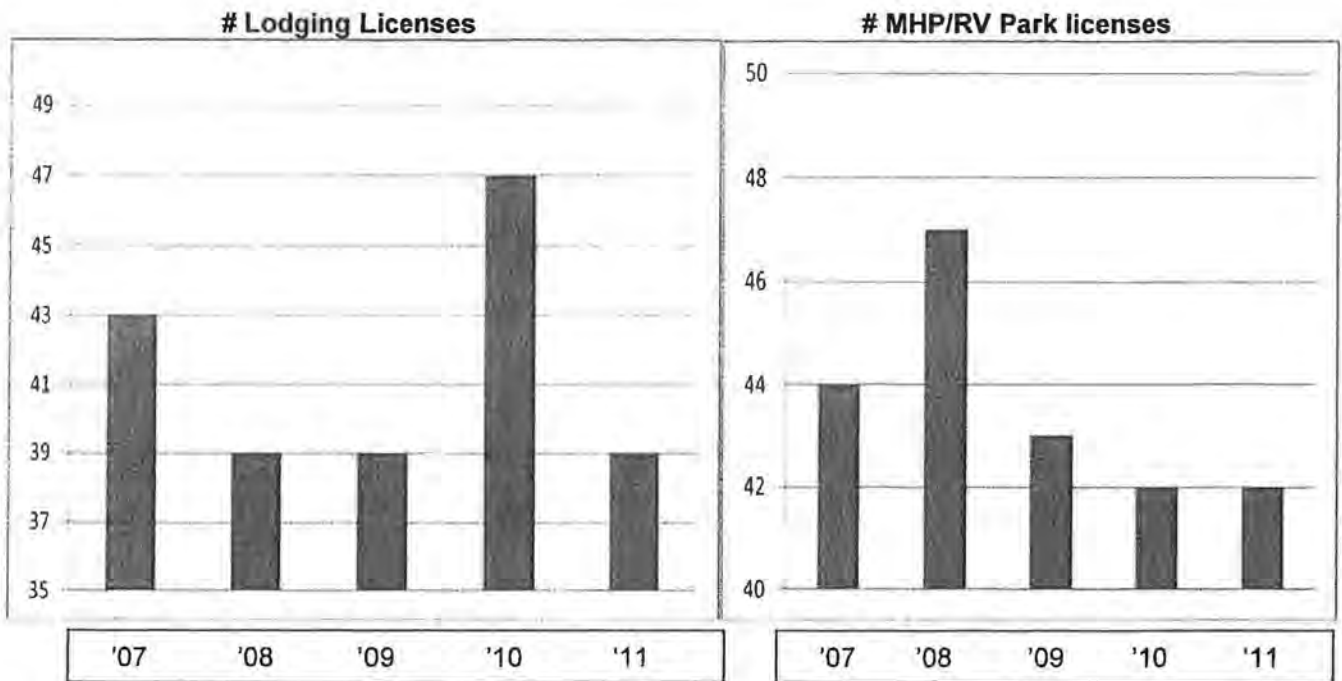


Food licenses



Beverage licenses





2011 INSPECTIONS AND COMPLAINTS

All establishments had at least one annual inspection. Schools continue to have two mandatory inspections per year. Only 4 establishments had more than one annual inspection due to problems (down from 5 in 2010 and 9 in 2009).

Complaints - logged through complaint database maintained by the Compliance Officer. Areas however specific to licensed FB&L establishments were:

- Mold complaints, mainly by renters, continue to be received. The MN Building Code has not been adopted and the County does not have an inspector for this area.
- No foodborne illness outbreaks.
- Dirty and under-maintained public pool. Complaint resolved and issue corrected. Another pool complaint about it contributing to respiratory illness. Investigation showed no problems with that pool.
- Dumping of sewage in the woods. Investigation showed this to not be happening.
- Unlawful set-back of RVs from body of water. Complaint substantiated and problem corrected.
- A few concerns voiced by the Public about dirty restaurants, poor food handling practices, etc. Investigation of these complaints showed no problem.

2011 New Ownership/Transfer/ and Activity for FB&L Establishments

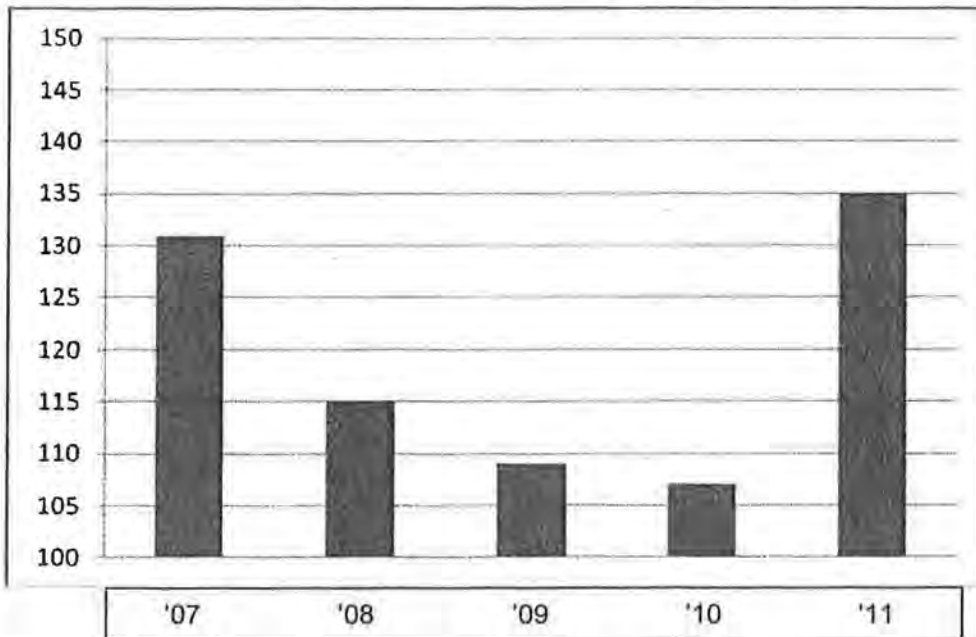
Number of new licenses for establishments not having a previous related license Chappy's Assisted Living and McGregor Angels	2
Number of establishments that closed ADC in McGregor, Chuckwagon Saloon (fire), Sunset Bay Resort (exempt), Giese B&B (exempt), Blue Moon Resort.	5
Number of establishments that re-opened under new ownership Aitkin and McGregor Subways to Mike Jones. Meals on Wheels to County Market. Golden Age Club now doing pancake breakfasts. Rosallini's to Ackleys. Buckhorn Bar to Eken Enterprises. Mike's Uptown to Blanchard and renamed Buckshot Bar.	7

ADC taken on by Golden Horizons. McGregor Community Center license held by City picked up by McGregor Lions.	
Number of establishments that underwent major remodeling Butler building is undergoing major renovation with a May '12 target opening date. New restaurant being put in at Red Door resort with target opening date of Jan '12. Prairie River finished upgrading the kitchen. Eken Enterprises (formerly Buckshot) redid kitchen and bar area. Golden Horizons adding on for ADC.	5

2011 WATER LAB OVERVIEW

1. Increase of 26.5% in total number of water samples run in 2011 (135 vs. 107 in 2010).
2. Expenses budgeted were \$5,745 with \$6,820 spent. Total income brought in was \$7,792 for a NET \$972.

of PRIVATE Drinking Water Samples Tested*



*2009 our County returned testing of licenses establishment's drinking water back to the MDH. The State does not charge for this due to receiving federal monies (but which were not shared with the County).

2011 ACCOMPLISHMENTS

- All set goals were achieved.
- County Sanitarian assisted Lake County, through our assistance agreement with them due to their Sanitarian resigning, from mid-February through mid-June.

Seminars

- Septic Design in Hinckley 4/19/11.
- Doug presented a free re-certification food safety class to 13 participants in June.

--- END ---

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: May 29, 2012

Via: Patrick Wussow, County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

Set date for hearing-un-named water course section 24 Shamrock Township

Requested Meeting Date: June 5th Estimated Presentation Time: 15 mins

Presenter: Kirk Peysar

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

Kirk Peysar
Aitkin County Auditor
209 Second Street Northwest Room 202
Aitkin, Minnesota 56431
218.927.7354

May 29, 2012

To: Board of Commissioners

From: Kirk Peysar, County Auditor

Re: Petitions (2) to request to name an un-named water course
1. Section 24 Shamrock Township
2. Sections 18 & 19 Haugen Township

A petition to name a stream located in section 24 of Shamrock Township has been received. A second petition to name a stream in sections 18 and 19 of Haugen Township was also received.

Public hearings for hearing comments on these two requests are were set for June 5th, 2012 at 10:00am and 10:15am respectfully.

A map of the creek systems is enclosed. Please note, a segment of the creek has previously been named Musselshell Creek. The petition is for an extension of that creek.

The Minnesota Department of Natural Resources has provided their comments in writing regarding the naming of these two creeks. MN DNR has deemed both to be acceptable.

Enclosed is a draft resolution for the naming of each creek.

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

1. By Commissioner:

WHEREAS, A petition signed by more than 15 legal voters to name an un-named stream as Musselshell Creek described as follows: the west portion of the stream as it flows beginning at its confluence with Musselshell Creek in the SW NW of Section 19, Haugen Township 49-22 and running through Section 24, Shamrock Township 49-23 and enters into Horseshoe Lake, Aitkin County, State of Minnesota;

WHEREAS, A Notice of Hearing was published in the Aitkin Independent Age;

WHEREAS, A notice was caused to be served on the Commissioner of Natural Resources and the Town of Shamrock;

WHEREAS, A public hearing to receive public comments regarding naming this creek was held June 5, 2012;

BE IT RESOLVED, That following this hearing the Aitkin County Board of Commissioners hereby names this creek as Musselshell Creek and requests the Commissioner of Natural Resources to approve this name as required in Minnesota Statutes 83A.05.

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

XX MEMBERS PRESENT

XX Members Voting

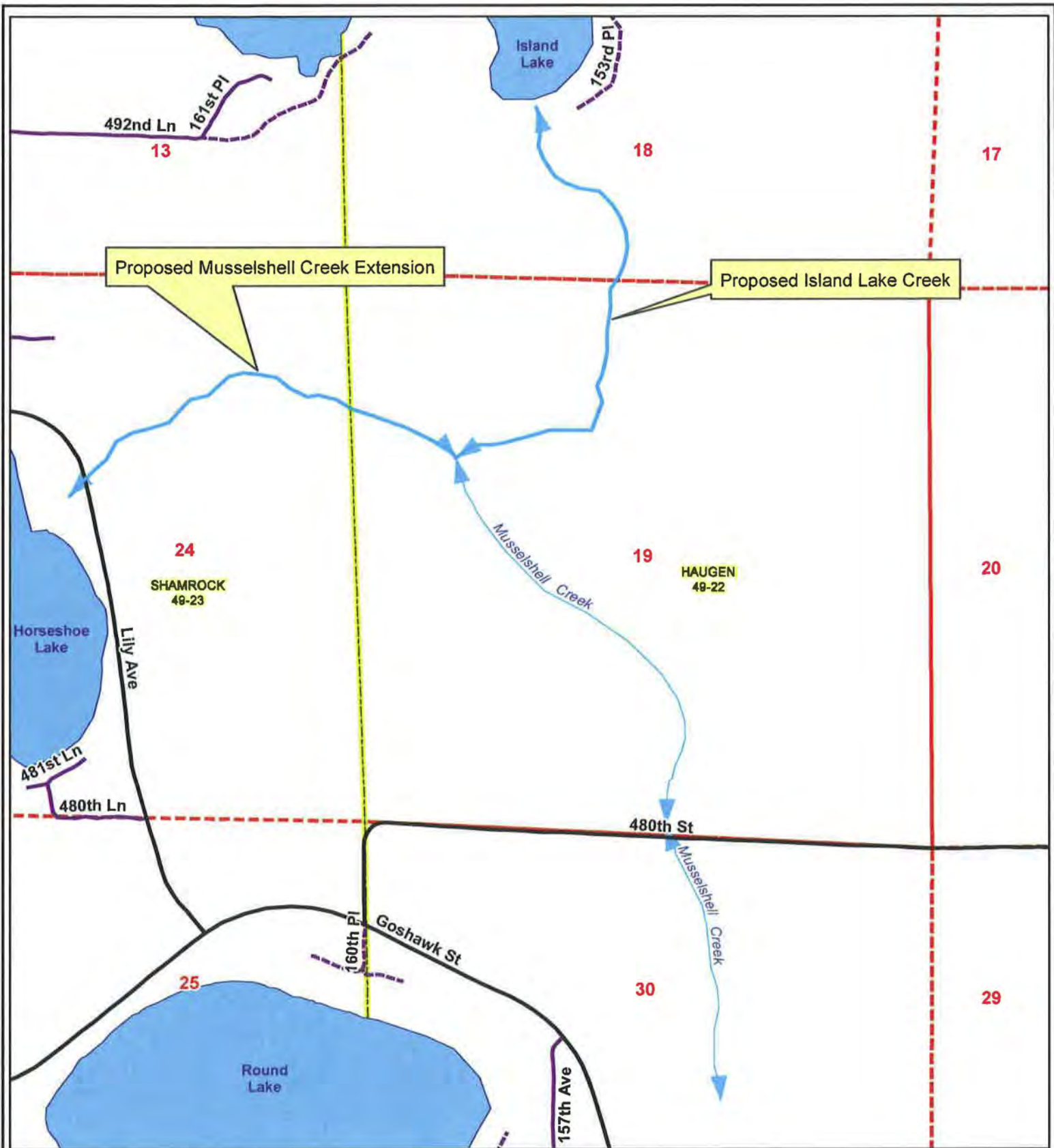
STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the ___ day of _____ A.D., 2012, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this ___ day of December, A.D. 2012.

KIRK PEYSAR, County Auditor

BY _____, Deputy

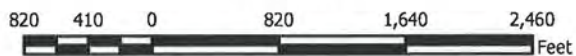


Legend

Major Hwy	Other Road
County Hwy	City Road
Township Road	Township Line
	Section Line

Aitkin County, MN

1 inch = 1,250 feet



Map prepared by Aitkin County GIS for graphic display purposes only.
Aitkin County assumes no liability for any errors, omissions or inaccuracies herein contained.

Date: 4/25/2012

Minnesota Department of Natural Resources

500 Lafayette Road • St. Paul, MN • 55155-40



May 15, 2012

Kirk Peysar
Aitkin County Auditor
209 Second Street Northwest Room 202
Aitkin, MN 56431

Dear Mr. Peysar:

Thank you for the notice of a public hearing on June 5, 2012 to consider two petitions to name creeks in your county. The following is offered as findings and recommendations pursuant to Minnesota Statutes 83A.07 subd. 2.

The first subject creek, commencing from Island Lake in Section 18, Township 49 North, Range 22 West in Haugen Township and ending at the confluence of Musselshell Creek at Section 19 Township 49 North, Range 22 West in Haugen Township is presently unnamed. The petitioners are seeking to name the creek "Island Lake Creek" after the lake the stream originates from.

There are three geographic features named "Island Lake Creek" in the state of Minnesota according to the U.S. Geological Survey's Geographic Names Information System. Two of which are in adjoining Itasca County, but Island Lake Creek would be unique in Aitkin County. Island Lake Creek would be acceptable to the DNR.

The second subject creek, commencing from the intersection of proposed Island Lake Creek in Section 19, Township 49 North, Range 22 West in Haugen Township to Horseshoe Lake in Section 24 Township 49 North Range 23 West in Shamrock Township is presently unnamed. The petitioners are seeking to name the creek "Musselshell" to extend the name Musselshell for the rest of this stream. This extension of Musselshell Creek would be acceptable to the DNR.

According to M.S. 83A.06, legal voters in Aitkin County may propose different names for the creek(s) during the public hearing. If the county board should favor an alternative name, please check the DNR Public Waters Inventory for Aitkin County for potential duplication before adopting the alternative name in the form of a resolution.

For further assistance with your public hearing, please contact Pete Boulay of my staff. Pete can be reached by telephone at 651-296-4214, or by e-mail peter.boulay@state.mn.us to discuss this further.

Sincerely,

A handwritten signature in black ink that reads "Steve Hirsch". The signature is written in a cursive style.

Steve Hirsch, Director
Division of Ecological and Water Resources

c: Bob Leibfried, Regional Manager
Lonnie Thomas, Area Hydrologist
Pete Boulay

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: April 17, 2012
Via: Patrick Wussow, County Administrator
From: Kirk Peysar, County Auditor

Title of Item:
Set date for hearing-un-named water course section 24 Shamrock Township

Requested Meeting Date: 4/24 Estimated Presentation Time: 5 mins

Presenter: Kirk Peysar

Type of Action Requested (check all that apply)

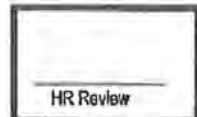
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- For discussion only with possible future action Adopt Ordinance Revision
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- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Other (attach explanation)
- Revenue line account # that funds this item is: _____
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Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

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Kirk Peysar
Aitkin County Auditor
209 Second Street Northwest Room 202
Aitkin, Minnesota 56431
218.927.7354

April 17, 2012

To: Board of Commissioners

From: Kirk Peysar, County Auditor

Re: Petitions (2) to request to name an un-named water course

1. Section 24 Shamrock Township
2. Sections 18 & 19 Haugen Township

A petition to name a stream located in section 24 of Shamrock Township has been received. A second petition to name a stream in sections 18 and 19 of Haugen Township was also received.

Public hearings for these two requests are proposed to be set for June 5th, 2012 at 10:00am and 10:15am respectfully.

Dec. 2, 2011

DEC 27 2011

Petition:



Mr. Dennis J. Miller
15812 Goshawk St
Tamarack, MN 55787-4408

To extend the name mussel shell
Creek to include the west portion
of the stream as it flows thru
section 24, Shamrock Township and
enters into Horseshoe Lake, Aitkin
County, State of Minnesota.

RECEIVED
RECEIVED
RECEIVED
RECEIVED
RECEIVED
RECEIVED

- 1 Daisy Berg - Haugen Twp.
- 2 Jaque Swire - Shamrock Twp.
- 3 Karen Hill Haugen
- 4 ~~[Signature]~~ Haugen Twp
- 5 ~~[Signature]~~ P. COBMAN SHAMROCK TOWNSHIP
- 6 George J. Westmay Jevne township
- 7 Thomas Horn SHAMROCK TOWNSHIP
- 8 JENNIFER OSBORNE Washington County (Burse I care)
- 9 ~~[Signature]~~ Shamrock Twp
- 10 ~~[Signature]~~ Shamrock
- 11 Dawn Zujdt Haugen Twp.
- 12 Tom Ingot Shamrock Twp.
- 13 Gerald B. Fisher
- 14 Don Vander Mey Shamrock Twp.
- 15 Cora K... Shamrock Twp.
- 16 Carol Bradley Shamrock
- 17 Charles K... Shamrock
- 18 Mia K... "
- 19 James Bradley "

- | | | | |
|----|--|----------------------------|----|
| 21 | Russell E. Thompson | Shamrock trap | ✓ |
| 22 | Cliff G. Johnson | City of Pannauack | ✓ |
| 23 | Jim Johnson | " " | —0 |
| 24 | Dianne Knaben | Haugen Twp | ✓ |
| 25 | Judy Haapioja | Clark | ✓ |
| 26 | Walt Ford | Shamrock Twp. | ✓ |
| 27 | Larry Bunge (Bunge) | Shamrock Trap | ✓ |
| 28 | ^{Burton} Sandra Andam | Balsam Twp | ✓ |
| 29 | Scott Bessie | Teukne | ✓ |
| 30 | Glenn Cyrus | TAMARACK | ✓ |
| 31 | Dan ^{Daniel} ^{Guida} Ford | Balsam Twp | ✓ |
| 32 | Franklin Turnock | galo TWP | ✓ |
| 33 | Jerome ^{Pawlek} Hawlich | Shamrock. | ✓ |
| 34 | Al Rinta | Round Lake Haugen township | ✓ |
| 35 | Gemma Q. Qenta | Haugen | ✓ |
| 36 | Nancy Kajalahti | Shamrock | ✓ |
| 37 | Lauri ^{Bennis} ^{Geving} Hauvin | City of Mt. Grey | ✓ |

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: May 29, 2012

Via: Patrick Wussow, County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

Hearing for un-named water course sections 18 & 19 Haugen Township

Requested Meeting Date: June 5th Estimated Presentation Time: 15 mins

Presenter: Kirk Peysar

Type of Action Requested (check all that apply)

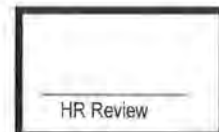
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- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

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- Applicable job description(s) may require revision. Yes No
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Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
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- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list)

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

Kirk Peysar
Aitkin County Auditor
209 Second Street Northwest Room 202
Aitkin, Minnesota 56431
218.927.7354

May 29, 2012

To: Board of Commissioners

From: Kirk Peysar, County Auditor

Re: Petitions (2) to request to name an un-named water course
1. Section 24 Shamrock Township
2. Sections 18 & 19 Haugen Township

A petition to name a stream located in section 24 of Shamrock Township has been received. A second petition to name a stream in sections 18 and 19 of Haugen Township was also received.

Public hearings for hearing comments on these two requests are were set for June 5th, 2012 at 10:00am and 10:15am respectfully.

A map of the creek systems is enclosed. Please note, a segment of the creek has previously been named Musselshell Creek. The petition is for an extension of that creek.

The Minnesota Department of Natural Resources has provided their comments in writing regarding the naming of these two creeks. MN DNR has deemed both to be acceptable.

Enclosed is a draft resolution for the naming of each creek.

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

1. By Commissioner:

WHEREAS, A petition signed by more than 15 legal voters to name an un-named stream as Musselshell Creek described as follows: flowing south from the area of the southeast bay of Island Lake through Sections 18 and 19 to its confluence with Musselshell Creek in the SW NW of Section 19, Haugen Township 49-22, Aitkin County, State of Minnesota

WHEREAS, A Notice of Hearing was published in the Aitkin Independent Age;

WHEREAS, A notice was caused to be served on the Commissioner of Natural Resources and the Towns of Haugen and Shamrock;

WHEREAS, A public hearing to receive public comments regarding naming this creek was held June 5, 2012;

BE IT RESOLVED, That following this hearing the Aitkin County Board of Commissioners hereby names this creek as Island Lake Creek and requests the Commissioner of Natural Resources to approve this name as required in Minnesota Statutes 83A.05.

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

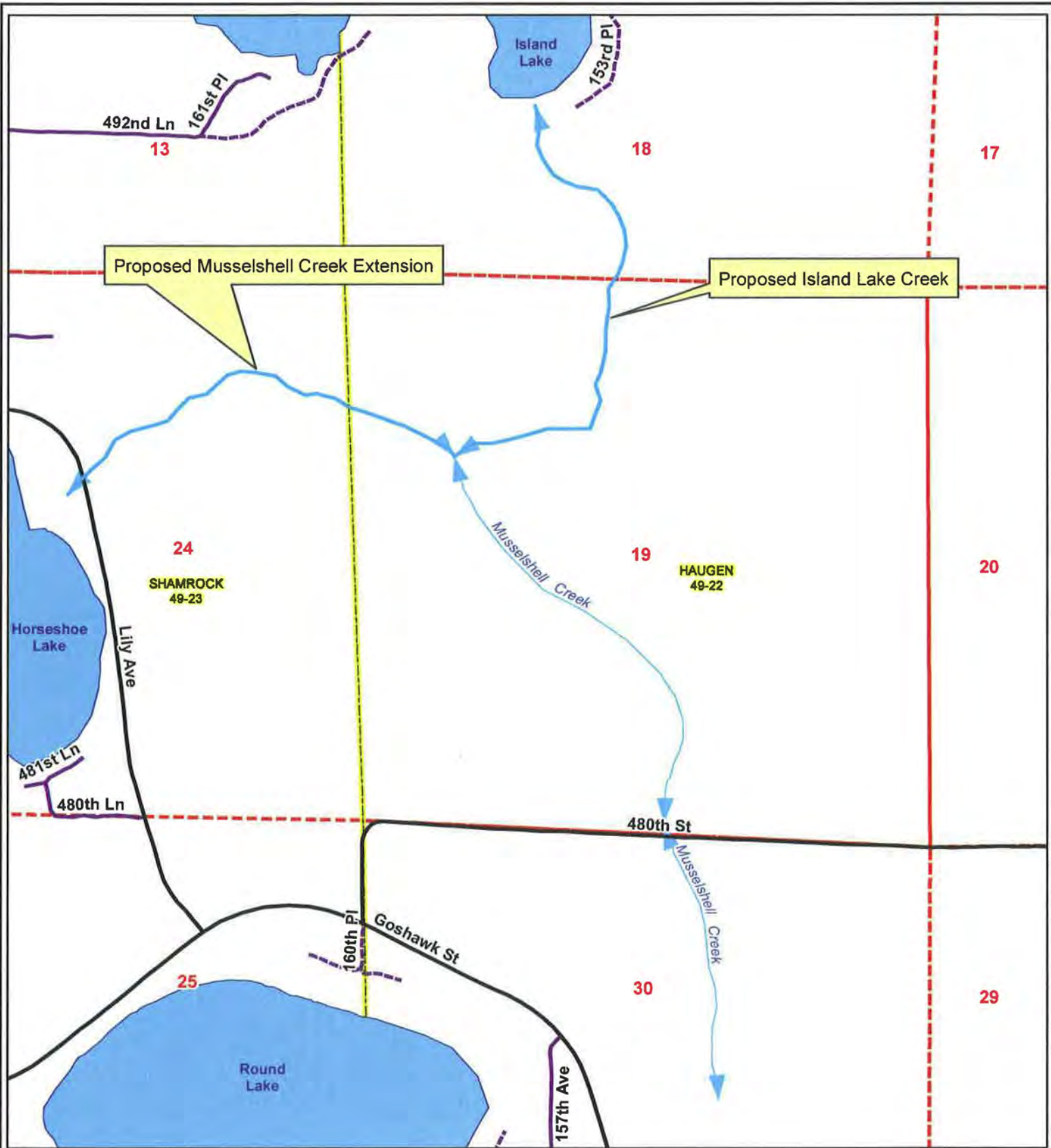
XX MEMBERS PRESENT XX Members Voting

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the ___ day of _____ A.D., 2012, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this ___ day of December, A.D. 2012.

KIRK PEYSAR, County Auditor
BY _____, Deputy



Proposed Musselshell Creek Extension

Proposed Island Lake Creek

SHAMROCK
49-23

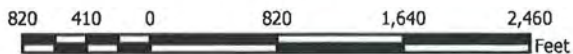
HAUGEN
49-22

Legend

Major Hwy	Other Road
County Hwy	City Road
Township Road	Township Line
	Section Line

Aitkin County, MN

1 inch = 1,250 feet



Map prepared by Aitkin County GIS for graphic display purposes only. Aitkin County assumes no liability for any errors, omissions or inaccuracies herein contained.

Date: 4/25/2012

Minnesota Department of Natural Resources

500 Lafayette Road • St. Paul, MN • 55155-40__



May 15, 2012

Kirk Peysar
Aitkin County Auditor
209 Second Street Northwest Room 202
Aitkin, MN 56431

Dear Mr. Peysar:

Thank you for the notice of a public hearing on June 5, 2012 to consider two petitions to name creeks in your county. The following is offered as findings and recommendations pursuant to Minnesota Statutes 83A.07 subd. 2.

The first subject creek, commencing from Island Lake in Section 18, Township 49 North, Range 22 West in Haugen Township and ending at the confluence of Musselshell Creek at Section 19 Township 49 North, Range 22 West in Haugen Township is presently unnamed. The petitioners are seeking to name the creek "Island Lake Creek" after the lake the stream originates from.

There are three geographic features named "Island Lake Creek" in the state of Minnesota according to the U.S. Geological Survey's Geographic Names Information System. Two of which are in adjoining Itasca County, but Island Lake Creek would be unique in Aitkin County. Island Lake Creek would be acceptable to the DNR.

The second subject creek, commencing from the intersection of proposed Island Lake Creek in Section 19, Township 49 North, Range 22 West in Haugen Township to Horseshoe Lake in Section 24 Township 49 North Range 23 West in Shamrock Township is presently unnamed. The petitioners are seeking to name the creek "Musselshell" to extend the name Musselshell for the rest of this stream. This extension of Musselshell Creek would be acceptable to the DNR.

According to M.S. 83A.06, legal voters in Aitkin County may propose different names for the creek(s) during the public hearing. If the county board should favor an alternative name, please check the DNR Public Waters Inventory for Aitkin County for potential duplication before adopting the alternative name in the form of a resolution.

For further assistance with your public hearing, please contact Pete Boulay of my staff. Pete can be reached by telephone at 651-296-4214, or by e-mail peter.boulay@state.mn.us to discuss this further.

Sincerely,

A handwritten signature in blue ink that reads "Steve Hirsch".

Steve Hirsch, Director
Division of Ecological and Water Resources

c: Bob Leibfried, Regional Manager
Lonnie Thomas, Area Hydrologist
Pete Boulay



Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: April 17, 2012

Via: Patrick Wussow, County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

Set date for hearing-un-named water course sections 18 & 19 Haugen Township

Requested Meeting Date: 4/24 Estimated Presentation Time: 5 mins

Presenter: Kirk Peysar

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

Is this item in the current approved budget? Yes No (attach explanation)

What type of expenditure is this? Operating Other (attach explanation)

Revenue line account # that funds this item is: _____

Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

Duties of a department employee(s) may be materially affected. Yes No

Applicable job description(s) may require revision. Yes No

Item may impact a bargaining unit agreement or county work policy. Yes No

Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)


- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
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Provide eleven (11) copies of supporting documentation **NO LATER THAN Wednesday at 8:00am** to make the Board's agenda for the following Tuesday. Items **WILL NOT** be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

Kirk Peysar
Aitkin County Auditor
209 Second Street Northwest Room 202
Aitkin, Minnesota 56431
218.927.7354

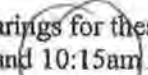
April 17, 2012

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: Petitions (2) to request to name an un-named water course
1. Section 24 Shamrock Township
2. Sections 18 & 19 Haugen Township

A petition to name a stream located in section 24 of Shamrock Township has been received. A second petition to name a stream in sections 18 and 19 of Haugen Township was also received.

Public hearings for these two requests are proposed to be set for June 5th, 2012 at 10:00am and 10:15am respectively. 

- 21. ~~Kenneth E. Thomas~~ Shamrock Twp ✓
- 22. ~~Ralph C Johnson~~ City of Pomarack ✓
- 23. ~~Walter Kautz~~ " " — 0
- 24. ~~Dianna Knoben~~ (Knoben) Haugen Twp — ✓
- 25. ~~Judy Haapaja~~ Clark ✓
- 26. ~~Walter Ford~~ Shamrock Twp ✓
- 27. ~~Jany Bunge~~ (Bunge) Shamrock Twp ✓
- 28. ~~Paul Anderson~~ (Burgeon) Balsam Twp ✓
- 29. ~~Scott Besser~~ Texne ✓
- 30. ~~John Ayer~~ Tamarack ✓
- 31. ~~Scott Turner~~ Fleming Twp ✓
- 32. ~~Dan Guicle~~ (Daniel) Balsam Twp ✓
- 33. ~~Franklin Tompkins~~ Salt Twp ✓
- 34. ~~James Paulat~~ (Paulat) Shamrock ✓
- 35. ~~Alvin Rinta~~ Round Lake (Haugen) ✓
- 36. ~~Corinna Genta~~ Haugen ✓
- 37. ~~Nancy Kaijatti~~ Shamrock ✓
- 38. ~~Bernie Jeremy~~ (Bernis Gerving) City of McKean — ✓
- 39. ~~Sharon Fuzland~~ ~~McKean~~ Shamrock ✓

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 5-31-12

Via: Patrick Wussow, County Administrator

From: Scott Turner, Sheriff

Title of Item:

Big Sandy Lake – High Water Issues – Possible "No Wake Zone Action"

Requested Meeting Date: 6-5-12 Estimated Presentation Time: 15 min.

Presenter: Sheriff's Dept Staff

Type of Action Requested (check all that apply)

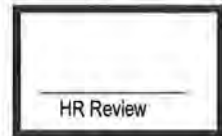
- For info only, no action requested
- For discussion only with possible future action
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- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) Discussion and possible action

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

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AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator and Sheriff Scott Turner

RE: Big Sandy Lake – High Water Issues – Possible “No Wake Zone Action”

DATE: May 31, 2012

Due to the recent rain, there seems to be considerable discussion about high water issues on Big Sandy Lake and the effects on shorelines. Scott Turner will provide additional information at or before the board meeting.

As Scott explained it to me over the phone; the County Board has the ability to impose temporary restrictions that are limited to five days. The Commissioner of the DNR would have to take action for the extended “no wake zone” to be in place for a longer period of time. Temporary restrictions could be:

- A slow no wake zone on the entire lake
- A no wake zone within a certain distance of shore

At this time County staff is working with the DNR staff to provide additional details.

Please contact the Sheriff if you have any questions

**STATE OF MINNESOTA
COUNTY OF AITKIN**

WATERCRAFT ORDINANCE

AN ORDINANCE REGULATING THE USE OF WATERCRAFT ON WATERWAYS WITHIN AITKIN COUNTY.

Be it ordained and enacted by the Aitkin County Board of Commissioners, State of Minnesota, that these amendments following, by this act, hereby replace and nullify those like numbered clauses now existing and a part of the Watercraft Ordinance, or are newly enacted sections which, upon their enactment, become a part of the Watercraft Ordinance.

Section 1: PURPOSE, INTENT AND APPLICATION: As authorized by Minnesota Statutes 86B.201, 86B.205, and 459.20, as now in effect and as hereafter amended, this Ordinance is enacted for the purpose and with the intent to control and regulate the use of the waters in Aitkin County, Minnesota, said bodies of water being located entirely within the boundaries of Aitkin County, to promote its fullest use and enjoyment by the public in general and the citizens of Aitkin County, in particular; to insure safety for persons and property in connection with the use of said waters; to harmonize and integrate the varying uses of said waters; and to promote the general health, safety, and welfare of the citizens of Aitkin County, Minnesota.

Section 2: ADOPTION AND INCORPORATION BY REFERENCE OF MINNESOTA WATERS AND WATERCRAFT SAFETY LAWS, AND BOAT AND WATER SAFETY RULES PROMULGATED BY THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES: The Minnesota Waters and Watercraft Safety Laws, Minnesota Statute, Section 86B.001, as they now exist and are hereafter by the State of Minnesota Department of Natural Resources, Minn. Rules parts 6110-0100-2300 as the same now exist and are hereafter amended, are hereby adopted, incorporated herein by reference, and made a part hereof as if set forth in their entirety. At least three copies of said Waters and Watercraft Safety laws and Boat and Water Safety Rules and Regulations, so adopted, shall be marked as official copies and filed in the office of the County Auditor along with this Ordinance.

Section 3: VIOLATIONS OF THE MINNESOTA WATERS AND WATERCRAFT SAFETY LAWS, AND BOAT AND WATER SAFETY RULES PROMULGATED BY THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES: Any person violating the Minnesota Waters and Watercraft Safety Laws, and the Boat and Water Safety Rules and Regulations promulgated by the Minnesota Department of Natural Resources, adopted and incorporated herein by reference, shall be subject of the penalties and punishment hereinafter provided.

Section 4: Definitions:

- A. "Operate" means to navigate or otherwise use a watercraft.

- B. "Person" means an individual, partnership, corporation, the state and its agencies and subdivisions, and any other legal entity.
- C. "Slow-no wake" means operations of a watercraft at the slowest possible speed necessary to maintain steerage, but in no case greater than five miles per hour.
- D. "Watercraft" means as defined in M.S. 86B.005, subd.18.

Section 5: REGULATIONS: No person shall operate a watercraft at greater than a slow-no wake speed on the following:

- A. On the Sandy River, from Minnesota Highway 65 bridge 100 feet upstream and downstream:
- B. On the Prairie River, approximately 4350 feet upstream of the bridge on CSAH No. 14 over the Prairie River (A point 800 feet south of the north line and 450 feet east of the west line of the Northwest Quarter of the Southeast Quarter of Section 3, Township 49, Range 23, Aitkin County, Minnesota (Shamrock Township) and approximately 900 feet downstream from the bridge on CSAH No. 14 over Prairie River (A point 400 feet south of the north line and 400 feet west of the east line of Government Lot 1 of Section 9, Township 49, Range 23, Aitkin County, Minnesota (Shamrock Township).
- C. On the Ripple River, from Farm Island Lake downstream from County Road 28, to Pine Lake:
- D. 100 feet north and south of the bridge on Bridge Road on Big Sandy Lake, as marked:
- E. Ripple River – Hanging Kettle Lake to Diamond Lake: 200 feet into Hanging Kettle Lake and 600 feet south toward Diamond Lake:
- F. Big Sandy River – 232 Bridge: 2500 feet north from bridge and 100 feet south from bridge.
- G. The channel between Horseshoe Lake and Lake Minnewawa, and extending 100 feet eastward from the channel into the body of Horseshoe Lake (As located easterly of Government Lot 6 of Section 23, T49-R23) and extending 100 feet westward from the channel into Lake Minnewawa (As located westerly of Government Lot 8 of Section 23, T49-R23.
- H. Cedar Lake – the north channel between the main body of Cedar Lake and Bay Park Bay – extending 100 feet east from said channel into Bay Park Bay and 100 feet west from said channel into Cedar Lake. Said channel

being located northerly of Lots 48 and 49 of Sunset Hills, as platted in Government Lot 3 of Section 32, T47-R27.

Section 6: ENFORCEMENT: The enforcement of this Ordinance shall be the primary responsibility of the Aitkin County Sheriff's Office. Other licensed peace officers including Conservation Officers of the Department of Natural Resources of the State of Minnesota are also authorized to enforce this ordinance.

Section 7: All authorized Resource Management, Emergency and Enforcement Personnel, while acting in the performance of their assigned duties are exempt from the foregoing restrictions.

Section 8: It shall be the responsibility of the County to provide for adequate notification of the public, which shall include placement of a sign at each public watercraft launching facility outlining essential elements of the ordinance, as well as the placement of necessary buoys and signs.

Section 9: PENALTIES: Any person who shall violate any of the provisions of this Ordinance shall be guilty of a misdemeanor, and upon conviction thereof, may be punished as provided by Minnesota Statutes 86B.811, as amended.

Section 10: EFFECTIVE DATE: This Ordinance shall be in effect from and after the date of its passage and publication.

Ordinance passed April 16, 1996; amended April 15, 2003; amended July 22, 2008, amended June 7, 2011.