

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS December 18, 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
- 9:05 E) Health & Human Services (see separate HHS agenda)
- 9:50 Break
- 10:00 F) Citizens' Public Comment*
- 2) Consent Agenda
A) Correspondence File December 11, 2012 – December 17, 2012
B) Approve 12/11/12 County Board Minutes
C) Approve Commissioner Warrants
D) Approve University of MN Extension Agreement, 4-H Program Coordinator – 2013 through 2015
E) Approve Resolution - 2013 County Attorney Salary
F) Approve Resolution - 2013 County Auditor Salary
G) Approve Resolution - 2013 County Recorder Salary
H) Approve Resolution - 2013 County Sheriff Salary
I) Approve Resolution - 2013 County Treasurer Salary
J) Authorize County Administrator to Approve Year-End Matters
K) Approve Reserving Budgeted Funds
L) Approve Resolution - 2013 Liquor Renewals
M) Approve Request to Sell Vehicles – Environmental Services Dept.
N) Approve Contract for ISTS Inspector Contractor
- 10:05 3) Patrick Wussow, County Administrator
A) Approve Request to Fill Committee Vacancies
1. Board of Adjustment
2. Planning Commission
3. Housing and Redevelopment Authority (HRA)
4. Forest Advisory Committee
5. Park Commission
B) Set 2013 Board Meeting Schedule
C) Discuss Kandiyohi County Organizational Review
- 11:00 4) Kirk Peysar, County Auditor
A) Adopt Final Property Tax Levy
1. Adopt Resolution – 2012 Ditch Fund Budgets
2. Adopt Resolution – 2013 Unorganized Township Budgets
3. Adopt Resolution – 2013 Non-Levy Budgets

* 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.**

4. Adopt Resolution – 2013 Levy Budgets
5. Adopt Resolution – 2013 Property Tax Levy
6. Adopt Resolution – 2013 East Central Regional Library Levy/Budget
7. Adopt Resolution – 2013 Boat & Water Safety Budget
8. Adopt Resolution – 2013 Appropriations to ASCS and Snake River Watershed
9. Adopt Resolution – County Ditch Payments
10. Adopt Resolution – Unorganized Road & Bridge Payments
11. Acknowledge Resolution – 2013 Arrowhead Regional Development Commission Levy

11:15 5) Scott Turner, Sheriff
A) Update 800 mhz Implementation

11:25 6) Board Discussion
Mark Wedel – Airport, Historical Society
Laurie Westerlund – HRA, P&Z, Mille Lacs Watershed, H&HS Advisory, CHS, SCHAC
Don Niemi –AMC
Brian Napstad – AMC, EQB, AEGA, Joint Powers Board
Anne Marcotte –

12:30 7) Adjourn

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

AITKIN COUNTY BOARD

December 11, 2012

The Aitkin County Board of Commissioners met this 11th day of December, 2012 at 9:02 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, and Brian Napstad. Commissioner Anne Marcotte was absent. County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham were also present.

CALL TO ORDER

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the December 11, 2012 amended agenda. Item 5B was added: Approve Resolution - 2013 Liquor Renewal – Fisherman’s Bay.

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: November 27, 2012 – December 10, 2012; B) Approve County Board Minutes: November 27, 2012; C) Approve Budget Hearing Minutes: December 4, 2012; D) Approve November Manual Warrants: General Fund \$503,929.13, Road & Bridge \$627,074.58, Health & Human Services \$1,361.28, State \$95,284.10, Taxes & Penalties \$1,652.22, Long Lake Conservation Center \$291.92 for a total of \$1,229,593.23; E) Approve Auditor Warrants – Tax Overpays: \$582.72; F) Approve Resolution – 2013 Liquor Renewals, a) Approve Commissioner Warrants: General Fund \$88,062.30, Road & Bridge \$36,678.81, Health & Human Services \$635.07, Debt Service \$392,000.00, Trust \$6,785.59, Forest Development \$50,942.01, Long Lake Conservation Center \$5,548.77 for a total of \$580,652.55, b) Approve Auditor Warrants – Tax Overpays: \$3,574.95; c) Home & Community-Based Waiver Services Contract with The Rock HHC, Grand Rapids – Health & Human Services

CONSENT AGENDA

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – 2013 Liquor Renewals:

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2013 thru December 31, 2013:

**RESOLUTION
121112-113
2013 LIQUOR
RENEWALS**

“ON”, “OFF” and “SUNDAY” Sale:

Bann’s Bar & Café Inc., d/b/a **Bann’s Bar & Café** – Shamrock Township
This establishment has an address of 18870 Goshawk St., McGregor, MN 55760

J & S Resort, d/b/a **Barnacles** – Wealthwood Township
This establishment has an address of 36569 State Hwy 18, Aitkin, MN 56431

Cuddler Enterprises Inc., d/b/a **Big Sand Bar Resort** – Workman Township
This establishment has an address of 51866 224th Place, McGregor, MN 55760

Big Sandy Lodge & Resort, Inc., d/b/a **Big Sandy Lodge & Resort** – Shamrock Township
This establishment has an address of 20534 487th Street, McGregor, MN 55760

MacDonald Ent. of Malmo Inc., d/b/a **Castaways** – Lakeside Township

This establishment has an address of 32360 215th Lane, Isle, MN 56342

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

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

C.A.T.L. Enterprises Inc., d/b/a **Growlers** – Shamrock Township

This establishment has an address of 19037 Goshawk St., McGregor, MN 55760

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

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

Purdy Inc., d/b/a **Pine Inn** – Malmo Township
This establishment has an address of 27805 State Highway 47, Aitkin, MN 56431

Dagen, Inc., d/b/a **Player's Sports Bar & Grill** – Hazelton Township
This establishment has an address of 26838 U.S. Hwy. 169, Aitkin, MN 56431

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

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

“OFF” Sale:

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

Larry Allen Lindbo, d/b/a **Farm Island Store** – Farm Island Township
This establishment has an address of 29037 US Highway 169, Aitkin, MN 56431

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

Gerald F. Olson, d/b/a **Olson's Mississippi Landing** – Ball Bluff Township
This establishment has an address of 68298 St. Hwy. 65, Jacobson, MN 55752

TJ's Liquor Inc., d/b/a **TJ's Liquor** – Malmo Township
This establishment has an address of 22039 321st Ave., Aitkin, MN 56431

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

“ON” & “SUNDAY” Sale:

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

Eken Enterprise, d/b/a **Jack’s Shack** – Rice River Township
This establishment has an address of 29954 St. Hwy. 65, McGregor, MN 55760

ON Sale – CLUB:

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

ON Sale – WINE:

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

Ross Wagner, Economic Development & Forest Industry Coordinator shared with the Board the AMC/MAPCED Outstanding Economic Development Award plaque received at the Annual AMC Awards Conference for the Hawkins Sawmill Road Upgrade.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve quote from Brothers Fire Protection for Double Interlock Pre Action Sprinkler Systems for the two dispatch equipment rooms at a cost of \$12,900.00 for labor and materials as quoted.

Scott Turner, Sheriff gave the Board an update on the status of the radio project.

Patrick Wussow, County Administrator and Kirk Peysar, County Auditor held final 2013 budget discussions with the Board. The Board consensus is to adopt a 3% levy on December 18, 2012 utilizing additional MCIT dividends, and/or or additional reserves.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried (3-0 Napstad abstained), to approve resolution 2013 Liquor License – Fisherman’s Bay:

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2013 thru December 31, 2013:

“ON”, “OFF” and “SUNDAY” Sale:

**ECONOMIC
DEVELOPMENT
AWARD**

**ELECTRONIC
ROOM FIRE
SUPPRESSION**

**800 MHZ
UPDATE**

**2013 FINAL
BUDGET
DISCUSSIONS**

**RESOLUTION
121112-114
2013 LIQUOR
RENEWAL –
FISHERMAN’S
BAY**

AITKIN COUNTY BOARD

December 11, 2012

N5 Corporation, d/b/a **Fisherman's Bay** – Workman Township

This establishment has an address of 50933 State Highway 65, McGregor, MN 55760

During the meeting the Board discussed: i) Flood mitigation meeting, ii) Kandiyohi restructuring

Break: 11:07 a.m. to 11:20 a.m.

Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members voting to close the meeting under MN Statute 13D.05, subd. 3(C) – Property Acquisition 08-0-024300 at 11:20 a.m.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to reopen the meeting at 11:51 a.m.

Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 11:51 a.m. until Tuesday, December 18, 2012 at 9:00 a.m.

**BOARD
DISCUSSION**

BREAK

**CLOSED
SESSION**

OPEN MEETING

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

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 Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1 DEPT		Commissioners		
86222 Aitkin Independent Age				
01-001-000-0000-6230		Synopsis 10/23	1479	Printing, Publishing & Adv
01-001-000-0000-6230		Synopsis 11/6	1479	Printing, Publishing & Adv
86222 Aitkin Independent Age				
		2 Transactions		
248 Association Of Mn Counties				
01-001-000-0000-6241		AMC Policy Mtg-Napstad	35725	Registration Fee
01-001-000-0000-6241		Annual Conf.Reg-Don Niemi	36210	Registration Fee
01-001-000-0000-6241		Annual Conf.Reg-Brian Napstad	36210	Registration Fee
248 Association Of Mn Counties				
		3 Transactions		
1 DEPT Total:		Commissioners	2 Vendors	5 Transactions

DKB1
 12/17/12 9:11AM
 1 General Fund

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
12	DEPT			Court Administration		
117	Aitkin County Sheriff 01-012-000-0000-6252		16.25	ICR Copies-01JV-12-643	12-0351	Witnesses
117	Aitkin County Sheriff		16.25	1 Transactions		
11721	Austad/Erica 01-012-000-0000-6232		720.00	FEES	01PR-12-13	Attorney Services
	01-012-000-0000-6232		1,073.29	COSTS	01PR-12-13	Attorney Services
11721	Austad/Erica		1,793.29	2 Transactions		
10185	Centurylink Communications Inc 01-012-000-0000-6250		71.74	LD PHONE-Q 4	320146217	Telephone
10185	Centurylink Communications Inc		71.74	1 Transactions		
11634	Gammello,Qualley & Pearson PLLC 01-012-000-0000-6232		37.50	FEES	01-JV091134	Attorney Services
11634	Gammello,Qualley & Pearson PLLC		37.50	1 Transactions		
2810	Larson/Shari S 01-012-000-0000-6232		1,218.75	NOVEMBER FEES		Attorney Services
	01-012-000-0000-6232		124.32	NOVEMBER COSTS		Attorney Services
2810	Larson/Shari S		1,343.07	2 Transactions		
3699	O'Hara Jr., Ltd./William D. 01-012-000-0000-6232		142.50	Attorney fees P5-95-464	18014	Attorney Services
	01-012-000-0000-6232		45.00	Attorney fees PR-12-439	18015	Attorney Services
	01-012-000-0000-6232		37.50	Attorney fees PR-11-1153	18016	Attorney Services
3699	O'Hara Jr., Ltd./William D.		225.00	3 Transactions		
12	DEPT Total:		3,486.85	Court Administration	6 Vendors	10 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
40	DEPT			Auditor		
86222	Aitkin Independent Age 01-040-000-0000-6230		90.00	Salary Notice	1014	Printing, Publishing & Adv
	01-040-000-0000-6230		360.00	budget/Prop Tax notice x 2	1014	Printing, Publishing & Adv
	01-040-021-0000-6230		32.00	Ser/Dir license center	1014	Printing, Publishing & Adv
86222	Aitkin Independent Age		482.00	3 Transactions		
10185	Centurylink Communications Inc 01-040-000-0000-6250		24.12	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		24.12	1 Transactions		
2214	Holder/Maryann 01-040-021-0000-6301		750.00	January 2013 Rent		Rentals
2214	Holder/Maryann		750.00	1 Transactions		
6108	MACO 01-040-000-0000-6241		265.00	Peysar-MACO Conference	01/14-01/18/13	Registration Fee
6108	MACO		265.00	1 Transactions		
86235	Office Shop Inc/The 01-040-021-0000-6405		76.15	2-line phone,battery,rest	262570-0	Office & Computer Supplies
	01-040-021-0000-6405		2.46-	Return pens	C917764-0	Office & Computer Supplies
86235	Office Shop Inc/The		73.69	2 Transactions		
3518	Voyageur Press Of Mcgregor/The 01-040-000-0000-6230		917.50	Financial Statements 12/31/11	24736	Printing, Publishing & Adv
3518	Voyageur Press Of Mcgregor/The		917.50	1 Transactions		
40	DEPT Total:		2,512.31	Auditor	6 Vendors	9 Transactions

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 1 General Fund

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
42	DEPT			Treasurer		
10185	Centurylink Communications Inc 01-042-000-0000-6250		7.20	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		7.20	1 Transactions		
4173	Grams/Lori 01-042-000-0000-6330		103.23	Mileage, meeting in St Cloud	186@.555	Transportation & Travel
4173	Grams/Lori		103.23	1 Transactions		
2386	Information Systems Corp 01-042-000-0000-6231		495.00	Canon 12 month maintenance 02/13/2013 02/13/2014	22889	Services, Labor, Contracts
2386	Information Systems Corp		495.00	1 Transactions		
2966	MACO 01-042-000-0000-6231		750.00	2013 MOMS Maintenance	31	Services, Labor, Contracts
2966	MACO		750.00	1 Transactions		
42	DEPT Total:		1,355.43	Treasurer	4 Vendors	4 Transactions

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 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
					Service Dates	Paid On Bhf #	On Behalf of Name
43	DEPT				Assessor		
783	Canon Financial Services, Inc						
	01-043-000-0000-6231			182.87	COPIER CONTRACT-021	12360641	Services, Labor, Contracts
	01-043-000-0000-6231			12.83	ACCESSORIES/PRINT KIT-024	12360643	Services, Labor, Contracts
783	Canon Financial Services, Inc			195.70	2 Transactions		
10185	Centurylink Communications Inc						
	01-043-000-0000-6250			86.34	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc			86.34	1 Transactions		
1570	Erickson Oil Products Inc						
	01-043-000-0000-6511			466.68	NOVEMBER FUEL	11347	Gas And Oil
1570	Erickson Oil Products Inc			466.68	1 Transactions		
6097	Verizon Wireless						
	01-043-000-0000-6250			223.10	Monthly cell phone	68069088200001	Telephone
6097	Verizon Wireless			223.10	1 Transactions		
43	DEPT Total:			971.82	Assessor	4 Vendors	5 Transactions

DKB1
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 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
44	DEPT		Central Services		
248	Association Of Mn Counties 01-044-000-0000-6240		AMC annual dues-2013	35638	Central Svcs Dues
248	Association Of Mn Counties		1 Transactions		
10185	Centurylink Communications Inc 01-044-000-0000-6250		NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		1 Transactions		
3336	Office Of Enterprise Technology 01-044-000-0000-6231		NOVEMBER USEAGE	DV12110330	Services, Labor, Contracts
3336	Office Of Enterprise Technology		1 Transactions		
44	DEPT Total:		10,583.66	Central Services	3 Vendors 3 Transactions

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 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
45	DEPT		Motor Pool		
6128	Tire Barn				
	01-045-000-0000-6302		oil change-#30 '09 Impala	22350	Car Maintenance
	01-045-000-0000-6302		New tires-#30 '09 Impala	22405	Car Maintenance
	01-045-000-0000-6302		Oil change,rotate #64 Malibu	22498	Car Maintenance
	01-045-000-0000-6302		new tires #1 Ford 500	22582	Car Maintenance
6128	Tire Barn				
			4 Transactions		
45	DEPT Total:		Motor Pool	1 Vendors	4 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
49	DEPT			Information Technologies		
5245	Bennett/Steve 01-049-000-0000-6402		640.18	Microsoft Surface 32GB Tablet		Computer Supplies & Software
5245	Bennett/Steve		640.18	1 Transactions		
675	Bistodeau/Cindy A. 01-049-000-0000-6330		136.50	Mileage for schooling	300@.455	Transportation & Travel & Parking
675	Bistodeau/Cindy A.		136.50	1 Transactions		
5398	CDW Government, Inc 01-049-000-0000-6402		600.83	CISCO ACCESS POINT	DDGD851	Computer Supplies & Software
	01-049-000-0000-6625		1,793.88	LENOVO LAPTOP	DDGS240	As/400, Computer & Office Equip.
	01-049-000-0000-6231		1,885.68	(5) Office Pro Plus 2013	DDHR428	Programming, Services, Contracts
	01-049-000-0000-6402		86.23	EXPRESSION WEB	DDHR428	Computer Supplies & Software
	01-049-000-0000-6231		603.84	2 TRANSCEIVERS	DDJB762	Programming, Services, Contracts
	01-049-000-0000-6625		4,106.14	2-24 PORT SWITCH	DDJB762	As/400, Computer & Office Equip.
	01-049-000-0000-6231		3,683.45	48 PORT SWITCH	DDJB790	Programming, Services, Contracts
	01-049-000-0000-6231		3,683.45	48 PORT SWITCH	DDJB812	Programming, Services, Contracts
	01-049-000-0000-6402		870.75	6-SEAGATE HARD DRIVES	DDJP274	Computer Supplies & Software
	01-049-000-0000-6231		5,527.58	WEBSense RENEWAL	G650964	Programming, Services, Contracts
	01-049-000-0000-6231		134.64	Cisco Smartnet Svc Contract	G673931	Programming, Services, Contracts
	01-049-000-0000-6402		410.46	2 WIN PRO 8 UPRADE	G719363	Computer Supplies & Software
	01-049-000-0000-6402		516.83	(2) Viewsonic 24" Monitors	V322462	Computer Supplies & Software
5398	CDW Government, Inc		23,903.76	13 Transactions		
10185	Centurylink Communications Inc 01-049-000-0000-6250		24.76	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		24.76	1 Transactions		
88880	Datacomm Computers & Networks Inc 01-049-000-0000-6402		187.03	Battery	6416	Computer Supplies & Software
88880	Datacomm Computers & Networks Inc		187.03	1 Transactions		
9983	IBM Corporation 01-049-000-0000-6625		5,270.66	Server	7372266	As/400, Computer & Office Equip.
9983	IBM Corporation		5,270.66	1 Transactions		
10135	Optimum Communications Corp. 01-049-000-0000-6231		64.13	Labor for remote service call	329624	Programming, Services, Contracts

DKB1
 12/17/12 9:11AM
 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
10135	Optimum Communications Corp.		64.13			
6097	Verizon Wireless					
	01-049-000-0000-6231		26.02	Renewal	38669511000002	Programming, Services, Contracts
6097	Verizon Wireless		26.02			
49	DEPT Total:		30,253.04	Information Technologies	8 Vendors	20 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
52	DEPT			Administration/Personnel Dept		
88284	Aitkin Co Recorder 01-052-000-0000-6240		20.00	Notary Reg Fee-N.Visnovec		Dues & Subscriptions
88284	Aitkin Co Recorder		20.00	1 Transactions		
248	Association Of Mn Counties 01-052-000-0000-6241		350.00	Annual Conf.Reg-Pat Wussow	36210	Registration Fee
248	Association Of Mn Counties		350.00	1 Transactions		
10185	Centurylink Communications Inc 01-052-000-0000-6250		28.99	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		28.99	1 Transactions		
2946	Madden Galanter Hansen,LLP 01-052-000-0000-6232		7.09	Long distance		Attorney Services
	01-052-000-0000-6232		36.90	Arbitration/Admin hearings	.3@123	Attorney Services
	01-052-000-0000-6232		74.93	Mileage	135@.555	Attorney Services
	01-052-000-0000-6232		1,099.80	Labor relation services	9.4@117	Attorney Services
2946	Madden Galanter Hansen,LLP		1,218.72	4 Transactions		
12048	McDowell Agency, Inc./The 01-052-000-0000-6234		186.00	Background Screening	38839	Background Check Fee
12048	McDowell Agency, Inc./The		186.00	1 Transactions		
86235	Office Shop Inc/The 01-052-000-0000-6405		82.14	Footrest, Heated,Blk-4H	925838-0	Office & Computer Supplies
	01-052-000-0000-6405		74.80	Footrest, Climate Co-VETS offc	925975-0	Office & Computer Supplies
	01-052-000-0000-6405		132.50	2 chair mats	926732-0	Office & Computer Supplies
86235	Office Shop Inc/The		289.44	3 Transactions		
4246	St Cloud Stamp & Sign Inc 01-052-000-0000-6240		37.66	NOTARY STAMP NICOLE	170075	Dues & Subscriptions
4246	St Cloud Stamp & Sign Inc		37.66	1 Transactions		
10294	Wussow/Patrick 01-052-000-0000-6340		18.00	MEALS/AMC ANNUAL CONF.	12/3-4	Meals(Overnight)
10294	Wussow/Patrick		18.00	1 Transactions		

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	<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>
52	DEPT Total:		2,148.81	Administration/Personnel Dept	8 Vendors	13 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
60	DEPT		Elections		
1601	Election Systems & Software Inc				
	01-060-000-0000-6406		2012 General Election coding	840592	Ballots & Programming
	01-060-000-0000-6405		M-100 BATTERY PC	841678	Office & Computer Supplies
1601	Election Systems & Software Inc		2 Transactions		
60	DEPT Total:		Elections	1 Vendors	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
90	DEPT			Attorney		
340	Anoka Co Sheriff 01-090-000-0000-6234		70.00	Subpoena 01CR111221	12006645	Co Sheriff Services
	01-090-000-0000-6234		70.00	Subpoena 01CR111049	12006646	Co Sheriff Services
340	Anoka Co Sheriff		140.00	2 Transactions		
783	Canon Financial Services, Inc 01-090-000-0000-6625		364.09	Contract Charge 015	12351744	Office Equipment
783	Canon Financial Services, Inc		364.09	1 Transactions		
880	Carlton County Sheriff's Office 01-090-000-0000-6234		80.00	SUBPOENA-CA-12-149	1221249	Co Sheriff Services
880	Carlton County Sheriff's Office		80.00	1 Transactions		
10185	Centurylink Communications Inc 01-090-000-0000-6250		48.88	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		48.88	1 Transactions		
10855	Culligan 01-090-000-0000-5612		32.00	Monthly water supply	150x00597104	Drug & Forfeiture Ms387.213
10855	Culligan		32.00	1 Transactions		
2140	Hennepin County Sheriff's Office 01-090-000-0000-6234		70.00	Subpoena 01CR111049	48868	Co Sheriff Services
	01-090-000-0000-6234		70.00	Subpoena 01CR111221	48955	Co Sheriff Services
2140	Hennepin County Sheriff's Office		140.00	2 Transactions		
6006	Matthew Bender Co, Inc 01-090-000-0000-6230		84.89	Pretrial motions crim 2012	39973417	Printing, Publishing & Adv
6006	Matthew Bender Co, Inc		84.89	1 Transactions		
86235	Office Shop Inc/The 01-090-000-0000-6231		858.75	Shredder		Services, Labor, Contracts
	01-090-000-0000-6240		632.25	Office Expenses		Dues & Registration Fee
	01-090-000-0000-6625		801.32	Office Supplies		Office Equipment
	01-090-000-0000-6625		31.80	SPR Paper Copy 8.5x11	903515-0	Office Equipment
	01-090-000-0000-6625		38.15	SPR Paper Copy 8.5x11	903643-0	Office Equipment
	01-090-000-0000-6625		35.22	Notary for S.Beauchem	904678-0	Office Equipment
	01-090-000-0000-6625		94.52	pen refills, MMM Post it flags	924854-0	Office Equipment

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-090-000-0000-6625		CD-R, Duster, San Marker	926343-0	Office Equipment
	01-090-000-0000-6625		CD-R, Duster,	926343-1	Office Equipment
	01-090-000-0000-6625		SPR Folder, hng	926573-0	Office Equipment
	01-090-000-0000-6625		MMM Flag, post it	926643-0	Office Equipment
	01-090-000-0000-6625		MMM Flag, post it	926643-1	Office Equipment
	01-090-000-0000-6625		return paper	C903321-0	Office Equipment
	01-090-000-0000-6625		return paper	C903321-3	Office Equipment
86235	Office Shop Inc/The				14 Transactions
4036	Ratz/James				
	01-090-000-0000-6330		Mileage MCAA Conference	269@.555	Transportation & Travel & Parking
4036	Ratz/James				1 Transactions
9489	Redwood Toxicology Laboratory, Inc				
	01-090-000-0000-5612		UA Reimbursement		Drug & Forfeiture Ms387.213
9489	Redwood Toxicology Laboratory, Inc				1 Transactions
4640	Stearns County Sheriff's Dept				
	01-090-000-0000-6234		SUBPOENA 01CR12893	2645	Co Sheriff Services
4640	Stearns County Sheriff's Dept				1 Transactions
5173	West Payment Center				
	01-090-000-0000-6240		West information charges nov	826138399	Dues & Registration Fee
			11/01/2012 11/30/2012		
5173	West Payment Center				1 Transactions
90	DEPT Total:		Attorney	12 Vendors	27 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
100	DEPT		Recorder		
10185	Centurylink Communications Inc 01-100-000-0000-6250		NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		1 Transactions		
4641	Holiday Credit Office 01-100-000-0000-6511		November gas Vet Van	1400000136034	Gas And Oil
4641	Holiday Credit Office		1 Transactions		
100	DEPT Total:		Recorder	2 Vendors	2 Transactions
		446.59			

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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
110	DEPT			Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services 01-110-000-0000-6422		42.62	tissue,towels,mop,mop tool	2200317226	Janitorial Supplies
8239	Ameripride Linen & Apparel Services		42.62	1 Transactions		
10185	Centurylink Communications Inc 01-110-000-0000-6250		5.71	NOVEMBER LONG DISTANCE	320146217	Phone
10185	Centurylink Communications Inc		5.71	1 Transactions		
1570	Erickson Oil Products Inc 01-110-000-0000-6511		8.13	Fuel	20559	Gas And Oil
1570	Erickson Oil Products Inc		8.13	1 Transactions		
1754	Garrison Disposal Company, Inc 01-110-000-0000-6255		599.25	WASTE REMOVAL	8159188	Garbage
1754	Garrison Disposal Company, Inc		599.25	1 Transactions		
11889	Honeywell International Inc. 01-110-000-0000-6231		2,748.00	QUARTERLY MAINTENANCE	3608713	Services, Labor, Contracts
11889	Honeywell International Inc.		2,748.00	1 Transactions		
2340	Hyytinen Hardware Hank 01-110-000-0000-6422		42.73	WATERWICK FILTERS	1074254	Janitorial Supplies
	01-110-000-0000-6422		53.82	WATERWICK FILTERS	1075148	Janitorial Supplies
	01-110-000-0000-6422		14.73	FLOOR COVERING ADHESIVE	1075649	Janitorial Supplies
	01-110-000-0000-6422		20.70	HARDWARE	1075806	Janitorial Supplies
	01-110-000-0000-6422		11.09	MOUSE TRAPS	1077579	Janitorial Supplies
	01-110-000-0000-6422		2.98	EYE SCREW	1078614	Janitorial Supplies
	01-110-000-0000-6422		34.50	power strip, air cleaner filte	1078995	Janitorial Supplies
	01-110-000-0000-6422		116.52	markers,spray paint,filters	1079227	Janitorial Supplies
2340	Hyytinen Hardware Hank		297.07	8 Transactions		
2644	Krause Lock & Key 01-110-000-0000-6590		3.21	KEY	75599	Repair & Maintenance
2644	Krause Lock & Key		3.21	1 Transactions		
2928	Lundberg Plumbing & Heating, Inc 01-110-000-0000-6422		999.90	55 Gallons Dowfrost HD	12331	Janitorial Supplies

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
2928	Lundberg Plumbing & Heating, Inc		999.90			
				1 Transactions		
89765	Minnesota Elevator Service					
	01-110-000-0000-6231		151.76	December service	262604	Services, Labor, Contracts
89765	Minnesota Elevator Service		151.76			
				1 Transactions		
110	DEPT Total:		4,855.65	Courthouse Maintenance	9 Vendors	16 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
111	DEPT		Buildings		
89064	Aitkin Furniture & Carpet Co 01-111-000-0000-6605		tile HR offices by Aitkin Furn		Building & Structures
89064	Aitkin Furniture & Carpet Co		1 Transactions		
111	DEPT Total:		Buildings	1 Vendors	1 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
120	DEPT			Service Officer		
12445	Brandl Motors 01-120-000-0000-6302		15.50	VET VAN KEY	1059	Car Maintenance
	01-120-000-0000-6302		15.50	VET VAN KEY	1069	Car Maintenance
12445	Brandl Motors		31.00		2 Transactions	
10185	Centurylink Communications Inc 01-120-000-0000-6250		38.09	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		38.09		1 Transactions	
2448	Janzen/Carroll Mark 01-120-000-0000-6350		50.00	DRIVE VAN 11/08/2012 11/08/2012	MPLS	Per Diem
	01-120-000-0000-6350		50.00	DRIVE VAN 11/30/2012 11/30/2012	MPLS	Per Diem
2448	Janzen/Carroll Mark		100.00		2 Transactions	
3093	Jones/Stanley Carter 01-120-000-0000-6350		50.00	DRIVE VAN 11/05/2012 11/05/2012	ST CLOUD	Per Diem
3093	Jones/Stanley Carter		50.00		1 Transactions	
10567	Lake Country Auto Center Of Aitkin 01-120-000-0000-6302		345.25	oil change,2 new tires VET VAN	12778	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		345.25		1 Transactions	
86235	Office Shop Inc/The 01-120-000-0000-6405		123.90	Toner	926307-0	Office & Computer Supplies
86235	Office Shop Inc/The		123.90		1 Transactions	
10677	Olsen/Gerald D 01-120-000-0000-6350		50.00	DRIVE VAN 11/21/2012 11/21/2012	ST CLOUD	Per Diem
10677	Olsen/Gerald D		50.00		1 Transactions	
3790	Pasell/Gordon 01-120-000-0000-6350		50.00	DRIVE VAN 11/05/2012 11/05/2012	BRAINERD	Per Diem

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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
3790	Pasell/Gordon		50.00		1 Transactions	
3912	Peterson/Richard 01-120-000-0000-6350		50.00	DRIVE VAN 11/02/2012	MPLS 11/02/2012	Per Diem
3912	Peterson/Richard		50.00		1 Transactions	
11362	Roscoe/Bernie 01-120-000-0000-6350		50.00	DRIVE VAN 11/20/2012	MPLS 11/20/2012	Per Diem
11362	Roscoe/Bernie		50.00		1 Transactions	
6097	Verizon Wireless 01-120-000-0000-6250		17.97	CELL PHONE VET VAN	880690364	Telephone
6097	Verizon Wireless		17.97		1 Transactions	
10882	Wark/Charles F. 01-120-000-0000-6511 01-120-000-0000-6350		20.00 50.00	GAS FOR VAN DRIVE VAN 11/06/2012	ISANTI MPLS 11/06/2012	Gas And Oil Per Diem
10882	Wark/Charles F.		70.00		2 Transactions	
11970	Wikelius/Charles 01-120-000-0000-6350		50.00	DRIVE VAN 11/28/2012	MPLS 11/28/2012	Per Diem
11970	Wikelius/Charles		50.00		1 Transactions	
5960	Wilmo/Wesley S. 01-120-000-0000-6350		50.00	DRIVE VAN 11/19/2012	ST CLOUD 11/19/2012	Per Diem
5960	Wilmo/Wesley S.		50.00		1 Transactions	
9255	Witt/Warren 01-120-000-0000-6350		50.00	DRIVE VAN 11/16/2012	MPLS 11/16/2012	Per Diem
9255	Witt/Warren		50.00		1 Transactions	
9063	Workman/Jeff 01-120-000-0000-6350		50.00	DRIVE VAN	ST CLOUD	Per Diem

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
9063	Workman/Jeff		50.00	11/29/2012 11/29/2012	1 Transactions
120	DEPT Total:		1,176.21	Service Officer	16 Vendors 19 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
122	DEPT			Planning & Zoning		
86222	Aitkin Independent Age 01-122-000-0000-6230		86.25	notice of BOA/PC hearing Dec	00001482	Printing, Publishing & Adv
86222	Aitkin Independent Age		86.25	1 Transactions		
734	Bright/Irene 01-122-000-0000-6350 01-122-038-0000-6330		65.00 74.93	BOA/onsite BOA/onsite mileage	12/05/12 135@.555	Per Diem Boa/Pc Mileage
734	Bright/Irene		139.93	2 Transactions		
10185	Centurylink Communications Inc 01-122-000-0000-6250		49.94	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		49.94	1 Transactions		
4641	Holiday Credit Office 01-122-000-0000-6511		107.31	P&Z fuel for November	1400000135321	Gas And Oil
4641	Holiday Credit Office		107.31	1 Transactions		
5784	Lake/Robert 01-122-038-0000-6330 01-122-000-0000-6350		61.61 65.00	BOA / onsite mileage BOA / Onsite	111@.555 12/5/12	Boa/Pc Mileage Per Diem
5784	Lake/Robert		126.61	2 Transactions		
5516	Paquette/Jeremy M 01-122-000-0000-6350 01-122-038-0000-6330		65.00 104.34	BOA / onsite BOA / onsite mileage	12/05/12 188@.555	Per Diem Boa/Pc Mileage
5516	Paquette/Jeremy M		169.34	2 Transactions		
4010	Rasley Oil Company 01-122-000-0000-6511		31.87	NOVEMBER GAS	AITCOZOS	Gas And Oil
4010	Rasley Oil Company		31.87	1 Transactions		
10028	Spiel/Edward 01-122-038-0000-6330 01-122-000-0000-6350		55.50 65.00	Mileage BOA/ONSITES	100@.555 12/05/12	Boa/Pc Mileage Per Diem
10028	Spiel/Edward		120.50	2 Transactions		
10017	Tveit/Galen 01-122-000-0000-6350		65.00	BOA/ONSITES	12/5/12	Per Diem

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
01-122-038-0000-6330		mileage	130@.555	Boa/Pc Mileage
10017 Tveit/Galen			2 Transactions	
122 DEPT Total:		968.90	Planning & Zoning	9 Vendors 14 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
123	DEPT		Coroner			
988	Hennepin Co Medical Centers 01-123-000-0000-6260		150.00	AUTOPSY FEES	ME 12-2099	Autopsies--Pathologist, Xrays, Etc
988	Hennepin Co Medical Centers		150.00	1 Transactions		
2939	McGee P.A./M.B. 01-123-000-0000-6231		500.00	EXAM FEE-12-2028	1721	Coroner Fees
	01-123-000-0000-6231		500.00	EXAM FEES-12-2099	1721	Coroner Fees
	01-123-000-0000-6231		500.00	EXAM FEES-12-2174	1721	Coroner Fees
2939	McGee P.A./M.B.		1,500.00	3 Transactions		
3987	Ramsey County Medical Examiner 01-123-000-0000-6260		1,400.00	AUTOPSY	ME 12-2099	Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260		1,400.00	AUTOPSY	ME 12-2174	Autopsies--Pathologist, Xrays, Etc
3987	Ramsey County Medical Examiner		2,800.00	2 Transactions		
4192	Regions Hospital 01-123-000-0000-6260		219.00	ME 12-2099		Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260		194.00	ME 12-2174		Autopsies--Pathologist, Xrays, Etc
4192	Regions Hospital		413.00	2 Transactions		
4507	Sorenson Root Thompson Funeral Home 01-123-000-0000-6330		5,900.00	Transports to Ramsey Med Ctr	Jan-Nov	Transportation For Autoposy
4507	Sorenson Root Thompson Funeral Home		5,900.00	1 Transactions		
123	DEPT Total:		10,763.00	Coroner	5 Vendors	9 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
200	DEPT			Enforcement		
5322	A & M AUTO OF MCGREGOR 01-200-000-0000-6302		62.04	OIL CHANGE #216	039530	Car Maintenance
5322	A & M AUTO OF MCGREGOR		62.04	1 Transactions		
170	Aitkin Motor Company 01-200-000-0000-6302		56.23	OIL CHANGE-EXPLORER	235965	Car Maintenance
170	Aitkin Motor Company		56.23	1 Transactions		
10185	Centurylink Communications Inc 01-200-000-0000-6250		177.55	NOVEMBER LONG DISTANCE	320146217	Telephone
	01-200-000-0000-6250		149.62	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		327.17	2 Transactions		
1570	Erickson Oil Products Inc 01-200-000-0000-6511		12.13	GASOLINE	9334	Gas And Oil
1570	Erickson Oil Products Inc		12.13	1 Transactions		
1775	Galls Inc 01-200-000-0000-6409		1,105.00	First Response kits	233701	Deputy Supplies
1775	Galls Inc		1,105.00	1 Transactions		
11715	Granite Electronics 01-200-000-0000-6409		1,259.63	RADIO CASES	451764	Deputy Supplies
11715	Granite Electronics		1,259.63	1 Transactions		
4641	Holiday Credit Office 01-200-000-0000-6511		370.84	GAS-NOVEMBER	1400000288942	Gas And Oil
4641	Holiday Credit Office		370.84	1 Transactions		
2340	Hyytinen Hardware Hank 01-200-000-0000-6405		3.18	Jeep keys	1076468	Office Supplies
	01-200-000-0000-6405		2.12	Key	1077004	Office Supplies
2340	Hyytinen Hardware Hank		5.30	2 Transactions		
5756	KEEPRS, Inc 01-200-000-0000-6410		346.79	UNIFORM JACKET		Clothing Allowance
	01-200-000-0000-6410		95.68	Uniform pant #221	196313	Clothing Allowance
	01-200-000-0000-6410		658.00	7 FLEECE JACKETS	199715-01	Clothing Allowance

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
01-200-000-0000-6410		1 FLEECE JACKET	199715-02	Clothing Allowance
01-200-000-0000-6410		1 FLEECE JACKET	199715-03	Clothing Allowance
01-200-000-0000-6410		UNIFORM SHIRTS #221	202036	Clothing Allowance
01-200-000-0000-6410		2 jackets	202592	Clothing Allowance
5756 KEEPRS, Inc				7 Transactions
10567 Lake Country Auto Center Of Aitkin				
01-200-000-0000-6302		4 tires, mount,oil change #208	12658	Car Maintenance
01-200-000-0000-6302		oil chnge,chk charge syst.#209	12801	Car Maintenance
01-200-000-0000-6302		oil change,tire rotation #203	12841	Car Maintenance
01-200-000-0000-6302		oil change #207	12857	Car Maintenance
10567 Lake Country Auto Center Of Aitkin				4 Transactions
6057 Nate's Towing				
01-200-000-0000-6359		tow Chev 500 12-4790		Wrecker Service
6057 Nate's Towing				1 Transactions
86235 Office Shop Inc/The				
01-200-000-0000-6405		cell charger #220	262636-0	Office Supplies
86235 Office Shop Inc/The				1 Transactions
4010 Rasley Oil Company				
01-200-000-0000-6511		NOVEMBER GAS	AITCOSHERS	Gas And Oil
4010 Rasley Oil Company				1 Transactions
12110 Revelin, LLC				
01-200-000-0000-6314		Replace light in 224	20	Radio Maint
01-200-000-0000-6314		Install battery saver 218	21	Radio Maint
12110 Revelin, LLC				2 Transactions
4233 S & T Office Products Inc				
01-200-000-0000-6405		Office supplies	01PN3132	Office Supplies
4233 S & T Office Products Inc				1 Transactions
10878 Sew Much & More				
01-200-000-0000-6205		shipping	693181	Postage
10878 Sew Much & More				1 Transactions
4681 Streichers				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
01-200-000-0000-6410		239.99-	Return jacket	CM259438 Clothing Allowance
01-200-000-0000-6410		20.30	Phone holder	I973907 Clothing Allowance
01-200-000-0000-6410		98.98	Vest carrier 224	I975306 Clothing Allowance
01-200-000-0000-6410		70.98	Cargo pants 221	I975384 Clothing Allowance
01-200-000-0000-6410		276.98	1 Jacket	I976425 Clothing Allowance
01-200-000-0000-6410		249.99	1 jacket	I976697 Clothing Allowance
4681 Streichers		477.24		6 Transactions
6128 Tire Barn				
01-200-000-0000-6302		244.84	Engine coolant,brake rotor#219	22573 Car Maintenance
6128 Tire Barn		244.84		1 Transactions
6097 Verizon Wireless				
01-200-000-0000-6250		260.24	Cell Squad Connections	786663881 Telephone
6097 Verizon Wireless		260.24		1 Transactions
200 DEPT Total:		7,875.82	Enforcement	19 Vendors 36 Transactions

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
201	DEPT		Sheriff Contingency For D & A		
	11692 Oberg Fence				
	01-201-000-0000-5612		Electric fence evidence	2324	Drug & Forfeiture Ms387.213
	11692 Oberg Fence		1 Transactions		
201	DEPT Total:		Sheriff Contingency For D & A	1 Vendors	1 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
202	DEPT		Boat & Water			
117	Aitkin County Sheriff 01-202-000-0000-6374		219.75	Title/Reg. Airboat & Traile	12/6/12	Auto & Trailer License
117	Aitkin County Sheriff		219.75	1 Transactions		
2340	Hyytinen Hardware Hank 01-202-000-0000-6405		6.72	Washers for weights	1075163	Office Supplies
2340	Hyytinen Hardware Hank		6.72	1 Transactions		
202	DEPT Total:		226.47	Boat & Water	2 Vendors	2 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
206	DEPT		Forfeitures		
86359	Aitkin Co Attorney				
	01-206-000-0000-6409		20% administrative forfeiture	09-4507	Forfeiture Supplies
	01-206-000-0000-6409		30% admin forfeiture	11-3061	Forfeiture Supplies
	01-206-000-0000-6409		30% admin forfeiture	12-0036	Forfeiture Supplies
	01-206-000-0000-6409		30% admin forfeiture	12-1487	Forfeiture Supplies
	01-206-000-0000-6409		30% admin forfeiture	12-1849	Forfeiture Supplies
86359	Aitkin Co Attorney		784.85	5 Transactions	
1775	Galls Inc				
	01-206-000-0000-6409		1,105.00	233701	Forfeiture Supplies
1775	Galls Inc		1,105.00	1 Transactions	
86235	Office Shop Inc/The				
	01-206-000-0000-6409		70.09	926616-0	Forfeiture Supplies
86235	Office Shop Inc/The		70.09	1 Transactions	
206	DEPT Total:		1,959.94	3 Vendors	7 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
252	DEPT			Corrections		
86222	Aitkin Independent Age 01-252-252-0000-6405		30.00	Renew 1st Flr jail subscriptio		Prisoner Welfare
86222	Aitkin Independent Age		30.00	1 Transactions		
10185	Centurylink Communications Inc 01-252-000-0000-6250		164.22	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		164.22	1 Transactions		
163	Charter Communications 01-252-252-0000-6405		42.18	CABLE TV FOR INMATES		Prisoner Welfare
163	Charter Communications		42.18	1 Transactions		
88628	Dalco 01-252-000-0000-6422		163.91	JAIL PAPER PRODUCTS	2545005	Janitorial Supplies
88628	Dalco		163.91	1 Transactions		
1570	Erickson Oil Products Inc 01-252-000-0000-6511		16.60	GASOLINE	9334	Gas And Oil
1570	Erickson Oil Products Inc		16.60	1 Transactions		
11715	Granite Electronics 01-252-000-0000-6409		600.00	RADIO CASES	451764	Jail Supplies
11715	Granite Electronics		600.00	1 Transactions		
2186	Hillyard Inc - Kansas City 01-252-000-0000-6422		328.55	JANITORIAL	600485346	Janitorial Supplies
2186	Hillyard Inc - Kansas City		328.55	1 Transactions		
5503	Keefe Supply Company 01-252-000-0000-6418		137.28	Commissary supplies	SI97941	Groceries
5503	Keefe Supply Company		137.28	1 Transactions		
5756	KEEPRS, Inc 01-252-000-0000-6410		45.89	UNIFORM PANT-ERICA	196508-1	Clothing Allowance
	01-252-000-0000-6410		49.99	CARGO PANTS-CLAY#324	200949-01	Clothing Allowance
	01-252-000-0000-6410		116.81	Uniform shirts Morgan	201595	Clothing Allowance
5756	KEEPRS, Inc		212.69	3 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
91187	Lake Country Power 01-252-000-0000-6254		104.14	QUADNA TOWER	1501827050	Utilities & Heating
91187	Lake Country Power		104.14	1 Transactions		
89765	Minnesota Elevator Service 01-252-000-0000-6231		151.76	December Service Billing	261983	Services & Labor (Incl Contracts)
89765	Minnesota Elevator Service		151.76	1 Transactions		
3789	Pan-O-Gold Baking Company 01-252-000-0000-6418		130.40	GROCERIES	010024232025	Groceries
	01-252-000-0000-6418		185.64	GROCERIES	010024232620	Groceries
	01-252-000-0000-6418		115.50	GROCERIES	010024233413	Groceries
3789	Pan-O-Gold Baking Company		431.54	3 Transactions		
5426	Plastocon, Inc. 01-252-000-0000-6409		593.40	Disposable tray lids	76731	Jail Supplies
5426	Plastocon, Inc.		593.40	1 Transactions		
9499	Reliance Telephone Systems, Inc 01-252-252-0000-6406		1,871.35	phone cards	D-9694	Phone Card Prisoner Welfare
9499	Reliance Telephone Systems, Inc		1,871.35	1 Transactions		
4070	Riley Auto Supply 01-252-000-0000-6590		165.77	EXHAUST FAN BELTS	529965	Repair & Maintenance Supplies
4070	Riley Auto Supply		165.77	1 Transactions		
84172	Riverwood Healthcare Center 01-252-000-0000-6262		2,318.00	NURSE VISITS		Medical Expenses & Supplies - Inmates
84172	Riverwood Healthcare Center		2,318.00	1 Transactions		
5774	Riverwood Healthcare Clinic 01-252-000-0000-6272		165.00	Employ,Physical-Crowther	22811	Physical Examinations
	01-252-000-0000-6272		200.00	Pre-employment M Bates	Dec12	Physical Examinations
5774	Riverwood Healthcare Clinic		365.00	2 Transactions		
4233	S & T Office Products Inc 01-252-000-0000-6405		86.51	Office supplies	01PN3132	Office & Computer Supplies
4233	S & T Office Products Inc		86.51	1 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
10878	Sew Much & More 01-252-000-0000-6410		7.77	Rit Dye	693181	Clothing Allowance
10878	Sew Much & More		7.77	1 Transactions		
3200	Star Tribune 01-252-252-0000-6405		634.40	Annual renewal	2155653	Prisoner Welfare
3200	Star Tribune		634.40	1 Transactions		
4681	Streichers 01-252-000-0000-6405		7.47	Handcuff key	1978453	Office & Computer Supplies
4681	Streichers		7.47	1 Transactions		
4761	Sysco Minnesota Inc 01-252-000-0000-6418		2,033.83	GROCERIES	211150619	Groceries
	01-252-000-0000-6418		1,876.91	GROCERIES	211211663	Groceries
	01-252-000-0000-6420		10.24	KITCHEN SUPPLIES	211231552	Kitchen Supplies
	01-252-000-0000-6418		1,749.35	GROCERIES	211290215	Groceries
4761	Sysco Minnesota Inc		5,670.33	4 Transactions		
11607	Thrifty White Pharmacy-Aitkin 01-252-000-0000-6262		1,296.46	NOVEMBER PRESCRIPTIONS	20-SHERIFF	Medical Expenses & Supplies - Inmates
11607	Thrifty White Pharmacy-Aitkin		1,296.46	1 Transactions		
11539	Traveler's Fare 01-252-000-0000-6330		397.60	D.Sack airfare-escort T.Johnso	0079621	Prisoner Transportation & Travel
	01-252-000-0000-6330		213.80	Extradition airfare-T.Johnson	0079622	Prisoner Transportation & Travel
11539	Traveler's Fare		611.40	2 Transactions		
6097	Verizon Wireless 01-252-000-0000-6250		26.02	Cell-Scollard	786663881	Telephone
6097	Verizon Wireless		26.02	1 Transactions		
252	DEPT Total:		16,036.75	Corrections	25 Vendors	34 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
253	DEPT			Aitkin Co Community Corrections		
86467	Auto Value Aitkin 01-253-000-0000-6405		17.36	Breakaway coil, glass	40016410	Operating Supplies
86467	Auto Value Aitkin		17.36	1 Transactions		
88879	Central Mn Community Corrections-DT 01-253-000-0000-6823		10,724.08	January Appropriation		County Allocation
88879	Central Mn Community Corrections-DT		10,724.08	1 Transactions		
10185	Centurylink Communications Inc 01-253-000-0000-6250		3.17	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		3.17	1 Transactions		
2340	Hyytinen Hardware Hank 01-253-000-0000-6405		90.83	Waders for removing buoys	1075203	Operating Supplies
	01-253-000-0000-6405		25.09	Brushes	1075295	Operating Supplies
	01-253-000-0000-6405		19.54	STS Supplies	1076187	Operating Supplies
2340	Hyytinen Hardware Hank		135.46	3 Transactions		
6072	North Homes Inc 01-253-000-0000-6204		399.20	SECURE AUG 26-27	IJC13052	Juvenile Detention
	01-253-000-0000-6204		998.00	SECURE NOV 1-5	IJC13451	Juvenile Detention
	01-253-000-0000-6204		399.20	SECURE NOV 27-28	IJC13451	Juvenile Detention
	01-253-000-0000-6204		5,988.00	SECURE NOV 1-30	IJC13453	Juvenile Detention
6072	North Homes Inc		7,784.40	4 Transactions		
3660	Northwood Equipment 01-253-000-0000-6405		82.13	CHAINSAW PARTS	P12092	Operating Supplies
	01-253-000-0000-6405		37.29	CHAINSAW OIL,TOOLS	P12249	Operating Supplies
3660	Northwood Equipment		119.42	2 Transactions		
4010	Rasley Oil Company 01-253-000-0000-6511		509.89	NOVEMBER GAS	AITCOSHERS	Gas And Oil
4010	Rasley Oil Company		509.89	1 Transactions		
4761	Sysco Minnesota Inc 01-253-000-0000-6405		19.74	Styro cups STS	212060227	Operating Supplies
4761	Sysco Minnesota Inc		19.74	1 Transactions		

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
			Amount			
5551	Unclaimed Freight North 01-253-000-0000-6405		39.93	BROWN JERSEY GLOVES	11/26/12	Operating Supplies
5551	Unclaimed Freight North		39.93	1 Transactions		
253	DEPT Total:		19,353.45	Aitkin Co Community Corrections	9 Vendors	15 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
254	DEPT		Enhanced 911 System		
5398	CDW Government, Inc 01-254-000-0000-6610 01-254-000-0000-6610		MONITOR	T268524	Equipment
		258.41			
		793.14	2 TOUCH SCREEN MONITORS	T627261	Equipment
5398	CDW Government, Inc	1,051.55	2 Transactions		
3513	Maplogic Corporation 01-254-000-0000-6405	300.00	Maplogic layout manager	MLC-2012-276	Office & Computer Supplies
3513	Maplogic Corporation	300.00	1 Transactions		
8694	Mn Dept Of Transportation 01-254-000-0000-6231	400.00	FACILITY USER AGREEMENT 12/01/2012 11/30/2013	GLEN TOWER	Services, Labor, Contracts
	01-254-000-0000-6231	300.00	FACILITY USER AGREEMENT 12/01/2012 11/30/2013	LAWLER TOWER	Services, Labor, Contracts
	01-254-000-0000-6231	300.00	FACILITY USER AGREEMENT 12/01/2012 11/30/2013	LOGAN TOWER	Services, Labor, Contracts
	01-254-000-0000-6231	300.00	FACILITY USER AGREEMENT 12/01/2012 11/30/2013	QUADNA TOWER	Services, Labor, Contracts
	01-254-000-0000-6231	300.00	FACILITY USER AGREEMENT 12/01/2012 11/30/2013	Sandy Lk tower	Services, Labor, Contracts
	01-254-000-0000-6231	300.00	FACILITY USER AGREEMENT 12/01/2012 11/30/2013	W.Pine Tower	Services, Labor, Contracts
8694	Mn Dept Of Transportation	1,900.00	6 Transactions		
254	DEPT Total:	3,251.55	Enhanced 911 System	3 Vendors	9 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
255	DEPT		General Crime Victim Grant		
10185	Centurylink Communications Inc				
	01-255-000-0000-6250		NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		1 Transactions		
255	DEPT Total:		General Crime Victim Grant	1 Vendors	1 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
257	DEPT		Sobriety Court		
86116	Mckanna/Richard 01-257-022-0000-6406		prepay Cell phone	2184291942	Sobriety Crt Expenses
86116	Mckanna/Richard	50.00			1 Transactions
11997	Minnesota Monitoring 01-257-022-0000-6406	561.00	October EHM	2395	Sobriety Crt Expenses
11997	Minnesota Monitoring	561.00			1 Transactions
3810	Paulbeck's County Market 01-257-022-0000-6406	7.41	7 greeting cards	9277299	Sobriety Crt Expenses
3810	Paulbeck's County Market	7.41			1 Transactions
6146	RS Eden 01-257-022-0000-6406	730.95	Sobriety Ct drug testing	43332	Sobriety Crt Expenses
	01-257-022-0000-6406	520.94	Sobriety ct drug test supplies	43701	Sobriety Crt Expenses
	01-257-022-0000-6406	404.50	Sobriety Ct drug testing	43701	Sobriety Crt Expenses
6146	RS Eden	1,656.39			3 Transactions
257	DEPT Total:	2,274.80	Sobriety Court	4 Vendors	6 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
280	DEPT		Emergency Management		
10313	Lenovo (United States) Inc. 01-280-000-0000-6625		EM MGMT LAPTOP PC	6220735419	Office Equipment
10313	Lenovo (United States) Inc.		1 Transactions		
280	DEPT Total:		Emergency Management	1 Vendors	1 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
390	DEPT		Environmental Health (FBL)		
10185	Centurylink Communications Inc 01-390-000-0000-6250		16.08	NOVEMBER LONG DISTANCE	320146217 Telephone
10185	Centurylink Communications Inc		16.08	1 Transactions	
4641	Holiday Credit Office 01-390-000-0000-6511		30.85	FBL fuel November	1400000135321 Gas And Oil
4641	Holiday Credit Office		30.85	1 Transactions	
10567	Lake Country Auto Center Of Aitkin 01-390-000-0000-6302		36.99	oil change -2001 Malibu	12762 Car Maintenance
10567	Lake Country Auto Center Of Aitkin		36.99	1 Transactions	
390	DEPT Total:		83.92	Environmental Health (FBL)	3 Vendors 3 Transactions

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Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
391	DEPT			Solid Waste		
10185	Centurylink Communications Inc 01-391-000-0000-6250		17.99	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		17.99	1 Transactions		
1754	Garrison Disposal Company, Inc 01-391-060-0000-6360		6,218.26	November recycling		Recycling Contract
1754	Garrison Disposal Company, Inc		6,218.26	1 Transactions		
2763	J & H Transfer Station-Lakes Sanitary 01-391-060-0000-6360		1,319.40	November Recycling		Recycling Contract
2763	J & H Transfer Station-Lakes Sanitary		1,319.40	1 Transactions		
3503	Neff/Terry B. 01-391-000-0000-6340		9.48	Dinner-AMC Conference		Meals
3503	Neff/Terry B.		9.48	1 Transactions		
4010	Rasley Oil Company 01-391-000-0000-6511		80.66	NOVEMBER GAS	AITCOZOS	Gas And Oil
4010	Rasley Oil Company		80.66	1 Transactions		
6097	Verizon Wireless 01-391-000-0000-6250		50.90	Monthly cellular	28625229900001	Telephone
6097	Verizon Wireless		50.90	1 Transactions		
391	DEPT Total:		7,696.69	Solid Waste	6 Vendors	6 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
520	DEPT			Parks		
1070	Aitkin True Value					
	01-520-000-0000-6590		5.87	Black Connector	A229501	Repair & Maintenance Supplies
	01-520-000-0000-6590		11.64	Elec plug	A230306	Repair & Maintenance Supplies
1070	Aitkin True Value		17.51		2 Transactions	
9625	Blind Lake Atv Club					
	01-520-000-0000-6802		1,538.03	Club Work 10-6/10-30	R.1003	Trail Grants-State
9625	Blind Lake Atv Club		1,538.03		1 Transactions	
589	Blomberg/Judith					
	01-520-000-0000-6350		105.00	Park commission meetings		Per Diem
589	Blomberg/Judith		105.00		1 Transactions	
176	City Of Palisade					
	01-520-000-0000-6231		1,250.00	Berglund Park Ranger serv	25 wks @ \$50	Services, Labor, Contracts
176	City Of Palisade		1,250.00		1 Transactions	
11615	Evergreen Pac					
	01-520-000-0000-6802		3,407.80	CLUB WORK 5/19-10/28/12	R. 1003	Trail Grants-State
11615	Evergreen Pac		3,407.80		1 Transactions	
1754	Garrison Disposal Company, Inc					
	01-520-000-0000-6254		87.75	November garbage - shop	8159189	Utilities
	01-520-000-0000-6254		87.75	November garbage - Aitkin Pk	8159189	Utilities
	01-520-000-0000-6254		87.75	November garbage - Berglund	8159189	Utilities
1754	Garrison Disposal Company, Inc		263.25		3 Transactions	
1880	Gravelle Plumbing & Heating, Inc					
	01-520-000-0000-6590		403.76	FURNACE REPAIR AT SHOP	63198	Repair & Maintenance Supplies
1880	Gravelle Plumbing & Heating, Inc		403.76		1 Transactions	
9841	Gustin/Thomas John					
	01-520-000-0000-6350		105.00	Park Commission Meetings	3@35	Per Diem
	01-520-000-0000-6330		43.29	Mileage Park Commission	78@.555	Transportation & Travel
9841	Gustin/Thomas John		148.29		2 Transactions	
2340	Hyytinen Hardware Hank					
	01-520-000-0000-6590		12.75	Handle, hammer, coupler	1074759	Repair & Maintenance Supplies

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
01-520-000-0000-6590	22.84	Sea foam, paint	1075532	Repair & Maintenance Supplies
01-520-000-0000-6590	5.32	Adapter socket	1076584	Repair & Maintenance Supplies
01-520-000-0000-6590	7.04	Nuts screws	1077728	Repair & Maintenance Supplies
01-520-000-0000-6590	4.58	Auger, stand hook	1077821	Repair & Maintenance Supplies
01-520-000-0000-6590	3.41	Paint for gates	1078341	Repair & Maintenance Supplies
01-520-000-0000-6590	18.16	Std htg only term	1078400	Repair & Maintenance Supplies
01-520-000-0000-6590	2.26	Hardware for shop	1078815	Repair & Maintenance Supplies
2340 Hyytinen Hardware Hank	76.36		8 Transactions	
2448 Janzen/Carroll Mark				
01-520-000-0000-6330	93.24	Park Commission mileage	168@.555	Transportation & Travel
01-520-000-0000-6350	105.00	Park commission mtgs	3@35	Per Diem
2448 Janzen/Carroll Mark	198.24		2 Transactions	
5759 Kitzrow/Donald				
01-520-000-0000-6330	111.00	Park Commission mileage	200@.555	Transportation & Travel
01-520-000-0000-6350	105.00	Park Commission mtgs	3@35	Per Diem
5759 Kitzrow/Donald	216.00		2 Transactions	
10337 Mille Lacs Driftskippers				
01-520-000-0000-6802	2,941.75	Redtop Club Wrk 9/6-10/12/12	R. 1003	Trail Grants-State
10337 Mille Lacs Driftskippers	2,941.75		1 Transactions	
3160 Mille Lacs Energy Coop-Albert Lea				
01-520-000-0000-6254	29.09	ELECTRICITY-BERGLUND PK	185110602	Utilities
3160 Mille Lacs Energy Coop-Albert Lea	29.09		1 Transactions	
9692 Minnesota Energy Resources Corporation				
01-520-000-0000-6254	514.89	NOVEMBER SHOP GAS	4162495-8	Utilities
9692 Minnesota Energy Resources Corporation	514.89		1 Transactions	
4070 Riley Auto Supply				
01-520-000-0000-6590	44.88	Stripe off	530048	Repair & Maintenance Supplies
01-520-000-0000-6590	15.59	Air filter 27	530138	Repair & Maintenance Supplies
01-520-000-0000-6590	30.97	Brake cleaner, carrier, socket	530285	Repair & Maintenance Supplies
01-520-000-0000-6590	2.13	Slotted 12-14 shop	530571	Repair & Maintenance Supplies
01-520-000-0000-6590	44.88	Jack for 513	530624	Repair & Maintenance Supplies
4070 Riley Auto Supply	138.45		5 Transactions	

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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
90805	Temco 01-520-000-0000-6590		314.68	Fabricate bldg Brackets	15093	Repair & Maintenance Supplies
90805	Temco		314.68	1 Transactions		
6097	Verizon Wireless 01-520-000-0000-6250		36.74	Cell phone	58068382700001	Telephone
6097	Verizon Wireless		36.74	1 Transactions		
12065	Warnest/Timothy 01-520-000-0000-6330		106.56	Park Commission mileage	192@.555	Transportation & Travel
	01-520-000-0000-6350		105.00	Park commission meetings	3@35	Per Diem
12065	Warnest/Timothy		211.56	2 Transactions		
520	DEPT Total:		11,811.40	Parks	18 Vendors	36 Transactions

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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
600	DEPT		Ag Society, Soil & Water, Ag Inspect		
111	Aitkin Co Soil & Water 01-600-553-0000-6231		2011 Ag Inspector Services		Ag Inspector Contracts & Services
111	Aitkin Co Soil & Water		1 Transactions		
600	DEPT Total:		Ag Society, Soil & Water, Ag Inspect	1 Vendors	1 Transactions

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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
601	DEPT		Extension		
89471	Aitkin Co 4-H Council				
	01-601-551-0000-5840		P.Bk Sales-Recorders-R.342	2466-2475	4-H Plat Book Sales
	01-601-551-0000-5840		P.Bk Sales-Recorders-R.344	2476-2485	4-H Plat Book Sales
	01-601-551-0000-5840		P.Bk Sales-License Ctr-R.343	2503-2504	4-H Plat Book Sales
	01-601-551-0000-5840		P.Bk Sales-Recorders-R.345	2534-2543	4-H Plat Book Sales
89471	Aitkin Co 4-H Council		4 Transactions		
10185	Centurylink Communications Inc				
	01-601-000-0000-6250		NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		1 Transactions		
601	DEPT Total:		966.77 Extension	2 Vendors	5 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
					Service Dates	Paid On Bhf #	On Behalf of Name
711	DEPT				Economic Development		
248	Association Of Mn Counties						
	01-711-000-0000-6340			30.00	Annual conf.awards banq.-Ross	35988	Meals Reimbursed Non-Taxable
248	Association Of Mn Counties			30.00	1 Transactions		
10185	Centurylink Communications Inc						
	01-711-000-0000-6250			9.95	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc			9.95	1 Transactions		
711	DEPT Total:			39.95	Economic Development	2 Vendors	2 Transactions
1	Fund Total:			173,759.38	General Fund		331 Transactions

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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
301 DEPT		R&B Administration		
9261 RTVision, Inc. 03-301-000-0000-6300		1,235.76	SUPPORT CONTRACT TIMECAR120312 11340	Service Contracts
9261 RTVision, Inc.		1,235.76	1 Transactions	
4233 S & T Office Products Inc 03-301-000-0000-6400		43.90	FOLDER 112012 01PM6599	Supplies And Materials
4233 S & T Office Products Inc		43.90	1 Transactions	
11605 Shred Right 03-301-000-0000-6400		30.00	DOCUMENT DESTRUCTION 111312 137615	Supplies And Materials
11605 Shred Right		30.00	1 Transactions	
10431 Verizon Business 03-301-000-0000-6250		54.83	HWY OFFICE 111312 4227984818	Telephone
10431 Verizon Business		54.83	1 Transactions	
6097 Verizon Wireless 03-301-000-0000-6250		165.85	JOHN 120112	Telephone
6097 Verizon Wireless		165.85	1 Transactions	
301 DEPT Total:		1,530.34	R&B Administration 5 Vendors	5 Transactions

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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
302	DEPT		R&B Engineering/Construction		
8513	Commissioner Of Transportation				
	03-302-000-0000-6296		CONTRACT ADMIN	112812	M QUALE Meeting Expense/Physicals
	03-302-000-0000-6296		CONTRACT ADMIN	112812	P KAZMERZAK Meeting Expense/Physicals
8513	Commissioner Of Transportation		2 Transactions		
9193	Hayes Instrument Co Inc				
	03-302-000-0000-6449		TAPE	101212	638572 Rd/Br Engr. Supplies
9193	Hayes Instrument Co Inc		1 Transactions		
302	DEPT Total:		R&B Engineering/Construction	2 Vendors	3 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
303	DEPT			R&B Highway Maintenance		
50	Aitkin Body Shop, Inc 03-303-000-0000-6590		50.00	WINDSHIELD 111412	56019	Repair & Maintenance Supplies
50	Aitkin Body Shop, Inc		50.00	1 Transactions		
170	Aitkin Motor Company 03-303-000-0000-6590		792.13	CHECK ENGINE 111512	235771	Repair & Maintenance Supplies
170	Aitkin Motor Company		792.13	1 Transactions		
195	Aitkin Tire Shop 03-303-000-0000-6590		60.00	LABOR 112012	51414	Repair & Maintenance Supplies
	03-303-000-0000-6590		84.85	TUBE/LABOR 112012	51475	Repair & Maintenance Supplies
	03-303-000-0000-6590		522.49	TIRES /LABOR 112012	51483	Repair & Maintenance Supplies
	03-303-000-0000-6590		32.00	LABOR 112012	51491	Repair & Maintenance Supplies
195	Aitkin Tire Shop		699.34	4 Transactions		
8239	Ameripride Linen & Apparel Services 03-303-000-0000-6523		44.61	SHOP LAUNDRY 120412	2200317246	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		41.40	SHOP LAUNDRY 120412	2200319771	Misc Bldg & Shop Supplies
8239	Ameripride Linen & Apparel Services		86.01	2 Transactions		
9402	Ammala Excavating/Allen 03-303-000-0000-6231		3,195.00	RICE RIVER BRIDGE 112112		Services,Equip.Rental Etc.
9402	Ammala Excavating/Allen		3,195.00	1 Transactions		
86467	Auto Value Aitkin 03-303-000-0000-6590		240.98	HYDRAULIC FILTERS 120312	40016211	Repair & Maintenance Supplies
86467	Auto Value Aitkin		240.98	1 Transactions		
11895	Cargill, Incorporated 03-303-000-0000-6518		5,182.42	DEICING SALT 112912	2900848429	De-Icing Salt
	03-303-000-0000-6518		7,235.28	DEICING SALT 112912	290848345	De-Icing Salt
11895	Cargill, Incorporated		12,417.70	2 Transactions		
8265	Centurylink 03-303-000-0000-6250		45.52	PHONE - HILL CITY 120312	301226554	Telephone
8265	Centurylink		45.52	1 Transactions		
1200	Cummings Oil, Inc					

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 #	
1200 Cummings Oil, Inc		2,342.90	PALISADE 111912	Motor Fuel & Lubricants
		2,342.90	27135	
			1 Transactions	
8500 Diamond Mowers, Inc				
03-303-000-0000-6590		334.97	PIVOT LINK 120512	Repair & Maintenance Supplies
8500 Diamond Mowers, Inc		334.97	72129	
			1 Transactions	
7935 East Central Energy				
03-303-000-0000-6254		74.91	POWER - MCGRATH 120312	Utilities
7935 East Central Energy		74.91	70415419	
			1 Transactions	
1570 Erickson Oil Products Inc				
03-303-000-0000-6513		882.29	GASOLINE 120612	Motor Fuel & Lubricants
1570 Erickson Oil Products Inc		882.29	9989	
			1 Transactions	
8622 Frontier				
03-303-000-0000-6250		59.43	JACOBSON 121012	Telephone
03-303-000-0000-6250		72.24	PALISADE 121012	Telephone
8622 Frontier		131.67	2187526591	
			2188452607	
			2 Transactions	
1754 Garrison Disposal Company, Inc				
03-303-000-0000-6521		40.00	GARBAGE 112712	Maintenance Supplies
03-303-000-0000-6521		25.00	GARBAGE 112712	Maintenance Supplies
1754 Garrison Disposal Company, Inc		65.00	610685	
			610699	
			2 Transactions	
1880 Gravelle Plumbing & Heating, Inc				
03-303-000-0000-6298		2,361.24	BOILER 111512	Shop Maintenance
03-303-000-0000-6298		171.19	HEATING SYSTEM 111512	Shop Maintenance
03-303-000-0000-6298		74.81	HEATING SYSTEM 111512	Shop Maintenance
1880 Gravelle Plumbing & Heating, Inc		2,607.24	62974	
			63019	
			63027	
			3 Transactions	
4641 Holiday Credit Office				
03-303-000-0000-6513		47.36-	FEDERAL TAX 112712	Motor Fuel & Lubricants
03-303-000-0000-6513		111.35	GASOLINE 112712	Motor Fuel & Lubricants
03-303-000-0000-6513		1.17-	REBATE 112712	Motor Fuel & Lubricants
4641 Holiday Credit Office		62.82	3 Transactions	
2340 Hyytinen Hardware Hank				
03-303-000-0000-6523		9.59	CLEANER 110712	Misc Bldg & Shop Supplies
			1074451	

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
	03-303-000-0000-6590		12.70	CLAMP 110712	1075423 Repair & Maintenance Supplies
	03-303-000-0000-6590		8.53	TOTES 110712	1075542 Repair & Maintenance Supplies
	03-303-000-0000-6523		20.92	CABLES 110712	1075549 Misc Bldg & Shop Supplies
	03-303-000-0000-6523		136.93	MISER 110712	1077427 Misc Bldg & Shop Supplies
	03-303-000-0000-6516		34.80	MAILBOX 110712	1078530 Signs & Posts
	03-303-000-0000-6523		42.29	HAMMER 110712	1078851 Misc Bldg & Shop Supplies
	03-303-000-0000-6590		18.16	BATTERY 110712	1079006 Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		283.92	8 Transactions	
12190	ITS, Inc				
	03-303-000-0000-6516		4,560.00	BARRICADES 120512	5567 Signs & Posts
12190	ITS, Inc		4,560.00	1 Transactions	
2763	J & H Transfer Station-Lakes Sanitary				
	03-303-000-0000-6254		57.65	GARBAGE - PALISADE 120512	54686 Utilities
	03-303-000-0000-6254		93.89	GARBAGE - AITKIN 120512	56485 Utilities
2763	J & H Transfer Station-Lakes Sanitary		151.54	2 Transactions	
91187	Lake Country Power				
	03-303-000-0000-6254		63.70	JACOBSON 121012	140073000 Utilities
	03-303-000-0000-6254		431.43	SWATARA 121012	140946401 Utilities
	03-303-000-0000-6254		60.83	CSAH 14 113012	141979801 Utilities
	03-303-000-0000-6254		74.05	CSAH 6 113012	141979901 Utilities
91187	Lake Country Power		630.01	4 Transactions	
2991	Malmo Market				
	03-303-000-0000-6513		28.38	GASOLINE 120112	17652 Motor Fuel & Lubricants
	03-303-000-0000-6513		81.08	GASOLINE 120112	18857 Motor Fuel & Lubricants
	03-303-000-0000-6513		50.73	GASOLINE 120112	20816 Motor Fuel & Lubricants
	03-303-000-0000-6513		47.30	GASOLINE 120112	24127 Motor Fuel & Lubricants
2991	Malmo Market		207.49	4 Transactions	
10824	Maney International Inc				
	03-303-000-0000-6590		324.90	FILTER 121212	619814 Repair & Maintenance Supplies
	03-303-000-0000-6523		187.82	BLADE 121212	620808 Misc Bldg & Shop Supplies
10824	Maney International Inc		512.72	2 Transactions	
3100	McGregor Oil				
	03-303-000-0000-6523		5.50	GREASE 120112	47532 Misc Bldg & Shop Supplies

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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 #	
03-303-000-0000-6513		65.16	GASOLINE 120112	47550 Motor Fuel & Lubricants
03-303-000-0000-6513		65.15	GASOLINE 120112	48151 Motor Fuel & Lubricants
03-303-000-0000-6513		53.84	GASOLINE 120112	48152 Motor Fuel & Lubricants
03-303-000-0000-6513		42.50	GASOLINE 120112	48153 Motor Fuel & Lubricants
03-303-000-0000-6513		43.44	GASOLINE 120112	48154 Motor Fuel & Lubricants
03-303-000-0000-6513		65.15	GASOLINE 120112	481555 Motor Fuel & Lubricants
03-303-000-0000-6513		67.43	GASOLINE 120112	48156 Motor Fuel & Lubricants
03-303-000-0000-6513		17.45	GASOLINE 120112	48157 Motor Fuel & Lubricants
03-303-000-0000-6513		35.40	GASOLINE 120112	48158 Motor Fuel & Lubricants
3100 McGregor Oil		461.02		10 Transactions
3160 Mille Lacs Energy Coop-Albert Lea				
03-303-000-0000-6254		484.40	POWER - PALISADE 121312	185202601 Utilities
03-303-000-0000-6254		60.69	169 AND CSAH 3 121312	192301001 Utilities
03-303-000-0000-6254		177.41	POWER - MCGREGOR 121312	295300301 Utilities
03-303-000-0000-6254		659.03	POWER - AITKIN 121312	335200702 Utilities
03-303-000-0000-6254		63.10	169 AND 28 121312	396202201 Utilities
03-303-000-0000-6254		4.36	47 AND 2 121312	545110401 Utilities
3160 Mille Lacs Energy Coop-Albert Lea		1,448.99		6 Transactions
9692 Minnesota Energy Resources Corporation				
03-303-000-0000-6297		493.14	GAS - AITKIN 121212	42552174 Shop Fuel
9692 Minnesota Energy Resources Corporation		493.14		1 Transactions
10720 Nuss Truck & Equipment				
03-303-000-0000-6590		139.15	SOCKET 120612	3103121 Repair & Maintenance Supplies
03-303-000-0000-6590		1,383.13	RADIATOR 120612	3103372 Repair & Maintenance Supplies
10720 Nuss Truck & Equipment		1,522.28		2 Transactions
3760 Palisade Cooperative Oil Assoc				
03-303-000-0000-6513		48.15	GASOLINE 120412	234927 Motor Fuel & Lubricants
03-303-000-0000-6513		47.99	GASOLINE 120412	235140 Motor Fuel & Lubricants
03-303-000-0000-6513		91.59	GASOLINE 120412	235145 Motor Fuel & Lubricants
03-303-000-0000-6513		46.31	GASOLINE 120412	235591 Motor Fuel & Lubricants
03-303-000-0000-6513		50.04	GASOLINE 120412	236357 Motor Fuel & Lubricants
03-303-000-0000-6513		67.47	GASOLINE 120412	236572 Motor Fuel & Lubricants
03-303-000-0000-6590		117.81	HOSED 120412	236678 Repair & Maintenance Supplies
3760 Palisade Cooperative Oil Assoc		469.36		7 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
8537 Powerplan OIB				
03-303-000-0000-6590		368.72	TRAVEL 120612	Repair & Maintenance Supplies
8537 Powerplan OIB		368.72	1 Transactions	
3950 Public Utilities				
03-303-000-0000-6254		86.71	112012	Utilities
03-303-000-0000-6254		56.17	112012	Utilities
3950 Public Utilities		142.88	2 Transactions	
4010 Rasley Oil Company				
03-303-000-0000-6513		46.36	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		54.14	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		57.24	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		66.59	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		80.99	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		64.72	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		61.04	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		48.67	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		31.60	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		53.50	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		65.06	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		50.13	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		50.00	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		56.05	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		86.17	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		58.50	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		69.35	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		38.32	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		23.29	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		76.92	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		77.39	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		64.82	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		34.27	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		58.50	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		54.71	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		53.35	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		70.78	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		75.47	GASOLINE 120112	Motor Fuel & Lubricants
03-303-000-0000-6513		33.18	GASOLINE 120112	Motor Fuel & Lubricants

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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 #	
03-303-000-0000-6513		80.66	GASOLINE 120112	9695 Motor Fuel & Lubricants
03-303-000-0000-6513		64.83	GASOLINE 120112	993 Motor Fuel & Lubricants
4010 Rasley Oil Company		1,806.60	31 Transactions	
4070 Riley Auto Supply				
03-303-000-0000-6523		118.39	AIR COMP 113012	Misc Bldg & Shop Supplies
03-303-000-0000-6523		53.10	BRAKE CLEANER 113012	Misc Bldg & Shop Supplies
03-303-000-0000-6523		7.47	RTV HI TEMP 113012	Misc Bldg & Shop Supplies
03-303-000-0000-6590		452.05	113012	Repair & Maintenance Supplies
03-303-000-0000-6590		26.70	ADAPTER 113012	Repair & Maintenance Supplies
03-303-000-0000-6590		256.49	AIR DRYER 113012	Repair & Maintenance Supplies
03-303-000-0000-6590		95.96	BRAKE HOSE 113012	Repair & Maintenance Supplies
03-303-000-0000-6590		12.81	BULB 113012	Repair & Maintenance Supplies
03-303-000-0000-6590		11.93	CABLE 113012	Repair & Maintenance Supplies
03-303-000-0000-6590		4.26	CAP 113012	Repair & Maintenance Supplies
03-303-000-0000-6590		49.15	CARTIDGE 113012	Repair & Maintenance Supplies
03-303-000-0000-6590		106.86	CHAMBER 113012	Repair & Maintenance Supplies
03-303-000-0000-6590		1.76	CLAMP 113012	Repair & Maintenance Supplies
03-303-000-0000-6590		14.73	COUPLER 113012	Repair & Maintenance Supplies
03-303-000-0000-6590		28.79	FITTING 113012	Repair & Maintenance Supplies
03-303-000-0000-6590		301.36	GOVERNOR 113012	Repair & Maintenance Supplies
03-303-000-0000-6590		42.73	LIGHT 113012	Repair & Maintenance Supplies
03-303-000-0000-6590		17.08	WORK LAMP 113012	Repair & Maintenance Supplies
4070 Riley Auto Supply		1,601.62	18 Transactions	
12471 Rocky's Electric				
03-303-000-0000-6517		268.40	FIX LIGHTS 112912	Alsphalt,Crackfiller,Tack Oil,Etc
12471 Rocky's Electric		268.40	1 Transactions	
10257 Sadie Llama Designs				
03-303-000-0000-6516		17.10	911 SIGN 120412	Signs & Posts
10257 Sadie Llama Designs		17.10	1 Transactions	
4711 Sunnys Citgo				
03-303-000-0000-6513		85.64	GAS 111412	Motor Fuel & Lubricants
4711 Sunnys Citgo		85.64	1 Transactions	
90805 Temco				
03-303-000-0000-6590		9.41	BOLTS 120312	15127 Repair & Maintenance Supplies

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 3 Road & Bridge

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
	03-303-000-0000-6590		411.58	WRENCH RACKS 120512	15130 Repair & Maintenance Supplies
90805	Temco		420.99	2 Transactions	
6128	Tire Barn				
	03-303-000-0000-6590		18.00	BALANCE 112612	22550 Repair & Maintenance Supplies
6128	Tire Barn		18.00	1 Transactions	
8671	Village Laundromat & Car Wash, Inc				
	03-303-000-0000-6523		25.65	RAGS 113012	841459 Misc Bldg & Shop Supplies
8671	Village Laundromat & Car Wash, Inc		25.65	1 Transactions	
8605	Wayne's Sanitation Llc				
	03-303-000-0000-6254		26.25	GARBAGE 110812	227132 Utilities
8605	Wayne's Sanitation Llc		26.25	1 Transactions	
5295	Ziegler Inc				
	03-303-000-0000-6590		1,295.69-	CORE CREDIT 112812	190002363 Repair & Maintenance Supplies
	03-303-000-0000-6590		105.12	GASKET 120512	190025418 Repair & Maintenance Supplies
	03-303-000-0000-6590		2,674.24	TURBO 120812	190025500 Repair & Maintenance Supplies
	03-303-000-0000-6590		53.48	STUDS 120812	190025501 Repair & Maintenance Supplies
5295	Ziegler Inc		1,537.15	4 Transactions	
303	DEPT Total:		41,087.95	R&B Highway Maintenance	39 Vendors 138 Transactions

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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
307	DEPT		R&B Capital Infrastructure		
12187	Bailey Construction				
	03-307-000-0000-6262		950.00	FOOTINGS 121112	HOLMVIG Contract Payments
	03-307-000-0000-6262		1,290.86	DEWATERING 121112	LABOR Contract Payments
	03-307-000-0000-6262		1,500.00	TRENCHWORK 121112	LABOR Contract Payments
	03-307-000-0000-6262		1,209.14	DEWATERING 121112	RENTAL Contract Payments
	03-307-000-0000-6262		876.38	BLOCK DRILLING 121112	TEMCO Contract Payments
12187	Bailey Construction		5,826.38		5 Transactions
12473	Cummings/Tony				
	03-307-000-0000-6362		188.50	APPRAISAL 113012	BOELTER Right Of Way
12473	Cummings/Tony		188.50		1 Transactions
417	Janzen/Robert A				
	03-307-000-0000-6362		150.00	APPRAISALE 113012	BOELTER Right Of Way
417	Janzen/Robert A		150.00		1 Transactions
12474	Schlagel/Jeff				
	03-307-000-0000-6362		150.00	PER DIEM 113012	Right Of Way
12474	Schlagel/Jeff		150.00		1 Transactions
307	DEPT Total:		6,314.88	R&B Capital Infrastructure	4 Vendors 8 Transactions

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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	
308	DEPT		R&B Equipment & Facilities			
12472	Direct Technology Group 03-308-000-0000-6600		HP LASER JET	112712	20106220	Capital Outlay-Facilities
12472	Direct Technology Group			1 Transactions		
1754	Garrison Disposal Company, Inc 03-308-000-0000-6600		SALT SHED	112712	11532	Capital Outlay-Facilities
	03-308-000-0000-6600		SALT SHED	112712	11546	Capital Outlay-Facilities
	03-308-000-0000-6600		SALT SHED	112712	610734	Capital Outlay-Facilities
	03-308-000-0000-6600		SALT SHED	112712	610735	Capital Outlay-Facilities
1754	Garrison Disposal Company, Inc			4 Transactions		
10313	Lenovo (United States) Inc. 03-308-000-0000-6600		MIKE LAPTOP	112112	6220722233	Capital Outlay-Facilities
	03-308-000-0000-6600		MIKE LAPTOP	112112	6220735418	Capital Outlay-Facilities
10313	Lenovo (United States) Inc.			2 Transactions		
308	DEPT Total:		R&B Equipment & Facilities		3 Vendors	7 Transactions
3	Fund Total:		Road & Bridge			161 Transactions

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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
423	DEPT		Unorganized Cemetary		
3116	Mcneil,Treas/Delpha				
	04-423-000-0000-6801		Unorg Cem 51-27 Apportionment		Appropriations
	04-423-000-0000-6801		Unorg Cem 51-27 MV Credit		Appropriations
	04-423-000-0000-6801		Unorg Cem 52-27 Apportionment		Appropriations
	04-423-000-0000-6801		Unorg Cem 52-27 MV Credit		Appropriations
3116	Mcneil,Treas/Delpha		4 Transactions		
81.96					
3757	Packer,Warren/Treas.				
	04-423-000-0000-6801		50-25 2ND TAX SETTLEMENT		Appropriations
	04-423-000-0000-6801		50-25 MV Credit		Appropriations
	04-423-000-0000-6801		PUBLIC HUNTING GROUNDS		Appropriations
3757	Packer,Warren/Treas.		3 Transactions		
544.78					
423	DEPT Total:		Unorganized Cemetary	2 Vendors	7 Transactions
626.74					
4	Fund Total:		Special Revenue(Unorg R&B,Fir		7 Transactions
626.74					

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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		
10185	Centurylink Communications Inc				
	05-400-440-0410-6250		NOV.LD-ACCOUNTING	320146217	Telephone
	05-400-440-0410-6250		NOV. LD-HHS	320146217	Telephone
	05-400-440-0410-6250		NOV. LD-PUBLIC HEALTH	320146217	Telephone
10185	Centurylink Communications Inc		3 Transactions		
400	DEPT Total:		Public Health Department	1 Vendors	3 Transactions

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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
420	DEPT		Income Maintenance		
10185	Centurylink Communications Inc				
	05-420-600-4800-6250		NOV.LD-ACCOUNTING	320146217	Telephone
	05-420-600-4800-6250		NOV. LD-HHS	320146217	Telephone
	05-420-600-4800-6250		NOV. LD-INCOME MAINTENANCE	320146217	Telephone
	05-420-640-4800-6250		NOV.LD-CHILD SUPPORT	320146217	Telephone
10185	Centurylink Communications Inc		4 Transactions		
420	DEPT Total:		Income Maintenance	1 Vendors	4 Transactions

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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
430	DEPT		Social Services		
10185	Centurylink Communications Inc				
	05-430-700-4800-6250		NOV.LD-ACCOUNTING	320146217	Telephone
	05-430-700-4800-6250		NOV. LD-HHS	320146217	Telephone
	05-430-700-4800-6250		NOV. LD-SOCIAL SERVICES	320146217	Telephone
10185	Centurylink Communications Inc		3 Transactions		
430	DEPT Total:		Social Services	1 Vendors	3 Transactions
5	Fund Total:		Health & Human Services		10 Transactions

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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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT		Undesignated		
	1091 Commissioner Of Revenue 09-000-000-0000-2044		294.98 SEVERED MINERAL		20% Severed Mineral Tax
	1091 Commissioner Of Revenue		294.98	1 Transactions	
	4580 Mn Dept Of Finance 09-000-000-0000-2030		90.00 Nov.2012 Marriage Lic.Fees		State Fees, Assessments & Surcharges
	09-000-000-0000-2051		308.57 Tif Admin Fee Oct/Nov Settleme		State Share Of Tif Tax
	4580 Mn Dept Of Finance		398.57	2 Transactions	
0	DEPT Total:		693.55 Undesignated	2 Vendors	3 Transactions
9	Fund Total:		693.55 State		3 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
900	DEPT		Timber Permit Bonds		
11686	Precision Thinning				
	10-900-000-0000-2300		704.80	timbr permit bond refund R1361	13124
11686	Precision Thinning		704.80	1 Transactions	Timber Permit Bonds
900	DEPT Total:		704.80	Timber Permit Bonds	1 Vendors
					1 Transactions

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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
921	DEPT		Co. Development		
10185	Centurylink Communications Inc				
	10-921-000-0000-6250		NOVEMBER LD-GIS	320146217	Telephone
	10-921-000-0000-6250		NOVEMBER LD-SURVEYOR	320146217	Telephone
10185	Centurylink Communications Inc		2 Transactions		
921	DEPT Total:		Co. Development	1 Vendors	2 Transactions

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Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
923	DEPT			Forfeited Tax Sales		
783	Canon Financial Services, Inc 10-923-000-0000-6231		417.82	Contract charges 022	12360642	Services, Labor, Contracts
783	Canon Financial Services, Inc		417.82	1 Transactions		
10185	Centurylink Communications Inc 10-923-000-0000-6250		14.18	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		14.18	1 Transactions		
2410	Jacobs/Mark H 10-923-000-0000-6330		96.46	Mileage Grand Rpds mtgs	212@.455	Transportation & Travel
2410	Jacobs/Mark H		96.46	1 Transactions		
11686	Precision Thinning 10-923-000-0000-6820		152.88	overappraised refund	13124	Refunds & Reimbursements
11686	Precision Thinning		152.88	1 Transactions		
6128	Tire Barn 10-923-000-0000-6590 10-923-000-0000-6590		41.21 18.00	Lube, oil, filter 395 tire repair	22673 22693	Repair & Maintenance Supplies Repair & Maintenance Supplies
6128	Tire Barn		59.21	2 Transactions		
6097	Verizon Wireless 10-923-000-0000-6254		58.78	Cell phone	58068382700001	Utilities
6097	Verizon Wireless		58.78	1 Transactions		
923	DEPT Total:		799.33	Forfeited Tax Sales	6 Vendors	7 Transactions

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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	
926	DEPT		Law Library			
5173	West Payment Center					
	10-926-000-0000-6408		729.75	CHARGES	825669293	Law Books
				08/05/2012 09/04/2012		
	10-926-000-0000-6408		1,005.64	INFORMATION CHARGES	825765002	Law Books
				09/01/2012 09/30/2012		
	10-926-000-0000-6408		554.50	CHARGES	825852647	Law Books
				09/05/2012 10/04/2012		
	10-926-000-0000-6408		1,005.64	INFORMATION CHARGES	825953219	Law Books
				10/01/2012 10/31/2012		
	10-926-000-0000-6408		554.50	CHARGES	826040428	Law Books
				10/05/2012 11/04/2012		
5173	West Payment Center		3,850.03	5 Transactions		
926	DEPT Total:		3,850.03	Law Library	1 Vendors	5 Transactions
10	Fund Total:		5,367.91	Trust		15 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
924	DEPT		Forest Resource		
6097	Verizon Wireless				
	11-924-000-0000-6250		66.91	58068382700001	Telephone
6097	Verizon Wireless		66.91	1 Transactions	
924	DEPT Total:		66.91	1 Vendors	1 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
925	DEPT			Reforestation		
91022	Courtemanche/Richard 11-925-000-0000-6406		29.99	Garmin Birds Eye Imagery	21G006920	Field Supplies
	11-925-000-0000-6406		29.99	Garmin Birds Eye Imagery	21G007151	Field Supplies
91022	Courtemanche/Richard		59.98	2 Transactions		
1570	Erickson Oil Products Inc 11-925-000-0000-6511		971.81	November gas	9423	Gas And Oil
1570	Erickson Oil Products Inc		971.81	1 Transactions		
7525	Hometown Bldg Supply 11-925-000-0000-6406		34.63	Concrete mix for gates	35031	Field Supplies
7525	Hometown Bldg Supply		34.63	1 Transactions		
2991	Malmo Market 11-925-000-0000-6511		107.30	Gas	32143	Gas And Oil
2991	Malmo Market		107.30	1 Transactions		
3100	McGregor Oil 11-925-000-0000-6511		37.78	November gas	AITKINLA	Gas And Oil
3100	McGregor Oil		37.78	1 Transactions		
4010	Rasley Oil Company 11-925-000-0000-6511		474.73	November gas	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company		474.73	1 Transactions		
925	DEPT Total:		1,686.23	Reforestation	6 Vendors	7 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
935	DEPT		Forest Road		
	6097 Verizon Wireless				
	11-935-000-0000-6250		Cell phone	58068382700001	Telephone
	6097 Verizon Wireless			1 Transactions	
935	DEPT Total:		Forest Road	1 Vendors	1 Transactions
11	Fund Total:		Forest Development		9 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
930	DEPT			ARDC		
	90081 ARDC					
	12-930-000-0000-6801		18,528.68	Oct/Nov 2012 Settlement		Apportionments
	12-930-000-0000-6801		0.12	2012 Volstad Lands		Apportionments
	90081 ARDC		18,528.80	2 Transactions		
930	DEPT Total:		18,528.80	ARDC	1 Vendors	2 Transactions

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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
931	DEPT		Towns		
5838	Nw Carlton Co Ambulance District 12-931-162-0000-2045		238.30	AMBULANCE DISTR.LEVY	Nw Carlton Co Ambulance District
5838	Nw Carlton Co Ambulance District		238.30	1 Transactions	
931	DEPT Total:		238.30	Towns	1 Vendors 1 Transactions
12	Fund Total:		18,767.10	Agency	3 Transactions

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
521	DEPT			LLCC Administration		
11419	Beaudry Propane 19-521-000-0000-6254		362.21	Propane director residence	617991	Utilities
	19-521-000-0000-6254		530.08	Propane dining hall	617992	Utilities
	19-521-000-0000-6254		312.25	Propane Inst/coord residence	617993	Utilities
11419	Beaudry Propane		1,204.54	3 Transactions		
710	Brainerd Dispatch 19-521-000-0000-6230		29.25	Ad LLCC mktg/bus mgr	273021	Printing, Publ & Adv Promotion
710	Brainerd Dispatch		29.25	1 Transactions		
783	Canon Financial Services, Inc 19-521-000-0000-6231		135.16	Contract charges 020	12360644	Services, Labor, Contracts
783	Canon Financial Services, Inc		135.16	1 Transactions		
8622	Frontier 19-521-000-0000-6250		513.19	Service & long distance	2187684653	Telephone
8622	Frontier		513.19	1 Transactions		
2763	J & H Transfer Station-Lakes Sanitary 19-521-000-0000-6255		92.38	Garbage service	56846	Garbage
2763	J & H Transfer Station-Lakes Sanitary		92.38	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254		49.45-	ELECTRICITY	271300401	Utilities
	19-521-000-0000-6254		757.45	ELECTRICITY	271300502	Utilities
	19-521-000-0000-6254		540.15	ELECTRICITY	271300601	Utilities
	19-521-000-0000-6254		431.58	ELECTRICITY	271300703	Utilities
	19-521-000-0000-6254		41.13	ELECTRICITY	271300801	Utilities
	19-521-000-0000-6254		97.70	ELECTRICITY	271300901	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		1,818.56	6 Transactions		
5729	National Pen 19-521-000-0000-6400		371.95	Mechanical pencils	500322865	Commissary Items
5729	National Pen		371.95	1 Transactions		
86235	Office Shop Inc/The 19-521-000-0000-6405		3.23	Admin supplies envelopes	262371-0	Office & Computer Supplies

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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
		Amount			
86235	Office Shop Inc/The	3.23			
5750	Sam's Club				
	19-521-000-0000-6400	303.30	Commissary & Office supplies	42393831468446	Commissary Items
	19-521-000-0000-6405	10.77	Commissary & Office supplies	42393831468446	Office & Computer Supplies
5750	Sam's Club	314.07			
4425	Shirts Plus				
	19-521-000-0000-6400	801.00	t-shirts, hooded sweatshirts	50596	Commissary Items
4425	Shirts Plus	801.00			
521	DEPT Total:	5,283.33	LLCC Administration	10 Vendors	18 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
522	DEPT		LLCC Education		
12456	J & K Trophy House 19-522-000-0000-6416		30 yr plaque-Oneka Elem.		Education Supplies
12456	J & K Trophy House	92.07			
		92.07	1 Transactions		
86235	Office Shop Inc/The 19-522-000-0000-6405		Ed supplies poster board	262395-0	Office & Computer Supplies
	19-522-000-0000-6405	9.48	Ed supplies laminate	925918-0	Office & Computer Supplies
86235	Office Shop Inc/The	59.99			
		69.47	2 Transactions		
3810	Paulbeck's County Market 19-522-000-0000-6416		Education supplies	7684653	Education Supplies
3810	Paulbeck's County Market	6.38			
		6.38	1 Transactions		
5774	Riverwood Healthcare Clinic 19-522-000-0000-6272		Employ,Physical-Buer	25728	Physical Examinations
5774	Riverwood Healthcare Clinic	165.00			
		165.00	1 Transactions		
5750	Sam's Club 19-522-000-0000-6405		Commissary & Office supplies	42393831468446	Office & Computer Supplies
5750	Sam's Club	28.94			
		28.94	1 Transactions		
522	DEPT Total:		LLCC Education	5 Vendors	6 Transactions
		361.86			

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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
524	DEPT			LLCC Maintenance		
12168	Hagen's RV 19-524-000-0000-6590		30.00	Plow repair	11/21/12	Repair & Maintenance Supplies
12168	Hagen's RV		30.00	1 Transactions		
2340	Hyytinen Hardware Hank 19-524-000-0000-6422		27.35	Maint. supplies	1077457	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		27.35	1 Transactions		
11809	Northway Construction Services 19-524-000-0000-6590		313.95	Service work on DH windows	356	Repair & Maintenance Supplies
11809	Northway Construction Services		313.95	1 Transactions		
4070	Riley Auto Supply 19-524-000-0000-6302 19-524-000-0000-6302		39.99 19.98	Engine heater chev truck Antifreeze Chev Truck	530550 530575	Vehicle Maintenance Vehicle Maintenance
4070	Riley Auto Supply		59.97	2 Transactions		
5750	Sam's Club 19-524-000-0000-6422		28.36	Maint supplies	42393831468446	Janitorial Services/Supplies
5750	Sam's Club		28.36	1 Transactions		
5005	Village Electric Motor Shop 19-524-000-0000-6590		90.80	Blower motor	15476	Repair & Maintenance Supplies
5005	Village Electric Motor Shop		90.80	1 Transactions		
524	DEPT Total:		550.43	LLCC Maintenance	6 Vendors	7 Transactions
19	Fund Total:		6,195.62	Long Lake Conservation Center		31 Transactions

DKB1
12/17/12 9:11AM
19 Long Lake Conservation C

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 79

<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>
Final Total:		263,018.56	299 Vendors	570 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	173,759.38	General Fund	
	3	55,040.22	Road & Bridge	
	4	626.74	Special Revenue(Unorg R&B,Fire	
	5	704.69	Health & Human Services	
	9	693.55	State	
	10	5,367.91	Trust	
	11	1,863.35	Forest Development	
	12	18,767.10	Agency	
	19	6,195.62	Long Lake Conservation Center	
	All Funds	263,018.56	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: December 10, 2012
Via: Patrick Wussow, County Administrator
From: Kirk Peysar, County Auditor

Title of Item:
University of Minnesota Extension agreement 2013 through 2015

Requested Meeting Date: December 18 Estimated Presentation Time: n/a

Presenter: Kirk Peysar

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 Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: 01-601-6262

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) contract

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

December 10, 2012

To: Board of Commissioners

From: Kirk Peysar, County Auditor, Extension Department

Re: 2013-2015 Memorandum of Agreement-Contract Positions

Attached is the 2013-2015 University of Minnesota-Extension MOA for the 4-H Youth Development Program Coordinator at .75 FTE. The cost of the position is \$49,163.00 for 2013, \$49,897.00 for 2014, and \$50,648 for 2015.

The Extension Committee requests approval of the agreement for a three year term.

Kirk Peysar
Aitkin County Auditor
209 2nd Street NW Room 202
Aitkin, MN 56431

**Agreement
Between the University of Minnesota
And
Aitkin County
For providing Extension programs locally and Employing
Extension Staff**

This Agreement ("Agreement") between the County of Aitkin Minnesota ("County") and the Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 ("University") is effective January 1, 2013, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2013 and ending on December 31, 2015, unless earlier terminated as provided in paragraphs 7 and 8.

WITNESSETH:

WHEREAS, Minn. Stat. §38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

WHEREAS, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University's Director of Extension, or the Director's designee, as identified in Minn. Stat. §38.36, Subd. 3; and

WHEREAS, Minn. Stat. §38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

WHEREAS, it is the intention of the County and University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

NOW THEREFORE, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 County desires to augment University's state-wide Extension programs. The programs that the County will augment are detailed in Table A below.

Table A

Program	FTE	2013 Price	FTE	2014 Price	FTE	2015 Price
4-H Program Coordinator	0.75	\$49,163	0.75	\$49,897	0.75	\$50,648
Total	0.75	\$49,163	0.75	\$49,897	0.75	\$50,648

1. County recognizes that University costs for supporting these positions may increase from year to year. The costs payable for these positions are reviewed by the Association of Minnesota Counties' ("AMC") Extension Committee and University's Extension central administration, at which time the parties will agree on an appropriate inflation factor for the coming year(s). Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University.
2. University will be responsible for providing the following: salary & fringe benefits for the positions, enhanced programming from regional extension educator staff, program supervision, travel (mileage, meals, and lodging), in-service training within program area, payroll, and accounting services.

The County agrees to provide local support in the form of office space, telephone, computer, network connections for email and other communications, software, support staff and other general office supplies. The University will recommend technology needs and other office standards. Nevertheless, the level of availability and type of such support will be determined by the County.

3. University will bill the County on a quarterly basis and the County will submit payment within thirty (30) days of receipt of the bill. The total annual amount to be paid by the County shall be paid in four (4) equal quarterly payments.
4. As vacancies occur, and if the County and University agree to continue to support the desired program and position, University will hire new personnel with involvement and concurrence of the County Extension Committee. The County will not be billed for a position during the time that position is vacant.
5. The University will complete an annual performance evaluation of each University Extension employee working in the County and supporting the programs identified in paragraph 1. The County Extension Committee will have the option to provide input to University on such evaluation. The University in accordance with University personnel guidelines will determine salary adjustment of each University Extension employee.

6. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.34. The parties acknowledge that County extension educational programming includes University's Nutrition Education Program educational programming.
7. Nothing in this Agreement precludes the County or University at any time during the term of this Agreement from requesting a modification of the County Extension program, including an adjustment of the number of University Extension personnel working in the County. The County or University will provide a minimum of three (3) months notice if either party desires a change in programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.
8. If University or the County in good faith determines that funding is no longer available to support the programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of ninety (90) days prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County:

Aitkin County Extension
Attn: Auditor Kirk Peysar
209 2nd Street NW, Room 202
Aitkin, MN 56431
Facsimile: (218) 927-7324
kpeysar@co.aitkin.mn.us

If to University:

University of Minnesota
Minnesota Extension
Attn: Chief Operating Officer
246 Coffey Hall
1420 Eckles Avenue
St. Paul, MN 55108
Facsimile No.: 612-625-6227
E-mail: werne012@umn.edu

9. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.
10. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which

are pertinent to the accounting practices and procedures of relating to this Agreement. University agrees to maintain these records in accordance with applicable law.

11. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.
12. The University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

COUNTY of Aitkin

Regents of the University of Minnesota

BY _____
Chair, County Board of Commissioners

BY _____

DATE _____

DATE _____

Approved as to form:

BY _____
County Attorney

DATE _____

BY _____

DATE _____

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



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

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Set Elected Officials 2013 Salaries

Requested Meeting Date: 12-18-12 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) _____

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

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: Set Elected Officials (Department Heads) Salary for 2013

DATE: December 12, 2012

Attached for your approval are five resolutions setting the salaries for the following elected officials: County Attorney, County Auditor, County Recorder, County Sheriff, and County Treasurer.

Pursuant to County Board direction at the March 13, 2012 County Board meeting the elected officials budgeted 1.8% for their salary increase for 2013 ([March 13, 2012 hyperlink](#)). At the March Board meeting the Board identified how complicated this process has been, and complemented staff on the improvements they have made. Unfortunately a number of other projects have limited our ability to complete the final phase for setting future salaries, which is the comparable worth study. At this time staff plans to complete the internal job description portion of the study in January 2013. It will then be forwarded to the consultant.

Staff is recommending approval of the attached resolutions.

If prior to the Board meeting you have any questions please contact.

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

ADOPTED December 18, 2012

By Commissioner: xx

121812-xx

2013 COUNTY ATTORNEY SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Attorney James Ratz at \$105,057.60 based upon market, budget, experience, and duties of the office.

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 18th day of December 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 18th day of December A.D., 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 18, 2012

By Commissioner: xx

121812-xxx

2013 COUNTY AUDITOR SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Auditor Kirk Peysar at \$77,491.69 based upon market, budget, experience, and duties of the office.

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 18th day of December 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 18th day of December A.D., 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 18, 2012

By Commissioner: xx

121812-xxx

2013 COUNTY RECORDER SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Recorder Diane Lafferty at \$70,515.50 based upon market, budget, experience, and duties of the office.

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 18th day of December 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 18th day of December A.D., 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 18, 2012

By Commissioner: xx

121812-xx

2013 COUNTY SHERIFF SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Sheriff Scott Turner at \$83,406.78 based upon market, budget, experience, and duties of the office.

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 18th day of December 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 18th day of December A.D., 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 18, 2012

By Commissioner: xx

121812-xxx

2013 COUNTY TREASURER SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Treasurer Lori Grams at \$66,348.56 based upon market, budget, experience, and duties of the office.

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 18th day of December 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 18th day of December 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: 12-12-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

County Administrator to Approve Year-End Matters

Requested Meeting Date: 12-18-12 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) _____

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

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: County Administrator to Approve Year-End Matters

DATE: December 12, 2012

Staff is asking for Board authorization to allow the County Administrator to approve miscellaneous year-end matters. This may include trailing liquor licenses, manual warrants and other miscellaneous items.

These items will be presented to the Board at the first meeting in January for acknowledgement.

Please talk to me if you have any questions.

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



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

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Reserving Budgeted Funds

Requested Meeting Date: 12-18-12 Estimated Presentation Time: n/a

Presenter: _____

Type of Action Requested (check all that apply)

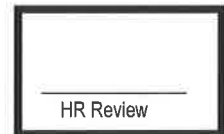
- For info only, no action requested
- Approve under Consent Agenda
- For discussion only with possible future action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt 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) _____

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

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 Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Reserving Budgeted Funds - Section 8.12 of Personnel Policy

DATE: December 12, 2012

Section 8.12 of the Aitkin County Personnel Policies and Procedures Manual creates a procedure to reserve funds from the current calendar year for equipment or projects that were not completed during 2012, but will be completed during the following calendar year. A memo was sent out to Department Heads at the beginning of December and the following is a summary of the responses returned.

The following is a summary of the funds recommended to be reserved for 2013:

Assessor's office

1. \$1,400 from account 01-043-000-0000-6620, vehicle replacement
2. \$2,000 from account 01-043-000-0000-6625, computers and office equipment.

Environmental Services

1. \$12,500 from account 01-391-060-6360, to purchase a newer vehicle
2. \$7,500 from account 01-390-000-6101 for a vehicle purchase.

The Sheriff, Attorney, and IT departments all will be maintaining some reserves again in 2013 from the 2012 reserves. Please note that the funds reserved by this action have reduced substantially in recent years.

By approving this item on the consent agenda these funds will be reserved/earmarked for use in 2013 per the County's procedures.

If you have any questions please contact me at 927-7276.

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

ADOPTED December 18, 2012

By Commissioner: xx

121812-1xx

2013 Liquor Renewals

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor licenses for a period from January 1, 2013 thru December 31, 2013:

“ON”, “OFF” and “SUNDAY” Sale:

WB Hay Point Inc., d/b/a **Corner Club** – Macville Township

This establishment has an address of 60967 Highway 169, Hill City, MN 55748

Fireside Inn Inc., d/b/a **Fireside Inn** – Jevne Township

This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

RIPS HLI Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township

This establishment has an address of 48493 Lily Avenue, McGregor, MN 55760

Liberty Beach Bar & Café LLC, d/b/a **McGrath Bar & Cafe** – Williams Township

This establishment has an address of 14072 State Highway 65, McGrath, MN 56350

Phil’s Myr Mar Marina Inc., d/b/a **Phil’s Myr Mar Marina** – Hazelton Township

This establishment has an address of 44033 Conifer St., Aitkin, MN 56431

Bodway Properties Inc., d/b/a **Prairie River Retreat** – Shamrock Township

This establishment has an address of 51272 Lake Ave., McGregor, MN 55760

***Forestry Station Inc., d/b/a **Forestry Station** – Ball Bluff Township

This establishment has an address of 67807 State Hwy 65, Jacobson, MN 55752

(*** Approval pending receipt of the 2013 Certificate of Insurance)

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 18th day of December 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 18th day of December 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: December 10, 2012

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Request to Sell Vehicles

Requested Meeting Date: December 18, 2012 Estimated Presentation Time: _____

Presenter: Terry Neff

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) _____

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

-Aitkin County Environmental Services Planning and Zoning
209 Second Street NW
Room 100
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM

DATE: December 10, 2012
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Request to sell vehicles – Environmental Services Department

The Environmental Services Department is requesting to sell the following vehicles and replace them in 2013.

- 2001 Chevrolet Malibu – 91,045 miles.
- 2001 Ford Ranger – 104,243 miles.

If you have any questions, please feel free to contact me at 218-927-7352 or by e-mail at tneff@co.aitkin.mn.us.

c:\ctybrd\ctybrd2012

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



To: Chairperson, Aitkin County Board of Commissioners Date: December 10, 2012

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

ISTS Contract Inspector

Requested Meeting Date: December 18, 2012 Estimated Presentation Time: _____

Presenter: Terry Neff

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: 122-5135
- Expenditure line account # for this item is: 122-6231

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 (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

Aitkin County Environmental Services Planning and Zoning
209 Second Street NW
Room 100
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM

DATE: December 10, 2012
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director
RE: ISTS Contract Inspector

A handwritten signature in blue ink, appearing to be 'T. Neff', enclosed in a blue circle.

The present ISTS Contract Inspector, Joe Fuhrer has asked to renew his contract for the year 2013. Due to the retirement of the zoning inspector in 2009, the duties were increased to include site inspections for permits. We have received no complaints on his performance over the past year. There is no rate increase from the 2012 contract. I recommend the Board approve entering into a contract with Joe Fuhrer for ISTS and permit inspections for the year 2013 at a rate of \$325.00 per day (enclosed is a copy of the contract).

If you have any questions, please feel free to contact me at 218-927-7342 or by e-mail at tneff@co.aitkin.mn.us.

enclosure

c:\ctybrd\ctybrd2012

**CONTRACT FOR INDEPENDENT INDIVIDUAL SEWAGE TREATMENT SYSTEM
INSPECTOR CONTRACTOR**

This contract, dated December 18, 2012 is made between the following parties:

County of Aitkin
209 2nd St NW
Aitkin, MN 56431

And

Joe Fuhrer (Independent Contractor Located At : Box 151
Pine River, MN 56474)

1. **SERVICES.** Aitkin County has adopted an ordinance to provide for the proper design, location, installation, use and maintenance of individual sewage treatment systems (ISTS) entitled the Aitkin County Individual Sewage Treatment System and Wastewater Ordinance, No. 1 and as required by Minnesota Rules Chapter 7080 and must enforce the provisions of the Ordinance through the services of a qualified employee or licensed ISTS Inspector. The licensed independent ISTS Inspector contractor is responsible for inspections of installations of ISTS in Aitkin County. Aitkin County under the authority of Minnesota Statutes, 103F Minnesota Regulations, Parts 6120.2500 – 6120.3900, and the planning and zoning enabling legislation in Minnesota Statutes Chapter 394, has adopted zoning ordinances to promote the health, safety and general welfare of the inhabitants by dividing the County into zones and regulating therein the uses of land and the construction of all structures.

The duties of the Independent Contractor include, but are not limited to:

- A. Obtain copies of the Aitkin County permits and related documents including an approved site evaluation and an approved design for all ISTS inspections prior to inspecting. Aitkin County will supply copies of permits and related documents.
- B. Inspect new and replacement ISTS for full compliance with "Aitkin County's Individual Sewage Treatment System and Wastewater Ordinance NO.1."
- C. Complete to the satisfaction of the Aitkin County Planning and Zoning Department all inspection forms, certificate of compliance or notice of noncompliance and submit to Aitkin County Planning and Zoning Department within five (5) days of the final inspection. This includes all soils information, verification of clean sand and any other information pertinent to the completion of the inspection form in its entirety. The independent contractor is responsible and will be held accountable for sewer inspections and all other relevant information.

D. Take and submit inspection photos, labeled clearly with inspectors name, installers name, property owners name, date and type of septic system and in sufficient quantity to document tank and drainfield area.

E. It is the responsibility of the independent contractor to have available all tools and equipment necessary to adequately complete an ISTS and site inspection(s).

F. It is the responsibility of the independent contractor to provide transportation to the job site and to service and maintain adequate automobile insurance. A copy of the automobile insurance will be provided to the County prior to any contractual work being performed.

G. Consult verbally and in written form with property owners and ISTS professionals in a positive manner.

H. The independent individual sewage treatment system inspector contractor will work together with the Aitkin County Planning and Zoning Department to provide thorough and fair enforcement of the Aitkin County Individual Sewage Treatment System and Wastewater Ordinance NO.1, Zoning Ordinance and Shoreland Management Ordinance. If during an inspection an item of noncompliance is not corrected the independent individual sewage treatment system inspector contractor shall immediately notify the Aitkin County Planning and Zoning Office and shall not authorize backfilling of the ISTS.

I. The Independent Contractor shall perform site inspections for setback distances of structures to verify compliance with permit applications and with the goals and objectives of the zoning ordinances of the Aitkin County Planning and Zoning Department.

2. **INSURANCE:**

The independent contractor is required to provide evidence that he/she carries his/her own insurance coverages. Evidence shall be in the form of an original certificate of insurance. Faxed or photocopies will not be accepted. Aitkin County must be shown on the certificate as an additionally insured for all liability. The following minimum limits are required:

General Liability = **\$1,500,000** aggregate, **\$1,500,000** products and completed operations aggregate.

\$500,000 Personal Injury and Advertising Injury, **\$1,500,000** each occurrence.

Explosion, collapse and underground must be included.

The liability policy must be written on an occurrence basis, not claims made basis. Coverage shall also be indicated on the certificate of insurance for Automobile Liability: Bodily Injury: \$1,500,000 each occurrence or a combined single limit of \$1,500,000. If the independent contractor is unable to carry these minimum underlying limits, he/she shall demonstrate proof that he/she has an umbrella policy to meet the minimum amounts and insurance.

3. **INSPECTION SCHEDULE:** The independent contractor shall be responsible for setting their own schedule and provide a copy of said schedule on a daily basis to the Planning and Zoning Department for approval.
4. **MAINTAIN LICENSURE:** The independent contractor shall secure any and all state licenses that may be required in order to perform the services as contemplated by the inspection duties assigned to him/her and shall comply with all other Federal, State and Local rules, regulations and ordinances as required of an Individual Sewage Treatment System Inspector under the rules by the State of Minnesota (Chapter 7080). If the required State License is rendered invalid for any reason the independent contractor shall not conduct any inspections.
5. **CONFLICT OF INTEREST:** The independent contractor shall not inspect an installation if the installer is related to or an employee of the contractor.
6. **INDEPENDENT CONTRACTOR STATUS:** Aitkin County shall consider individuals who sign this contract as independent contractors and not employees of the County. No statement contained in this contract shall be construed so as to find Contractor to be an employee of the county. The independent contractor acknowledges that he/she shall not be construed as an employee of the County. The independent contractor will not be entitled to workers compensation in the event of his injury while performing inspection duties; shall not be entitled to unemployment compensation in the event of the termination of this contract, shall not have Federal or State income tax, FICA and FUTA withheld from the payments made hereunder, shall not receive any employer match in social security, and shall not be entitled to any County benefit package available to the County employees. The independent contractor shall hold or have applied for a Federal Employee Identification Number and shall supply to Aitkin County the Federal Employee Identification Numbers or a copy of the application. Independent Contractor acknowledges and agrees that it is his/her sole obligation to comply with the applicable provisions of all Federal and State tax laws.
7. **RELEASE AND INDEMNITY:** The independent contractor agrees to defend, indemnify, and hold Aitkin County, its employees and officials harmless from any claims rising out of an act of omission on the part of the independent contractor. In the event of any disputes or disagreements encountered by the independent

contractor with property owners or contractors/installers, the Planning and Zoning staff agree to assist and confirm the work of the Independent Contractor.

8. **TERM:** The term of this contract shall be from May 13, 2013 and run until November 8, 2013. The independent contractor or the County may terminate this agreement after 30 days upon written notice of said termination. The County may terminate the agreement at any time without notice if the independent contractor fails to perform his/her duties satisfactorily or fails to demonstrate sufficient knowledge of local and state rules, regulations and ordinances or fails to exhibit a professional attitude. In the event Aitkin County terminates this contract, a written explanation of why will be provided to the contractor.
9. **COMPENSATION:** The County shall pay the independent contractor a flat fee of \$325.00 per day. This fee does not include travel time to and from the County from the contractor's place of residence or business. The County shall compensate the independent contractor on a bi-weekly basis provided that written invoices have been submitted to and accepted by the Planning and Zoning Department.
10. **ASSIGNMENT:** The independent contractor shall not assign this agreement without prior written consent of the County. This non-assignment clause shall not prohibit the independent contractor from hiring, at his/her discretion, such assistants as may be required in the fulfillment and completion of the inspections and reports as contemplated under this agreement. Any assistants shall be deemed to be employees of the independent contractor, payable by the independent contractor.
11. **NOTICES:** All notices given or sent pursuant to this contract shall be sent by United States mail, addressed to the respective party at the address as set forth in the heading of this agreement, or at such other address as the parties may designate in writing from time to time.
12. **DATA PRACTICES:** All data collected, created, received, maintained, or disseminated for any purposes by the activities of Independent Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now.
13. **RECORDS AVAILABILITY AND RETENTION:** Pursuant to Minn. Statute 16C.05, Subd. 5, the Independent Contractor agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, except, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Independent Contractor and involve transactions relating to the Contract.

Independent Contractor agrees to maintain these records for a period of six years from the date of termination of this Contract.

14. **SIGNATURE:** The independent contractor acknowledges by his/her signature on this document that he/she is in full agreement with the terms as imposed upon him/her by this contract, that he/she will comply with those terms and conditions, and has received a copy of this contract.

COUNTY OF AITKIN

DATE December 18, 2012

BY _____
BOARD CHAIRPERSON

DATE December 18, 2012

BY _____
ENVIRONMENTAL SERVICES
DIRECTOR

DATE December 18, 2012

BY _____
INDEPENDENT CONTRACTOR

c:\2013ISTSccontract

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



1-5

To: Chairperson, Aitkin County Board of Commissioners Date: 12-12-12
Via: Patrick Wussow, County Administrator
From: Patrick Wussow, County Administrator

Title of Item:
Committee Appointments

Requested Meeting Date: 12-18-12 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) Applications

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

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: Committee Appointments
DATE: December 12, 2012

We have a variety of openings on committees as follows:

Board of Adjustment:

District 3 – One application received, Irene Bright.

Planning Commission:

District 2, 3, or 4 (One opening only) - One application received, Dale Lueck.

Housing and Redevelopment Authority (HRA):

District 1 – One application received, Ihleen Williams

Forest Advisory Committee:

District 1 –Robert Lake
District 2 –Russ Hoppe
Professional – James Bixby
At Large – Dale Shipp

Park Commission:

District 5 – Two applications received, Donald Kitzrow and Galen Tveit

Please see the attached memos from Terry Neff, Environmental Service's Director, and from Mark Jacobs, Land Commissioner.

It is staff's recommendation that the County Board appoint the applicants for the Board of Adjustment Committee, Planning Commission, and for the Housing and Redevelopment Authority (HRA) as listed next to the position they applied for.

Staff also recommends that the County Board appoint the applicants as listed above for the Forest Advisory Committee.

The Board will need to make the appointment for the Park Commission. Two applications were received for this opening. It is staff's recommendation that the County Board appoint Galen Tveit.

Copies of all applications received are included for your review.

Aitkin County Environmental Services Planning and Zoning
209 Second Street NW
Room 100
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM

DATE: December 10, 2012
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Planning Commission and Board of Adjustment Appointments

Attached are the applications for the Planning Commission and Board of Adjustment openings.

There is one opening on the Planning Commission (PC) and we received one application. The applicant is Dale Lueck from District 2. This will be Dale's second term. I recommend the Board reappoint Mr. Lueck to a 3 year term.

There is one opening on the Board of Adjustment. The opening is in District 3. We received one application for the opening. The applicant is the current member from District 3, Irene Bright. This will be Irene's third term. I recommend the Board reappoint Mrs. Bright for a 3 year term.

With the filling of these two vacancies, all positions on the Board of Adjustment and Planning Commission are now filled.

If you have any questions, please feel free to contact me at 218-927-7352 or by e-mail at tneff@co.aitkin.mn.us.

enclosures

c:\ctybrd\ctybrd2012

Aitkin County Land Department

County Board Memo

Forestry Advisory	Representing	# Terms	Recommend
Robert Lake	District 1	1	X
Russ Hoppe	District 2	2	X
James Bixby	Professional	0	X
Dale Shipp	At Large	1	X

Park Commission	Representing	# Terms	Recommend
Donald Kitzrow	District 5	2	
Galen Tveit	District 5	0	X

The following are my recommendations for ACLD citizen committees...

FAC - we had 4 applications for 4 openings and we have an appropriate slot for each based on their residence or background/experience.

ACPC - we have 2 applicants for 1 opening. both have ACPC experience and have been valued members. Mr. Kitzrow has served 2-terms while Mr. Tveit served as County Board representative a few years ago. Past County Board direction has indicated that we favor new applicants in situations where an incumbant has served multiple terms - thus I would recommend Mr. Tveit.



Mark Jacobs
Land Commissioner

NAME OF APPLICANT: Irene Bright

I would like to continue serving as a member of the Board of Education. I have learned so much about P & L & want to put that knowledge to work. I have experience in working with townships as an educator for the Minnesota Association of Superintendents and as a consultant to townships. My expertise is in the financial fields & clerk/treasurer duties. I taught in the McGregor School System for 35 years. I have worked in the business arena, and volunteered in the community.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Irene Bright
Signature of applicant

10/15/2012
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes No

Is this application submitted at the suggestion of appointing authority? Yes No

Please Return Application to the Personnel Department, 217 2nd St., NW, Aitkin, MN 56431

FOR PERSONNEL USE

Date Appointed: Term Expiration: Date Reappointed:

Term Expirations:

OCT 16 2012

MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County Planning Commission

AITKIN COUNTY COMMISSIONER DISTRICT 2

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

Current Employment: Self Employed - Beef Cattle Rancher

Community Service: Current Planning Commission Member, Current President Aitkin-Carlton County Farm Bureau Chapter.

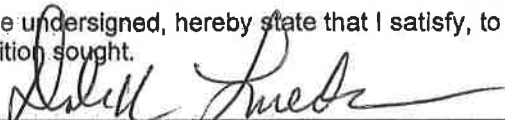
Previous Community Service: Member citizen's stake holder committee that developed most recent update to the Aitkin County Comprehensive Land Use Plan, past member of the Aitkin County Extension Committee, past member Aitkin County Forest Advisory Committee, previous member Aitkin County Board of Commissioners (District 2).

Education: Bachelor of Science Degree - Occupational Health & Safety (1984)

Bachelor's Degree - Business Administration (1984)

Additional Education & Training: Have attended numerous special training sessions on land use zoning administration procedures directly applicable to County Planning Commissions.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.



Signature of Applicant

November 28, 2012

Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes No

Is this application submitted at the suggestion of appointing authority? Yes No

**Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW – Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: Dale K Lueck

DEC 03 2012

MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Housing and Redevelopment Authority of Aitkin County +

AITKIN COUNTY COMMISSIONER DISTRICT 1

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

PN Consultant for Aitkin County DAC (2011-present) Retired
Small business owner (2009-present) Business Owner (1981-2005)
Aitkin Co. Public Health Dept (Staff - 1970-1979, director 1979-1981)
Aitkin Co. CARE Board, Tre-County Community Health Board,
Blandin Foundation Leadership Training program, Rides for
Health Board, Community Volunteer
currently serving as Vice Chairman of the
Housing + Redevelopment Authority of Aitkin County

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Ihleen E. Williams
Signature of Applicant

11-27-2012
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes No

Is this application submitted at the suggestion of appointing authority? Yes No

Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Ihleen E Williams

MINNESOTA OPEN APPOINTMENT ACT
APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

OCT 24 2012

Forest Advisory Committee.

AITKIN COUNTY COMMISSIONER DISTRICT 1

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I am familiar with the Aitkin County Forestry programs. My qualifications include classes from the University of Minnesota in Forestry, Wildlife Management, Economics and soil science. I taught 30 years at Aitkin High School as an Ag. Instructor. Some of the classes I taught included Forestry, Wildlife Mgmt and Soils. I am currently retired and I would like to serve our county.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Robert W. Lake

Signature of Applicant

10-24-2012

Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes No

Is this application submitted at the suggestion of appointing authority? Yes No

Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Robert W, Lake

MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Forest Advisory Committee

OCT 31 2012

AITKIN COUNTY COMMISSIONER DISTRICT

2 FARM Island Township

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

- Served as a citizen at large for the Forest Advisory Committee
- would like to be considered for another term
- Being a Forest land owner, enjoy working with the Forest Advisory committee, hopefully giving some good input from the public.
- Support the Land Department on Forest Management

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Russell P. Hoppe
Signature of Applicant

10/31/2012
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes _____ No _____

Is this application submitted at the suggestion of appointing authority? Yes _____ No _____

Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Russell P. Hoppe

MINNESOTA OPEN APPOINTMENT ACT
APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

NOV 19 2012

FORESTRY ADVISORY

AITKIN COUNTY COMMISSIONER DISTRICT 2

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

Student - University of Mn. 1958-1962
Employment - U.S. Forest Service - State of
Montana - Bozeman (Gallatin Dist.) projects, camp
ground construction, trails, timber, look-out tower,
fire fighter, Spruce bud worm project.
Community Service - donations Goodwill (volunteer)

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

James Bixby
Signature of Applicant

11/19/2012
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes No

Is this application submitted at the suggestion of appointing authority? Yes No

Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: JAMES BIXBY

MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Forest Advisory Committee

NOV 08 2012

AITKIN COUNTY COMMISSIONER DISTRICT 5

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I have been a member of the Forest Advisory Committee for four years and a member of local V.F.W and Legion Posts. I've lived in Aitkin 10 years. I would like to stay on as a member of the Committee to do my part to contribute to the harvest of natural resources in a way that both helps the local economy and protects the environment.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Dale A. Shipp

Signature of Applicant

11/7/12

Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority?

Yes

No

Is this application submitted at the suggestion of appointing authority?

Yes

No

Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW – Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Dale A Shipp

NOV 29 2012

MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

AITKIN COUNTY PARKS COMMISSION

AITKIN COUNTY COMMISSIONER DISTRICT

#5

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

Applicant holds/has:

(1) An Associate of Arts degree from ITASCA community college

(4) Retired Military (Electronics)

(2) Baccalaureate degrees from U. of Omaha (now U. of Nebraska)

(5) Retired Blandin paper co. (Paper maker)

(3) University of Texas

(6) Single engine aircraft license (not current)

(7) Served on county Advisory Committee when Lake, Shoreland, + Stream ordinances were adopted.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Donald H. Kitzrow
Signature of Applicant

November 26, 2012
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes _____ No _____

Is this application submitted at the suggestion of appointing authority? Yes No _____

Please return application to the Aitkin County Administrator's office, located at 217 2nd Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: _____

MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Park Board

AITKIN COUNTY COMMISSIONER DISTRICT 5

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I spent 4 years when I was Co. Commissioner
on The Park Board.

I also have an interest with the outcome
of LLC

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Galen N. Tveit
Signature of Applicant

11/18/12
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes _____ No X

Is this application submitted at the suggestion of appointing authority? Yes _____ No X

Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW – Room 130, Aitkin, MN 56431

NAME OF APPLICANT: GALEN N. TVEIT

NEWS RELEASE

AITKIN COUNTY HAS OPENINGS ON THE FOLLOWING COMMITTEES:

1. Aitkin County Board of Adjustment
 - District 3

Reviews variance applications and interpretations from Aitkin County Zoning Ordinances. Individual will participate in public hearings for reviewing variance applications from Aitkin County Zoning Ordinances. Meetings are held the first Wednesday of each month at 4:00 P.M.

2. Aitkin County Planning Commission
 - District 2, 3, or 4 (One opening only)

Reviews applications for Conditional Use Permits, Planned Unit Developments, Rezoning and Subdivisions to ensure compliance with Aitkin County Ordinances and the Comprehensive Land Use Plan. Individual will participate in public hearings for review of the applications. Meetings are held on the third Monday of each month at 4:00 P.M.

Applications will be accepted until December 1, 2012. The position will start the first meeting of January 2013. Planning Commission and Board of Adjustment terms are three years.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at the December 18, 2012 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

Please contact Sue Bingham at 218-927-7276 for any questions concerning this news release that you will not bill to the County. Thank you.

NEWS RELEASE

AITKIN COUNTY HAS AN OPENING ON THE FOLLOWING COMMITTEE:

Aitkin County will be accepting applications through December 3, 2012 for citizen representation on the following committee:

Forest Advisory Committee – 4-year term

There are four openings on this committee. They are:

At Large Position:

Open to Citizens of Aitkin County

Professional Position:

Preferred Background in Natural Resources (e.g. forestry, forest industry, forest ecology)

District 1 Position:

City – Aitkin

Townships – Aitkin, Spencer

District 2 Position:

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

Basic Responsibilities are:

- A) Attends and actively participates in regular County Forest Advisory Committee meetings. Meetings are held at least quarterly (no set dates).
- B) Promotes a healthy, productive, and sustainable forest.
- C) Reviews and makes recommendations to the County Board involving timber harvest on Aitkin County lands (and State and private land to the extent feasible); and the classification of Aitkin County administered lands.

Optional Responsibilities are:

- A) Participates in Advisory Committee subcommittees and task forces.
- B) Serve as a Committee officer.
- C) Attends County Board and other meetings.

Committee members receive a per diem and mileage reimbursement for each meeting. To obtain an application please access <http://www.co.aitkin.mn.us/employment/jobs.html> or call 218-927-7276.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at the December 18, 2012 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

Please contact Sue Bingham at 218-927-7276 for any questions concerning this news release that you will not bill to the County. Thank you.

NEWS RELEASE

AITKIN COUNTY HAS OPENINGS ON THE FOLLOWING COMMITTEE:

Aitkin County will be accepting applications through December 3, 2012 for citizen representation on the following committee:

Aitkin County Park Commission – 4-year term

District 5

Cities – Hill City, Palisade

Townships – Ball Bluff, Balsam, Cornish, Hill Lake, Libby, Logan, MacVile, 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

The Aitkin County Park Commission is seeking a representative from **District 5**. The committee reviews annual park fund expenditure budgets, reviews work plans for projects on designated County park lands, reviews and approves annual budget for the Long Lake Conservation Center (LLCC), oversees operation of LLCC, reviews classification of County park land, advises and directs the County Land Department regarding the management of County park lands, advises the County Land Department and County Board regarding recreation use on tax forfeited land.

To obtain an application please access <http://www.co.aitkin.mn.us/employment/jobs.html> or call 218-927-7276.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at the December 18, 2012 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

Please contact Sue Bingham at 218-927-7276 for any questions concerning this news release that you will not bill to the County. Thank you.

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



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

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Set 2013 Board Meeting Schedule

Requested Meeting Date: 12-18-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

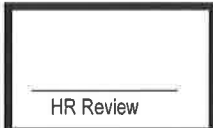
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- 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) _____

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

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: 2013 County Board Meeting Dates

DATE: December 12, 2012

Each year the County Board reviews the upcoming year's scheduled meeting dates. Attached is a template for you to use for setting the 2013 meeting schedule. In order to help you set your schedule, staff has listed pertinent information in the far right column. Also attached is a schedule showing the actual dates the Aitkin County Board of Commissioners met in 2012.

The 2013 Health & Human Services Board meeting schedule was set on November 27, 2012, and is included for your review.

When reviewing the upcoming calendar please note that the County Board must meet the first Tuesday of the year that is not a holiday.

Aitkin County Board of Commissioners Meeting Schedule – 2013

Month	Day	Notes	Special Events
January	1	No Board	New Year's Day
	8		
	15		
	22	HHS Board	Follows Martin Luther King Jr. Day
	29		5 th Tuesday
February	5		
	12		
	19		Follows Presidents' Day
	26	HHS Board	
March	5		
	12		
	19		March 21 & 22 – AMC Legislative Conference
	26	HHS Board	
April	2		
	9		
	16		
	23	HHS Board	
	30		5 th Tuesday
May	7		
	14		
	21		
	28	HHS Board	Follows Memorial Day
June	4		Board provides budget direction to staff
	11		*Possible date for County Board of Appeal and Equalization @ 4:00 p.m.
	18		
	25	HHS Board	
July	2		
	9		
	16		
	23	HHS Board	
	30		5 th Tuesday
August	6		
	13		Possible Budget Presentations
	20		Possible Budget Presentations
	27	HHS Board	Possible Budget Presentations
September	3		Possible Budget Presentations - Follows Labor Day
	10	Regular Board	**Set 2014 Preliminary Levy
	17		
	24	HHS Board	
October	1		
	8		
	15		Follows Columbus Day
	22	HHS Board	
	29		5 th Tuesday
November	5		
	12		Follows Veterans Day
	19		
	26	HHS Board	Possible date for Budget Hearing – 6:05 p.m.
December	3	No Regular Board – AMC Conference	December 2-3 AMC Annual Conference
	10		Discuss Comments from Budget Hearing
	17	HHS Board & Regular Board	**Set 2014 Final Levy and Budget
	24	No Board	Christmas Eve
	31		5 th Tuesday and New Year's Eve

*Subject to change due to Legislative action, Mike Dangers will request to schedule Public Hearing date. Board needs to determine if they want to meet after 6 pm or on Saturday to help determine the dates.

**Subject to change due to Legislative action.

*** Township Boards of Appeal and Equalization are held in April and May – specific dates pending.

Aitkin County Board of Commissioners Meeting Schedule – 2012 (Actual)

Month	Date	Meeting Type	Notes
January	3	Regular Board	
	10	Regular Board	
	17	No Board	
	24	HHS Board & Regular Board	
	31	No Board - 5 th Tuesday	
February	7	Regular Board	
	14	Regular Board - Cancelled	
	21	No Board	
	28	HHS Board & Regular Board	
March	6	Regular Board	
	13	Regular Board	
	20	No Board	March 21 & 22 – AMC Legislative Conference
	27	HHS Board & Regular Board	
April	3	Regular Board - Cancelled	
	10	Regular Board	
	17	No Board	
	24	HHS Board & Regular Board	
May	1	Regular Board	
	8	Regular Board	
	15	No Board	
	22	HHS Board & Regular Board	
	29	No Board - 5 th Tuesday	
June	1	Emergency Meeting	
	5	Regular Board	Board to set budget parameters
	12	Regular Board @ 2:00 p.m.	County Board of Appeal and Equalization held on June 12th @ 4:00 p.m.
	19	No Board	
	26	HHS Board & Regular Board	
July	3	Regular Board	
	10	Regular Board	
	17	No Board	
	22	Emergency Meeting	
	24	HHS Board & Regular Board	
	31	No Board - 5 th Tuesday	
August	7	Regular Board	
	14	Regular Board	Budget Presentations
	21	No Board	
	28	HHS Board	Budget Presentations
September	4	Regular Board	Budget Presentations
	11	Regular Board	Set 2013 Preliminary Levy
	18	No Board	
	25	HHS Board & Regular Board – both cancelled	
October	2	Regular Board	
	9	Regular Board	
	16	No Board	
	23	HHS Board & Regular Board	
	30	No Board - 5 th Tuesday	
November	6	Regular Board	
	13	Regular Board	
	20	No Board	
	27	HHS Board & Regular Board	
December	4	Budget Hearing – 6:05 p.m.	December 3-4 AMC Annual Conference
	11	Regular Board	Discuss Comments from Budget Hearing
	18	HHS Board & Regular Board	Set 2013 Final Levy and Budget
	25	No Board - Holiday	

*Subject to change due to Legislative action, Mike Dangers will request to schedule Public Hearing date. Board needs to determine if they want to meet after 6 pm or on Saturday to help determine the dates.

**Subject to change due to Legislative action.

*** Township Boards of Appeal and Equalization are held in April and May – specific dates pending.

2013

HEALTH & HUMAN SERVICES BOARD MEETING DATES

JANUARY	22
FEBRUARY	26
MARCH	26
APRIL	23
MAY	28
JUNE	25
JULY	23
AUGUST	27
SEPTEMBER	24
OCTOBER	22
NOVEMBER	26
DECEMBER	17

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



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

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Discuss Kandiyohi County Organizational Review

Requested Meeting Date: 12-18-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

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) Kandiyohi County Organizational Review Phase One Final Report

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

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

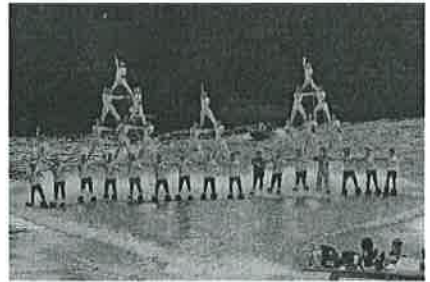
RE: Open Discussion Relating to Organization Alternatives

DATE: December 13, 2012

At a recent County Board meeting staff was asked to provide additional information about a report that Kandiyohi County recently commissioned with a consulting firm, relating to improving efficiencies within their County. Because the consultant's reports are on-line, staff is sharing one of the two reports for Kandiyohi. The second report relates to combination of the Health and Human Services which was done close to fifteen years ago in Aitkin County, so that report is not included.

Based upon the Board's discussion, additional information can be gathered for possible next steps.

Please review and contact me if you have questions.



Review

Phase One Final Report

Kandiyohi County, Minnesota

Organizational Review

June 12, 2012

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Mission Statement

Springsted provides high quality, independent financial and management advisory services to public and non-profit organizations, and works with them in the long-term process of building their communities on a fiscally sound and well-managed basis.



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Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

LETTER OF TRANSMITTAL

Mr. Larry Kleindl
County Administrator
Kandiyohi County
2200 23rd Street NE Suite 2020
Willmar, MN 56201


Re: Organizational Assessment – Phase One

Dear Mr. Kleindl:

I am pleased to submit the Phase One Organizational Assessment of the Kandiyohi County Study. It has been my pleasure to work with you, members of the County Board, staff and community on this important project. Involvement and participation of a broad cross section of individuals has ensured a comprehensive process, a detailed understanding of the departments and a practical and useful guide for future planning and decision-making.

The information contained within this report is designed to provide an objective assessment on the offices of Auditor-Treasurer, Recorder, and Assessor. Highlights include an analysis of the existing workplace culture, organizational structure, workflow and working relationships. The findings reflect that organizational changes – when introduced into these departments – will result in improvements to the efficiency, effectiveness and customer service. It is our hope and belief that this work will provide you with a strong foundation to move forward.

I wish to thank you and Lynn Travaglio for your assistance in coordinating and assisting in the logistics and details. The time and involvement from all of participants was greatly appreciated. Their individual support and assistance was instrumental in the ability to complete the study. Thank you very much for this opportunity and I am excited about moving forward to Phase Two of the Organizational Assessment.

Sincerely,

David J. Unmacht
Springsted Incorporated

sml

1. Executive Summary

Kandiyohi County retained Springsted to conduct an organizational review of the offices of County Auditor-Treasurer, County Recorder and County Assessor. Each of these offices is located with the County Office Building (400 Benson Avenue SW) in Willmar. As a result of their co-location the Office of Planning and Zoning and the function of the License Bureau are also affected and potentially impacted but their specific operations were not the primary focus of the study and analysis.

The purpose of the study was to review the existing organizational structure of these offices, to identify the strengths, issues and challenges within the offices, to assess the workplace culture, to identify potential operating efficiencies and to provide a road map and guide for follow-up and action. In addition, and consistent with the Kandiyohi County culture, employee input was a critical component of the process. To that end, the staff was involved in the process in the following manner:

- Over 30 individuals were interviewed
- Individual follow-up phone conversations and email communication
- On-line confidential staff survey
- Findings presentation to the Department Heads on May 7

The contributions of staff were instrumental in providing valuable input into the study questions and the ultimate findings of the analysis. The willingness of the employees to offer candid insight, ideas and opinions helped to frame and shape the recommendations.

The Offices of Auditor-Treasurer, Recorder and Assessor conduct and perform statutory functions pursuant to Minnesota law. Within county government in Minnesota, these offices are rich in tradition and cultural history – often unique to each county. Today, with the onset of technology, fiscal constraints, customer service expectations and efforts to be more efficient, the organization and structure of these three offices within Minnesota counties is a *hodge-podge* of delivery systems and models. The 2011 Information Brief from the Minnesota House of Representatives outlines the many varied forms of organization and consolidations that have occurred over the years. The fact that Kandiyohi County is studying the foundation (structure, process, culture, etc.) of these three offices is consistent with precedence and practice in other counties.

The contents of this report provide the County Board, elected department heads and county staff with ideas and suggestions on how to improve their coordination, communication and customer service. The ideas are clear, the plan moving forward is reasonable and within the realm of possibility. The challenge for Kandiyohi County leaders, especially in the short term without any likely change in the underlying structure of the offices, is to set aside history and past practices to collectively move forward within a new era of cooperation. The ability to take the next steps will require an open-mind, a willingness to take risks, a motivation to improve and a new commitment to enhancing customer service.

2. Perspective on County Government

County governments across the country, but especially in Minnesota, are addressing a multitude of complex simultaneous challenges including identifying efficient and effective delivery systems, meeting citizen expectations, and sustaining and maintaining mandated programs and services. This scenario is under the backdrop of an uncertain and unstable financial picture. Although there is reason for optimism as state and national economic indicators are pointing upward, these present trends will not impact or influence county decision-makers for the short term. For the past few years, budget cuts and reductions have been occurring; very little relief is in sight and there are no expectations that the state or federal government can provide reliable and long term financial support.

Counties cannot continue to perform operations and business practices in the traditional methods. Local governments of all shapes and sizes, throughout the state and country, are asking tough questions and delving into issues and business practices that have previously never been raised or seriously considered. Raising these questions and probing into historical business practices is not easy nor does it result in quick changes. What Kandiyohi County is doing today is not any different from what other governments are doing across the region, state and nation. In fact the Association of Minnesota Counties (AMC) through the **Minnesota Redesign** is encouraging and challenging counties to “find better ways to provide many services for all Minnesotans through bold local leadership; increased collaboration; improved process efficiencies; and structural changes to the status quo.”

Kandiyohi County government is experiencing the same impacts and trends that are shaping public policy and public services today across all counties. These trends directly impact the policy work of the County Board, the leadership of county administration and the ability of the staff to perform their important day to day functions. This author has experience in these trends both as a local government manager and in the consulting practice with counties of all sizes. These characteristics include the following seven factors:

- Flat and declining levels of staff
- Flat and declining budgets and resources
- Increase in the demand for services
- Continuous organizational change
- Strive for efficient and effective delivery systems
- Higher employee stress levels
- Evolving citizen expectations

The business of local government has changed. Kandiyohi County is not unique or distinct in this phenomenon. Successful organizations will recognize these variables, manage accordingly and strive to introduce change processes and creative ideas to counter-balance the effects.

3. The Study Process

The process used for Phase One of the Organizational Review included these nine (9) steps:

- 35 personal interviews
 - The most number of interviews the author has included in any study of this kind.
 - A copy of the initial staff interview questions can be found in Appendix II.
- On-line confidential staff survey
- Seven community member interviews
- Extensive review of existing Kandiyohi County documents and handouts
 - Organizational charts, budget information, presentations, etc.
- Documents, reference material and related information
 - Information Brief, Minnesota House Research Department (2011)
 - Consolidation of Local Governments Report, Office of the Legislative Auditor (2012)
 - County Government Structure, Association of Minnesota Counties (2008)
 - Minnesota Redesign, Association of Minnesota Counties (2012)
- Informal discussions with professional peers and colleagues
- Presentation to Department Heads on May 7
 - Input, feedback and ideas were sought on the Findings
- Survey and comparison of budgets and full-time equivalent (FTEs) for Becker, Beltrami, Benton, Carver, Clay, Mower, Otter Tail and Polk Counties was conducted. The data was compiled in 2009 and 2012. Not every county responded in total; the information is presented as collected. The results can be found in Appendix I.
- Presentation of the *Working Draft* of the Phase One Report to the County Board on May 22.

Each of these steps was an important component of the overall process. Collectively they formed and shaped the findings, conclusions, and recommendations. The process followed acceptable business standards; in fact where desired (individual interviews and community member input) the process was expanded to be more thorough and comprehensive.

4. Findings of the Employee Survey





A confidential on-line survey was used to give staff the opportunity to provide input and share ideas in a manner which protected their privacy. The purpose of the survey was to ask a series of questions related to the core objectives of the study. The following eight (8) questions were asked in the survey:

- The level of cooperation and coordination between departments within Kandiyohi County is: Very Good; Good; Fair; Poor?
- What is one example of where you would increase the working relationship and coordination between departments?
- The County is undergoing an organizational review within the Assessor, Auditor-Treasurer and Recorder's Offices. What is the number one organizational priority that should be addressed as part of this study?
- List the top three strengths of Kandiyohi County.
- List the top three areas where you believe Kandiyohi County can improve.
- What ideas do you have to improve the efficiency and effectiveness of your department to save time and money?
- Based on the layout of the offices, space within the building, and optimal customer service, what ideas or suggestions do you have for the physical design of the offices?
- How long have you worked for the County? 0-5; 6-10; 11-15; 16-20; Over 20 years.

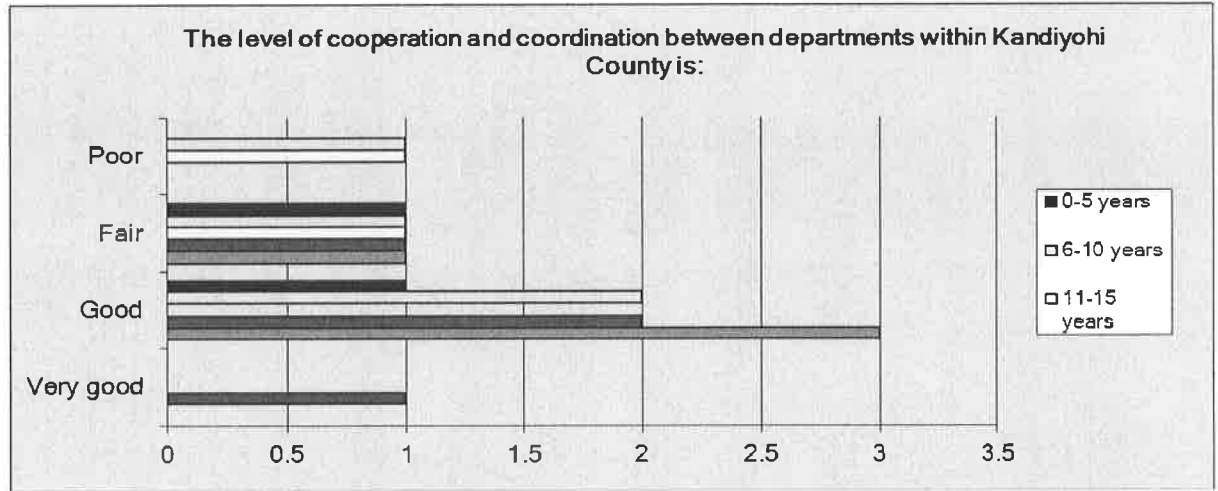
Approximately 25 staff members were included in the survey with a response rate of 64%. This is an acceptable and reasonable participation rate based on historical comparisons. A summary of the survey findings is below.

- 16 total respondents
- A generally proportional response rate based on the years of service.
- 56% of respondents think the cooperation and coordination within the County is very good or good. This result is a lower percentage than what is desired.

The following table shows the general breakdown from respondents.

The level of cooperation and coordination between departments within Kandiyohi County is:			
		Response Percent	Response Count
Very good		6.3%	1
Good		50.0%	8
Fair		31.3%	5
Poor		12.5%	2
answered question			16
skipped question			0

The following table shows the breakdown from respondents by length of employment.



Based on an analysis of the survey results and an aggregation of all the comments and responses to the questions, the following cultural and structural ideas emerged. These represent excellent opportunities to increase efficiency, enhance effectiveness and deliver better customer service, both within the county workplace and externally with the clients and citizens.

- Prominent **cultural** themes and priorities identified in the employee survey:
 - Increase communication between the offices
 - Strengthen interdepartmental relationships
 - Improve coordination of work between departments and employees
 - Conduct staff meetings (within and between departments)
 - Be willing to share information more readily
 - Educate employees on what other staff members do
 - Enhance consistency in work rules and office policies
- Prominent **structural** themes and priorities identified in the employee survey:
 - Finish e-recording; electronic transactions need to be a high priority
 - Create generalist roles -- employees cross-trained to support and help others (within and between departments)
 - Preference to retain the same organizational structure
 - Relocate Recorder's Office to the first floor

5. Community Member Input

The staff input into the questions under study was extensive. As the information was being collected and analyzed, and after consulting with the County Administrator, it was decided that obtaining input from a sample of community members would be a good step. The intention was to augment internal information with external feedback from individuals that are *customers and clientele* of the three offices. A series of names was provided and a contact was made requesting an interview. The individuals were assured of confidentiality and a total of seven phone interviews were conducted. The actual number of contacts was not a large sample size as such the information is relevant and important, but it was not used as a primary source of finding or conclusion, but a supportive source of reflection, data and observation.

The community members represented a cross-section of businesses that interact and conduct business with the Auditor-Treasurer, Recorder and Assessor's offices. They included real estate, banking, small commercial businesses and individuals that are involved in various aspects of land use and development. The diverse representation of the interviewees produced three distinct outcomes: 1) a clear difference of opinion on the three offices; 2) a perspective that when asked produced a response that was mainly focused on customer service; and 3) opinions shared were based on individual relationships with the staff in the offices that they work with the most.

A summary of the comments from the interviews include the following. In order to assure the confidentiality, the summaries are edited accordingly, without influencing or modifying the original intent of the comment. The comments are aggregated to reflect the diversity of opinions received from the interviewees. A review below will support the conclusion that the input is mixed and across the spectrum of opinion.

- The staff is friendly, professional, knowledgeable and helpful. I do not have any suggestions or ideas for changes to the offices. The staff is made up of good people; they are technically oriented. They are doing the best they can with what they have.
- The expectations I have are not met; subsequently, I have taken my business elsewhere. This is unfortunate, but unless changes are made I don't intend to return.
- It makes sense to have a one-stop shop combining the offices for better customer service. The service received between the offices is clearly different. Making the offices appointed based on qualifications is a good move.
- It is important to improve the communication with the customer. I wish there would be more flexibility in decisions; sometimes I do not understand why an action takes place like it does.

6. Workplace Culture

The following is a summary of insights and analysis into the culture within the County offices. As a point of reference, these are presented as observational and are not designed to be value-based (meaning no intention is made to define them as good or bad; the reader can make that determination on their own). When identifying strengths and issues/challenges it is not practical or possible to validate and substantiate the reliability of each point; however, we look for consistent patterns and themes. Individual or single comments are generally not included or represented below. It is also fair to point out that not everyone will agree with every point listed, but for the most part, these strengths and issues/challenges are indicative of the workplace culture within the offices of Auditor-Treasurer, Recorder and Assessor within Kandiyohi County.

Strengths

The following strengths were identified by employees (and some community members) during the interviews. These characteristics represent positive attributes of the staff and workplace. Generally people like to come to work; are experienced and dependable, work hard, are committed and passionate about the jobs they perform. The routine of the business is well-established and individuals know their role and function. Overall the staff gets along fine and the work gets done.

- Customer service
- Technical knowledge
- Experience and tenure
- Knowledgeable
- Informal culture
- Good job(s)
- Work space

The strengths identified within these offices are consistent with trends happening in the marketplace. Especially over the past five years, as there has been a reduction in employee turnover and retirements across public sector organizations. The experience, knowledge, and tenure of employees has been on the rise. On the whole, employees recognize that county government provides a solid, reliable and dependable job. Based on results from the interviews, compensation and benefits, although not a universal incentive, are generally competitive in the greater Willmar community. More individual energy and *angst* is lost over internal compensation equity than external comparability. Although county government has gone through a period of uncertainty and retrenchment, in Kandiyohi County, this has not dramatically changed the nature of the culture of the offices. Change that has occurred has been more gradual and reactive to a situational occurrence as opposed to a greater county-wide mandate.

Issues/Challenges

Each department has its own specific issues and challenges, but in total, it is fair to conclude that the issues/challenges are shared between departments. There may be more of a distinction within one office than another, but overall the items within this list transcend business lines and functions. Within Kandiyohi County there is uneasiness about the future including the influences of the economy, the distinction and differences that exist between the three offices, and the long term uncertainty about the *elected and appointed* status of the two department head positions. The following eight (8) issues/challenges stood out from the interviews and assessment. These items are followed by brief summary comments. They are not listed in any particular order of priority or importance.

- **Spinning Wheels.** This cultural depiction is best represented by these statements: “We are so busy and overwhelmed.” “It is the way we have always done it.” “I put out fires everyday.” The day-to-day stresses are consistent with what is routinely found in other counties. The general sense in the offices is that the employees *process in and process out* with a limited (or no) ability to get ahead. One interviewee referred to this as *presentism*. The description of this term went on to suggest that employees do not leave, “but have checked out and are here for the payday only.” This is a fairly strong statement and more than likely not universally applied to all staff.
- **Supervision.** There is a need to strengthen the role of the supervisor. This is an organizational issue with a clear need to strengthen the human resources function. Priority areas include: job descriptions, pay and class system, performance reviews, and training and development. No job descriptions are available for the County Recorder and Auditor-Treasurer positions. It is advisable to update job descriptions to focus on core competencies and management expectations including leadership, communication, collaboration, working together, etc. Expand and develop the role of the supervisor to include training and development in leading, organizing, managing, and motivating employees. The staff survey reflected opinions regarding the needs in several of these areas. Within a small office environment the supervisor skill differences are distinct and everyone knows it (they just don’t talk about it openly).
- **Morale.** Improving morale is a priority. The distinctions between offices are evident from the interviews. There is no quick fix to improve and enhance morale. By and large people like to work for the County; they like their job and their co-workers. Turnover is low, in fact rare. Staff, however, is looking for more direction and action – quite possibly even results – from top county officials. Morale is a function of many variables; having different and distinct cultures in adjacent offices within the same building is not conducive to consistent and coordinated morale.
- **Structure.** The culture is defined by strong and independent departments – *silos*. This culture is common and often found in organizations that have long established business lines, traditions and working relationships. Inequitable application of policies is one result of this structure. For example small distinctions and differences in the departments were a predominant theme in the staff survey and interviews. Departments fundamentally do their own thing and do not focus on interdepartmental business as a matter of priority and policy. One respondent noted that the system was created for the separation of duties and not for customer service. An awareness of the problem is clear from this supervisor comment, “The ultimate goal is to broaden knowledge of the staff within the office and not have job descriptions with boundaries if you will.”

- **Culture.** There are five primary offices and five cultures sharing a common space within the building (Auditor-Treasurer, Recorder, Assessor, License Bureau and Planning and Zoning). There is a business need and a staff desire to enhance interdepartmental synergies and connectivity. A common theme was, “Right now we all know who everyone is but I do not believe we know what everyone does.” More than one respondent remarked about the perceptions between the physical space referring to the office floors as “above” and “below.” Leaders must think in terms of overall system and service and not in terms of a single department operation. More staff meetings within the building to share information is offered as a positive step forward by many respondents.
- **Competition.** The offices are naturally competitive (resources, time, attention, service, etc.) without recognizing or thinking about it. Testimony suggests that the three *small* departments produce a “me” complex; points of view come from the standpoint of “mine” or “them”. One example includes this comment, “That is the way I want to run things in *my* office.” Another example is in the discussion over where the Real Estate Technician resides. A disagreement over her office space and reporting relationship exists. In reality, it should not matter which department she is in or who she reports too.
- **Communication.** The communication within the departments is more *within* as opposed to *between* departments. Even this is not consistent as there are no expectations on the type, level and extent of communicating information up and down the department. The staff survey reflected a strong desire to *learn more* about what is going on in the other departments and in the County as a whole. External communication can improve with improvements to the website (on-line applications, fact sheets, articles of interest).
- **Roles.** The County Board and County Administration is included in this section as a reflection of how different each is perceived by the offices. This is an issue/challenge because there is not a consistency in thought. Both the County Board and County Administrator have an opportunity to recognize this point and work to create a new understanding of their role, relationships, and expectations. This is not an inconsistent finding; it appears in other counties; but an openness and desire to move forward with a vision and collective effort exists within Kandiyohi County.

7. Recommendation: One Office – Merged Culture – Exemplary Service

Establish a vision to consolidate the offices of the Auditor-Treasurer, Assessor and Recorder. Implementation of the vision will result in one office, a merged culture with exemplary service. The timing of the implementation of this vision is a function of the coordination and ultimate appointment of the two elected offices. For purposes of the study the vision is not an immediate objective, but a mid-to-long term goal. However, based on the results of the study, efficiencies, workplace enhancements and customer service improvements can and should begin now without the need to wait for structural changes.

The recommendation is supported by the following eight factors: 1) data analysis; 2) staff interviews; 3) staff survey; 4) workplace strengths and issues/challenges; 5) community member input; 6) effective business practices; 7) customer service enhancements and 8) employee professional development opportunities. Collectively these eight factors provide solid support for the long term vision.

Experience shows that it is simply impractical to plan and deliver present and future services within the existing business models. Resources are simply not available, every day stresses are constant and the result is that system change and redesign is a healthy, natural and progressive step. The recommendation will position Kandiyohi County not only for the next five years, but for the next 25 years. In an April 12, 2012 speech to the Willmar Chamber of Commerce, County Administrator Larry Kleindl noted, “Flexibility is critical as the county looks forward to planning the county’s business in the coming years. With the Auditor-Treasurer’s retirement, the structure we define going forward is, most likely, the organizational structure that will be used for the next twenty to thirty years. We can’t look at what we did yesterday or what we do today. We need to look to the future.” In practical terms, the future is optimally defined by phased in change through a logical, orderly process that is understood by the staff thus ensuring the long term viability and success of the vision. In simple terms, Kandiyohi County has a great opportunity to seize the moment and methodically and deliberately introduce system change to improve its outcomes and performance.

Kandiyohi County Philosophy

One of the most distinctive conclusions from the analysis was how consistent all Kandiyohi County officials are in their philosophical values and beliefs. This alone suggests that the underlying capacity to make change is clearly present. The philosophy is best represented by the following two conclusions and reflections.

- *The leadership within the County* wants the most efficient and effective service delivery model. County Board members, elected department heads and public administrators are committed to delivering the *best* customer service possible. Although the system works today, it is neither the most efficient, effective nor does it provide the best customer service possible. The Jim Collins classic and highly successful book, “Good to Great” comes to mind. The County provides *good* service, but you have the foundation and fundamentals in place to set an example to strive to provide *great* service.

- *The leadership within the County* seeks to improve the workplace culture, consistent with employee expectations by 1) improving team work; 2) enhancing interdepartmental cooperation; 3) strengthening employee communication both between and within the departments; and 4) increasing employee morale. These actions are universal and are not a function of position or structure. Each department singularly seeks to advance itself in these areas; imagine what, collectively, can be accomplished by working toward the same goals. Improvements and gains can be made – relatively seamlessly – if the desire and expectations are present.

The Business Case

In addition to the underlying philosophy the rationale for the vision must be strong. After all, there is historical precedence and well established practices that have been in place for a long time. *Change should not be made for change sake.* That is clearly not the case in this study. The analysis provides the following 12 points to support the recommendation. These are not provided in any particular order of importance or priority. Individually they are relevant and sufficient; collectively they offer a strong case for the County Board's consideration. Each point is followed by a brief series of ideas and supportive comments.

- **The offices represent the retail arm of county government.** Centralizing and coordinating *like* services is a common objective in organizational design; the land related services should be redesigned without the need for citizens and customers to travel up and down the stairs to transact their business. The retail experience should be organized and designed not from three separate departments but from one full service business model concept. Customers do not care which department serves them as long as it is done timely, efficiently and successfully. This represents a significant paradigm shift, but is a fundamental premise in moving forward.
- **Evolution in the historical need for checks and balances.** When the offices were created many years ago business was done manually and more slowly. Appropriate checks and balances were put in place to separate functions to ensure fiscal and personal accountability. As previously mentioned, with the onset of technology, financial constraints, citizen expectations and the rapidly changing business of county government, the need for the traditional checks and balances is not the same anymore. The Minnesota Legislature recognizes this point as do countless other counties who have or will be examining the same questions that are before Kandiyohi County.
- **The offices are co-located within the same building and are comparable in size.** There is a total of 24 staff in the four offices, including the License Bureau with a salary cost of \$1,180,030. Each office has a department head; two offices have a Chief Deputy position. The number of staff and salary budgets are comparable; although each office has a distinct function(s), they are similar enough to easily enhance coordination and cooperation, as well as consolidation at the appropriate time. There is no one department that is significantly larger or more important than the other; which by organizational redesign standards is often a red-flag.
- **The work of the offices are transaction based.** Improving processes and transactions require deliberate discussion and action. Business solutions are derived from either (or both) an influx in staff and money and/or a redesigned process. Additional staff resources are not likely and an influx of new revenue is limited. System design is a logical avenue to strengthen the assets within the offices and reduce or minimize the

issues and challenges. One example is in technology. The completion of the e-recording system must be a top priority as it impacts all departments. Everyone agrees that efficiencies will be gained with sharing information electronically. Furthermore, the development of an information technology plan and strategy that is based on the needs of the overall system as opposed to the role of each department is a good idea.

- **An Interim Auditor-Treasurer is in place.** With the retirement of the Auditor-Treasurer a new era within the building and offices is beginning. The previous Auditor-Treasurer's experience, persona and reputation were significant and a large influence within the culture of the overall building. Retirements are an opportune time to introduce new ideas and system change. Some of this will come naturally from the Interim Auditor-Treasurer; some of it can be introduced and initiated from the vision and direction of the County Board. There is a window of opportunity as the Interim Auditor-Treasurer was appointed by the County Board to fill the vacant seat through the end of the present term (December 2014).
- **The offices need to be more strategic.** Presently the culture and workplace environment is day-to-day. Business is conducted and transactions occur routinely, but without the benefit of an organized, comprehensive and strategic direction. This direction cannot be accomplished within the current structure; it will require the cooperation and coordination of all the offices. The County Board's vision will lay the groundwork for this partnership and important direction.
- **Experience of other counties can serve as a guide or road map.** Other counties have already combined offices or have evaluated the possibility to do the same. A summary from a document received from Yellow Medicine County noted, "We are operating under an outdated service model (1800s) that was established by the State as a one size fits all model." Yellow Medicine County, like many other Minnesota counties recognize that these offices are required to work closely with land management, property records and the property tax system. All of these functions are interwoven and conducive to a system perspective (as compared to a department function.) It is advisable for Kandiyohi County officials to meet with and tour other counties.
- **The County will gain more efficient use of existing space and enhance customer service.** Examining the possibility of relocating the County Recorder to the first floor is a positive step. Rethinking the fundamental relationships between the three offices can enhance customer service. For example, consideration should be given to having one designated customer counter where all walk-in customers can begin their business transactions. Work which requires more specialized training or is more time consuming can be handled by assigned personnel. Under the present structure, and consistent with a future model, creating a generalist role would give staff the opportunity to expand their skill sets, learn new tasks and provide much needed relief and support to work loads.
- **The County will save money with a consolidated structure.** Organizational redesign is an investment in the future of the public's business as conducted by these three offices. The art of redesigning business processes does not always produce or lend itself to immediate cost savings. Like any research and development model – it takes money to save money. In the long term a consolidated office can produce cost savings. Staffing is one example – the need for new staff will decrease as the skills of the present staff grow and expand; and the reorganization of the departments will result in the re-creation of roles and jobs.

- **The employees will accept system change – it takes time and patience.** Business as usual is not acceptable; this author honestly believes the staff knows that. However, change is difficult. From the survey results, the county staff are seeking some change. The offices have undergone significant change recently, in particular with the retirement of the long time Auditor-Treasurer. Experience shows that staff can and do adjust to change as long as leaders are honest, open-minded and patient with the process. One simple change, which transcends departments, is cross-training; staff within the offices can be trained to support the staff in the other offices as needed.
- **The County has a real opportunity to exceed the expectations of the community.** Kandiyohi County parallels their county brethren with rich traditions, historical practices and traditional business models. This is a once in a career opportunity for County officials – without the impetus of structure change – to take a major step forward; this will require prudent decision-making, careful and deliberate discussions and a willingness to look to the future and not to focus on the needs of the present.
- **Other opportunities within the County are present.** The County has opportunities beyond these offices. In fact, this study also includes a review of the Family Services, Public Health and Corrections Departments. The work in this area has already begun. Presently the **finance functions** are decentralized with finance staff spread out in the departments. As part of the system change discussions, now is an opportune time to consider a Chief Financial Officer or Finance Director role. An integrated, centralized finance operation represents best practices (improved coordination, internal controls and financial management). One clear indicator of the need to open this discussion is the importance of providing “back-up” to the existing staff resources that are located within the departments. A second and significant opportunity is in the possibility to consider a **division structure** throughout the county; a review of the organizational chart offers a look inside the total picture of the County. Finally, although no action is pending, there is a record of previous discussions on **merging the city and county assessing** departments. Direction in this service model may influence and impact the vision for the three offices.

A copy of three handouts that were presented to the County Board at the May 22 meeting can be found in Appendix III, IV and V. Appendix III is a photograph of the entry sign in the County Office Building. Appendix IV includes three different organizational structures, and Appendix V is a one page outline summarizing the “Business Case for Change.”

Process and Steps

Proceeding with the long term vision and immediate improvements is not without difficulty. Inherent challenges do exist including two of the offices are led by elected officials. There are established relationships and cultures, no clear vision or direction (yet); and an uncertainty about individual roles and expectations. From the analysis and staff input the employees understand the idea of working together and can even conceptualize the merging of the offices; however, they are uncertain of its practicality. Employees have a genuine desire to be part of a successful team. Intrinsically employees will gravitate toward a positive future; one that involves them and includes them in both strategy and execution.

One question that requires consideration and deliberation is how do you motivate or incentivize the elected departments to participate? Two prevailing thoughts are offered for consideration. First, there is an intrinsic belief that the articulated philosophy and the desired objectives parallel

their personal beliefs; in fact the customer service objectives are consistent with what the department heads articulate and pursue today. Secondly, what follows then is the question of how to move ahead. Answering that question may provide a road map for success or a route to a dead-end. For purposes of this analysis we believe Kandiyohi County officials will work through these issues and partner together for the future of the County. Is there really any other option?

The recommendation on the vision and long term structure is a function of four critical points of process.

- The County Board's intent to make the two offices appointed.
- The timing of when this action can occur.
- The need to implement an organizational change strategy.
- The importance of a phased approach.

Given that the four factors that influence timing are fluid and subject to discussion, it is difficult to prepare an exact timeframe for moving forward. However, there are clear steps that can and should take place after the completion of the study. All county officials are instrumental in the next steps, the County Board, County Administration, the Department Heads and the employees. The following considerations and actions are recommended:

County Board Considerations

- Discuss and adopt the Final Report.
- Establish the long term vision for the offices.
- Identify a long term structure for the offices.
- Provide resources as needed to move the process forward.
- Identify performance expectations and set goals for the staff.

County Administration Considerations

- Develop the strategies and action steps to implement the vision and structure.
- Prepare an organizational change model tied to the timing of the appointment process.
- Seek employee input and ideas to achieve ownership and buy-in.
- Be accessible and available; provide leadership, guidance and support.
- Be open-minded to ideas, suggestions and input from staff.
- Leverage and support IT resources as needed.
- Identify human resource issues and needs that will arise.
- Conduct a space analysis to evaluate spatial options and possibilities.
- Monitor and support the leadership transition of the Interim Auditor-Treasurer.
- Monitor performance expectations of the staff.

Department Head Considerations

- Understand that traditional relationships and historical paradigms are changing.
- Commit to engage in process to introduce system improvements.
- Form and participate in an inter-departmental work team.
- Identify cultural and structural improvements.
- Create interdepartmental staff teams to offer ideas and options.
- Form a technology team; working with IT on system integration.
- Identify resources and barriers to your success.
- Report results and findings to the County Board and Administration.
- Promote social engagements and get to know opportunities for the staff

Employee Considerations

- Be engaged and involved in the change process.
- Bring an open mind and willingness to share ideas and concerns.
- Realize that change is a long process and not without difficulty.
- Find time to volunteer for assignments, committees or other ways to contribute.
- Take personal initiative to effect positive change.
- Recognize the value of the experience for personal and professional growth.

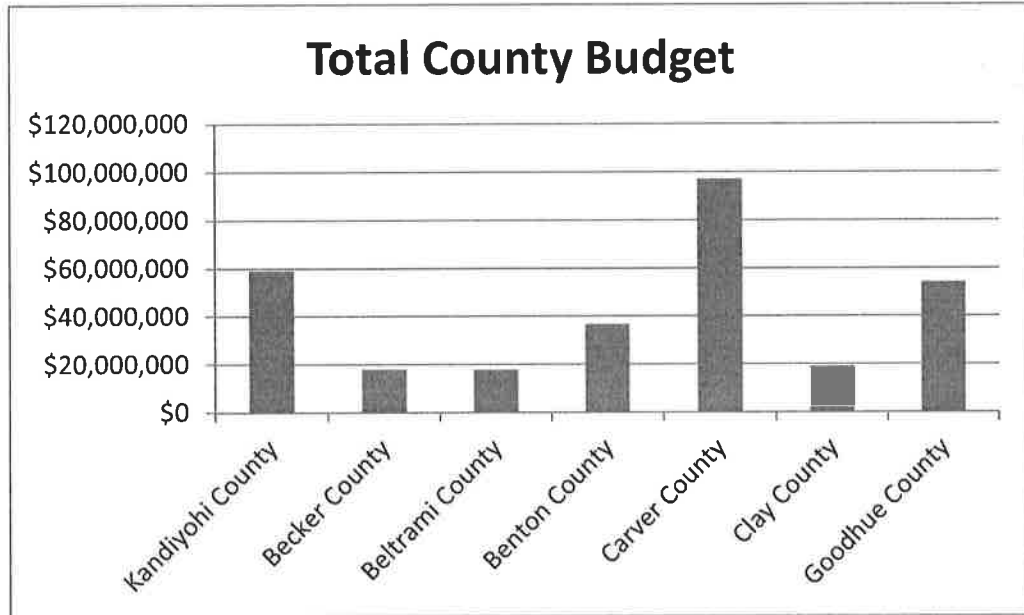
The timing of these actions is a function of interest and priority. Upon reflection it may be a good idea to organize a work session with the County Board, County Administrator, Human Resources Director and Department Heads to *kick-off* the formal discussions and to identify the next steps. Getting on the same page, establishing clear expectations, identifying timelines and showing support for the process is an excellent beginning point. Another question to pose is would the overall work of the Departments be strengthened with an individual designated as the project lead or coordinator? Is there someone within the County that is trusted and respected by everyone who can serve in this role?

In the end what is the purpose of this study and recommendation? Simply put, it is about the citizen and customer. The ultimate benefit of improvements to the County's culture and structure is the public and the services that are provided. This point should be front and center in all considerations and discussions. The County has a talented staff with great potential. How you tap your creative skills to take advantage of opportunities will go a long way toward helping you realize your philosophy, reach your vision and achieve your objectives. A copy of a handout to the County Board on May 22 which outlines the "Bottom Line" for customer and citizen impact can be found in Appendix VI.

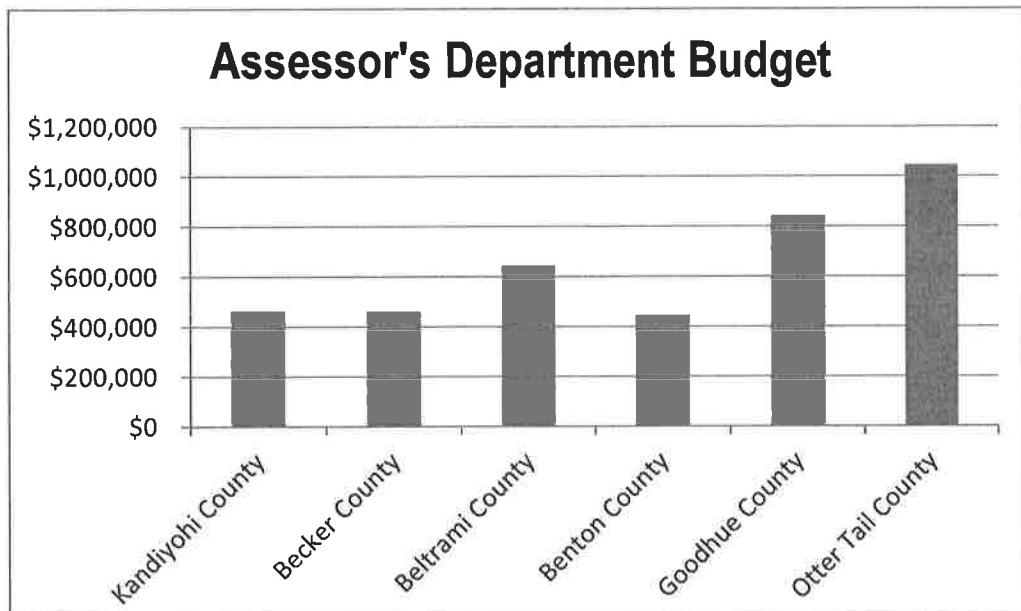
APPENDIX I
County Comparisons

County Comparisons

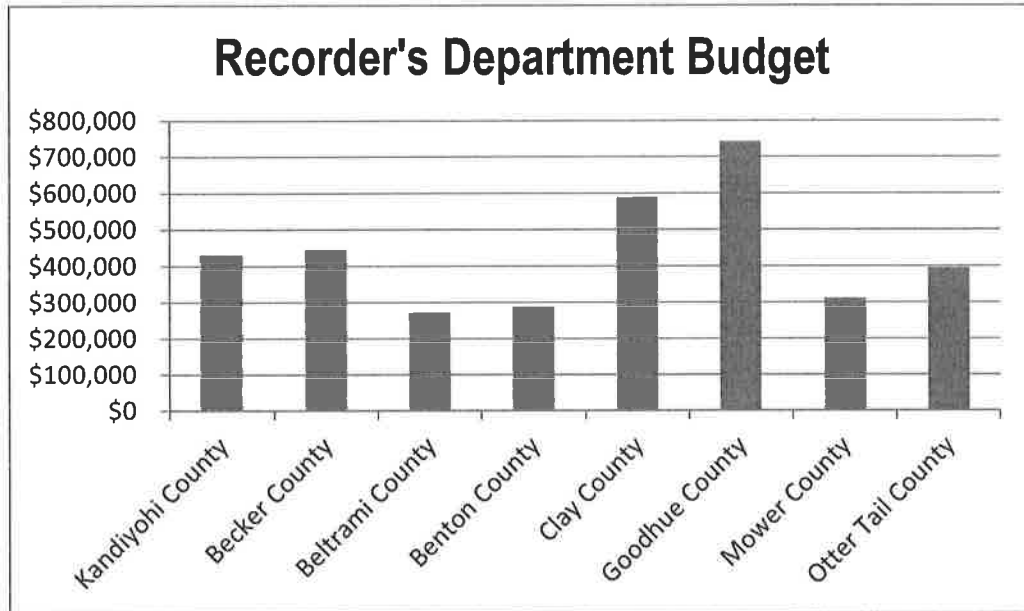
Total budget for participating counties is shown in the table below.



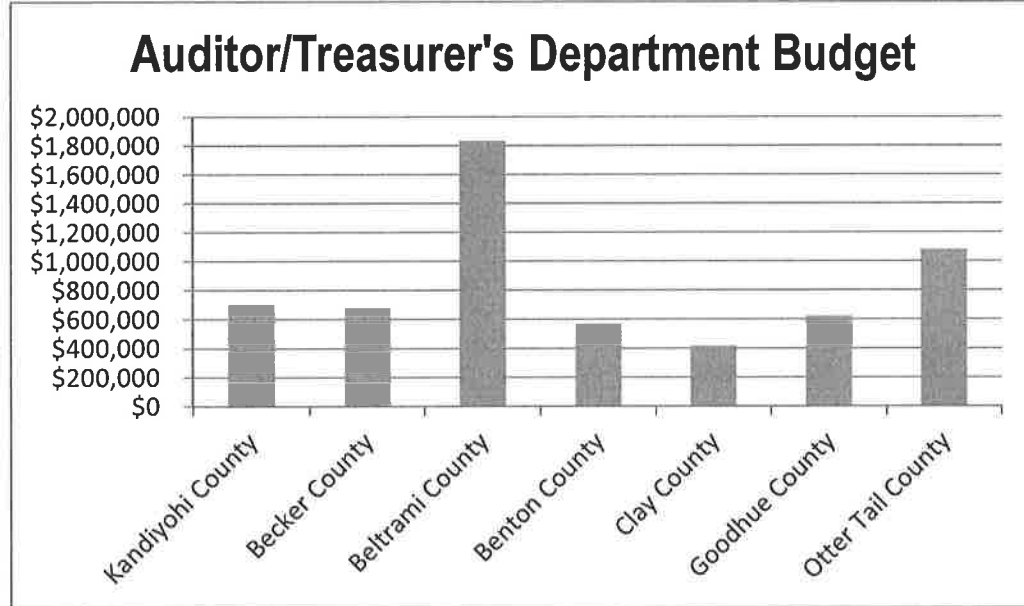
Total budget for the Assessor's Department for participating counties is shown in the table below.



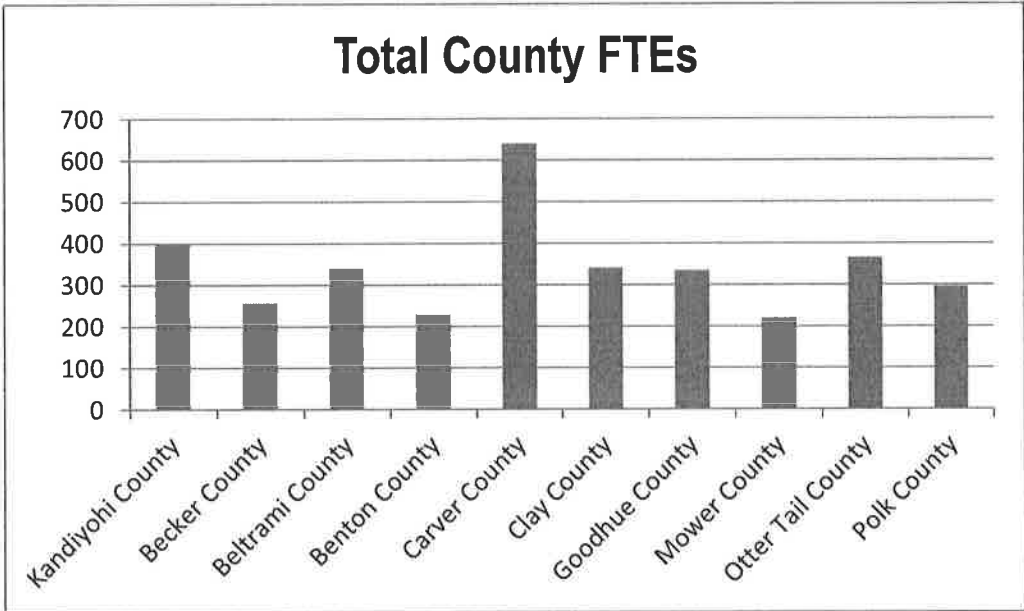
Total budget for the Recorder's Department for participating counties is shown in the table below.



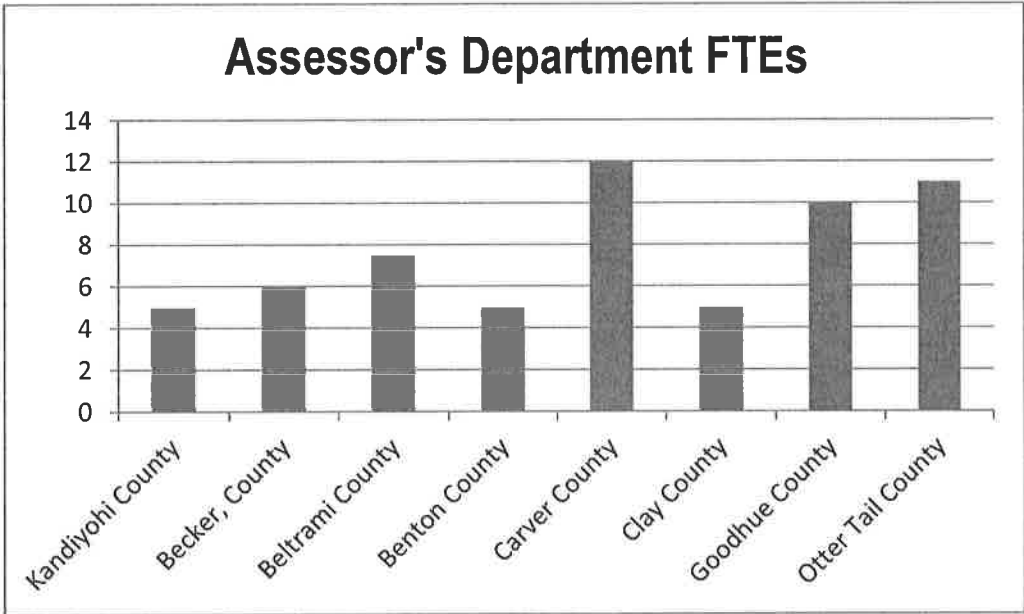
Total budget for the Auditor/Treasurer's Department for participating counties is shown in the table below.



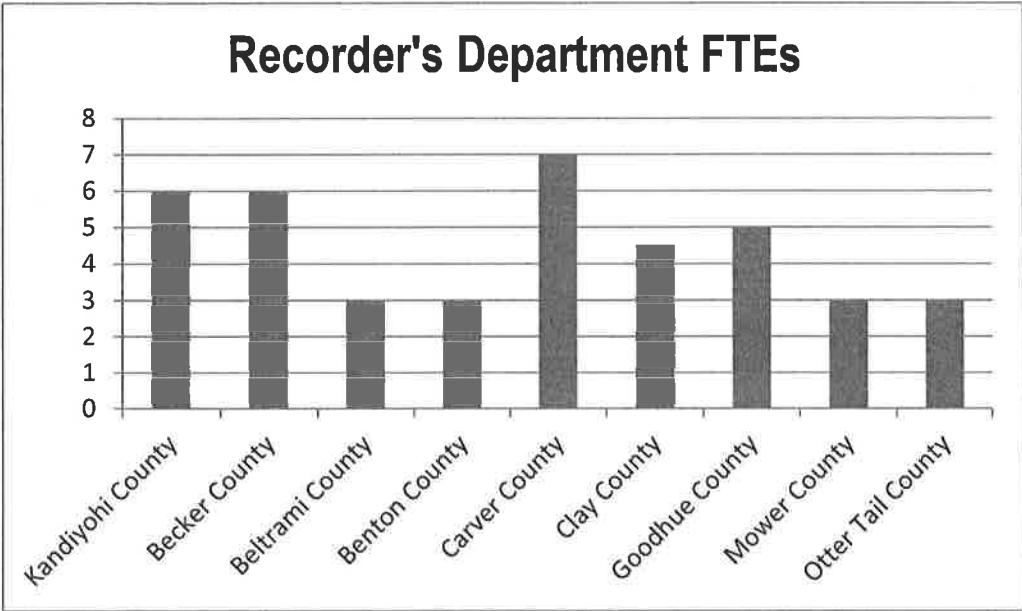
Total FTEs in participating counties is shown in the table below.



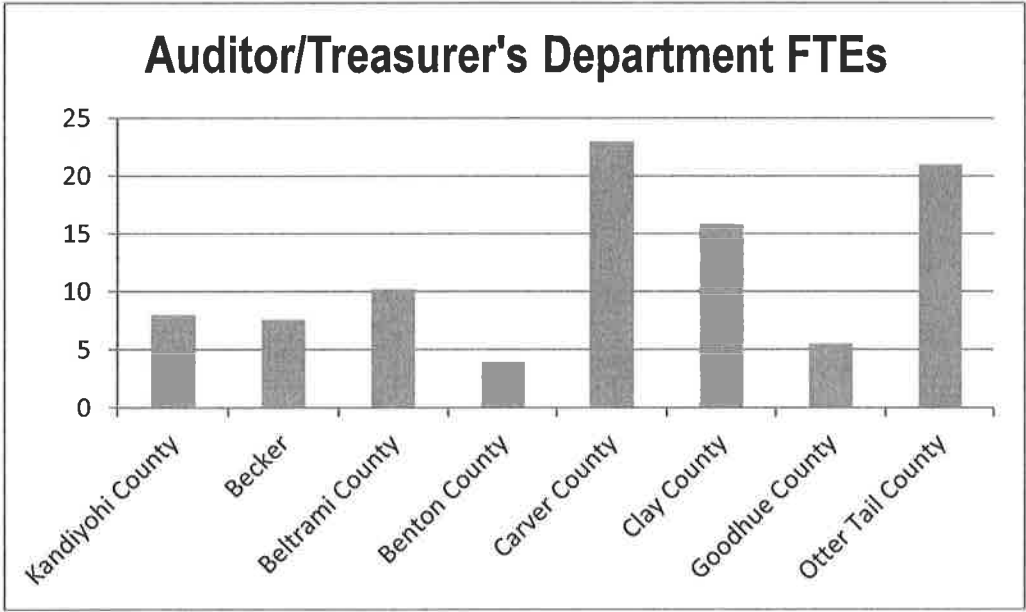
Total FTEs in the Assessor's Department of participating counties is shown in the table below.



Total FTEs in the Recorder's Department of participating counties is shown in the table below.



Total FTEs in the Auditor/Treasurer's Department of participating counties is shown in the table below.



APPENDIX II
Interview Questions

Kandiyohi County

March 8, 2012

List of questions

- Describe your position and responsibilities.
- Define the culture within (the County) and within your department.
- What are the top organizational needs within the County?
- Describe the working relationship you have with other departments; how can it improve?
- What are the strengths that you see within the County and your department?
- What are the top issues and challenges you face?
- What are the professional best practices that you would like to be doing?
- What tools do you need that you don't have to do the job?
- Are there other counties that you know that are doing things differently (or better)?

APPENDIX III
County Office Building Sign

LICENSE BUREAU ↑

AUDITOR / TREASURER →

ASSESSOR ↗

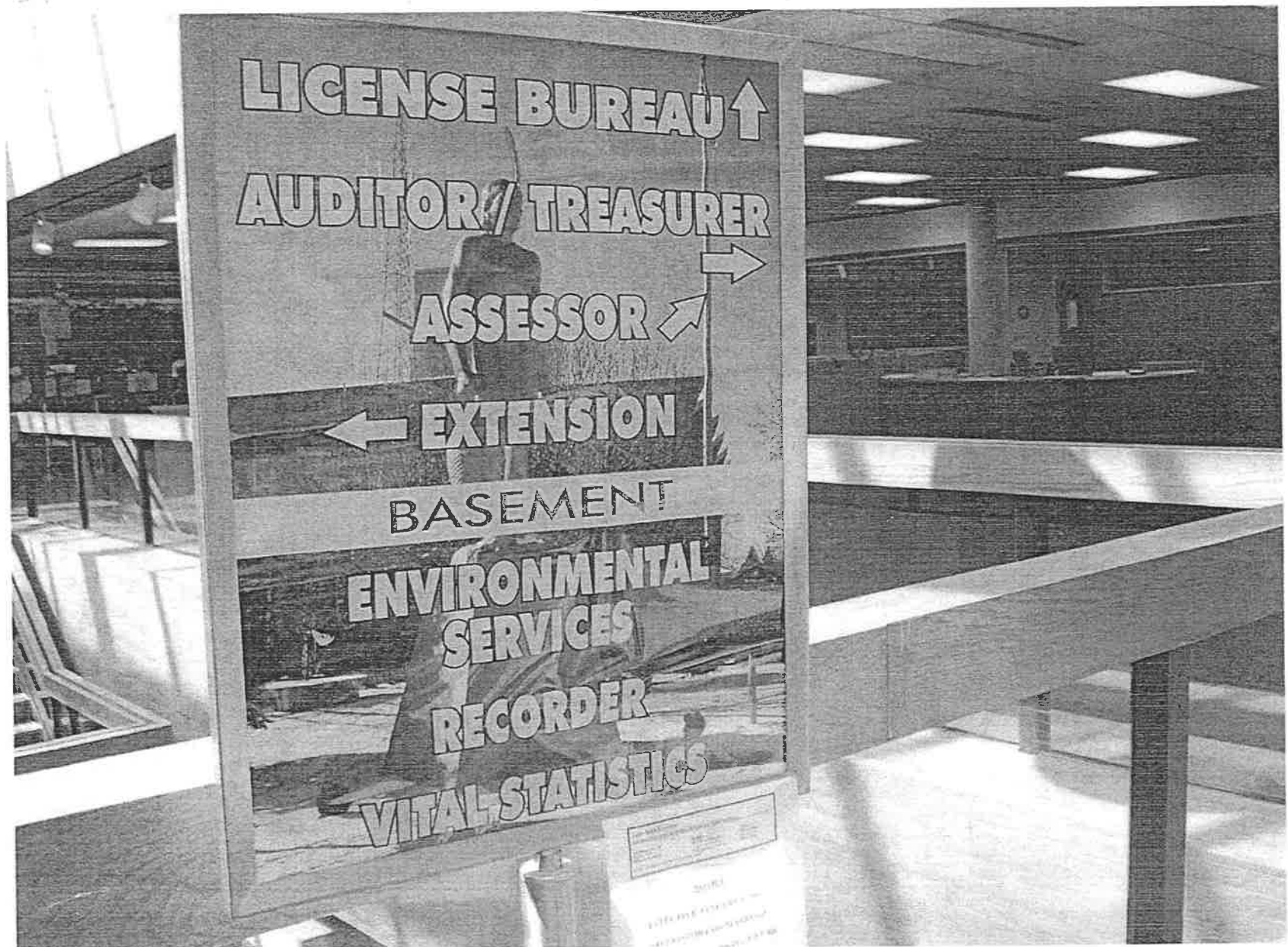
← EXTENSION

BASEMENT

ENVIRONMENTAL
SERVICES

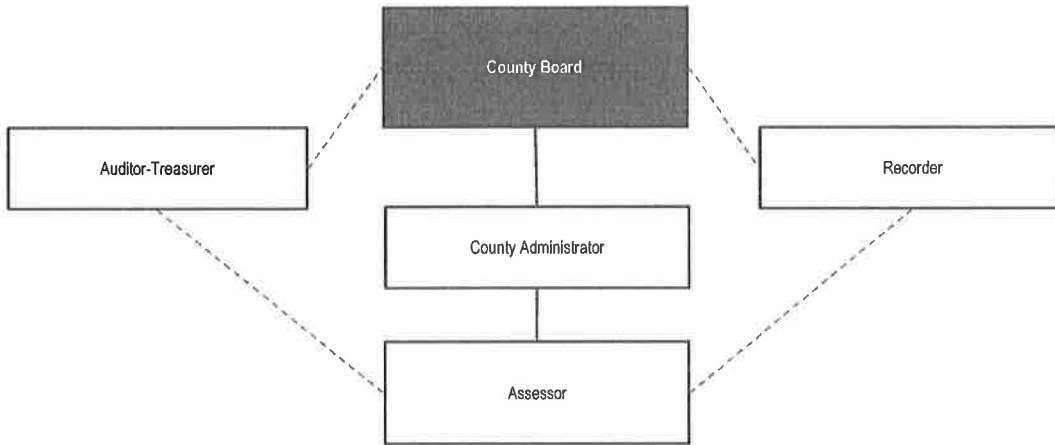
RECORDER

VITAL STATISTICS

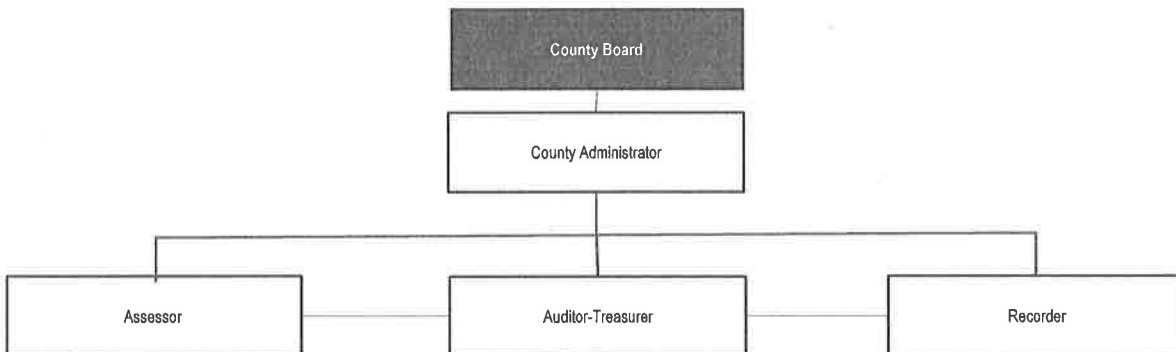


APPENDIX IV
Organizational Structure

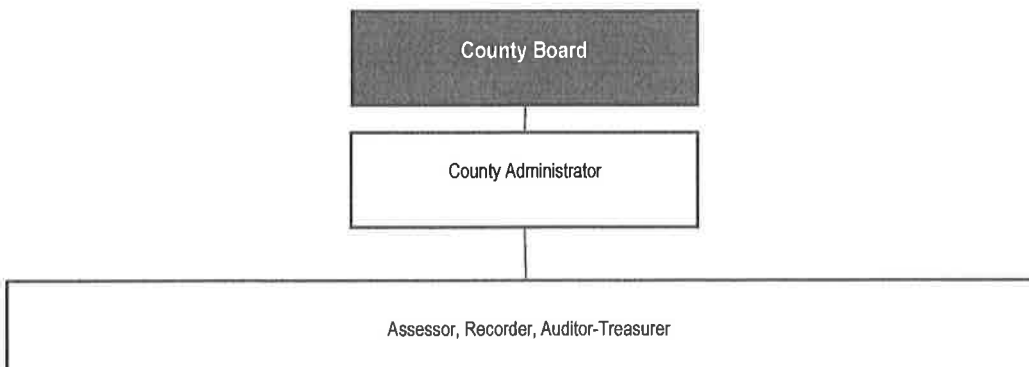
PRESENT CONCEPT



WORKING CONCEPT



FUTURE CONCEPT



APPENDIX V
The Business Case for Change

Kandiyohi County
Organizational Review
The Business Case for Change
County Board Presentation
May 22, 2012

- **Similar value systems and philosophies**
- **Importance of addressing the cultural issues**
- Redesign your retail business
- Do similar things -- transaction based functions
- Historical precedence is altered (checks and balances)
- Co-located and comparable in size
- Physical space – opportunity
- Staff turnover (at the top: Interim Auditor-Treasurer role)
- Need for joint planning and strategy
- Not *reinventing the wheel*
- Potential to save money
- Employee desire and motivation
- Leadership challenge (pride factor)
- Other County needs

APPENDIX VI
Customer – Citizen Impact: The Bottom Line

Kandiyohi County
Organizational Review
Customer – Citizen Impact: The Bottom Line
County Board Presentation
May 22, 2012

- Leadership – *Good to Great*
- Clear lines of accountability
- Coordination of effort
 - Less focus on department; more on customer
- Consistent service across departments
- Better signage
- Better trained staff
- More effective use of space (see it)
- Saving money
- Responsiveness
- Setting a County-wide example

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



Agenda Item #

1-11

To: Chairperson, Aitkin County Board of Commissioners

Date: 12-12-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Adopt Final Property Tax Levy

Requested Meeting Date: 12-18-12

Estimated Presentation Time:

Presenter: Kirk Peysar, Auditor

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)

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

By Commissioner: xx

121812-1xx

2012 Ditch Fund Budgets

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2012:

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$10		\$0
Co Ditch 5	7-353	\$0		\$0
Co Ditch 21	7-365	\$0		\$100
Co Ditch 24	7-351	\$0		\$400
Co Ditch 28	7-356	\$0		\$523
Co Ditch 30	7-352	\$13		\$173
Co Ditch 34	7-357	\$0		\$0
Co Ditch 36	7-358	\$0		\$0
Co Ditch 37	7-359	\$0		\$0
St Ditch 63	7-362	\$0		\$526
St Ditch 66	7-363	\$0		\$392
Co Ditch 2	7-367	\$0		\$0
Diversion Channel	7-373	\$10		\$21,057
Co Ditch 23	7-354	\$0		\$354
Co Ditch 25	7-355	\$0		\$0
Co Ditch 42	7-360	\$0		\$0
Co Ditch 58	7-361	\$0		\$0
Co Ditch 20	7-364	\$0		\$0
Co Ditch 43	7-366	\$0		\$0
Co Ditch 29	7-371	\$0		\$0
Co Ditch 38	7-	\$0		\$235

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 18th day of December 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 18th day of December A.D. 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: xx

121812-1xx

2013 Unorganized Township Budgets

BE IT RESOLVED, that the following 2013 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$41,000		\$41,000
Unorganized Fire Fund	\$20,600		\$20,600
Unorganized Cemetery	\$1,740		\$1,740

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 18th day of December 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 18th day of December A.D. 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 18, 2012

By Commissioner: xx

121812-1xx

2013 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 2013:

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$290,000	\$132,610	\$422,610
Cons. Forf Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,309,530		\$1,309,530
Forest Resource	\$143,000	\$71,396	\$214,396
Reforestation	\$189,000	\$31,944	\$220,944
Memorial Forest	\$92,000	\$92,275	\$184,275
Forest Road	\$35,000	\$10,360	\$45,360
Gravel Pit	\$1,500	(\$1,500)	\$0
Missing Heirs	\$1,000		\$1,000
MCIT	\$150,000	(\$100,000)	\$50,000
Collaborative Grant	\$76,500	\$11,350	\$87,850
Environmental Trust	\$10,000		\$10,000
LLCC	\$650,000	\$7,605	\$657,605

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 18th day of December 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 18th day of December A.D. 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 18, 2012

By Commissioner: xx

121812-1xx

2013 Levy Budgets

BE IT RESOLVED, that the following 2013 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	\$10,975,156	\$574,501	\$11,549,657
Road and Bridge	\$7,758,050	(\$507,000)	\$7,251,050
Health & Human Service	\$6,133,684	\$0	\$6,133,684
Debt Service	\$369,338	\$40,537	\$409,875
Total:	\$25,236,228	\$108,038	\$25,344,266

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 18th day of December 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 18th day of December A.D. 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: xx

121812-1xx

2013 Property Tax Levy

BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2013 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$4,625,427
Road and Bridge Fund	\$2,272,787
Health & Human Services Fund	\$2,638,276
Debt Service Jail Bond	\$353,537
Operation or Maintenance Costs Of a County Jail	\$1,835,669
Total:	\$11,725,696

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,)

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WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 18th day of December A.D. 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: xx

121812-1xx

2013 East Central Regional Library Levy/Budget

BE IT RESOLVED, that the amount of \$230,242 be budgeted and levied for the year 2013 for the East Central Regional Library.

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,)

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WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 18th day of December A.D. 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: xx

121812-1xx

2013 Boat & Water Safety Budget

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2013 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, 2013 to December 31, 2013.

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$1,000		
Boat & Water Grant	\$23,000		
Boat & Water Supply Grant	\$7,000		
Totals:	\$31,000	\$43,602	\$74,602

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 18th day of December 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 18th day of December A.D. 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: xx

121812-1xx

2013 Appropriations to ASCS & Snake River Watershed

BE IT RESOLVED, that the budget and appropriation in the amount of \$133,045 be set for 2013 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$35,011 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

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,)

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WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 18th day of December A.D. 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: xx

121812-1xx

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	\$172.50
County Ditch 63	\$525.89
State Ditch 66	\$391.35
Diversion Channel	\$21,056.29

BE IT FUTHER 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 21	\$98.61
County Ditch 23	\$354.20
County Ditch 28	\$522.50
County Ditch 38	\$234.81

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 18th day of December 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 18th day of December A.D. 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: xx

121812-1xx

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	\$2,402.84
45-24	\$3,581.84
47-24	\$11,685.29
52-24	\$2,533.76
50-25	\$2,336.02
51-25	\$1,242.32
52-25	\$3,837.78
50-26	\$1,328.91
48-27	\$3,327.11
49-27	\$7,729.02
50-27	\$667.43
51-27	\$874.20
52-27	\$2,772.51

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,)

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WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 18th day of December A.D. 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: xx

121812-1xx

2013 ARDC Levy

BE IT RESOLVED, that the Aitkin County Board of Commissioners acknowledges the Levy for the Arrowhead Regional Development Commission for 2013 in the amount of \$48,002.00.

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,)**

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WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 18th 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: 12-12-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Update 800 mhz Implementation

Requested Meeting Date: 12-18-12 Estimated Presentation Time: 10 min.

Presenter: Scott Turner, Sheriff

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) Verbal update at meeting

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.