

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS September 24, 2013 – 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)**
- 10:00 Break**
- 10:10 F) Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (3) minutes per person. The County Board generally will not engage in a discussion or debate in those three minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File September 10, 2013 – September 23, 2013
B) Approve 9/10/13 County Board Minutes
C) Approve Commissioner Warrants
D) Approve August Manual Warrants
E) Approve Auditor Warrants – August Sales & Use Tax
F) Authorize Public Sale of File Cabinets – Health & Human Services
G) Approve Affidavits for Duplicate of Lost Municipal Order or Warrants
H) Approve Resolution – Final Payment Contract No. 20126
I) Accept \$250 Donation to STS – Garrison Commercial Club
J) Approve Memorandum of Understanding with City of Aitkin
- 10:15 3) Scott Turner, Sheriff**
A) Discuss All Hazards Mitigation Plan
B) Approve Local ARMER Enhancement Site
- 10:45 4) Penny Harms, Veterans Service Officer**
A) Approve CVSO Operational Enhancement Grant

Note: 2 Page Agenda

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS September 24, 2013 – BOARD AGENDA

- 10:55 5) **Bobbie Danielson, Human Resources Manager**
A) **Approve Personnel Committee Recommendation**
1. **FT Public Health Supervisor**
- 11:05 6) **Patrick Wussow, County Administrator**
A) **Approve 2014 East Central Regional Library Budget Request**
- 11:15 **Break**
- 11:30 7) **Board Discussion**
Mark Wedel – CMCC
Laurie Westerlund – Mille Lacs Watershed, CMCC, HRA, P&Z, DAC
Don Niemi – ARDC, Lakes & Pines, Snake River
Brian Napstad – MHB, EQB
Anne Marcotte – ATV, FAS, ACA
- 8) **Committee Updates**
Upcoming Meetings:
Lakes & Pines – October 21
ARDC – October 17, Commission meeting
Snake River Watershed – October 28
AMC District One Fall Mtg – October 18
- 12:30 **Adjourn**

AITKIN COUNTY BOARD

September 10, 2013

The Aitkin County Board of Commissioners met this 10th day of September, 2013 at 9:03 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the September 10, 2013 agenda.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: August 27, 2013 – September 9, 2013; B) Approve County Board Minutes: August 27, 2013; C) Approve Auditor Warrants – Taconite Payments to Towns & Cities: Agency \$43,277.00; D) Approve Commissioner Warrants: General Fund \$88,733.55, Road & Bridge \$20,442.39, Health & Human Services \$966.37, Trust \$3,138.26, Forest Development \$3,331.56, Long Lake Conservation Center \$4,861.27, Parks \$3,867.31 for a total of \$125,340.61; E) Approve Lost Warrant Replacement Requests - Health & Human Services: Simon Hill \$88.20 - Warrant #87706, Terry Hammond \$61.06 – Warrant #85064, Cynthia Bennett \$41.00 – Warrant #83580, and State Fire Marshall \$50.00 – Warrant #85369; F) Approve Resolution – Final Payment Contract No. 20122; G) Approve Resolution – Final Payment Contract No. 20124; H) Approve Withdrawal from North Central Drug Task Force; I) Approve Resolution – Kim Randolph Repurchase Application; a) Approve Donation of Retired Squad for Airport Use; b) Approve Pomroy Fire Tower transfer from the State of MN to Aitkin County

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Final Payment Contract No. 20122:

WHEREAS, Contract No. 20122 – Project No. C.P. 01-090-19, C.P. 01-614-01, and C.P. 01-636-01– McGregor Airport and Bituminous Overlay on County State Aid Highway Nos. 14 and 36 has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, that we do hereby accept said completed projects for and on behalf of the County of Aitkin and authorize final payment to Anderson Brothers Construction in the amount of \$5,295.69 as specified herein.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Final Payment Contract No. 20124:

WHEREAS, Contract No. 20124 – Project No. SAP 001-605-009 – Grading and Aggregate Base has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, that we do hereby accept said completed project for and on behalf of the County of Aitkin and authorize final payment to Roth Construction in the amount of \$13,997.65 as specified herein.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve giving required 30-day notice to

CALL TO ORDER

**APPROVED
AGENDA**

**CONSENT
AGENDA**

**RESOLUTION
091013-072
FINAL PAYMENT
CONTRACT NO.
20122**

**RESOLUTION
091013-073
FINAL PAYMENT
CONTRACT NO.
20124**

**NORTH CENTRAL
DRUG TASK**

withdraw from the North Central Drug Task Force Joint Powers Agreement.

FORCE JPA

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Kim Randolph Repurchase Application:

WHEREAS, Kim Randolph, the former owner has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota, and described as follows, to-wit:

**RESOLUTION
091013-074
KIM RANDOLPH
REPURCHASE
APPLICATION**

3.40 ac of Lot 4 in Document #343981 Section Twenty-five (25) Township Forty-nine (49) Range Twenty-three (23)

And **WHEREAS**, said applicant has set forth in his application that:

- a) Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:

It has been my home for 18 years. I will lose my home. I am the owner of the property and have been paying mortgage payments since 1994.

- b) The repurchase of said land by me will promote and best serve the public interest, because:

I will maintain the property and keep the taxes current.

And **WHEREAS**, this Board is of the opinion that said application should be granted for such reasons,

NOW THEREFORE BE IT RESOLVED, that the application of Kim Randolph for the purchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve donating 2009 Chevrolet Impala retired squad from the Sheriff's Department to Aitkin Airport.

**RETIRED SQUAD
TO AITKIN
AIRPORT**

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve Pomroy Fire Tower transfer from the State of MN to Aitkin County. It is estimated that re-erection of the tower should be completed within five years, with no public funds used for the project.

**POMROY FIRE
TOWER**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Advance of 2014 State-Aid Construction Funds:

WHEREAS, the County of Aitkin has implemented County State Aid Highway Projects in 2012 and 2013 which will require State Aid funds in excess of those available in its State Aid Regular Construction Account, and

**RESOLUTION
091013-075
ADVANCE OF 2014
STATE-AID**

WHEREAS, said County has proceeded with the construction of said projects through the use of an anticipated advance from the County State Aid Construction Fund to supplement the available funds in their State Aid Regular Construction Account, and

CONSTRUCTION FUNDS

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of 9-10-13:	\$ 194,118.40
Less estimated disbursements:	
S.P 001-607-003	\$ 138,208.15
S.A.P. 001-603-010	\$ 103,786.73
S.A.P. 001-603-011	\$ 190,929.51
S.A.P. 001-632-005	\$ 330,350.26
S.A.P. 001-605-009	\$ 82,855.78
S.A.P. 001-604-010	\$ 72,103.74
S.A.P. 001-632-004	\$ 228,661.81
Total Estimated Disbursements	\$1,146,895.98
Advance Amount (amount in excess of acct balance)	\$ 952,777.58

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

WHEREAS, the County acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, BE IT RESOLVED that the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway Project(s) of the County of Aitkin in an amount up to \$952,777.58 in accordance with Minnesota Rules 8820.1500, Subp. 9. I hereby authorize repayments from subsequent accruals to the Regular/Municipal Construction Account of said County from future year allocations until fully repaid.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Partial Vacation of County Road 85 Right of Way:

WHEREAS, Aitkin County acquired right-of-way on Aitkin County Road No. 85 as a Trunk Highway Turnback from the Minnesota Department of Transportation, and

WHEREAS, portions of excessively wide right-of-way can restrict a landowner’s ability to improve the property, and

WHEREAS, a landowner has requested the vacation of the outer 40 feet of right-of-way to reduce the right-of-way width from 100 feet to 60 feet, measured from the centerline of County Road No. 85, and

WHEREAS, it has been determined that the right-of-way is excessively wide in this area and therefore can be reduced to a width of 60 feet from the centerline of County Road No. 85.

**RESOLUTION
091013-076
PARTIAL
VACATION OF
COUNTY ROAD 85
RIGHT OF WAY**

NOW, THEREFORE, BE IT RESOLVED, in accordance with Minnesota Statute 163.11, Subd. 1 and 4 that the portion of Aitkin County Road No. 85 right-of-way hereinafter described is hereby vacated so that the property reverts to the owner of said property.

That portion of the existing right-of-way of County Road No. 85 (Pike Avenue), also known as Old US Highway 169, said existing right-of-way having been previously established as 100 feet in width, as per the Final Certificate filed in Book "64" of Deeds, Page 53 in the office of the Aitkin County Recorder, that lies within Government Lot 1 of Section 7, Township Forty-four (44), Range Twenty-seven (27), Aitkin County, Minnesota, lying northwesterly of a line parallel with and 60 feet northwesterly of the following described centerline: Commencing at the northwest corner of said Section 7; thence North 90 degrees 00 minutes 00 seconds East, assumed bearing, 1075.50 feet along the north line of said Section 7 to the existing centerline of said Old US Highway 169 as now constructed; thence South 43 degrees 48 minutes 00 seconds West 207.60 feet along said centerline; thence southwesterly 775.0 feet on a tangential curve concave to the southeast with a radius of 5729.58 feet and a central angle of 07 degrees 45 minutes 00 seconds to the point of beginning of the centerline to be described: thence continuing southwesterly along said centerline 18.33 feet along said curve with radius of 5729.58 feet and a central angle of 00 degrees 11 minutes 00 seconds; thence South 35 degrees 52 minutes 00 seconds West, tangent to said curve to its intersection with the west line of said Government Lot 1 of said Section 7 and said centerline there terminating.

It is the intent of this vacation to establish a new right-of-way width on the northerly side of this portion of County Road No. 85, said new right-of-way being 60 feet in width, being parallel with and 60 feet northwesterly of the existing centerline of said County Road No. 85 on the northerly side of this portion.

John Welle, County Engineer reviewed the 2012 Aitkin County Highway Department Annual Report with the Board. Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the 2012 Annual Report.

**2012 HIGHWAY
DEPT. ANNUAL
REPORT**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve resolution – 2013-2014 Airport Improvement Projects:

BE IT RESOLVED that the State of Minnesota / Federal Aviation Administration Grant Agreement for 2013-2014 Airport Improvement Projects for Wildlife Hazard Assessment and Wildlife Hazard Management Plan at the Aitkin Municipal Airport, including project closeout and administrative costs, is accepted.

**RESOLUTION
091013-077
2013-2014
AIRPORT
IMPROVEMENT
PROJECTS**

BE IT FURTHER RESOLVED that the Chairman of the Board and the County Attorney are authorized to execute the Agreement and any amendments on behalf of Aitkin County.

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – 2014 Unorganized Road & Bridge:

BE IT RESOLVED, that the following sums of money be levied against the tax capacity of the Unorganized Townships of Aitkin County, for the year collectible 2014 for Road and Bridge purposes:

**RESOLUTION
091013-078
2014
UNORGANIZED**

Unorg Township	
52-22	\$3000
45-24	\$2000
47-24	\$7500
52-24	\$1500
50-25	\$4000
51-25	\$0
52-25	\$4000
50-26	\$2000
48-27	\$4500
49-27	\$9000
50-27	\$0
51-26	\$0
52-27	\$3500

ROAD & BRIDGE

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – 2014 Unorganized Fire Protection:

BE IT RESOLVED, that the following sums of money be levied against the tax capacity of the Unorganized Townships of Aitkin County, for the year collectible 2014 for Fire Protection purposes:

Unorg Township	
52-22	\$5000
51-22	\$125
45-25	\$450
47-25	\$1500
52-26	\$1500
50-28	\$1600
51-27	\$200
52-27	\$2500
50-29	\$1500
48-28	\$2400
49-28	\$4750
50-30	\$275
51-27	\$1000
52-28	\$2300

**RESOLUTION
091013-079
2014
UNORGANIZED
FIRE PROTECTION**

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – 2014 Unorganized Cemetery:

BE IT RESOLVED, that the following sums of money be levied against the tax capacity of the Unorganized Townships of Aitkin County, for the year collectible 2014 for Cemetery (Revenue):

Unorganized Township Cemetery:

Shovel Lake Cemetery	
51-27	\$600
52-27	\$600

**RESOLUTION
091013-080
2014
UNORGANIZED
CEMETERY**

Hebron Cemetery
50-25

\$1,500

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to set Tuesday, December 3, 2013 at 6:05 p.m. in the County Boardroom of the Aitkin County Courthouse as the date, time, and place to hold the 2014 Public Budget Hearing.

**SET 2014
PUBLIC BUDGET
HEARING DATE**

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to adopt resolution – 2014 Preliminary Levy:

**RESOLUTION
091013-081
2014
PRELIMINARY
LEVY**

BE IT RESOLVED, that the preliminary Aitkin County tax levy for payable 2014 be set at \$11,725,696.

The County Board discussed Carlton County’s request for a letter of support to Enbridge and chose to take no action.

**LETTER OF
SUPPORT**

Bobbie Danielson, Human Resources Manager presented Personnel Committee recommendations to the Board.

**PERSONNEL
COMMITTEE**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve filling one full-time 911 Dispatcher position, and to authorize refilling any corresponding vacancy. This is a budgeted position that is vacant due to a resignation.

**FT 911
DISPATCHER**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve filling one full-time Financial Worker position, and to authorize refilling any corresponding vacancy. This is a budgeted position that is vacant due to a resignation.

**FT FINANCIAL
WORKER**

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve filling one part-time cook position at Long Lake Conservation Center, and to authorize refilling any corresponding vacancy. This is a budgeted position that is vacant due to a resignation.

PT COOK LLCC

Patrick Wussow, County Administrator and Bobbie Danielson, Human Resources Manager discussed with the Board the decertification of the Local 49’ers at Long Lake Conservation Center, which became effective September 4, 2013.

**LLCC 49’ERS
DECERTIFICATION**

The Board reported on the following:

**BOARD
DISCUSSION**

Commissioner Brian Napstad

- **MAC** – Talked about capital improvements, and zoning project. Bill Bedor was

named Chairman, and Commissioner Brian Napstad, Vice Chairman.

- **AMC** – Attended the Environmental Natural Resources and Health & Human Services Policy Committee meetings in Alexandria.
- **NCLUCB** – Met in Chisholm. Commissioner Marcotte also attended.

Commissioner Don Niemi

- **AMC** – Attended the Transportation Policy Committee meetings in Alexandria, and reported with John Welle, County Engineer.
- **Library** – Met September 9th. Set budget at \$234,366.

Commissioner Anne Marcotte

- **AMC** – Attended General Government, and Health & Human Services Policy Committee meetings in Alexandria,
- **NCLUCB** – Attended meeting in Chisholm, along with Commissioner Napstad.
- **Economic Development** – Two hour meeting. Hill City National Night out had a good turnout.
- **MRCC** – Met September 5th in Alexandria.

Commissioner Laurie Westerlund

- **AMC** – Attended the Public Safety Policy Committee meetings in Alexandria.

Commissioner J. Mark Wedel

- **Historical Society** – Barn book will go to publisher next month.
- **Airport** – Tower is done, and windsock is up. Picked up another courtesy car.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 1:12 p.m. until Tuesday, September 24, 2013 at 9:00 a.m.

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	DEPT			Commissioners		
86222	Aitkin Independent Age 01-001-000-0000-6230		55.69	Synopsis 7/23/13	1479	Printing, Publishing & Adv
86222	Aitkin Independent Age		55.69	1 Transactions		
248	Association Of Mn Counties 01-001-000-0000-6241		50.00	AMC Policy Mtg-Westerlund 09/06/2013 09/06/2013	37531	Registration Fee
	01-001-000-0000-6241		50.00	AMC Policy Mtg-Napstad 09/06/2013 09/06/2013	37531	Registration Fee
	01-001-000-0000-6241		50.00	AMC Policy Mtg-Niemi 09/06/2013 09/06/2013	37531	Registration Fee
	01-001-000-0000-6241		50.00	AMC Policy Mtg-Marcotte 09/06/2013 09/06/2013	37531	Registration Fee
248	Association Of Mn Counties		200.00	4 Transactions		
8175	Centurylink 01-001-000-0000-6250		7.48	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.48	1 Transactions		
10185	Centurylink Communications Inc 01-001-000-0000-6250		6.37	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		6.37	1 Transactions		
4425	Shirts Plus 01-001-000-0000-6405		76.70	Name badges	60455	Office & Computer Supplies
4425	Shirts Plus		76.70	1 Transactions		
86235	The Office Shop Inc 01-001-000-0000-6405		24.04	Sheet protectors	943858-0	Office & Computer Supplies
86235	The Office Shop Inc		24.04	1 Transactions		
10930	Tidholm Productions 01-001-000-0000-6405		74.76	Color Business cards-Marcotte	66024541	Office & Computer Supplies
10930	Tidholm Productions		74.76	1 Transactions		
6097	Verizon Wireless 01-001-000-0000-6250		33.03	CELL PHONE CHARGES	286287802	Telephone
	01-001-000-0000-6250		52.04	ipad monthly access charges	786663881	Telephone

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
6097	Verizon Wireless		85.07		2 Transactions	
1	DEPT Total:		530.11	Commissioners	8 Vendors	12 Transactions
12	DEPT			Court Administration		
8175	Centurylink 01-012-000-0000-6250		119.72	LOCAL PHONE Q3	313645966	Telephone
8175	Centurylink		119.72		1 Transactions	
10185	Centurylink Communications Inc 01-012-000-0000-6250		59.61	LD Phone Q3	320146217	Telephone
10185	Centurylink Communications Inc		59.61		1 Transactions	
2810	Larson/Shari S 01-012-000-0000-6232		2,643.75	Attorney Fees August		Attorney Services
	01-012-000-0000-6232		249.16	Attorney costs - mileage		Attorney Services
2810	Larson/Shari S		2,892.91		2 Transactions	
3699	O'Hara Jr., Ltd./William D. 01-012-000-0000-6232		195.00	Fees PR-13-687	18322	Attorney Services
	01-012-000-0000-6232		30.00	mileage cost	18322	Attorney Services
	01-012-000-0000-6232		90.00	Fees PR-13-120	18323	Attorney Services
	01-012-000-0000-6232		90.00	Fees PR-13-405	18324	Attorney Services
	01-012-000-0000-6232		427.50	Fees P5-95-464	18325	Attorney Services
	01-012-000-0000-6232		30.00	mileage cost	18325	Attorney Services
	01-012-000-0000-6232		90.00	Fees PR-13-97	18326	Attorney Services
	01-012-000-0000-6232		300.00	Fees PR-13-791	18327	Attorney Services
	01-012-000-0000-6232		405.00	Fees PR-13-752	18328	Attorney Services
	01-012-000-0000-6232		30.00	mileage cost	18328	Attorney Services
3699	O'Hara Jr., Ltd./William D.		1,687.50		10 Transactions	
12	DEPT Total:		4,759.74	Court Administration	4 Vendors	14 Transactions
40	DEPT			Auditor		
86222	Aitkin Independent Age 01-040-000-0000-6230		45.38	Large Assembly-White Pine	1014	Printing, Publishing & Adv
	01-040-021-0000-6230		32.00	Serv/Dir	1014	Printing, Publishing & Adv

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 #	
86222 Aitkin Independent Age		77.38	2 Transactions	
8175 Centurylink				
01-040-000-0000-6250		52.38	LOCAL PHONE	313645966 Telephone
01-040-021-0000-6250		309.56	LOCAL PHONE	314154028 License Center-Phone
8175 Centurylink		361.94	2 Transactions	
10185 Centurylink Communications Inc				
01-040-000-0000-6250		14.42	LD Phone	320146217 Telephone
10185 Centurylink Communications Inc		14.42	1 Transactions	
2214 Holder/Maryann				
01-040-021-0000-6301		750.00	October Rent	Rentals
2214 Holder/Maryann		750.00	1 Transactions	
86290 Mn Counties Information Systems				
01-040-000-0000-6231		5,204.00	Payroll/Ifs 2013 Q4 Support	648 Services, Labor, Contracts
01-040-000-0000-6231		1,876.00	Payroll/Ifs 2011 Qtrly Adjust.	648 Services, Labor, Contracts
01-040-000-0000-6231		852.00	iSeries 400 2013 Q4 Tech Supp	648 Services, Labor, Contracts
01-040-000-0000-6231		94.00	iSeries 400 2011 Qtrly Adjust.	648 Services, Labor, Contracts
01-040-000-0000-6231		229.52	2013 Q4 IFS Tech Support	661 Services, Labor, Contracts
01-040-000-0000-6231		90.00	2013 Q4 IFS Golden bill	661 Services, Labor, Contracts
01-040-000-0000-6231		105.00	2013 JIC User Group Dues	661 Services, Labor, Contracts
86290 Mn Counties Information Systems		8,450.52	7 Transactions	
3267 Peysar/Kirk				
01-040-000-0000-6330		24.86	BOA mileage-McGregor	44@.565 Transportation & Travel
3267 Peysar/Kirk		24.86	1 Transactions	
4233 S & T Office Products Inc				
01-040-000-0000-6405		20.28	(2) monthly appointment bks	01PZ1634 Office & Computer Supplies
01-040-000-0000-6405		10.04	(1) Desk pad calendar	01PZ1634 Office & Computer Supplies
01-040-000-0000-6405		12.28	Wall Calendar	01PZ1634 Office & Computer Supplies
4233 S & T Office Products Inc		42.60	3 Transactions	
86235 The Office Shop Inc				
01-040-021-0000-6405		20.38	Rubber bands, Staples	267606-0 Office & Computer Supplies
01-040-000-0000-6405		11.96-	return pens-s/b fine point	C942366-0 Office & Computer Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
86235	The Office Shop Inc		8.42		2 Transactions	
40	DEPT Total:		9,730.14	Auditor	8 Vendors	19 Transactions
42	DEPT			Treasurer		
8175	Centurylink 01-042-000-0000-6250		29.93	LOCAL PHONE	313645966	Telephone
8175	Centurylink		29.93		1 Transactions	
10185	Centurylink Communications Inc 01-042-000-0000-6250		2.64	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		2.64		1 Transactions	
86235	The Office Shop Inc 01-042-000-0000-6405		52.05	Received Dater	267329-0	Office & Computer Supplies
86235	The Office Shop Inc		52.05		1 Transactions	
42	DEPT Total:		84.62	Treasurer	3 Vendors	3 Transactions
43	DEPT			Assessor		
12445	Brandl Chevrolet, Buick, GM 01-043-000-0000-6302		124.77	HVAC filter-Equinox	204082	Car Maintenance
12445	Brandl Chevrolet, Buick, GM		124.77		1 Transactions	
783	Canon Financial Services, Inc 01-043-000-0000-6231		182.87	Copier Contract-021	13059837	Services, Labor, Contracts
	01-043-000-0000-6231		12.83	Accessories/print kit	13059839	Services, Labor, Contracts
783	Canon Financial Services, Inc		195.70		2 Transactions	
8175	Centurylink 01-043-000-0000-6250		82.31	LOCAL PHONE	313645966	Telephone
8175	Centurylink		82.31		1 Transactions	
10185	Centurylink Communications Inc 01-043-000-0000-6250		12.86	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		12.86		1 Transactions	
1570	Erickson Oil Products Inc					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
1570 Erickson Oil Products Inc	01-043-000-0000-6511			731.46	August Fuel		11347		Gas And Oil	
				731.46		1 Transactions				
3418 Moore/Darcy L.	01-043-000-0000-6330			18.08	mileage-deliver Blandin papers		32@.565		Transportation & Travel & Parking	
3418 Moore/Darcy L.				18.08		1 Transactions				
3951 Pro West & Associates, Inc	01-043-000-0000-6360			660.00	supporting document web app		13090901		GIS Mapping	
					08/01/2013	08/31/2013				
3951 Pro West & Associates, Inc				660.00		1 Transactions				
86235 The Office Shop Inc	01-043-000-0000-6405			18.31	binders		267657-0		Office, Film & Computer Supplies	
	01-043-000-0000-6405			4.94	padded mailers		267687-0		Office, Film & Computer Supplies	
86235 The Office Shop Inc				23.25		2 Transactions				
6097 Verizon Wireless	01-043-000-0000-6250			145.20	Cell Phone charges		680690882		Telephone	
					08/02/2013	09/01/2013				
6097 Verizon Wireless				145.20		1 Transactions				
43 DEPT Total:				1,993.63	Assessor		9 Vendors		11 Transactions	
44 DEPT					Central Services					
783 Canon Financial Services, Inc	01-044-000-0000-6231			350.60	Contract Charges-019		13081646		Services, Labor, Contracts	
783 Canon Financial Services, Inc				350.60		1 Transactions				
88879 Central Mn Community Corrections-DT	01-044-000-0000-5840			600.00	\$ incorrectly given to A.Cnty				Misc Receipts	
88879 Central Mn Community Corrections-DT				600.00		1 Transactions				
10185 Centurylink Communications Inc	01-044-000-0000-6250			2.06	LD Phone		320146217		Telephone	
	01-044-000-0000-6250			0.26	Toll Free Phone		320295974		Telephone	
10185 Centurylink Communications Inc				2.32		2 Transactions				
1914 Geocomm,Inc										

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			
	01-044-000-0000-6600		15,000.00	radio consulting-Armer Project	31435	Capital Outlay
1914	Geocomm,Inc		15,000.00	1 Transactions		
5871	Northeast Service Cooperative					
	01-044-000-0000-6240		150.00	Membership Dues	28804	Central Svcs Dues
				07/01/2013 06/30/2014		
5871	Northeast Service Cooperative		150.00	1 Transactions		
3336	Office Of Enterprise Technology					
	01-044-000-0000-6231		1,300.00	Aug 2013 Usage	13080350	Services, Labor, Contracts
3336	Office Of Enterprise Technology		1,300.00	1 Transactions		
3951	Pro West & Associates, Inc					
	01-044-195-0000-6625		225.00	Create Parcel Export Process	13090902	Unallocated Tech. Expense 357.182 Subd
				08/01/2013 08/31/2013		
3951	Pro West & Associates, Inc		225.00	1 Transactions		
5066	Visa					
	01-044-000-0000-6600		550.00	licensing MHz frequencies	ARMER	Capital Outlay
5066	Visa		550.00	1 Transactions		
44	DEPT Total:		18,177.92	Central Services	8 Vendors	9 Transactions
49	DEPT			Information Technologies		
8175	Centurylink					
	01-049-000-0000-6250		37.41	LOCAL PHONE	313645966	Telephone
8175	Centurylink		37.41	1 Transactions		
10185	Centurylink Communications Inc					
	01-049-000-0000-6250		10.34	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		10.34	1 Transactions		
88880	Datacomm Computers & Networks Inc					
	01-049-000-0000-6402		69.47	Battery	6923	Computer Supplies & Software
88880	Datacomm Computers & Networks Inc		69.47	1 Transactions		
86290	Mn Counties Information Systems					
	01-049-000-0000-6231		5,091.00	Prop tax 2013 support Q4	648	Programming, Services, Contracts
	01-049-000-0000-6231		14,273.00	Prop tax 2013 support Q4	648	Programming, Services, Contracts

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
	01-049-000-0000-6231		428.00-	Prop tax 2011 Qtrly Adjustment	648	Programming, Services, Contracts
	01-049-000-0000-6231		1,162.00-	Prop tax 2013 Qtrly Adjustment	648	Programming, Services, Contracts
	01-049-000-0000-6231		20.00	Network 2013 Q4 Tech Support	648	Programming, Services, Contracts
	01-049-000-0000-6231		10.00-	Network 2011 Qtrly Adjustment	648	Programming, Services, Contracts
86290	Mn Counties Information Systems		17,784.00	6 Transactions		
6097	Verizon Wireless					
	01-049-000-0000-6231		26.06	Mifi renewal	386695110	Programming, Services, Contracts
6097	Verizon Wireless		26.06	1 Transactions		
49	DEPT Total:		17,927.28	Information Technologies	5 Vendors	10 Transactions
52	DEPT			Administration/Personnel Dept		
248	Association Of Mn Counties					
	01-052-000-0000-6241		50.00	AMC Policy Mtg-Wussow 09/06/2013 09/06/2013	37531	Registration Fee
248	Association Of Mn Counties		50.00	1 Transactions		
8175	Centurylink					
	01-052-000-0000-6250		44.91	LOCAL PHONE	313645966	Telephone
8175	Centurylink		44.91	1 Transactions		
10185	Centurylink Communications Inc					
	01-052-000-0000-6250		15.26	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		15.26	1 Transactions		
4641	Holiday Credit Office					
	01-052-000-0000-6511		31.03	August Gas	1400000135194	Gas And Oil
4641	Holiday Credit Office		31.03	1 Transactions		
2946	Madden Galanter Hansen,LLP					
	01-052-000-0000-6232		2.68	LD Calls August		Attorney Services
	01-052-000-0000-6232		6.30	Photocopies - Aug		Attorney Services
	01-052-000-0000-6232		8.70	Photocopies Arb/Adm hearings		Attorney Services
	01-052-000-0000-6232		324.00	Attorney fees Labor Relat	August	Attorney Services
	01-052-000-0000-6232		2,425.00	Attorney fees Arb/Adm hearings	August	Attorney Services
2946	Madden Galanter Hansen,LLP		2,766.68	5 Transactions		
12048	McDowell Agency, Inc./The					

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
	01-052-000-0000-6234		45.00	Background screen-HHS	45908	Background Check Fee
	01-052-000-0000-6234		65.00	Background screen-LLCC	45908	Background Check Fee
12048	McDowell Agency, Inc./The		110.00	2 Transactions		
4425	Shirts Plus					
	01-052-000-0000-6405		19.17	Name badges	60455	Office & Computer Supplies
4425	Shirts Plus		19.17	1 Transactions		
86235	The Office Shop Inc					
	01-052-000-0000-6405		96.18	Laser Toner	944408-0	Office & Computer Supplies
86235	The Office Shop Inc		96.18	1 Transactions		
6097	Verizon Wireless					
	01-052-000-0000-6250		33.03	CELL PHONE CHARGES	286287802	Telephone
	01-052-000-0000-6250		26.02	ipad monthly access charge	786663881	Telephone
	01-052-000-0000-6250		4.16	usage and purchase charges	786663881	Telephone
6097	Verizon Wireless		63.21	3 Transactions		
52	DEPT Total:		3,196.44	Administration/Personnel Dept	9 Vendors	16 Transactions
90	DEPT			Attorney		
457	Bachman Printing Companies					
	01-090-000-0000-6230		318.45	Respondent's brief st v davis	52394	Printing, Publishing & Adv
457	Bachman Printing Companies		318.45	1 Transactions		
783	Canon Financial Services, Inc					
	01-090-000-0000-6405		364.09	Contract Charges-015	13038760	Office & Computer Supplies
783	Canon Financial Services, Inc		364.09	1 Transactions		
8175	Centurylink					
	01-090-000-0000-6250		67.34	LOCAL PHONE	313645966	Telephone
8175	Centurylink		67.34	1 Transactions		
10185	Centurylink Communications Inc					
	01-090-000-0000-6250		41.22	LD Phone	320146217	Telephone
	01-090-000-0000-6250		2.75	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		43.97	2 Transactions		
1781	Docutech Consulting Inc					

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
1781 Docutech Consulting Inc		MCAPS4 Conversion service	13-0209	Services, Labor, Contracts
		1 Transactions		
2390 Itasca Co Sheriff		Subpoena-20131114	3461	Co Sheriff Services
		1 Transactions		
3150 Mille Lacs Co Sheriff		Subpoena-01CR-12-559	5136	Co Sheriff Services
		1 Transactions		
10736 Miller/Tammy		Notary Stamp recording fee	9/5/13	Dues & Registration Fee
		1 Transactions		
4139 Roggenkamp-Rakotz/Lisa M		Reimburse Reg Fees		Dues & Registration Fee
		Parking, Crim Justice Inst		Transportation & Travel & Parking
		Hotel, Crim Justice Inst		Hotels / Motels
		Meals, Crim Justice Inst		Meals
		Mileage Crim Justice Inst	336@.565	Transportation & Travel & Parking
		5 Transactions		
11336 Sheriff Douglas County-Mn		subpoena-DeLare	201300000883	Co Sheriff Services
		1 Transactions		
11949 Swanson/Sondra		postage for express mail pkg		Postage
		1 Transactions		
86235 The Office Shop Inc		Notary stamps	943477-0	Office & Computer Supplies
		backrest,appt bks,planner	944350-0	Office & Computer Supplies
		4 storage boxes, appt book	944350-1	Office & Computer Supplies
		Soft rest, Phone, Microba	944350-2	Office & Computer Supplies
		FEL File Storage x2	944350-3	Office & Computer Supplies
		5 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
5173	West Payment Center 01-090-000-0000-6406		1,014.90	August information charges	827921668	Law Publ. & Subscriptions
5173	West Payment Center		1,014.90	1 Transactions		
90	DEPT Total:		4,399.79	Attorney	13 Vendors	22 Transactions
100	DEPT			Recorder		
8175	Centurylink 01-100-000-0000-6250		22.45	LOCAL PHONE	313645966	Telephone
8175	Centurylink		22.45	1 Transactions		
10185	Centurylink Communications Inc 01-100-000-0000-6250		15.74	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		15.74	1 Transactions		
2261	Hoppe/Roxann C. 01-100-000-0000-6511		16.50	gas for MRC trip-Grand Rapids	9/17/13	Gas And Oil
2261	Hoppe/Roxann C.		16.50	1 Transactions		
100	DEPT Total:		54.69	Recorder	3 Vendors	3 Transactions
110	DEPT			Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services 01-110-000-0000-6422		46.57	tissue,towels,soap,mop & tool	2200424516	Janitorial Supplies
8239	Ameripride Linen & Apparel Services		46.57	1 Transactions		
9372	Brainerd Country Power Equipment 01-110-000-0000-6590		56.10	Chute extender/Flange Keepe	132912	Repair & Maintenance
9372	Brainerd Country Power Equipment		56.10	1 Transactions		
10083	Cedarbrook Lumber Comp 01-110-000-0000-6590		47.46	foam closure & Beige Caulk	56361	Repair & Maintenance
10083	Cedarbrook Lumber Comp		47.46	1 Transactions		
8175	Centurylink 01-110-000-0000-6250		14.97	LOCAL PHONE	313645966	Phone
8175	Centurylink		14.97	1 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
10185	Centurylink Communications Inc 01-110-000-0000-6250		3.12	LD Phone	320146217	Phone
10185	Centurylink Communications Inc		3.12	1 Transactions		
964	Chief Supply Corp 01-110-000-0000-6422		79.29	10 boxes of gloves	303397	Janitorial Supplies
964	Chief Supply Corp		79.29	1 Transactions		
1598	Ferraras Htg Air Cond & Refrig Inc 01-110-000-0000-6590		70.00	check leaks-cooling unit-Attny	6651	Repair & Maintenance
1598	Ferraras Htg Air Cond & Refrig Inc		70.00	1 Transactions		
1754	Garrison Disposal Company, Inc 01-110-000-0000-6255		627.76	Waste Removal	8170254	Garbage
1754	Garrison Disposal Company, Inc		627.76	1 Transactions		
2186	Hillyard Inc - Kansas City 01-110-000-0000-6422		416.81	Towels, liners, towel rolls	600834271	Janitorial Supplies
2186	Hillyard Inc - Kansas City		416.81	1 Transactions		
2340	Hyytinen Hardware Hank 01-110-000-0000-6422		13.44	2 jb 80	1124852	Janitorial Supplies
	01-110-000-0000-6422		9.60	Hoover & Micro Allergen	1124907	Janitorial Supplies
	01-110-000-0000-6590		26.02	Paint supplies	1126361	Repair & Maintenance
	01-110-000-0000-6590		2.14	Super glue	1127881	Repair & Maintenance
	01-110-000-0000-6590		11.75	Triu sodium phosphate	1128188	Repair & Maintenance
	01-110-000-0000-6590		25.63	Paint supplies	1128322	Repair & Maintenance
	01-110-000-0000-6422		32.05	Roundup	1128449	Janitorial Supplies
	01-110-000-0000-6590		28.60	Gap filler, exp foam	1128527	Repair & Maintenance
	01-110-000-0000-6590		30.42	Wall paper stripper, knife,	1128656	Repair & Maintenance
	01-110-000-0000-6422		53.42	Grass Seed	1129943	Janitorial Supplies
	01-110-000-0000-6590		620.66	Paint, tape, screws	1129993	Repair & Maintenance
	01-110-000-0000-6590		320.52	Paint	1130228	Repair & Maintenance
	01-110-000-0000-6590		144.23	Paint	1130266	Repair & Maintenance
	01-110-000-0000-6422		14.40	Hoover Y Micro Allergen	1130392	Janitorial Supplies
	01-110-000-0000-6590		0.68	Screws	1130552	Repair & Maintenance
	01-110-000-0000-6422		23.49	Fluorescent bulbs	1131409	Janitorial Supplies
	01-110-000-0000-6422		3.84	Drain cleaner	1131717	Janitorial Supplies
	01-110-000-0000-6422		11.09	Hardware	1131899	Janitorial Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2340	Hyytinen Hardware Hank		1,371.98		18 Transactions	
89765	Minnesota Elevator, Inc 01-110-000-0000-6231		151.76	September Service	288002	Services, Labor, Contracts
89765	Minnesota Elevator, Inc		151.76		1 Transactions	
4070	Riley Auto Supply 01-110-000-0000-6590		12.81	wiper blades	540495	Repair & Maintenance
4070	Riley Auto Supply		12.81		1 Transactions	
6097	Verizon Wireless 01-110-000-0000-6250		33.05	CELL PHONE CHARGES	286287802	Phone
6097	Verizon Wireless		33.05		1 Transactions	
5174	Voss Lighting 01-110-000-0000-6422		12.61	6V Lead Acid Battrry N/Leads	15232495-00	Janitorial Supplies
5174	Voss Lighting		12.61		1 Transactions	
110	DEPT Total:		2,944.29	Courthouse Maintenance	14 Vendors	31 Transactions
120	DEPT			Service Officer		
8175	Centurylink 01-120-000-0000-6250		7.48	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.48		1 Transactions	
10185	Centurylink Communications Inc 01-120-000-0000-6250		17.07	LD Phone	320146217	Telephone
	01-120-000-0000-6250		5.09	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		22.16		2 Transactions	
10097	Harms Monroe/Penny 01-120-000-0000-6330		125.55	Convention miles-Grandview	270@.465	Transportation & Travel
10097	Harms Monroe/Penny		125.55		1 Transactions	
4641	Holiday Credit Office 01-120-000-0000-6511		598.75	August Vet Van gas	1400000136034	Gas And Oil
4641	Holiday Credit Office		598.75		1 Transactions	
10567	Lake Country Auto Center Of Aitkin					

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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
	01-120-000-0000-6302		tire repair-2010 Caravan	15204	Car Maintenance
10567	Lake Country Auto Center Of Aitkin				
		18.00			
		18.00	1 Transactions		
6097	Verizon Wireless				
	01-120-000-0000-6250		Vet Van Cell Phone	880690364	Telephone
		16.72	07/21/2013 08/20/2013		
6097	Verizon Wireless				
		16.72	1 Transactions		
120	DEPT Total:	788.66	Service Officer	6 Vendors	7 Transactions
122	DEPT		Planning & Zoning		
86222	Aitkin Independent Age				
	01-122-000-0000-6230		BOA & PC hearing notice	1482	Printing, Publishing & Adv
86222	Aitkin Independent Age				
		169.13	1 Transactions		
		169.13			
734	Bright/Irene				
	01-122-000-0000-6350		BOA meeting	09/4/13	Per Diem
	01-122-038-0000-6330		BOA/Onsite mileage	227@.565	Boa/Pc Mileage
	01-122-000-0000-6350		Onsite-Hansen	39840	Per Diem
	01-122-000-0000-6350		Onsite-Smeltzer	39841	Per Diem
	01-122-000-0000-6350		Onsite-Binder	39844	Per Diem
	01-122-000-0000-6350		Onsite-Hubert	39851	Per Diem
	01-122-000-0000-6350		Onsite-Chamberlin	39855	Per Diem
	01-122-000-0000-6350		Onsite-Theiler	39858	Per Diem
734	Bright/Irene	223.26	8 Transactions		
783	Canon Financial Services, Inc				
	01-122-000-0000-6231		Copier contract 017	13081644	Services, Labor, Contracts, Programming
783	Canon Financial Services, Inc				
		338.92	1 Transactions		
		338.92			
8175	Centurylink				
	01-122-000-0000-6250		LOCAL PHONE	313645966	Telephone
8175	Centurylink				
		52.38	1 Transactions		
		52.38			
10185	Centurylink Communications Inc				
	01-122-000-0000-6250		LD Phone	320146217	Telephone
10185	Centurylink Communications Inc				
		58.77	1 Transactions		
		58.77			
799	Fuhrer/Joseph				

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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
01-122-000-0000-6231		Contract Inspections	10@300	Services, Labor, Contracts, Programming
799 Fuhrer/Joseph		09/09/2013 09/20/2013		
	3,000.00		1 Transactions	
11988 Harwarth/Robert				
01-122-000-0000-6350	10.00	PC Onsite	39859I	Per Diem
01-122-000-0000-6350	10.00	PC Onsite	39880I	Per Diem
01-122-000-0000-6350	10.00	PC Onsite	39889R	Per Diem
01-122-000-0000-6350	35.00	PC Meeting	9/16/13	Per Diem
01-122-038-0000-6330	53.11	PC Mileage	94@.565	Boa/Pc Mileage
11988 Harwarth/Robert	118.11		5 Transactions	
4641 Holiday Credit Office				
01-122-000-0000-6511	180.94	August gas	1400000135321	Gas And Oil
4641 Holiday Credit Office	180.94		1 Transactions	
12792 Julik/Joshua J.				
01-122-000-0000-6820	75.00	partial refund of permit	39814	Refunds & Reimbursements
12792 Julik/Joshua J.	75.00		1 Transactions	
11990 Lange/David				
01-122-038-0000-6330	91.53	PC Mileage	162@.565	Boa/Pc Mileage
01-122-000-0000-6350	10.00	PC Onsite	39859I	Per Diem
01-122-000-0000-6350	10.00	PC Onsite	39880I	Per Diem
01-122-000-0000-6350	10.00	PC Onsite	39889R	Per Diem
01-122-000-0000-6350	35.00	PC Meeting	9/16/13	Per Diem
11990 Lange/David	156.53		5 Transactions	
8374 Lueck/Dale				
01-122-038-0000-6330	64.41	PC Mileage	114@.565	Boa/Pc Mileage
01-122-000-0000-6350	10.00	PC Onsite	39859I	Per Diem
01-122-000-0000-6350	10.00	PC Onsite	39880I	Per Diem
01-122-000-0000-6350	10.00	PC Onsite	39889R	Per Diem
01-122-000-0000-6350	35.00	PC Meeting	9/16/13	Per Diem
8374 Lueck/Dale	129.41		5 Transactions	
5892 McGregor Printing & Graphics, Inc				
01-122-000-0000-6405	340.16	5000 # 10 envelopes	14908	Office, Computer, Film, & Field Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5892 McGregor Printing & Graphics, Inc		340.16	1 Transactions		
5516 Paquette/Jeremy M					
01-122-038-0000-6330		132.21	BOA/Onsite mileage	234@.565	Boa/Pc Mileage
01-122-000-0000-6350		10.00	Onsite-Hansen	39840	Per Diem
01-122-000-0000-6350		10.00	Onsite-Smeltzer	39841	Per Diem
01-122-000-0000-6350		10.00	Onsite-Binder	39844	Per Diem
01-122-000-0000-6350		35.00	PC Meeting	9/16/13	Per Diem
01-122-000-0000-6350		35.00	BOA Meeting	9/4/13	Per Diem
01-122-038-0000-6330		52.55	PC Mileage	93@.565	Boa/Pc Mileage
01-122-000-0000-6350		10.00	PC Onsite	Miller	Per Diem
01-122-000-0000-6350		10.00	PC Onsite	TA Towers	Per Diem
01-122-000-0000-6350		10.00	PC Onsite	Walbon	Per Diem
5516 Paquette/Jeremy M		314.76	10 Transactions		
10028 Spiel/Edward					
01-122-000-0000-6330		122.77	BOA/ONSITE MILEAGE	217.3@.565	Transportation & Travel
01-122-000-0000-6350		10.00	ONSITE-HANSEN	39840	Per Diem
01-122-000-0000-6350		10.00	ONSITE-SMELTZER	39841	Per Diem
01-122-000-0000-6350		10.00	ONSITE-BINDER	39844	Per Diem
01-122-000-0000-6350		10.00	ONSITE-HUBERT	39851	Per Diem
01-122-000-0000-6350		10.00	ONSITE-CHAMBERLIN	39855	Per Diem
01-122-000-0000-6350		10.00	ONSITE-THEILER	39858	Per Diem
01-122-000-0000-6350		35.00	BOA MEETING	9/4/13	Per Diem
10028 Spiel/Edward		217.77	8 Transactions		
86235 The Office Shop Inc					
01-122-000-0000-6405		32.05	Envelopes	944140-0	Office, Computer, Film, & Field Supplies
86235 The Office Shop Inc		32.05	1 Transactions		
10017 Tveit/Galen					
01-122-038-0000-6330		155.38	BOA/ONSITES MILEAGE	275@.565	Boa/Pc Mileage
01-122-000-0000-6350		10.00	ONSITE-HANSEN	39840	Per Diem
01-122-000-0000-6350		10.00	ONSITE-SMELTZER	39841	Per Diem
01-122-000-0000-6350		10.00	ONSITE-BINDER	39844	Per Diem
01-122-000-0000-6350		10.00	ONSITE-HUBERT	39851	Per Diem
01-122-000-0000-6350		10.00	ONSITE-CHAMBERLIN	39855	Per Diem
01-122-000-0000-6350		10.00	ONSITE-THEILER	39858	Per Diem
01-122-000-0000-6350		35.00	BOA MEETING	9/4/13	Per Diem

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
10017	Tveit/Galen		250.38		8 Transactions	
122	DEPT Total:		5,657.57	Planning & Zoning	16 Vendors	58 Transactions
123	DEPT			Coroner		
2939	McGee P.A./M.B. 01-123-000-0000-6231		500.00	Services ME 13-1750	1980	Coroner Fees
2939	McGee P.A./M.B.		500.00		1 Transactions	
123	DEPT Total:		500.00	Coroner	1 Vendors	1 Transactions
200	DEPT			Enforcement		
12748	Andersen/Earl 01-200-000-0000-6405		172.30	Neighborhood watch signs	0102963-IN	Office Supplies
12748	Andersen/Earl		172.30		1 Transactions	
86467	Auto Value Aitkin 01-200-000-0000-6302		36.32	Miniature lamps	40032057	Car Maintenance
	01-200-000-0000-6302		641.21	hitches/receivers- 2 new squad	40032190	Car Maintenance
	01-200-000-0000-6302		40.56-	Cr sales tax on new squad rec.	40032202	Car Maintenance
86467	Auto Value Aitkin		636.97		3 Transactions	
12445	Brandl Chevrolet, Buick, GM 01-200-000-0000-6302		35.08	squad key #210	2682	Car Maintenance
12445	Brandl Chevrolet, Buick, GM		35.08		1 Transactions	
10083	Cedarbrook Lumber Comp 01-200-000-0000-6409		5.74	Paint tray & liner	56178	Deputy Supplies
10083	Cedarbrook Lumber Comp		5.74		1 Transactions	
8175	Centurylink 01-200-000-0000-6250		194.55	LOCAL PHONE	313645966	Telephone
	01-200-000-0000-6250		59.86	LOCAL PHONE-PROBATION	313645966	Telephone
8175	Centurylink		254.41		2 Transactions	
10185	Centurylink Communications Inc 01-200-000-0000-6250		40.02	LD Phone-PROBATION	320146217	Telephone
	01-200-000-0000-6250		95.54	LD Phone	320146217	Telephone

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		
	01-200-000-0000-6250		12.67	Toll Free Phone	320295974 Telephone
10185	Centurylink Communications Inc		148.23	3 Transactions	
964	Chief Supply Corp				
	01-200-000-0000-6405		335.66	rubber gloves	306448 Office Supplies
964	Chief Supply Corp		335.66	1 Transactions	
1180	Crow Wing Co Sheriff's Office				
	01-200-020-0000-6409		2,415.94	(15) Ex 600 portable radios	Posse Supplies/Training
1180	Crow Wing Co Sheriff's Office		2,415.94	1 Transactions	
10405	Digital Ally, Inc.				
	01-200-000-0000-6302		4,325.00	in squad camera system#210	1058374 Car Maintenance
10405	Digital Ally, Inc.		4,325.00	1 Transactions	
9642	Fleet Services				
	01-200-000-0000-6511		6,054.29	Aug/Sept gas for squads	042400704396-1 Gas And Oil
9642	Fleet Services		6,054.29	1 Transactions	
4641	Holiday Credit Office				
	01-200-000-0000-6511		161.25	Gas	1400000288942 Gas And Oil
4641	Holiday Credit Office		161.25	1 Transactions	
5756	KEEPRS, Inc				
	01-200-000-0000-6410		98.97	Cargo pant #219	224260 Clothing Allowance
	01-200-000-0000-6409		730.55	9mm ammunition	225525 Deputy Supplies
5756	KEEPRS, Inc		829.52	2 Transactions	
10567	Lake Country Auto Center Of Aitkin				
	01-200-000-0000-6302		36.99	Oil change 221	15257 Car Maintenance
	01-200-000-0000-6302		36.99	oil change #220	15292 Car Maintenance
10567	Lake Country Auto Center Of Aitkin		73.98	2 Transactions	
3160	Mille Lacs Energy Coop-Albert Lea				
	01-200-000-0000-6254		40.86	Fleming Tower	27-13-003-02 Utilities
	01-200-000-0000-6254		33.40	Seavey Tower	55-21-002-01 Utilities
3160	Mille Lacs Energy Coop-Albert Lea		74.26	2 Transactions	
3204	MN/SCIA				

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			
3204 MN/SCIA	225.00	Fall Conference-Sandberg	00660	Registration Fee
	225.00	1 Transactions		
6057 Nate's Towing				
01-200-000-0000-6359	177.41	tow Grand Prix 13-3680	9/5/13	Wrecker Service
6057 Nate's Towing	177.41	1 Transactions		
3712 Office Depot				
01-200-000-0000-6405	74.80	Toner/printer cartridges	673114471001	Office Supplies
3712 Office Depot	74.80	1 Transactions		
4010 Rasley Oil Company				
01-200-000-0000-6511	196.55	Gas	AITCOSHERS	Gas And Oil
4010 Rasley Oil Company	196.55	1 Transactions		
4233 S & T Office Products Inc				
01-200-000-0000-6405	42.55	office supplies	01PY7662	Office Supplies
01-200-000-0000-6405	24.35	Stapler	01PY9784	Office Supplies
4233 S & T Office Products Inc	66.90	2 Transactions		
12214 Shopko Store Operating Co. LLC				
01-200-000-0000-6405	7.47	Game Camera Batteries	4646	Office Supplies
12214 Shopko Store Operating Co. LLC	7.47	1 Transactions		
4681 Streichers				
01-200-000-0000-6302	137.82	batteries,charge cord,lamp mod	I1043938	Car Maintenance
01-200-000-0000-6302	22.42	charge cord #210	I1044270	Car Maintenance
01-200-000-0000-6302	22.42	charge cord spare	I1044644	Car Maintenance
01-200-000-0000-6302	379.98	t-rail weapon system #225,219	I1044782	Car Maintenance
01-200-000-0000-6302	179.95	dome lights (4 new squads)	I1045219	Car Maintenance
01-200-000-0000-6302	859.98	sirens (#225, #219)	I1045391	Car Maintenance
4681 Streichers	1,602.57	6 Transactions		
86235 The Office Shop Inc				
01-200-000-0000-6625	294.98	Conference room chairs	944200-0	Office Equipment
01-200-000-0000-6405	2.13	Storage cabinet rod	944451-0	Office Supplies
86235 The Office Shop Inc	297.11	2 Transactions		
6128 Tire Barn				

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			
	01-200-000-0000-6302	110.14	oil change, rotate/balance#206	25194	Car Maintenance
6128	Tire Barn	110.14	1 Transactions		
6097	Verizon Wireless				
	01-200-000-0000-6250	260.22	Cellular Squad Connections	786663881	Telephone
6097	Verizon Wireless	260.22	1 Transactions		
5066	Visa				
	01-200-000-0000-6231	5.11	VISA finance charge	3074#1	Services & Labor (Incl Contracts)
	01-200-003-0000-6241	85.00	youth firesetting-Steve Sandbe	9/9/13	Registration Fee
5066	Visa	90.11	2 Transactions		
200	DEPT Total:	18,630.91	Enforcement	25 Vendors	41 Transactions
202	DEPT		Boat & Water		
9642	Fleet Services				
	01-202-000-0000-6511	511.29	Aug/Sept gas	042400704396-1	Gas And Oil
9642	Fleet Services	511.29	1 Transactions		
4010	Rasley Oil Company				
	01-202-000-0000-6511	1,200.61	Gas	AITCOSHERS	Gas And Oil
4010	Rasley Oil Company	1,200.61	1 Transactions		
202	DEPT Total:	1,711.90	Boat & Water	2 Vendors	2 Transactions
252	DEPT		Corrections		
87615	Aitkin Medical Supply				
	01-252-000-0000-6262	13.54	sharps container	294056	Medical Expenses & Supplies - Inmates
	01-252-000-0000-6262	52.64	sharps containers	294727	Medical Expenses & Supplies - Inmates
	01-252-000-0000-6262	38.48	polar pack	294728	Medical Expenses & Supplies - Inmates
87615	Aitkin Medical Supply	104.66	3 Transactions		
783	Canon Financial Services, Inc				
	01-252-000-0000-6231	103.50	Monthly copier 016	13081643	Services & Labor (Incl Contracts)
783	Canon Financial Services, Inc	103.50	1 Transactions		
8175	Centurylink				
	01-252-000-0000-6250	119.72	LOCAL PHONE	313645966	Telephone

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 #	
8175 Centurylink		119.72	1 Transactions	
10185 Centurylink Communications Inc				
01-252-000-0000-6250		118.02	LD Phone	320146217 Telephone
01-252-000-0000-6250		12.67	Toll Free Phone	320295974 Telephone
10185 Centurylink Communications Inc		130.69	2 Transactions	
964 Chief Supply Corp				
01-252-000-0000-6405		335.66	rubber gloves	306448 Office & Computer Supplies
964 Chief Supply Corp		335.66	1 Transactions	
1177 Croatt/Jeannie				
01-252-000-0000-6410		65.98	reimb.for (2) pair work pants	9/11/13 Clothing Allowance
1177 Croatt/Jeannie		65.98	1 Transactions	
88628 Dalco				
01-252-000-0000-6422		441.16	jail paper products	2653221 Janitorial Supplies
88628 Dalco		441.16	1 Transactions	
88880 Datacomm Computers & Networks Inc				
01-252-000-0000-6610		69.47	replacement battery-booking	6902 Equipment
88880 Datacomm Computers & Networks Inc		69.47	1 Transactions	
1570 Erickson Oil Products Inc				
01-252-000-0000-6511		55.55	Gas	9334 Gas And Oil
01-252-003-0000-6511		32.81	Gas	9334 Gas And Oil
1570 Erickson Oil Products Inc		88.36	2 Transactions	
1598 Ferrara's Htg Air Cond & Refrig Inc				
01-252-000-0000-6231		70.00	reset freezer timer	6654 Services & Labor (Incl Contracts)
01-252-000-0000-6231		70.00	clean & adjust pilot	6655 Services & Labor (Incl Contracts)
1598 Ferrara's Htg Air Cond & Refrig Inc		140.00	2 Transactions	
9642 Fleet Services				
01-252-000-0000-6330		214.95	Aug/Sept gas	042400704396-1 Prisoner Transportation & Travel
01-252-000-0000-6511		29.38	Aug/Sept gas	042400704396-1 Gas And Oil
9642 Fleet Services		244.33	2 Transactions	
2186 Hillyard Inc - Kansas City				

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
		01-252-000-0000-6422		807.27	Janitorial		600834299		Janitorial Supplies	
		01-252-000-0000-6405		81.87	Gloves		600834300		Office & Computer Supplies	
		01-252-000-0000-6422		188.05	Janitorial		600834301		Janitorial Supplies	
		01-252-000-0000-6422		63.06	janitorial		600842546		Janitorial Supplies	
2186	Hillyard Inc - Kansas City			1,140.25		4 Transactions				
11889	Honeywell International Inc.									
		01-252-000-0000-6590		691.49	Service basement air comp		5227012159		Repair & Maintenance Supplies	
11889	Honeywell International Inc.			691.49		1 Transactions				
2644	Krause Lock & Key									
		01-252-000-0000-6231		104.95	svc call-sally port gun lock		78026		Services & Labor (Incl Contracts)	
2644	Krause Lock & Key			104.95		1 Transactions				
91187	Lake Country Power									
		01-252-000-0000-6254		49.21	Quadna Tower		1501827050		Utilities & Heating	
91187	Lake Country Power			49.21		1 Transactions				
89765	Minnesota Elevator, Inc									
		01-252-000-0000-6231		151.76	September Service		287381		Services & Labor (Incl Contracts)	
		01-252-000-0000-6231		597.60	svc elevator-30 volts floating		288382		Services & Labor (Incl Contracts)	
89765	Minnesota Elevator, Inc			749.36		2 Transactions				
3712	Office Depot									
		01-252-000-0000-6405		147.75	Toner/printer cartridges		673114471001		Office & Computer Supplies	
		01-252-000-0000-6405		160.30	Toner/printer cartridges		673114655001		Office & Computer Supplies	
3712	Office Depot			308.05		2 Transactions				
3789	Pan-O-Gold Baking Company									
		01-252-000-0000-6418		113.46	Groceries		010024324714		Groceries	
		01-252-000-0000-6418		126.70	Groceries		010024325524		Groceries	
3789	Pan-O-Gold Baking Company			240.16		2 Transactions				
84172	Riverwood Healthcare Center									
		01-252-000-0000-6262		1,881.00	Nurse visits		ACS		Medical Expenses & Supplies - Inmates	
84172	Riverwood Healthcare Center			1,881.00		1 Transactions				
4233	S & T Office Products Inc									
		01-252-000-0000-6405		42.54	office supplies		01PY7662		Office & Computer Supplies	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
4233	S & T Office Products Inc 01-252-000-0000-6405		66.88	Stapler	01PY9784	Office & Computer Supplies
				2 Transactions		
4761	Sysco Minnesota Inc 01-252-000-0000-6418		1,812.83	Groceries	309051192	Groceries
	01-252-000-0000-6418		1,822.90	Groceries	309120998	Groceries
4761	Sysco Minnesota Inc		3,635.73			2 Transactions
11608	Thrifty White Pharmacy-Mcgregor 01-252-000-0000-6262		491.07	August	52914536063080	Medical Expenses & Supplies - Inmates
11608	Thrifty White Pharmacy-Mcgregor		491.07			1 Transactions
10930	Tidholm Productions 01-252-000-0000-6230		139.30	inmate prop.invent.forms	66134552	Printing, Publishing & Adv
10930	Tidholm Productions		139.30			1 Transactions
6097	Verizon Wireless 01-252-000-0000-6250		26.02	cell phone-Scollard	786663881	Telephone
6097	Verizon Wireless		26.02			1 Transactions
5066	Visa 01-252-000-0000-6330		205.00	exp.to transprt inmate from NE	8/14/13	Prisoner Transportation & Travel
5066	Visa		205.00			1 Transactions
10005	Watson/Linda 01-252-000-0000-6231		10.00	Inmate haircuts		Services & Labor (Incl Contracts)
10005	Watson/Linda		10.00			1 Transactions
252	DEPT Total:		11,582.00	Corrections	26 Vendors	40 Transactions
253	DEPT			Aitkin Co Community Corrections		
86467	Auto Value Aitkin 01-253-000-0000-6302		27.77	Wiper blades	40031784	Car Maintenance
	01-253-000-0000-6302		58.72	Bearing sets, grease seal	40032048	Car Maintenance
	01-253-000-0000-6302		6.94	Ease lube	40032053	Car Maintenance
	01-253-000-0000-6302		19.22	Bearing	40032087	Car Maintenance
	01-253-000-0000-6302		9.60	Grease seal	40032091	Car Maintenance
86467	Auto Value Aitkin		122.25			5 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
88879	Central Mn Community Corrections-DT 01-253-000-0000-6823		10,724.08	2013 Oct. Appropriation		County Allocation
88879	Central Mn Community Corrections-DT		10,724.08		1 Transactions	
8175	Centurylink 01-253-000-0000-6250		7.48	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.48		1 Transactions	
10185	Centurylink Communications Inc 01-253-000-0000-6250		3.85	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		3.85		1 Transactions	
2340	Hyytinen Hardware Hank 01-253-000-0000-6405		4.26	3 in 1 oil	1126812	Operating Supplies
	01-253-000-0000-6405		48.08	Propane tank	1126908	Operating Supplies
	01-253-000-0000-6405		10.68	Caulking gun	1127891	Operating Supplies
	01-253-000-0000-6405		18.20	Coupler, nozzle, washers	1128217	Operating Supplies
	01-253-000-0000-6405		17.09	Lacquer thinner	1128375	Operating Supplies
	01-253-000-0000-6405		20.28	Paint thinner	1128489	Operating Supplies
	01-253-000-0000-6405		20.28	Paint thinner	1129016	Operating Supplies
	01-253-000-0000-6405		2.51	Spoon foot pull	1130077	Operating Supplies
2340	Hyytinen Hardware Hank		141.38		8 Transactions	
10567	Lake Country Auto Center Of Aitkin 01-253-000-0000-6302		706.13	Brakes, rotors, pads, AC Van	15287	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		706.13		1 Transactions	
3100	McGregor Oil 01-253-000-0000-6511		16.82	Gas - STS	49068	Gas And Oil
3100	McGregor Oil		16.82		1 Transactions	
6072	North Homes - Treatment Foster Care 01-253-000-0000-6204		99.00	Transport to Aitkin, May 29	IJC14822	Juvenile Detention
6072	North Homes - Treatment Foster Care		99.00		1 Transactions	
3660	Northwood Equipment 01-253-000-0000-6405		24.58-	return trimmer parts	P20276	Operating Supplies
	01-253-000-0000-6405		12.29	wood cutter oil	P20825	Operating Supplies
	01-253-000-0000-6405		8.41	chainsaw parts	P21228	Operating Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-253-000-0000-6405		11.70	trailer tail light	P22181	Operating Supplies
	01-253-000-0000-6405		12.29	Stihl woodcutter oil	P22597	Operating Supplies
3660	Northwood Equipment		20.11		5 Transactions	
4010	Rasley Oil Company					
	01-253-000-0000-6511		697.26	Gas	AITCOSHES	Gas And Oil
4010	Rasley Oil Company		697.26		1 Transactions	
4425	Shirts Plus					
	01-253-000-0000-6405		99.50	STS T Shirts	60449	Operating Supplies
4425	Shirts Plus		99.50		1 Transactions	
5551	Unclaimed Freight North					
	01-253-000-0000-6405		23.47	Zip ties		Operating Supplies
	01-253-000-0000-6405		8.54	Round LED trailer light		Operating Supplies
	01-253-000-0000-6405		16.01	Dolly tire, cotter pin asst	9/9/13	Operating Supplies
5551	Unclaimed Freight North		48.02		3 Transactions	
253	DEPT Total:		12,685.88	Aitkin Co Community Corrections	12 Vendors	29 Transactions
254	DEPT			Enhanced 911 System		
	5066 Visa					
	01-254-003-0000-6340		12.12	Meal/emerg. mgmt training	8/28/13	Meals
	5066 Visa		12.12		1 Transactions	
254	DEPT Total:		12.12	Enhanced 911 System	1 Vendors	1 Transactions
255	DEPT			General Crime Victim Grant		
	8175 Centurylink					
	01-255-000-0000-6250		7.48	LOCAL PHONE	313645966	Telephone
	8175 Centurylink		7.48		1 Transactions	
	10185 Centurylink Communications Inc					
	01-255-000-0000-6250		4.45	LD Phone	320146217	Telephone
	10185 Centurylink Communications Inc		4.45		1 Transactions	
255	DEPT Total:		11.93	General Crime Victim Grant	2 Vendors	2 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
257	DEPT			Sobriety Court		
11997	Minnesota Monitoring 01-257-022-0000-6406		629.00	July EHM Kellerman & Fischer	2661	Sobriety Crt Expenses
11997	Minnesota Monitoring		629.00	1 Transactions		
6146	RS Eden 01-257-022-0000-6406 01-257-022-0000-6406		382.62 206.30	June Drug Testing July Drug Testing	46448 46873	Sobriety Crt Expenses Sobriety Crt Expenses
6146	RS Eden		588.92	2 Transactions		
257	DEPT Total:		1,217.92	Sobriety Court	2 Vendors	3 Transactions
280	DEPT			Emergency Management		
8175	Centurylink 01-280-000-0000-6250		14.97	LOCAL PHONE	313645966	Telephone
8175	Centurylink		14.97	1 Transactions		
10185	Centurylink Communications Inc 01-280-000-0000-6250		2.21	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		2.21	1 Transactions		
1570	Erickson Oil Products Inc 01-280-003-0000-6511		20.16	Gas	9334	Gas & Oil
1570	Erickson Oil Products Inc		20.16	1 Transactions		
5250	GTS Educational Events 01-280-003-0000-6241		130.00	AMEM fall conference-Turner	12252665991044	Registration Fee
5250	GTS Educational Events		130.00	1 Transactions		
280	DEPT Total:		167.34	Emergency Management	4 Vendors	4 Transactions
390	DEPT			Environmental Health (FBL)		
8175	Centurylink 01-390-000-0000-6250		14.97	LOCAL PHONE	313645966	Telephone
8175	Centurylink		14.97	1 Transactions		
10185	Centurylink Communications Inc 01-390-000-0000-6250		12.86	LD Phone	320146217	Telephone

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
10185	Centurylink Communications Inc		12.86		1 Transactions	
4641	Holiday Credit Office 01-390-000-0000-6511		83.60	August gas	1400000135321	Gas And Oil
4641	Holiday Credit Office		83.60		1 Transactions	
12749	Purdy/Robert & Shanna 01-390-000-0000-6820		343.77	partial refund of FBL license		Refunds
12749	Purdy/Robert & Shanna		343.77		1 Transactions	
390	DEPT Total:		455.20	Environmental Health (FBL)	4 Vendors	4 Transactions
391	DEPT			Solid Waste		
86222	Aitkin Independent Age 01-391-000-0000-6230		82.50	HHW Waste collection Ad	1482	Printing, Publishing & Adv
86222	Aitkin Independent Age		82.50		1 Transactions	
8175	Centurylink 01-391-000-0000-6250		7.48	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.48		1 Transactions	
10185	Centurylink Communications Inc 01-391-000-0000-6250		9.49	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		9.49		1 Transactions	
2763	J & H Transfer Station-Lakes Sanitary 01-391-060-0000-6360		542.25	Monthly recycling		Recycling Contract
2763	J & H Transfer Station-Lakes Sanitary		542.25		1 Transactions	
5892	McGregor Printing & Graphics, Inc 01-391-000-0000-6405		167.50	# 10 envelopes	14908	Office & Film Supplies
5892	McGregor Printing & Graphics, Inc		167.50		1 Transactions	
5472	Newshopper 01-391-000-0000-6230		90.00	Fall clean shop collection Ad	1998	Printing, Publishing & Adv
	01-391-000-0000-6230		200.00	HHW day ad	2933	Printing, Publishing & Adv
	01-391-000-0000-6230		300.00	Take it to the Box Ad	2934	Printing, Publishing & Adv
5472	Newshopper		590.00		3 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
3810	Paulbeck's County Market 01-391-000-0000-6405		31.03	HHW day supplies	9277342	Office & Film Supplies
3810	Paulbeck's County Market		31.03	1 Transactions		
4150	Rosallini's 01-391-000-0000-6405		118.03	HHW day crew lunch	9/7/13 #1	Office & Film Supplies
4150	Rosallini's		118.03	1 Transactions		
6097	Verizon Wireless 01-391-000-0000-6250		52.98	CELL PHONE-TERRY NEFF	286252299	Telephone
6097	Verizon Wireless		52.98	1 Transactions		
391	DEPT Total:		1,601.26	Solid Waste	9 Vendors	11 Transactions
392	DEPT			Water Wells		
405	A.W. Research Laboratories, Inc. 01-392-000-0000-6231		26.00	Water test, lead, ug/lc	9785	Services, Labor, Contracts
405	A.W. Research Laboratories, Inc.		26.00	1 Transactions		
392	DEPT Total:		26.00	Water Wells	1 Vendors	1 Transactions
601	DEPT			Extension		
8175	Centurylink 01-601-000-0000-6250		14.97	LOCAL PHONE	313645966	Telephone
8175	Centurylink		14.97	1 Transactions		
10185	Centurylink Communications Inc 01-601-000-0000-6250		3.12	LD PHONE	320146217	Telephone
10185	Centurylink Communications Inc		3.12	1 Transactions		
86235	The Office Shop Inc 01-601-000-0000-6405		54.88	Monthly planner,post its, clip	943860-0	Office Supplies
86235	The Office Shop Inc		54.88	1 Transactions		
601	DEPT Total:		72.97	Extension	3 Vendors	3 Transactions
711	DEPT			Economic Development		
8175	Centurylink					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
8175	Centurylink 01-711-000-0000-6250		7.48	LOCAL PHONE	313645966	Telephone
			7.48	1 Transactions		
10185	Centurylink Communications Inc 01-711-000-0000-6250		4.69	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		4.69	1 Transactions		
4641	Holiday Credit Office 01-711-000-0000-6511		74.90	August gas	1400000135895	Gas And Oil
4641	Holiday Credit Office		74.90	1 Transactions		
711	DEPT Total:		87.07	Economic Development	3 Vendors	3 Transactions
1	Fund Total:		119,007.38	General Fund		360 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
301	DEPT			R&B Administration		
86222	Aitkin Independent Age 03-301-000-0000-6241		268.32	EQUIPMENT OPERATOR 091313	1483	Fees/Prof/Misc
86222	Aitkin Independent Age		268.32	1 Transactions		
783	Canon Financial Services, Inc 03-301-000-0000-6300		226.85	CONTRACT 091613	13081648	Service Contracts
783	Canon Financial Services, Inc		226.85	1 Transactions		
8175	Centurylink 03-301-000-0000-6250		31.36	FAX - HWY OFFICE 091713	313199328	Telephone
8175	Centurylink		31.36	1 Transactions		
11411	Charter Business 03-301-000-0000-6250		149.87	PHONE HWY OFFICE 091713		Telephone
11411	Charter Business		149.87	1 Transactions		
11406	Innovative Office Solutions 03-301-000-0000-6400		41.71	OFFICE SUPPLIES 090613	356630	Supplies And Materials
11406	Innovative Office Solutions		41.71	1 Transactions		
9671	Pitney Bowes 03-301-000-0000-6205		64.13	LEASING 091913	231056	Postage
9671	Pitney Bowes		64.13	1 Transactions		
11019	Swenson/Bradley 03-301-000-0000-6241		35.00	CST RENEWAL 082913	B-SWE	Fees/Prof/Misc
11019	Swenson/Bradley		35.00	1 Transactions		
86235	The Office Shop Inc 03-301-000-0000-6400		17.83	COPIES 090213	267627	Supplies And Materials
86235	The Office Shop Inc		17.83	1 Transactions		
10431	Verizon Business 03-301-000-0000-6250		35.87	HWY OFFICE 090913	4227948181308	Telephone
10431	Verizon Business		35.87	1 Transactions		
6097	Verizon Wireless 03-301-000-0000-6250		315.93	CELLS 090613	9710845208	Telephone

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 #	
6097 Verizon Wireless		315.93	1 Transactions	
301 DEPT Total:		1,186.87	R&B Administration	10 Vendors 10 Transactions
302 DEPT			R&B Engineering/Construction	
86467 Auto Value Aitkin 03-302-000-0000-6449		27.78	BATTERY 083013	40031880 Rd/Br Engr. Supplies
86467 Auto Value Aitkin		27.78	1 Transactions	
302 DEPT Total:		27.78	R&B Engineering/Construction	1 Vendors 1 Transactions
303 DEPT			R&B Highway Maintenance	
8239 Ameripride Linen & Apparel Services 03-303-000-0000-6523		44.84	SHOP LAUNDRY 091713	2200421884 Misc Bldg & Shop Supplies
03-303-000-0000-6523		79.38	SHOP LAUNDRY 091713	2200424539 Misc Bldg & Shop Supplies
8239 Ameripride Linen & Apparel Services		124.22	2 Transactions	
86467 Auto Value Aitkin 03-303-000-0000-6590		307.40	FILTERS 091013	40032421 Repair & Maintenance Supplies
86467 Auto Value Aitkin		307.40	1 Transactions	
6037 Carlton County Transportation 03-303-000-0000-6514		11.08	STRIPING 091613	Pavement Striping
6037 Carlton County Transportation		11.08	1 Transactions	
8500 Diamond Mowers, Inc 03-303-000-0000-6590		304.19	SPINDLE REPAIR 090313	80386 Repair & Maintenance Supplies
03-303-000-0000-6590		582.67	COUPLING 090313	80451 Repair & Maintenance Supplies
03-303-000-0000-6590		704.23	SPINDLE 090313	80493 Repair & Maintenance Supplies
8500 Diamond Mowers, Inc		1,591.09	3 Transactions	
1570 Erickson Oil Products Inc 03-303-000-0000-6513		533.42	GASOLINE 090913	362947 Motor Fuel & Lubricants
1570 Erickson Oil Products Inc		533.42	1 Transactions	
12181 Fleet Pride, Inc. 03-303-000-0000-6590		130.59	EQUILIZER 090613	56269797 Repair & Maintenance Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
12181	Fleet Pride, Inc.		130.59		1 Transactions	
1754	Garrison Disposal Company, Inc 03-303-000-0000-6254		76.80	MCGREGOR SHOP 090513	8170612	Utilities
1754	Garrison Disposal Company, Inc		76.80		1 Transactions	
1959	H & L Mesabi Inc 03-303-000-0000-6523		857.34	PLOW BOLTS 091313	88375	Misc Bldg & Shop Supplies
1959	H & L Mesabi Inc		857.34		1 Transactions	
4641	Holiday Credit Office 03-303-000-0000-6513		27.29-	FED TAX 090613		Motor Fuel & Lubricants
	03-303-000-0000-6513		2.98-	REBATE 090613		Motor Fuel & Lubricants
	03-303-000-0000-6513		111.50	GASOLINE 090613	11504041	Motor Fuel & Lubricants
	03-303-000-0000-6513		75.52	GASOLINE 090613	131041098	Motor Fuel & Lubricants
	03-303-000-0000-6513		60.00	GASOLINE 090613	133114084	Motor Fuel & Lubricants
	03-303-000-0000-6513		85.70	GASOLINE 090613	80149039	Motor Fuel & Lubricants
	03-303-000-0000-6513		98.00	GASOLINE 090613	80553003	Motor Fuel & Lubricants
	03-303-000-0000-6513		90.55	GASOLINE 090613	84310035	Motor Fuel & Lubricants
4641	Holiday Credit Office		491.00		8 Transactions	
2763	J & H Transfer Station-Lakes Sanitary 03-303-000-0000-6254		93.89	AITKIN 090613	69202	Utilities
	03-303-000-0000-6254		57.65	PALISADE 090613	69203	Utilities
2763	J & H Transfer Station-Lakes Sanitary		151.54		2 Transactions	
91187	Lake Country Power 03-303-000-0000-6254		64.85	JACOBSON 090913	1400073000	Utilities
	03-303-000-0000-6254		106.91	SWATARA 090913	140946401	Utilities
91187	Lake Country Power		171.76		2 Transactions	
12626	Lubrication Technologies, Inc. 03-303-000-0000-6513		335.16	ADDITIVE 090513	2262563	Motor Fuel & Lubricants
12626	Lubrication Technologies, Inc.		335.16		1 Transactions	
2941	M R Sign Co Inc 03-303-000-0000-6516		76.67	WEIGHT LIMIT SIGNS 090413	178220	Signs & Posts
	03-303-000-0000-6516		811.40	E911 SIGNS 090413	178249	Signs & Posts
	03-303-000-0000-6516		97.60	E911 SIGNS 090413	178250	Signs & Posts

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
2941	M R Sign Co Inc		985.67		3 Transactions	
10824	Maney International Inc					
	03-303-000-0000-6590		179.24	SENSOR 081413	639913	Repair & Maintenance Supplies
	03-303-000-0000-6590		68.60	BELT 081413	642014	Repair & Maintenance Supplies
10824	Maney International Inc		247.84		2 Transactions	
5917	Mike's Bobcat Service					
	03-303-000-0000-6825		300.00	BLADING 083113	june-august	Municipal Maintenance Agreements
5917	Mike's Bobcat Service		300.00		1 Transactions	
3160	Mille Lacs Energy Coop-Albert Lea					
	03-303-000-0000-6254		130.90	PALISADE 091313	185202601	Utilities
	03-303-000-0000-6254		47.55	169 AND CSAH 3 091313	192301001	Utilities
	03-303-000-0000-6254		26.72	GUN LAKE 091313	275602903	Utilities
	03-303-000-0000-6254		137.33	MCGREGOR 091313	295300301	Utilities
	03-303-000-0000-6254		894.24	POWER - AITKIN 091313	335200702	Utilities
	03-303-000-0000-6254		60.32	169 AND 28 091313	396202201	Utilities
	03-303-000-0000-6254		62.15	47 AND 2 091313	545110401	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		1,359.21		7 Transactions	
9692	Minnesota Energy Resources Corporation					
	03-303-000-0000-6297		39.84	AITKIN SHOP 091313	42552174	Shop Fuel
9692	Minnesota Energy Resources Corporation		39.84		1 Transactions	
10701	Northern Safety Technology Inc					
	03-303-000-0000-6590		418.60	ENDCAP 091613	34325	Repair & Maintenance Supplies
10701	Northern Safety Technology Inc		418.60		1 Transactions	
8691	Northland Hydraulic Service					
	03-303-000-0000-6590		400.78	LABOR 090413	6767	Repair & Maintenance Supplies
	03-303-000-0000-6590		942.07	REPAIR 090413	6767	Repair & Maintenance Supplies
8691	Northland Hydraulic Service		1,342.85		2 Transactions	
3660	Northwood Equipment					
	03-303-000-0000-6590		107.65	FILTERS 090913	22224	Repair & Maintenance Supplies
	03-303-000-0000-6590		287.86	FILTERS 090913	22318	Repair & Maintenance Supplies
3660	Northwood Equipment		395.51		2 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
10720	Nuss Truck & Equipment 03-303-000-0000-6590		108.68	BEARING 090613	3113148	Repair & Maintenance Supplies
	03-303-000-0000-6590		100.93	BEARING 090613	3113149	Repair & Maintenance Supplies
	03-303-000-0000-6590		63.38	BRACKET 090613	3113330	Repair & Maintenance Supplies
10720	Nuss Truck & Equipment		272.99	3 Transactions		
10257	Sadie Llama Designs 03-303-000-0000-6516		119.70	E911 SIGNS 091213	830584974	Signs & Posts
10257	Sadie Llama Designs		119.70	1 Transactions		
90805	Temco 03-303-000-0000-6590		40.24	SHEAR 091113	16270	Repair & Maintenance Supplies
90805	Temco		40.24	1 Transactions		
12788	Timmer Implement of Aitkin 03-303-000-0000-6590		40.71	SENSOR 091213	681	Repair & Maintenance Supplies
12788	Timmer Implement of Aitkin		40.71	1 Transactions		
8364	Towmaster, Inc 03-303-000-0000-6590		241.00	LEVEL 090913	351659	Repair & Maintenance Supplies
8364	Towmaster, Inc		241.00	1 Transactions		
4988	Viking Industrial Center 03-303-000-0000-6523		226.20	SAFETY SUPPLIES 082813	332012	Misc Bldg & Shop Supplies
4988	Viking Industrial Center		226.20	1 Transactions		
5295	Ziegler Inc 03-303-000-0000-6590		1,270.32	EDGES 083013	190031192	Repair & Maintenance Supplies
	03-303-000-0000-6590		858.21	TMS 083013	190031220	Repair & Maintenance Supplies
5295	Ziegler Inc		2,128.53	2 Transactions		
303	DEPT Total:		12,940.29	R&B Highway Maintenance	27 Vendors	53 Transactions
307	DEPT			R&B Capital Infrastructure		
12757	O'Neill/Del and Candy 03-307-000-0000-6362		3,050.00	LAND R/W 090613	PARCELS 10/11	Right Of Way
12757	O'Neill/Del and Candy		3,050.00	1 Transactions		
8716	SEH					

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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
	03-307-000-0000-6260		WETLAND DELINEATION 091013	272450	Professional Services
8716	SEH		1 Transactions		
307	DEPT Total:		R&B Capital Infrastructure	2 Vendors	2 Transactions
308	DEPT		R&B Equipment & Facilities		
11692	Oberg Fence		FENCING AND GATES 090913	2451	Capital Outlay-Facilities
	03-308-000-0000-6600		1 Transactions		
11692	Oberg Fence				
308	DEPT Total:		R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:		Road & Bridge		67 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
400	DEPT			Public Health Department		
8175	Centurylink					
	05-400-440-0410-6250		67.34	LOCAL PHONE-PH	313645966	Telephone
	05-400-440-0410-6250		12.34	LOCAL PHONE-ACCTING	313645966	Telephone
8175	Centurylink		79.68	2 Transactions		
10185	Centurylink Communications Inc					
	05-400-440-0410-6250		0.92	LD Phone	320146217	Telephone
	05-400-440-0410-6250		2.72	LD Phone-HHS	320146217	Telephone
	05-400-440-0410-6250		27.52	LD Phone-PH	320146217	Telephone
	05-400-440-0410-6250		10.02	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		41.18	4 Transactions		
400	DEPT Total:		120.86	Public Health Department	2 Vendors	6 Transactions
420	DEPT			Income Maintenance		
8175	Centurylink					
	05-420-600-4800-6250		74.83	LOCAL PHONE-IM	313645966	Telephone
	05-420-600-4800-6250		31.28	LOCAL PHONE-ACCTING	313645966	Telephone
	05-420-640-4800-6250		52.38	LOCAL PHONE-CS	313645966	Telephone
8175	Centurylink		158.49	3 Transactions		
10185	Centurylink Communications Inc					
	05-420-600-4800-6250		2.33	LD Phone	320146217	Telephone
	05-420-600-4800-6250		6.90	LD Phone-HHS	320146217	Telephone
	05-420-600-4800-6250		104.20	LD Phone-IM	320146217	Telephone
	05-420-640-4800-6250		57.69	LD Phone-CS	320146217	Telephone
	05-420-600-4800-6250		25.38	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		196.50	5 Transactions		
420	DEPT Total:		354.99	Income Maintenance	2 Vendors	8 Transactions
430	DEPT			Social Services		
8175	Centurylink					
	05-430-700-4800-6250		38.69	LOCAL PHONE-ACCTING	313645966	Telephone
	05-430-700-4800-6250		187.07	LOCAL PHONE-SS	313645966	Telephone
8175	Centurylink		225.76	2 Transactions		

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 5 Health & Human Services

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
10185	Centurylink Communications Inc				
	05-430-700-4800-6250	2.88	LD Phone	320146217	Telephone
	05-430-700-4800-6250	8.53	LD Phone-HHS	320146217	Telephone
	05-430-700-4800-6250	197.46	LD Phone-SS	320146217	Telephone
	05-430-700-4800-6250	31.40	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc	240.27		4 Transactions	
430	DEPT Total:	466.03	Social Services	2 Vendors	6 Transactions
5	Fund Total:	941.88	Health & Human Services		20 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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			Undesignated		
	4580 Mn Dept Of Finance					
	09-000-000-0000-2030		855.00	August Marriage license fees		State Fees, Assessments & Surcharges
	4580 Mn Dept Of Finance		855.00	1 Transactions		
0	DEPT Total:		855.00	Undesignated	1 Vendors	1 Transactions
9	Fund Total:		855.00	State		1 Transactions

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 10 Trust

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
900	DEPT			Timber Permit Bonds		
3066	Maxwell/James Henry 10-900-000-0000-2300		564.30	timbr permit bond refund R1406	13007	Timber Permit Bonds
3066	Maxwell/James Henry		564.30	1 Transactions		
3605	North Shore Forest Prod Inc 10-900-000-0000-2300		1,363.00	timbr permit bond refund R1519	13344	Timber Permit Bonds
3605	North Shore Forest Prod Inc		1,363.00	1 Transactions		
900	DEPT Total:		1,927.30	Timber Permit Bonds	2 Vendors	2 Transactions
921	DEPT			Co. Development		
8175	Centurylink 10-921-000-0000-6250		7.48	LOCAL PHONE-SURVEYOR	313645966	Telephone
	10-921-000-0000-6250		7.48	LOCAL PHONE-GIS	313645966	Telephone
8175	Centurylink		14.96	2 Transactions		
10185	Centurylink Communications Inc 10-921-000-0000-6250		2.28	LD Phone-GIS	320146217	Telephone
	10-921-000-0000-6250		2.04	LD Phone-Surveyor	320146217	Telephone
10185	Centurylink Communications Inc		4.32	2 Transactions		
10618	Erik's Lawn Service 10-921-000-0000-6231		152.00	Aug-RL Swim Beach	4@38	Services, Labor, Contracts
10618	Erik's Lawn Service		152.00	1 Transactions		
2340	Hyytinen Hardware Hank 10-921-000-0000-6406		5.87	Lantern for blasting	1124870	Field Supplies
2340	Hyytinen Hardware Hank		5.87	1 Transactions		
2531	Joint Powers Natural Res Board 10-921-000-0000-6801		1,000.00	2014 Funding Request		Appropriations
2531	Joint Powers Natural Res Board		1,000.00	1 Transactions		
921	DEPT Total:		1,177.15	Co. Development	5 Vendors	7 Transactions
923	DEPT			Forfeited Tax Sales		
87	Aitkin Co Highway Dept					

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
87	Aitkin Co Highway Dept 10-923-000-0000-6208		376.76 376.76	training safety days		Training/Education
783	Canon Financial Services, Inc 10-923-000-0000-6231		417.82	Copier contract 022	13059838	Services, Labor, Contracts
783	Canon Financial Services, Inc		417.82		1 Transactions	
8175	Centurylink 10-923-000-0000-6250		59.86	LOCAL PHONE	313645966	Telephone
8175	Centurylink		59.86		1 Transactions	
10185	Centurylink Communications Inc 10-923-000-0000-6250		9.73	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		9.73		1 Transactions	
3066	Maxwell/James Henry 10-923-000-0000-6820		1,104.26	overappraised refund	13007	Refunds & Reimbursements
3066	Maxwell/James Henry		1,104.26		1 Transactions	
4233	S & T Office Products Inc 10-923-000-0000-6405		8.75	Receipt book	01PY3700	Office Supplies
	10-923-000-0000-6405		37.72	Paper products	01PY5435	Office Supplies
	10-923-000-0000-6405		116.69	Calendars	01PY6241	Office Supplies
4233	S & T Office Products Inc		163.16		3 Transactions	
86235	The Office Shop Inc 10-923-000-0000-6405		7.47	Flash drive LCMR data	267594-0	Office Supplies
86235	The Office Shop Inc		7.47		1 Transactions	
6128	Tire Barn 10-923-000-0000-6590		92.73	LOF, rotate tires, 303	25233	Repair & Maintenance Supplies
6128	Tire Barn		92.73		1 Transactions	
6097	Verizon Wireless 10-923-000-0000-6254		63.71	August Cell phone	5806838270001	Utilities
6097	Verizon Wireless		63.71		1 Transactions	
923	DEPT Total:		2,295.50	Forfeited Tax Sales	9 Vendors	11 Transactions

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 10 Trust

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
926	DEPT		Law Library		
8175	Centurylink 10-926-000-0000-6250		LOCAL PHONE	313645966	Telephone
8175	Centurylink	7.48		1 Transactions	
6006	Matthew Bender Co,Inc 10-926-000-0000-6408	394.01	MN Fam Law Prac set	48165972	Law Books
6006	Matthew Bender Co,Inc	394.01		1 Transactions	
5173	West Payment Center 10-926-000-0000-6408	582.23	Library Plan Charges	827805846	Law Books
	10-926-000-0000-6408	1,055.92	August information charges	827921672	Law Books
5173	West Payment Center	1,638.15		2 Transactions	
926	DEPT Total:	2,039.64	Law Library	3 Vendors	4 Transactions
10	Fund Total:	7,439.59	Trust		24 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	Amount	Service Dates	On Behalf of Name	
				Paid On Bhf #		
924	DEPT		Forest Resource			
12526	Bixby/James					
	11-924-000-0000-6330		41.81	Mileage FAC meeting	74@.565	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC Meeting	9/10/13	Per Diem
12526	Bixby/James		76.81			2 Transactions
2270	Hoppe/Russell Peter					
	11-924-000-0000-6330		32.77	FAC mileage	58@.565	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC meeting	9/10/13	Per Diem
2270	Hoppe/Russell Peter		67.77			2 Transactions
10890	Insley/Kevin					
	11-924-000-0000-6330		21.47	FAC mileage	38@.565	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC meeting	9/10/13	Per Diem
10890	Insley/Kevin		56.47			2 Transactions
11685	Lahoud/John					
	11-924-000-0000-6330		18.08	FAC mileage	32@.565	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC Meeting	9/10/13	Per Diem
11685	Lahoud/John		53.08			2 Transactions
3066	Maxwell/James Henry					
	11-924-000-0000-6820		200.00	soo line refund	Rec. 669	Refunds & Reimbursements
3066	Maxwell/James Henry		200.00			1 Transactions
9036	Neary/William F					
	11-924-000-0000-6330		33.90	FAC Mileage	60@.565	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC Meeting	9/10/13	Per Diem
9036	Neary/William F		68.90			2 Transactions
12111	Schmidt/William A.					
	11-924-000-0000-6330		30.51	FAC Mileage	54@.565	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC Meeting	9/10/13	Per Diem
12111	Schmidt/William A.		65.51			2 Transactions
10906	Shipp/Dale					
	11-924-000-0000-6330		18.08	FAC Mileage	32@.565	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC Meeting	9/10/13	Per Diem

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 #	
10906 Shipp/Dale		53.08	2 Transactions	
10017 Tveit/Galen				
11-924-000-0000-6330		18.08	FAC Mileage	32@.565 Transportation & Travel
11-924-000-0000-6350		35.00	FAC meeting	9/10/13 Per Diem
10017 Tveit/Galen		53.08	2 Transactions	
6097 Verizon Wireless				
11-924-000-0000-6250		66.42	August Cell phone	5806838270001 Telephone
6097 Verizon Wireless		66.42	1 Transactions	
924 DEPT Total:		761.12	Forest Resource	10 Vendors 18 Transactions
925 DEPT			Reforestation	
87 Aitkin Co Highway Dept				
11-925-000-0000-6590		251.68	cutting edges	Repair & Maintenance Supplies
87 Aitkin Co Highway Dept		251.68	1 Transactions	
10083 Cedarbrook Lumber Comp				
11-925-000-0000-6590		346.88-	Dup pay # 54314	Repair & Maintenance Supplies
11-925-000-0000-6590		174.92-	Dup pay # 54358	Repair & Maintenance Supplies
11-925-000-0000-6590		16.02-	Dup pay # 54050	Repair & Maintenance Supplies
11-925-000-0000-6590		27.49	Dup Credit #54360	Repair & Maintenance Supplies
11-925-000-0000-6590		250.66	Dup Credit #54557	Repair & Maintenance Supplies
11-925-000-0000-6590		31.94	star driver	55070 Repair & Maintenance Supplies
11-925-000-0000-6590		252.43	tin	56299 Repair & Maintenance Supplies
10083 Cedarbrook Lumber Comp		24.70	7 Transactions	
1570 Erickson Oil Products Inc				
11-925-000-0000-6511		2,113.85	August gas	9423 Gas And Oil
1570 Erickson Oil Products Inc		2,113.85	1 Transactions	
11397 Holmvg Excavating, LLC				
11-925-000-0000-6361		4,485.00	screen 6900 yds class 5	3298 Road Construction Service
11397 Holmvg Excavating, LLC		4,485.00	1 Transactions	
2410 Jacobs/Mark H				
11-925-000-0000-6330		139.50	Sept.mileage reimb.	300@.465 Transportation & Travel

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
2410 Jacobs/Mark H		139.50	1 Transactions	
9354 Kangas Enterprises, Inc				
11-925-000-0000-6231		90.00	Lawler Parking lot outhouse	8900 Services, Labor, Contracts
11-925-000-0000-6231		90.00	City of McGrath	8900 Services, Labor, Contracts
11-925-000-0000-6231		90.00	McGregor Trail Head	8900 Services, Labor, Contracts
11-925-000-0000-6231		107.00	Blind Lake N Parking Lot	8900 Services, Labor, Contracts
9354 Kangas Enterprises, Inc		377.00	4 Transactions	
2991 Malmo Market				
11-925-000-0000-6511		343.56	August gas	Gas And Oil
2991 Malmo Market		343.56	1 Transactions	
3100 McGregor Oil				
11-925-000-0000-6511		298.14	August Gas	AITKINLA Gas And Oil
3100 McGregor Oil		298.14	1 Transactions	
3660 Northwood Equipment				
11-925-000-0000-6590		441.06	Spindle assy bush hog	P22359 Repair & Maintenance Supplies
3660 Northwood Equipment		441.06	1 Transactions	
3760 Palisade Cooperative Oil Assoc				
11-925-000-0000-6511		47.44	September gas	ACPARKS Gas And Oil
3760 Palisade Cooperative Oil Assoc		47.44	1 Transactions	
4010 Rasley Oil Company				
11-925-000-0000-6511		1,368.07	August Gas	AITCOL&PS Gas And Oil
4010 Rasley Oil Company		1,368.07	1 Transactions	
10891 Roth Construction				
11-925-000-0000-6361		168.00	14 yds class 5-dumped/spread	28-1 11-44-24 Road Construction Service
11-925-000-0000-6231		11,980.00	screened gravel & spread	redtop trail Services, Labor, Contracts
10891 Roth Construction		12,148.00	2 Transactions	
11595 Scheff Logging				
11-925-000-0000-6231		4,500.00	15 loads gravel-also spread	N Soo Line Services, Labor, Contracts
11595 Scheff Logging		4,500.00	1 Transactions	
10878 Sew Much & More				

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
	11-925-000-0000-6205		12.43	Postage return Nuss Trucking	331445	Postage
10878	Sew Much & More		12.43	1 Transactions		
925	DEPT Total:		26,550.43	Reforestation	14 Vendors	24 Transactions
934	DEPT			Memorial Forest		
1473	Future Forests, Inc 11-934-000-0000-6273		3,503.00	Tree Release		Timber Improvement
	11-934-000-0000-6273		651.00	Chemical release		Timber Improvement
1473	Future Forests, Inc		4,154.00	2 Transactions		
11397	Holmvg Excavating, LLC 11-934-000-0000-6361		15,808.00	screen 2432 yds class 5	3298	Road Construction Service
11397	Holmvg Excavating, LLC		15,808.00	1 Transactions		
934	DEPT Total:		19,962.00	Memorial Forest	2 Vendors	3 Transactions
935	DEPT			Forest Road		
87	Aitkin Co Highway Dept 11-935-000-0000-6208		426.99	training safety days		Training/Education
87	Aitkin Co Highway Dept		426.99	1 Transactions		
3100	McGregor Oil 11-935-000-0000-6511		576.59	August Gas	AITKINLA	Gas And Oil
3100	McGregor Oil		576.59	1 Transactions		
3760	Palisade Cooperative Oil Assoc 11-935-000-0000-6511		150.70	gas-Aug 26-31	ACPARKS	Gas And Oil
	11-935-000-0000-6511		1,138.17	September gas	ACPARKS	Gas And Oil
3760	Palisade Cooperative Oil Assoc		1,288.87	2 Transactions		
4010	Rasley Oil Company 11-935-000-0000-6511		448.89	August Gas	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company		448.89	1 Transactions		
4070	Riley Auto Supply 11-935-000-0000-6590		68.71	Air filter 412	538806	Repair & Maintenance Supplies
	11-935-000-0000-6590		4.27	Fuse 412	539117	Repair & Maintenance Supplies

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 11 Forest Development

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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			
4070	Riley Auto Supply	72.98			
6097	Verizon Wireless				
	11-935-000-0000-6250	119.44	August Cell phone	5806838270001	Telephone
6097	Verizon Wireless	119.44			
			2 Transactions		
935	DEPT Total:	2,933.76	Forest Road	6 Vendors	8 Transactions
11	Fund Total:	50,207.31	Forest Development		53 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
521	DEPT			LLCC Administration		
783	Canon Financial Services, Inc 19-521-000-0000-6231		135.16	Contract Charges-020	13059840	Services, Labor, Contracts
783	Canon Financial Services, Inc		135.16	1 Transactions		
2763	J & H Transfer Station-Lakes Sanitary 19-521-000-0000-6255		92.38	GARBAGE SERVICE	69595	Garbage
2763	J & H Transfer Station-Lakes Sanitary		92.38	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254		57.43	LLCC Electric	27-13-004-01	Utilities
	19-521-000-0000-6254		285.79	LLCC Electric	27-13-005-02	Utilities
	19-521-000-0000-6254		629.04	LLCC Electric	27-13-006-01	Utilities
	19-521-000-0000-6254		457.85	LLCC Electric	27-13-007-03	Utilities
	19-521-000-0000-6254		77.18	LLCC Electric	27-13-008-01	Utilities
	19-521-000-0000-6254		270.54	LLCC Electric	27-13-009-01	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		1,777.83	6 Transactions		
4425	Shirts Plus 19-521-000-0000-6400		397.40	46 T'S, 6 LS T'S	60471	Commissary Items
	19-521-000-0000-6400		203.10	18 CAPS	60472	Commissary Items
4425	Shirts Plus		600.50	2 Transactions		
9431	Waterford Publishing Group 19-521-000-0000-6400		454.13	50 POCKET GUIDES	31552	Commissary Items
9431	Waterford Publishing Group		454.13	1 Transactions		
521	DEPT Total:		3,060.00	LLCC Administration	5 Vendors	11 Transactions
522	DEPT			LLCC Education		
11087	Minnesota Astronomical Society 19-522-000-0000-6241		667.00	STAR FEST REG.FEE 09/04/2013 09/08/2013	1013	Registration Fee
11087	Minnesota Astronomical Society		667.00	1 Transactions		
522	DEPT Total:		667.00	LLCC Education	1 Vendors	1 Transactions
523	DEPT			LLCC Food		

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 #	
5998 Appert's Foodservice				
19-523-000-0000-6418		1,157.11	Groceries	1986115 Groceries-Students
19-523-000-0000-6420		93.61	Supplies	1986115 Food Service Supplies
5998 Appert's Foodservice		1,250.72	2 Transactions	
5662 McGregor Dairy, Inc				
19-523-000-0000-6418		145.40	GROCERIES	21261 Groceries-Students
5662 McGregor Dairy, Inc		145.40	1 Transactions	
4968 Upper Lakes Foods, Inc				
19-523-000-0000-6418		632.23	GROCERIES & SUPPLIES	224336 Groceries-Students
19-523-000-0000-6418		493.15	GROCERIES & SUPPLIES	226586 Groceries-Students
4968 Upper Lakes Foods, Inc		1,125.38	2 Transactions	
523 DEPT Total:		2,521.50	LLCC Food	3 Vendors 5 Transactions
524 DEPT			LLCC Maintenance	
87 Aitkin Co Highway Dept				
19-524-000-0000-6208		47.46	2011 SAFETY TRAINING	Training/Education
19-524-000-0000-6208		33.14	2012 SAFETY TRAINING	Training/Education
87 Aitkin Co Highway Dept		80.60	2 Transactions	
3760 Palisade Cooperative Oil Assoc				
19-524-000-0000-6511		67.67	GAS FOR RED TRUCK	LONGLAK Gas And Oil
3760 Palisade Cooperative Oil Assoc		67.67	1 Transactions	
524 DEPT Total:		148.27	LLCC Maintenance	2 Vendors 3 Transactions
19 Fund Total:		6,396.77	Long Lake Conservation Center	20 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
520	DEPT			Parks		
87	Aitkin Co Highway Dept 21-520-000-0000-6208		470.95	training safety days		Training/Education
87	Aitkin Co Highway Dept		470.95		1 Transactions	
10463	Beanery an Internet Cafe 21-520-000-0000-6208		140.24	Parks tour boxed lunches	273	Training/Education
10463	Beanery an Internet Cafe		140.24		1 Transactions	
505	Ben Meadows Co Inc 21-520-000-0000-6406		308.98	Chainsaw boots	1019728275	Field Supplies
505	Ben Meadows Co Inc		308.98		1 Transactions	
9625	Blind Lake Atv Club 21-520-000-0000-6802		2,099.03	ATV reimb. June & July work	Rec.1702	Trail Grants-State
9625	Blind Lake Atv Club		2,099.03		1 Transactions	
10083	Cedarbrook Lumber Comp 21-520-000-0000-6406		117.65	treated posts	55735	Field Supplies
	21-520-000-0000-6406		41.04	treated posts	55742	Field Supplies
	21-520-000-0000-6406		105.18	treated posts	55926	Field Supplies
	21-520-000-0000-6406		8.02	treated posts	55929	Field Supplies
	21-520-000-0000-6406		188.17	tin	55980	Field Supplies
	21-520-000-0000-6406		53.96	treated posts	56300	Field Supplies
	21-520-000-0000-6406		20.52	treated posts	56374	Field Supplies
10083	Cedarbrook Lumber Comp		534.54		7 Transactions	
8175	Centurylink 21-520-000-0000-6250		7.48	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.48		1 Transactions	
88628	Dalco 21-520-000-0000-6406		110.58	toilet tissue	2653222	Field Supplies
88628	Dalco		110.58		1 Transactions	
10618	Erik's Lawn Service 21-520-000-0000-6231		512.00	Aug-Jacobson Campground	4@128	Services, Labor, Contracts
	21-520-000-0000-6231		692.00	Aug-SR Campground	4@173	Services, Labor, Contracts
	21-520-000-0000-6231		396.00	Aug-Berglund Park	4@99	Services, Labor, Contracts

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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
10618	Erik's Lawn Service		1,600.00		3 Transactions	
1754	Garrison Disposal Company, Inc 21-520-000-0000-6254		46.80	Garbage pickup	111390	Utilities
1754	Garrison Disposal Company, Inc		46.80		1 Transactions	
1829	Goble's Sewer Service Inc. 21-520-000-0000-6231		130.00	Aitkin Pumping	1217806	Services, Labor, Contracts
	21-520-000-0000-6231		130.00	Aitkin Pumping	1217829	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.		260.00		2 Transactions	
4641	Holiday Credit Office 21-520-000-0000-6511		103.60	August gas	1400000134961	Gas & Oil
4641	Holiday Credit Office		103.60		1 Transactions	
2340	Hyytinen Hardware Hank 21-520-000-0000-6590		7.15	Sealant for signs	1124997	Repair & Maintenance Supplies
	21-520-000-0000-6590		3.08	Screws Aitkin Park	1125251	Repair & Maintenance Supplies
	21-520-000-0000-6590		13.21	Hinge hasp, door pull	1127141	Repair & Maintenance Supplies
	21-520-000-0000-6590		312.96	Bulbs for shop	1128052	Repair & Maintenance Supplies
	21-520-000-0000-6590		6.08	Bee spray	1128077	Repair & Maintenance Supplies
	21-520-000-0000-6590		18.16	Lopper	1128365	Repair & Maintenance Supplies
	21-520-000-0000-6590		13.07	Bolts, Aitkin Park	1130217	Repair & Maintenance Supplies
	21-520-000-0000-6590		32.02	Landscape block Aitkin Pk	1131724	Repair & Maintenance Supplies
	21-520-000-0000-6590		32.02	Landscape block for Aitkin Pk	1131964	Repair & Maintenance Supplies
	21-520-000-0000-6590		149.63	Bricks, endcaps	1132151	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		587.38		10 Transactions	
2763	J & H Transfer Station-Lakes Sanitary 21-520-000-0000-6254		76.05	Sept Garbage Aitkin Pk	70258	Utilities
	21-520-000-0000-6254		76.05	Sept Garbage Berglund	70259	Utilities
2763	J & H Transfer Station-Lakes Sanitary		152.10		2 Transactions	
2448	Janzen/Carroll Mark 21-520-000-0000-6330		10.17	Co Parks tour mileage	18@.565	Transportation & Travel
	21-520-000-0000-6350		35.00	Co Parks tour	9/9/13	Per Diem
2448	Janzen/Carroll Mark		45.17		2 Transactions	
9354	Kangas Enterprises, Inc					

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
	21-520-000-0000-6231		Lone Lk Beach Outhouse	8900	Services, Labor, Contracts
	21-520-000-0000-6231		Snake River Pumping	8947	Services, Labor, Contracts
	21-520-000-0000-6231		Jacobson Campground Pumping	8947	Services, Labor, Contracts
	21-520-000-0000-6231		Jacobson Rest Area Pumping	8947	Services, Labor, Contracts
9354	Kangas Enterprises, Inc		4 Transactions		
5759	Kitzrow/Donald				
	21-520-000-0000-6330	29.38	Co Parks Tour mileage	52@.565	Transportation & Travel
	21-520-000-0000-6350	35.00	County Parks Tour	9/9/13	Per Diem
5759	Kitzrow/Donald		2 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea				
	21-520-000-0000-6254	186.91	Electric Berglund Park	18-51-106-02	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		1 Transactions		
9692	Minnesota Energy Resources Corporation				
	21-520-000-0000-6254	38.22	Gas for shop	4162495-8	Utilities
9692	Minnesota Energy Resources Corporation		1 Transactions		
3660	Northwood Equipment				
	21-520-000-0000-6590	1.29	Bushing	P22109	Repair & Maintenance Supplies
	21-520-000-0000-6590	0.96	Chain saw nut	P22175	Repair & Maintenance Supplies
3660	Northwood Equipment		2 Transactions		
3810	Paulbeck's County Market				
	21-520-000-0000-6208	16.70	Parks tour ice & pop & water	9277364	Training/Education
3810	Paulbeck's County Market		1 Transactions		
4070	Riley Auto Supply				
	21-520-000-0000-6590	4.27	Grease fitting	539369	Repair & Maintenance Supplies
4070	Riley Auto Supply		1 Transactions		
90805	Temco				
	21-520-000-0000-6405	27.04	Flat iron for Jacobson Sign	16240	Office Supplies
	21-520-000-0000-6590	919.13	Fabricate stairs & rail - shop	16241	Repair & Maintenance Supplies
90805	Temco		2 Transactions		
12718	Up North Riders				
	21-520-000-0000-6802	498.57	ATV reimb.July Work	Rec 1702	Trail Grants-State

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 9/20/13 3:59PM
 21 Parks

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
12718	Up North Riders		498.57		1 Transactions	
6097	Verizon Wireless 21-520-000-0000-6250		39.81	August Cell phone	5806838270001	Telephone
6097	Verizon Wireless		39.81		1 Transactions	
10339	White Pine Riders 21-520-000-0000-6802		185.27	ATV reimb. July Work	Rec. 1702	Trail Grants-State
10339	White Pine Riders		185.27		1 Transactions	
520	DEPT Total:		8,946.40	Parks	25 Vendors	51 Transactions
21	Fund Total:		8,946.40	Parks		51 Transactions
	Final Total:		226,624.27	336 Vendors	596 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	119,007.38	General Fund	
	3	32,829.94	Road & Bridge	
	5	941.88	Health & Human Services	
	9	855.00	State	
	10	7,439.59	Trust	
	11	50,207.31	Forest Development	
	19	6,396.77	Long Lake Conservation Center	
	21	8,946.40	Parks	
	All Funds	226,624.27	Total	Approved by,
			
			

Aitkin County

WARRANT REGISTER



August Manual Warrants

Warr #	Vendor #	Vendor Name	Amount	Description	Account Number	Invoice #	PO #
				OBO#	On-Behalf-of-Name	From Date	To Date
911	5462	Bremer Bank (Elan ACH)					
		ELAN ACH AITKIN, MN 56431					
			74.80	power limited tech license	01-049-000-0000-6208		
			218.00	Mn Bar Assoc. Dues-J.Ratz	01-090-000-0000-6240		
			18.76	- return water chemicals	01-390-000-0000-6405		
			50.00	MCH-CPS recertification	05-400-430-0408-6208		
			115.00	W.Essen food safe class	19-523-000-0000-6208		
			75.84	crew food-Elect.waste day	01-391-000-0000-6405	7/13/13	
			455.74	Sony camera & memory card	05-430-700-4800-6405	7/16/13	
			149.90	hip boots-Glen's Army Navy	11-925-000-0000-6406	7/18/13	
			127.76	diabetes test strips	01-252-000-0000-6262	Amazon	
			37.35	3 Canon ink cartridges	01-390-000-0000-6405	Amazon	
			30.00	6-pack disinfective wipes	01-391-000-0000-6405	Amazon	
			18.00	4 anti fog safety glasses	01-391-000-0000-6405	Amazon	
			25.96	4 boxes disposable gloves	01-391-000-0000-6405	Amazon	
			14.45	1 box disposable bib aprons	01-391-000-0000-6405	Amazon	
			30.00	critter food	19-522-000-0000-6416	Bug Company	
			53.74	water chemicals	01-390-000-0000-6405	Comm.Pool	
			3.72	co fair display photos	19-521-000-0000-6230	CVS	
			47.76	24 camp photos for resale	19-521-000-0000-6400	CVS	
			55.72	summer camp photos	19-521-000-0000-6400	CVS	
			68.00	vet care for snake-79100	19-521-000-0000-6231	Garrison	
			81.03	water testing supplies	01-392-000-0000-6405	Nasco	
			15.00	exhibit cost-Butler building	19-521-000-0000-6230	open house	
			12.00	stamps	19-521-000-0000-6205	USPS	
			19.95	Express mail package	19-521-000-0000-6205	USPS	
	Warrant #	911	Total	1,760.96	Date 8/1/13		
912	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			1,217.89	CLAIMS PAID	01-044-904-0000-6360		
	Warrant #	912	Total	1,217.89	Date 8/7/13	7/29/13	8/2/13
913	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			321.26	CREDIT CARD FEE	19-522-000-0000-6217		

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	913	Total	321.26	Date 8/12/13			
914	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			677.33	CLAIMS PAID	01-044-904-0000-6360		
	914	Total	677.33	Date 8/14/13		8/5/13	8/9/13
915	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			425.00	refund paid	19-522-000-0000-5553		
	915	Total	425.00	Date 8/15/13			
916	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431					
			25.00	monthly ipad date plan	01-049-000-0000-6231		
			120.00	SOS notary renewal-Lisa Stay	01-090-000-0000-6240		
			120.00	SOS notary renewal-Motherway	01-090-000-0000-6240		
			532.28	SHIP-McGregor Mini Bowls	05-400-450-0451-6405		
			536.18	- return SHIP-HFSO supplies	05-400-450-0451-6405		
			395.00	2013 Community MH Conf.	05-430-700-4800-6208		
			31.75	Gas-Client visit	05-430-700-4800-6330		
			30.00	critter food	19-522-000-0000-6416	Bug Company	
			50.00	ACA & MNsure event-Bobbie	01-052-000-0000-6332	CLC 7/31/13	
			41.72	BD Pen Needles	01-252-000-0000-6262	CVS	
			79.60	processing camp photos	19-521-000-0000-6400	CVS	
			3.98	2 camp photos for resale	19-521-000-0000-6400	CVS	
			37.00	Bus inmate to Duluth	01-252-000-0000-6330	Hadrava	
			170.31	Hotel-NCLUCB-Napstad	01-001-000-0000-6332	I Falls	
			295.00	2013 crim.justice institute	01-090-000-0000-6240	Lisa Rakotz	
			43.10	Handset lifter for B.Ganz	05-420-600-4800-6405	Plantronics	
			11.88	Depends for inmates	01-252-000-0000-6262	Shopco	
			37.00	stamps	19-521-000-0000-6205	USPS	
	916	Total	1,487.44	Date 8/15/13			
917	780	Bremer Bank MORTGAGE-DEED TAX AITKIN, MN 56431					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
							<u>From Date</u>	<u>To Date</u>
			23,079.04	JULY DEED TAX		09-000-000-0000-2025		
			32,322.16	JULY MORTG.REG		09-000-000-0000-2026		
		Warrant # 917 Total	55,401.20	Date 8/16/13				
918	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431						
			1,220.22	CLAIMS PAID		01-044-904-0000-6360	ACH 8/12/13	8/14/13
		Warrant # 918 Total	1,220.22	Date 8/21/13				
919	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431						
			3,112.35	PAID CLAIMS		01-044-904-0000-6360	8/19/13	8/23/13
		Warrant # 919 Total	3,112.35	Date 8/28/13				
920	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431						
			247.62	3 computer privacy screens		01-042-000-0000-6405		
			53.84	hotel-MAAP conf.-Cathy Olson		01-043-000-0000-6332	8/15/13	8/16/13
			29.69	books		01-049-000-0000-6208		
			99.98	Adobe & Java script videos		01-049-000-0000-6208		
			90.00	DP&C-Got your shots registr		05-400-400-0402-6208		
			1,589.95	SHIP-McGregor Mini-Bowls		05-400-450-0451-6405		
			599.50	SHIP-McGregor Mini grant		05-400-450-0451-6405		
			26.87	Gas-Client Visit		05-430-700-4800-6330		
			19.86	add'l clothing-foster care		05-430-710-3812-6057		
			113.50	Archery Training		19-522-000-0000-6241		
			185.95	5 blinds NSL & MH		19-524-000-0000-6422		
			51.19	fuel for van		19-524-000-0000-6511		
			197.12	Hotel-MPELRA Conf.-Bobbie		01-052-000-0000-6332	ArrowWood 8/14/13	8/16/13
			30.00	critter food		19-522-000-0000-6416	Bug Company 8/19/13	8/19/13
			26.68	knee pads		01-253-000-0000-6405	CVS	
			10.19	pump saver oil		01-253-000-0000-6405	Fleet Farm	

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			384.26	scrubber, pressure washer	01-253-000-0000-6405	Fleet Farm	
			108.78	Hotel-NE Svc Coop Mtg	01-052-000-0000-6332	Holiday Inn	
			130.00	AMEM Fall Training	01-280-003-0000-6241	Karla White	
						9/15/13	9/18/13
			47.28	coffee for boardroom	01-001-000-0000-6405	Shopco	
			17.78	package to Jack S.-Camper	19-521-000-0000-6205	USPS	
			85.62	OTC Meds	01-252-000-0000-6262	Walmart	
			46.77	storage boxes	01-252-000-0000-6405	Walmart	
			114.40	Groceries	01-252-000-0000-6418	Walmart	
			51.75	pencils	01-252-252-0000-6405	Walmart	
	Warrant #	920	Total	4,358.58	Date 8/29/13		
44449	10948	MN Dept of Labor & Industry Financial Services Office PO Box 64219 St Paul, MN 55164-0219					
			3,215.00	OSHA FINE	01-252-000-0000-6231		
			192.75	OSHA FINE	05-400-440-0410-6231		
			488.30	OSHA FINE	05-420-600-4800-6231		
			603.95	OSHA FINE	05-430-700-4800-6231		
			3,000.00	OSHA FINE	10-923-000-0000-6231		
	Warrant #	44449	Total	7,500.00	Date 8/2/13		
44450	4400	Security State Bank P.O. BOX 170 AITKIN, MN 56431					
			12,500.00	PYMT-D. Stevens septic loan	01-122-052-0000-6304		
	Warrant #	44450	Total	12,500.00	Date 8/13/13		
44451	9026	MII Life/Select Account P.O. BOX 64193 SAINT PAUL, MN 55164-0193					
			298.29	August participant fees	01-044-904-0000-6231	947146	
	Warrant #	44451	Total	298.29	Date 8/14/13		
44452	11081	Thane Hawkins Polar Chevrolet 1801 E COUNTY ROAD F WHITE BEAR, MN 55110					
			20,670.70	2013 CHEVY IMPALA	01-200-000-0000-6620	E34D1265845	
			20,670.70	2013 CHEVY IMPALA	01-200-000-0000-6620	E39D1265730	
	Warrant #	44452	Total	41,341.40	Date 8/19/13		

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On-Behalf-of-Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
44453	86198	Aitkin County Treasurer 209 2ND ST NW, ROOM 203 AITKIN, MN 56431					
		Warrant # 44453	51.93	STATE DEED TAX	03-307-000-0000-6362	SP 01-610-22	
		Total	51.93	Date 8/20/13			
44454	9395	Lee/Denise 24955 CTY RD 11 AITKIN, MN 56431					
		Warrant # 44454	559.70	Tuition Summer 2013	03-301-000-0000-6208	board 6/14/11	
		Total	559.70	Date 8/20/13			
44456	12751	Henkel/Scott 7204 West Shore Drive Edina, MN 55432					
		Warrant # 44456	32.00	34-0-027002 adjustment per 2	13-943-000-0000-2001	Henkel	
		Total	32.00	Date 8/21/13			
44457	12752	Swedberg/Judy 6124 Jerry Road Duluth, MN 55810					
		Warrant # 44457	17.25	08-0-035002 overpay per 2	13-943-000-0000-2001	Swedberg	
		Total	17.25	Date 8/21/13			
44458	5556	Board Of Water & Soil Resources 520 LAFAYETTE RD N ST PAUL, MN 55155					
		Warrant # 44458	356.76	wetland credits	03-000-000-0000-5881		
		Total	356.76	Date 8/28/13			
44459	9239	Mn Department Of Natural Resources-OMB 500 LAYFAYETTE RD BOX 10 ST PAUL, MN 55155-4010					
		Warrant # 44459	1,887.65	DNR annual lease pymt	03-303-000-0000-6519	1440020951	
		Total	1,887.65	Date 8/28/13			
44460	10208	Ketola/Marvin E. Attorney at Law 22002 517TH LANE MCGREGOR, MN 55760					
			1,792.75	fees-01-P4-99000194	01-012-000-0000-6232		

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
		Warrant # 44460	Total	111.10	Costs-01-P4-99000194		
				1,903.85	Date 8/28/13		
44461	393	Isd 1 Aitkin-Treasurer ATTN: BERNIE NOVAK-SUPT. 306 2ND STREET NW AITKIN, MN 56431					
		Warrant # 44461	Total	48,180.00	2012 TAC-2nd 1/2-Pd 2013		
				48,180.00	Date 8/29/13		
44462	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164-0193					
		Warrant # 44462	Total	500.00	Q 3-4 VEBA-S.Shook		
				500.00	Date 8/30/13		
		Final Total...		185,111.06	94 Transactions		

Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	69,229.39	General Fund
3	2,856.04	Road & Bridge
5	4,582.87	Health & Human Services
9	55,401.20	State
10	3,000.00	Trust
11	149.90	Forest Development
12	48,180.00	Agency
13	49.25	Taxes & Penalties
19	1,662.41	Long Lake Conservation Center
	185,111.06	TOTAL

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Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

August Sales & Use Tax

DKB1
 9/12/13 9:30AM
 1 General Fund

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
40	DEPT		Auditor		
	89991 Bremer Bank				
1	01-040-021-0000-5840	1.61	Receipt Nbr 860 08/05/2013		Misc Receipts
2	01-040-021-0000-5840	1.93	Receipt Nbr 866 08/26/2013		Misc Receipts
3	01-040-021-0000-5840	0.77	Receipt Nbr 866 08/26/2013		Misc Receipts
4	01-040-021-0000-5840	0.77	Receipt Nbr 866 08/26/2013		Misc Receipts
117	01-040-000-0000-6405	1.00	August sales tax adjustment		Office & Computer Supplies
	89991 Bremer Bank	6.08		5 Transactions	
40	DEPT Total:	6.08	Auditor	1 Vendors	5 Transactions
42	DEPT		Treasurer		
	89991 Bremer Bank				
5	01-042-000-0000-5840	0.29	Receipt Nbr 3112 08/06/2013		Misc Receipts
6	01-042-000-0000-5840	0.06	Receipt Nbr 3113 08/07/2013		Misc Receipts
7	01-042-000-0000-5840	0.06	Receipt Nbr 3115 08/08/2013		Misc Receipts
8	01-042-000-0000-5840	0.06	Receipt Nbr 3117 08/13/2013		Misc Receipts
9	01-042-000-0000-5840	0.06	Receipt Nbr 3117 08/13/2013		Misc Receipts
10	01-042-000-0000-5840	0.13	Receipt Nbr 3119 08/19/2013		Misc Receipts
11	01-042-000-0000-5840	0.13	Receipt Nbr 3122 08/20/2013		Misc Receipts
12	01-042-000-0000-5840	0.06	Receipt Nbr 3122 08/20/2013		Misc Receipts
13	01-042-000-0000-5840	12.87	Receipt Nbr 3124 08/22/2013		Misc Receipts
14	01-042-000-0000-5840	0.19	Receipt Nbr 3125 08/28/2013		Misc Receipts
15	01-042-000-0000-5840	0.13	Receipt Nbr 3125 08/28/2013		Misc Receipts
106	01-042-000-0000-6405	17.02	Warr Nbr 920 08/29/2013		Office & Computer Supplies
	89991 Bremer Bank	31.06		12 Transactions	
42	DEPT Total:	31.06	Treasurer	1 Vendors	12 Transactions
43	DEPT		Assessor		
	89991 Bremer Bank				
16	01-043-000-0000-5840	0.35	Receipt Nbr 755 08/01/2013		Misc Receipts
17	01-043-000-0000-5840	0.26	Receipt Nbr 755 08/01/2013		Misc Receipts
18	01-043-000-0000-5840	0.13	Receipt Nbr 755 08/01/2013		Misc Receipts
19	01-043-000-0000-5840	0.96	Receipt Nbr 755 08/01/2013		Misc Receipts
20	01-043-000-0000-5840	3.22	Receipt Nbr 756 08/20/2013		Misc Receipts
	89991 Bremer Bank	4.92		5 Transactions	

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
9/12/13 9:30AM
1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
43	DEPT Total:		4.92	Assessor	1 Vendors	5 Transactions
49	DEPT			Information Technologies		
	89991 Bremer Bank					
107	01-049-000-0000-6208		2.04	Warr Nbr 920 08/29/2013		Training/Education
108	01-049-000-0000-6208		6.87	Warr Nbr 920 08/29/2013		Training/Education
	89991 Bremer Bank		8.91		2 Transactions	
49	DEPT Total:		8.91	Information Technologies	1 Vendors	2 Transactions
90	DEPT			Attorney		
	89991 Bremer Bank					
21	01-090-000-0000-5840		0.64	Receipt Nbr 1285 08/13/2013		Misc Receipts
22	01-090-000-0000-5840		1.93	Receipt Nbr 1286 08/15/2013		Misc Receipts
23	01-090-000-0000-5840		2.57	Receipt Nbr 1287 08/16/2013		Misc Receipts
24	01-090-000-0000-5840		1.29	Receipt Nbr 1293 08/26/2013		Misc Receipts
90	01-090-000-0000-6406		1.12	Warr Nbr 55701 08/30/2013		Law Publ. & Subscriptions
	89991 Bremer Bank		7.55		5 Transactions	
90	DEPT Total:		7.55	Attorney	1 Vendors	5 Transactions
100	DEPT			Recorder		
	89991 Bremer Bank					
115	01-100-000-0000-6311		137.39	August copies sales tax		Sales Tax
114	01-100-000-0000-6312		0.39	August sales tax adjustment		Sales Tax Adjustment
	89991 Bremer Bank		137.00		2 Transactions	
100	DEPT Total:		137.00	Recorder	1 Vendors	2 Transactions
122	DEPT			Planning & Zoning		
	89991 Bremer Bank					
25	01-122-000-0000-5840		1.61	Receipt Nbr 1217 08/30/2013		Misc Receipts
26	01-122-000-0000-5840		3.22	Receipt Nbr 1217 08/30/2013		Misc Receipts
	89991 Bremer Bank		4.83		2 Transactions	
122	DEPT Total:		4.83	Planning & Zoning	1 Vendors	2 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
9/12/13 9:30AM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
200	DEPT		Enforcement		
89991	Bremer Bank				
27	01-200-000-0000-5840		3.35	Receipt Nbr 2254 08/16/2013	Misc Receipts
28	01-200-000-0000-5840		10.04	Receipt Nbr 2260 08/28/2013	Misc Receipts
91	01-200-000-0000-6231		4.13	Warr Nbr 55687 08/30/2013	Services & Labor (Incl Contracts)
87	01-200-000-0000-6302		11.41	Warr Nbr 55481 08/16/2013	Car Maintenance
92	01-200-000-0000-6359		23.38	Warr Nbr 55745 08/30/2013	Wrecker Service
82	01-200-000-0000-6405		6.60	Warr Nbr 55468 08/02/2013	Office Supplies
83	01-200-000-0000-6405		6.97	Warr Nbr 55468 08/02/2013	Office Supplies
84	01-200-000-0000-6405		24.95	Warr Nbr 55351 08/02/2013	Office Supplies
89991	Bremer Bank		90.83	8 Transactions	
200	DEPT Total:		90.83	Enforcement	1 Vendors 8 Transactions
202	DEPT		Boat & Water		
89991	Bremer Bank				
88	01-202-000-0000-6610		37.81	Warr Nbr 55624 08/16/2013	Equipment
89991	Bremer Bank		37.81	1 Transactions	
202	DEPT Total:		37.81	Boat & Water	1 Vendors 1 Transactions
252	DEPT		Corrections		
89991	Bremer Bank				
103	01-252-000-0000-6262		0.82	Warr Nbr 916 08/15/2013	Medical Expenses & Supplies - Inmates
29	01-252-252-0000-5872		191.70	Receipt Nbr 2247 08/06/2013	Phone Card Prisoner Welfare(Taxable)
30	01-252-252-0000-5872		134.42	Receipt Nbr 2260 08/28/2013	Phone Card Prisoner Welfare(Taxable)
31	01-252-252-0000-5885		16.02	Receipt Nbr 2247 08/06/2013	Commissary Sales Taxable
32	01-252-252-0000-5885		16.56	Receipt Nbr 2260 08/28/2013	Commissary Sales Taxable
89991	Bremer Bank		359.52	5 Transactions	
252	DEPT Total:		359.52	Corrections	1 Vendors 5 Transactions
253	DEPT		Aitkin Co Community Corrections		
89991	Bremer Bank				
109	01-253-000-0000-6405		1.83	Warr Nbr 920 08/29/2013	Operating Supplies
89991	Bremer Bank		1.83	1 Transactions	

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
9/12/13 9:30AM
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
253 DEPT Total:		1.83	Aitkin Co Community Corrections	1 Vendors 1 Transactions
390 DEPT			Environmental Health (FBL)	
89991 Bremer Bank				
95 01-390-000-0000-6405		2.57	Warr Nbr 911 08/01/2013	Office, Film, And Field Supplies
89991 Bremer Bank		2.57	1 Transactions	
390 DEPT Total:		2.57	Environmental Health (FBL)	1 Vendors 1 Transactions
391 DEPT			Solid Waste	
89991 Bremer Bank				
96 01-391-000-0000-6405		2.06	Warr Nbr 911 08/01/2013	Office & Film Supplies
97 01-391-000-0000-6405		1.24	Warr Nbr 911 08/01/2013	Office & Film Supplies
98 01-391-000-0000-6405		1.78	Warr Nbr 911 08/01/2013	Office & Film Supplies
99 01-391-000-0000-6405		0.99	Warr Nbr 911 08/01/2013	Office & Film Supplies
89991 Bremer Bank		6.07	4 Transactions	
391 DEPT Total:		6.07	Solid Waste	1 Vendors 4 Transactions
392 DEPT			Water Wells	
89991 Bremer Bank				
100 01-392-000-0000-6405		5.57	Warr Nbr 911 08/01/2013	Office & Film Supplies
89991 Bremer Bank		5.57	1 Transactions	
392 DEPT Total:		5.57	Water Wells	1 Vendors 1 Transactions
1 Fund Total:		704.55	General Fund	54 Transactions

Aitkin County

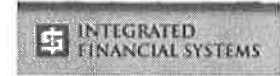


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
9/12/13 9:30AM
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
89991	Bremer Bank				
33	03-000-000-0000-5855		1.93	Receipt Nbr 1658 08/08/2013	Charges- Individuals
34	03-000-000-0000-5855		1.93	Receipt Nbr 1661 08/09/2013	Charges- Individuals
35	03-000-000-0000-5855		3.86	Receipt Nbr 721 08/14/2013	Charges- Individuals
36	03-000-000-0000-5855		3.86	Receipt Nbr 721 08/14/2013	Charges- Individuals
37	03-000-000-0000-5855		3.86	Receipt Nbr 722 08/16/2013	Charges- Individuals
38	03-000-000-0000-5855		0.13	Receipt Nbr 722 08/16/2013	Charges- Individuals
39	03-000-000-0000-5855		1.93	Receipt Nbr 1213 08/16/2013	Charges- Individuals
40	03-000-000-0000-5855		3.86	Receipt Nbr 1675 08/22/2013	Charges- Individuals
41	03-000-000-0000-5855		1.93	Receipt Nbr 1676 08/22/2013	Charges- Individuals
42	03-000-000-0000-5855		1.93	Receipt Nbr 1677 08/22/2013	Charges- Individuals
43	03-000-000-0000-5855		1.93	Receipt Nbr 723 08/26/2013	Charges- Individuals
44	03-000-000-0000-5855		3.44	Receipt Nbr 723 08/26/2013	Charges- Individuals
45	03-000-000-0000-5855		0.13	Receipt Nbr 723 08/26/2013	Charges- Individuals
46	03-000-000-0000-5855		1.93	Receipt Nbr 1680 08/26/2013	Charges- Individuals
47	03-000-000-0000-5855		1.93	Receipt Nbr 1681 08/26/2013	Charges- Individuals
48	03-000-000-0000-5855		1.93	Receipt Nbr 1682 08/26/2013	Charges- Individuals
89991	Bremer Bank		36.51	16 Transactions	
0	DEPT Total:		36.51	Undesignated	1 Vendors 16 Transactions
302	DEPT		R&B Engineering/Construction		
89991	Bremer Bank				
93	03-302-000-0000-6449		5.85	Warr Nbr 55680 08/30/2013	Rd/Br Engr. Supplies
89991	Bremer Bank		5.85	1 Transactions	
302	DEPT Total:		5.85	R&B Engineering/Construction	1 Vendors 1 Transactions
303	DEPT		R&B Highway Maintenance		
8410	Bremer Bank				
118	03-303-000-0000-6513		1,308.15	August Diesel Tax	Motor Fuel & Lubricants
8410	Bremer Bank		1,308.15	1 Transactions	
89991	Bremer Bank				
85	03-303-000-0000-6298		14.78	Warr Nbr 55404 08/02/2013	Shop Maintenance
86	03-303-000-0000-6519		1,196.72	Warr Nbr 55446 08/02/2013	Gravel & Royalties
94	03-303-000-0000-6590		163.05	Warr Nbr 55692 08/30/2013	Repair & Maintenance Supplies

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
 9/12/13 9:30AM
 3 Road & Bridge

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
116	03-303-000-0000-6513		August Sales/Use Tax		Motor Fuel & Lubricants
89991	Bremer Bank			4 Transactions	
303	DEPT Total:		R&B Highway Maintenance	2 Vendors	5 Transactions
3	Fund Total:		Road & Bridge		22 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
 9/12/13 9:30AM
 5 Health & Human Services

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
400 DEPT			Public Health Department	
89991 Bremer Bank				
104 05-400-450-0451-6405		36.59	Warr Nbr 916 08/15/2013	Supplies- Computer/Office/Meeting
110 05-400-450-0451-6405		109.31	Warr Nbr 920 08/29/2013	Supplies- Computer/Office/Meeting
111 05-400-450-0451-6405		41.22	Warr Nbr 920 08/29/2013	Supplies- Computer/Office/Meeting
89991 Bremer Bank		187.12	3 Transactions	
400 DEPT Total:		187.12	Public Health Department	1 Vendors 3 Transactions
420 DEPT			Income Maintenance	
89991 Bremer Bank				
105 05-420-600-4800-6405		2.96	Warr Nbr 916 08/15/2013	Supplies- Computer/Office/Meeting
89991 Bremer Bank		2.96	1 Transactions	
420 DEPT Total:		2.96	Income Maintenance	1 Vendors 1 Transactions
430 DEPT			Social Services	
89991 Bremer Bank				
101 05-430-700-4800-6405		31.33	Warr Nbr 911 08/01/2013	Supplies- Computer/Office/Meeting
89991 Bremer Bank		31.33	1 Transactions	
430 DEPT Total:		31.33	Social Services	1 Vendors 1 Transactions
5 Fund Total:		221.41	Health & Human Services	5 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
9/12/13 9:30AM
9 State

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
0	DEPT			Undesignated	
	4580 Mn Dept Of Finance				
120	09-000-000-0000-2022		156.00	August Birth	Birth/Death Surcharges
121	09-000-000-0000-2022		392.00	August Death	Birth/Death Surcharges
122	09-000-000-0000-2024		117.00	August Childrens	St Share Of Birth Cert.- Children
123	09-000-000-0000-2031		27.00	August Torrens	Real Estate Assurance (Was 5874 And 627
124	09-000-000-0000-2036		5,964.00	August State General Fund	Recording Surcharges (Was 5871 & 6281)
125	09-000-000-0000-2036		390.00	Aug.State Gen F Leg. Surcharge	Recording Surcharges (Was 5871 & 6281)
	4580 Mn Dept Of Finance		7,046.00	6 Transactions	
	3375 Mn Dept Of Health				
119	09-000-000-0000-2027		1,360.00	August State Well	State Well Cert Fees (Was 5097 & 6203)
	3375 Mn Dept Of Health		1,360.00	1 Transactions	
0	DEPT Total:		8,406.00	Undesignated	2 Vendors 7 Transactions
9	Fund Total:		8,406.00	State	7 Transactions

Aitkin County



DKB1
9/12/13 9:30AM
10 Trust

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</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>
921	DEPT			Co. Development	
	89991 Bremer Bank				
49	10- 921- 000- 0000- 5840		288.83	Receipt Nbr 1674 08/22/2013	Misc Receipts
	89991 Bremer Bank		288.83	1 Transactions	
921	DEPT Total:		288.83	Co. Development	1 Vendors 1 Transactions
923	DEPT			Forfeited Tax Sales	
	89991 Bremer Bank				
112	10- 923- 000- 0000- 6311		18.33	August gravel sales tax	Sales Tax
	89991 Bremer Bank		18.33	1 Transactions	
923	DEPT Total:		18.33	Forfeited Tax Sales	1 Vendors 1 Transactions
10	Fund Total:		307.16	Trust	2 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
9/12/13 9:30AM
11 Forest Development

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
925	DEPT		Reforestation		
	89991 Bremer Bank				
89	11-925-000-0000-6405		39.91 Warr Nbr 55482 08/16/2013		Office Supplies
102	11-925-000-0000-6406		10.31 Warr Nbr 911 08/01/2013		Field Supplies
113	11-925-000-0000-6312		0.33- August sales tax adjustment		Sales Tax Adjustment
	89991 Bremer Bank		49.89	3 Transactions	
925	DEPT Total:		49.89 Reforestation	1 Vendors	3 Transactions
11	Fund Total:		49.89 Forest Development		3 Transactions

DKB1
 9/12/13 9:30AM
 19 Long Lake Conservation C

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
			<u>Amount</u>		
521	DEPT				
	89991 Bremer Bank				
50	19- 521- 000- 0000- 5885		60.27		Commissary Sales Taxable
	89991 Bremer Bank		60.27	1 Transactions	
521	DEPT Total:		60.27	1 Vendors	1 Transactions
19	Fund Total:		60.27		1 Transactions
					Long Lake Conservation Center

DKB1
9/12/13
21 Parks

9:30AM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
89991	Bremer Bank				
51	21-520-000-0000-5510	3.86	Receipt Nbr 1649 08/02/2013		Co. Parks Campground Fees
52	21-520-000-0000-5510	2.32	Receipt Nbr 1651 08/05/2013		Co. Parks Campground Fees
53	21-520-000-0000-5510	1.54	Receipt Nbr 1652 08/05/2013		Co. Parks Campground Fees
54	21-520-000-0000-5510	3.09	Receipt Nbr 1653 08/07/2013		Co. Parks Campground Fees
55	21-520-000-0000-5510	2.32	Receipt Nbr 1653 08/07/2013		Co. Parks Campground Fees
56	21-520-000-0000-5510	3.86	Receipt Nbr 1654 08/07/2013		Co. Parks Campground Fees
57	21-520-000-0000-5510	2.32	Receipt Nbr 1657 08/08/2013		Co. Parks Campground Fees
58	21-520-000-0000-5510	3.09	Receipt Nbr 1657 08/08/2013		Co. Parks Campground Fees
59	21-520-000-0000-5510	1.16	Receipt Nbr 1660 08/09/2013		Co. Parks Campground Fees
60	21-520-000-0000-5510	1.54	Receipt Nbr 1662 08/09/2013		Co. Parks Campground Fees
61	21-520-000-0000-5510	5.79	Receipt Nbr 1662 08/09/2013		Co. Parks Campground Fees
62	21-520-000-0000-5510	2.32	Receipt Nbr 1664 08/12/2013		Co. Parks Campground Fees
63	21-520-000-0000-5510	2.89	Receipt Nbr 1666 08/16/2013		Co. Parks Campground Fees
64	21-520-000-0000-5510	11.58	Receipt Nbr 1667 08/16/2013		Co. Parks Campground Fees
65	21-520-000-0000-5510	1.80	Receipt Nbr 1667 08/16/2013		Co. Parks Campground Fees
66	21-520-000-0000-5510	17.63	Receipt Nbr 1667 08/16/2013		Co. Parks Campground Fees
67	21-520-000-0000-5510	5.40	Receipt Nbr 1667 08/16/2013		Co. Parks Campground Fees
68	21-520-000-0000-5510	16.92	Receipt Nbr 1667 08/16/2013		Co. Parks Campground Fees
69	21-520-000-0000-5510	1.54	Receipt Nbr 1670 08/19/2013		Co. Parks Campground Fees
70	21-520-000-0000-5510	1.54	Receipt Nbr 1671 08/19/2013		Co. Parks Campground Fees
71	21-520-000-0000-5510	2.32	Receipt Nbr 1672 08/19/2013		Co. Parks Campground Fees
72	21-520-000-0000-5510	1.93	Receipt Nbr 1678 08/22/2013		Co. Parks Campground Fees
73	21-520-000-0000-5510	3.86	Receipt Nbr 1679 08/22/2013		Co. Parks Campground Fees
74	21-520-000-0000-5510	5.79	Receipt Nbr 1688 08/29/2013		Co. Parks Campground Fees
75	21-520-000-0000-5510	3.09	Receipt Nbr 1688 08/29/2013		Co. Parks Campground Fees
76	21-520-000-0000-5510	6.69	Receipt Nbr 1689 08/29/2013		Co. Parks Campground Fees
77	21-520-000-0000-5510	19.76	Receipt Nbr 1689 08/29/2013		Co. Parks Campground Fees
78	21-520-000-0000-5510	16.40	Receipt Nbr 1689 08/29/2013		Co. Parks Campground Fees
79	21-520-000-0000-5510	2.83	Receipt Nbr 1689 08/29/2013		Co. Parks Campground Fees
80	21-520-000-0000-5510	14.86	Receipt Nbr 1689 08/29/2013		Co. Parks Campground Fees
81	21-520-000-0000-5510	0.77	Receipt Nbr 1690 08/30/2013		Co. Parks Campground Fees
89991	Bremer Bank	170.81	31 Transactions		
520	DEPT Total:	170.81	Parks	1 Vendors	31 Transactions
21	Fund Total:	170.81	Parks		31 Transactions

Aitkin County



DKB1
9/12/13 9:30AM
21 Parks

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 14

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
Final Total:		13,402.15	28 Vendors	125 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	704.55	General Fund
	3	3,482.06	Road & Bridge
	5	221.41	Health & Human Services
	9	8,406.00	State
	10	307.16	Trust
	11	49.89	Forest Development
	19	60.27	Long Lake Conservation Center
	21	170.81	Parks
	All Funds	13,402.15	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: 9-16-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Authorize Public Sale of File Cabinets

Requested Meeting Date: 9-24-13 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 with possible 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) Photo

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: Authorize Public Sale of File Cabinets

DATE: September 16, 2013

Staff requests authorization to sell several old file cabinets from Health and Human Services. A photo is attached.



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



To: Chairperson, Aitkin County Board of Commissioners Date: 09-10-2013

Via: Patrick Wussow, County Administrator

From: Julie Hughes, Chief Deputy Treasurer

Title of Item:

Affidavit for Duplicate of Lost Municipal Order or Warrant

Requested Meeting Date: 9-24-2013 Estimated Presentation Time:

Presenter: Julie Hughes

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
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Affidavit of Lost Municipal Order or Warrant

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

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)
) ss Ag Star Financial Services
)

being duly sworn, on oath says; that (s)he is the owner of a certain Commissioner Warrant, dated the Twenty-ninth of October, 2012 Numbered 42110 issued by Aitkin County to AgStar Financial Services in the sum of \$ 324.00 which has been LOST in the manner ("Lost" or "Destroyed") following, to wit:

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

Christie Brill

Subscribed and sworn to before me this 30th day of August, 2013

Jessica M Mocol

Notary Public Blue Earth County, Minnesota

My Commission Expires 1-31-18



Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)
) ss Linda Jeanne Hommes
)

being duly sworn, on oath says; that (s)he is the owner of a certain Commissioner Warrant, dated
the Thirty-first day of January, 2012 Numbered 38919 issued by Aitkin County to Linda Jeanne Holmes
in the sum of \$ 70.00 which has been Lost in the manner
("Lost" or "Destroyed")
following, to wit:

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

Linda J. Hommes

Subscribed and sworn to before me this 31 day of July, 2013



Cara May Shaver
Notary Public Aitkin County, Minnesota

My Commission Expires 1/31/2015

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)
) ss Olson's Mississippi Landing
)

being duly sworn, on oath says; that (s)he is the owner of a certain Commissioner Warrant, dated

the Twenty-eighth day of September, 2010 Numbered 33156 issued by Aitkin County to Olson's Mississippi Landing

in the sum of \$ 129.88 which has been lost in the manner

("Lost" or "Destroyed")

following, to wit:

not sure if even received it

and that (s)he makes this affidavit for the purpose of having a duplicate thereof issued to him (her)

according to law; and to that end herewith files his (her) indemnifying bond, with sureties to be

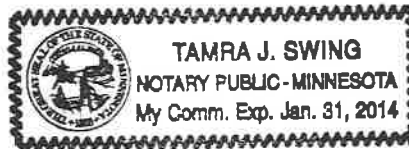
approved, in the sum equal to double the amount of said Commissioner Warrant

Lori Olson

Subscribed and sworn to before me this 16 day of July, 2013

Notary Public Tamra J. Swing Aitkin County, Minnesota

My Commission Expires 11/31/14



Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)
) ss Julie Hughes
)

being duly sworn, on oath says; that (s)he is the owner of a certain Commissioner Warrant, dated

the Fourth day of January, 2013 Numbered 43005 issued by Aitkin County to Julie Hughes

in the sum of \$ 7.83 which has been Lost in the manner
("Lost" or "Destroyed")

following, to wit:

and that (s)he makes this affidavit for the purpose of having a duplicate thereof issued to him (her)

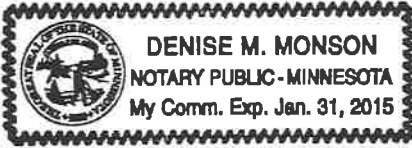
according to law; and to that end herewith files his (her) indemnifying bond, with sureties to be

approved, in the sum equal to double the amount of said Commissioner Warrant

Julie A Hughes

Subscribed and sworn to before me this 16th day of September, 2013

Denise M. Monson



Notary Public Aitkin County, Minnesota

My Commission Expires 1-31-2015

Approve Duplicate of Lost Warrant from Treasurer's Office:

Commissioner Warrant # 33156 dated 09-28-10 payable to Olson's Mississippi Landing in the amount of \$ 129.88

Commissioner Warrant # 38919 dated 1-31-12 payable to Linda Jeanne Holmes in the amount of \$ 70.00

Commissioner Warrant # 42110 dated 11-6-12 payable to AgStar Financial Service in the amount of \$ 432.00

Commissioner Warrant # 43005 dated 1-4-13 payable to Julie Hughes in the amount of \$ 7.83

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



To: Chairperson, Aitkin County Board of Commissioners Date: 9-17-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Final Contract Payment – Contract No. 20126

Requested Meeting Date: 9-24-13 Estimated Presentation Time: Consent Agenda

Presenter: NA

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 Routine Business
- 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: 5850
- Expenditure line account # for this item is: 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 (1)
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: September 3, 2013

Consent Agenda Item:
Final Contract Payment – Contract No. 20126

Summary:

Authorization by the enclosed resolution is requested to make final payment to R.C. Habeck Excavating, LLC in the amount of \$6,729.79 for construction of CSAH 32 under contract No. 20122 in 2012. The final contract amount of \$1,345,958.44 is approximately 3.2% above the bid amount of \$1,304,309.24. The additional cost was primarily due to unsuitable subgrade soils that required extra work in various areas of the project.

Draft Resolution:

WHEREAS, Contract No. 20126 – Project No. SAP 001-632-004 – Grading and Aggregate Base has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, That we do hereby accept said completed project for and on behalf of the County of Aitkin and authorize final payment to R.C. Habeck Excavating, LLC in the amount of \$6,729.79 as specified herein.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 09/11/13

From: Sheriff Scott Turner

Title of Item: STS Donation

Requested Meeting Date: 09/24/2013 Est. Presentation Time: _____

Presenter: Sheriff Scott Turner

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 Routine Business
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) **Consent Agenda**

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

218-927-7435 Emergency 911
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887
TOLL FREE 1-888-900-2138

MEMO

TO: Board of Commissioners DATE: September 11, 2013
FROM: Sheriff Scott Turner RE: STS Donation

The Garrison Commercial Club has made a generous donation of \$250 to the Aitkin County STS program.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 9-19-13

Via: Patrick Wussow, County Administrator

From: Mark Jacobs, Land Commissioner

Title of Item:

Memorandum of Understanding with City of Aitkin

Requested Meeting Date: 9-24-13 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 with possible 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
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- 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) MOU

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.

Mark Jacobs
Aitkin County
Land Commissioner



To: County Board
CC: County Administrator
Date: 9/19/2013
Re: MOU with City of Aitkin

The City of Aitkin has requested easement for dike maintenance for flood control within the City limits, on County administered lands. Statute does not list this activity as one where we can grant an easement. Under the assumption that we would not be opposed to this activity I suggested a Memorandum-of-Understanding that would allow this activity.

Enclosed are the MOU's drafted by the City's attorney. Staff is requesting authorization of this MOU per the signature of the County Board chair.

Thank you.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the left.

MEMORANDUM OF UNDERSTANDING

The undersigned owner, in consideration for the acknowledgement of the construction and maintenance of a flood control dike upon the hereinafter described real property, hereby grants to the City of Aitkin written permission for the repair and continued maintenance of said dike, which dike has a general top elevation of 1206.0 feet above sea level, has an eight foot top width, and has side slopes of two to one.

Said written permission to repair and maintain said dike shall be upon the real property located in Aitkin County, Minnesota, and legally described as follows:

See EXHIBIT A attached hereto for legal description. (PARCEL NO. 14)

The Memorandum of Understanding is subject to the terms and conditions as set forth in EXHIBIT B attached hereto.

The undersigned owner shall be under no obligation to maintain or repair the dike, and it retains its rights of ownership in the above described real property, and the right to in any manner use the dike so long as such use does not impair it as a flood control device.

Owner

Aitkin County, a Minnesota governmental
subdivision

By: _____

Its: _____

EXHIBIT A

Beginning at a point on the south line of Lot 7 in Section 24, Township 47, Range 27, said point being 707 feet West of the southeast corner of said Lot 7, thence running North 51 degrees 20 minutes East, 576 feet, thence North 63 degrees 10 minutes East, 263 feet to the east line of Lot 7, thence South 539.5 feet to the southeast corner of Lot 7, thence West on the south line of said Lot 7 to the point of beginning.

EXHIBIT B

1. The base width of the dike will remain the same for the time being. The property owners will be contacted by the City of Aitkin and be asked to agree if there are any future changes to the existing structure of the dike.
2. The City of Aitkin will contact and negotiate with each property owner if major improvements (e.g. reshaping, tree removal, seeding, etc.) will be considered in the future. The property owner must give written permission for any improvement to the dike beyond the basic maintenance of the dike before any work or any major improvements are commenced.
3. The City of Aitkin will cut and or trim trees and remove debris along the top of the dike and in the vicinity of the clapper valves to facilitate inspection and maintenance.
4. The City of Aitkin will install and maintain gates and signage as necessary to prevent any unauthorized use of the dike. The Aitkin Police Department will enforce trespass law, as it pertains to the private property upon which the dike is located.
5. The City of Aitkin understands that the easement to enter on the private property of the owners in order to maintain the dike is limited to only basic maintenance of the dike and no one, other than City employees or authorized contractors of the City of Aitkin, will be allowed on or around the dike without the express consent of the property owner.
6. It is understood by the City of Aitkin that any use of the property on which the dike is located, other than for maintenance of the dike for flood prevention, falls outside the intent and limit of the easement granted by the property owner and will constitute breach of contract with the property owner.
7. The City of Aitkin wishes to maintain the dike for the protection of all of the residents of the City of Aitkin and commends the property owners involved for their voluntary acceptance of the dike on their property for the good of the City of Aitkin and its residents.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 09/18/13

Via:

From: Sheriff Scott Turner

Title of Item: All Hazards Mitigation Plan Information

Requested Meeting Date: 09/24/13 Est. Presentation Time: 15 min

Presenter: Sheriff Scott Turner

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Routine Business
- 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? _____ Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

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

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



Supporting Attachment(s)

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

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

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

218-927-7435 Emergency 911
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887
TOLL FREE 1-888-900-2138

MEMO

TO: Board of Commissioners

DATE: September 18, 2013

FROM: Sheriff Scott Turner RE: All-Hazard Mitigation Plan/ Emergency Management

Later in the day on September 24, 2013, we will be meeting at the McGregor Community Center with representatives from the incorporated communities and other stake-holders to begin the process of updating our all-hazard mitigation plan.

At the Aitkin County Board meeting on that day, I wish to have a brief discussion about the process, what it will mean to not only Aitkin County, but to the other local units of government within Aitkin County as well as other possible beneficiaries. I also hope to get the level of county participation that will be necessary to achieve the desired goal.

In the coming weeks, I hope to meet with all of the city councils in Aitkin County to convey the importance of each community's involvement in the process as we all move forward to improve our ability to help keep our citizens safe from natural and man-made disasters.

It will be a discussion only, with no formal action necessary at that time.

Also, I would welcome the opportunity to have a general discussion about emergency management activities in Aitkin County.

Plan Update Development

August 2011

The sections to develop the five year review/update for mitigation plans are listed below.

Planning Process

- Develop team
- Contract with consultant
- Communicate milestones for the planning process
- Gather GIS data
- Identify Comprehensive Plans
- Identify other plans, ordinance, policy
- Identify future development
- Identify potential community partners
- Plan public meetings
- Document all meetings

Risk Assessment

- Revise Community Profile
- Evaluate hazards from previous plan
- Update hazards based on initial plan
- Revise the Risk Assessment
- Review the Risk Assessment with the team
- Complete hazard raking

Mitigation Actions

- Update the mitigation actions section
- Review mitigation actions section with the team
- Team gets input from their communities
- Revise all sections of the plan
- Schedule technical review with HSEM

Public Review

- Schedule public meetings
- Post public notice
- Place draft plan on website for review
- Identify public service announcement opportunities
- Hold the public meetings
- Incorporate comments/feedback

State/FEMA Review

- Send plan to HSEM for state review
- HSEM will send plan to FEMA after state approval
- Revise and resubmit per state/FEMA review
- FEMA will "approve pending adoption" when requirements met

Note: allow 90 days for this process

Local Adoption

- The county and cities adopt the plan
- The final plan and adoptions are sent to HSEM
- FEMA approves the multi-jurisdictional plan
- Local adoptions to be completed within six months

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



To: Chairperson, Aitkin County Board of Commissioners Date: 09/18/13

Via:

From: Sheriff Scott Turner

Title of Item: Local ARMER Enhancement Site

Requested Meeting Date: 09/24/13 Est. Presentation Time: 15 min

Presenter: Sheriff Scott Turner

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Routine Business
- 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? _____ Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: 44-6600

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) ARMER site plan, ARMER shelter price, GRE 5-Channel Add ASR Site Project, Granite Proposal GRE ARMER Site antennas

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

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MEMO

TO: Board of Commissioners

DATE: September 18, 2013

FROM: Sheriff Scott Turner

RE: Aitkin ARMER Enhancement Site

Aitkin County's ARMER project manager has advised that we have now secured the required permissions from both Mille Lacs Energy Cooperative and Great River Energy to co-locate our equipment on their existing tower and to place a tower structure on the ground. With that being said, we must now move forward to get the project done before the onset of winter.

The Aitkin County Board heard from the emergency response community some time ago about the need for the local enhancement site and at that time the direction was to move forward with this project that was originally outlined in our ARMER participation plan from 2009.

Attached is a copy several documents as follows:

1. Aitkin ARMER Site Plan that was dated 6-25-13 that was presented by Project Manager Rey Freeman from GeoComm. This was presented to the Aitkin County Board at that time.
2. Proposals from Motorola and Granite Electronics for the necessary radio equipment and installation of equipment for this site.
3. A picture/proposal of a radio equipment shelter from Telecom Product Profiles.
4. Memo from project manager Rey Freeman outlining project needs.

At the September 24, 2013 Aitkin County Board meeting, I will be asking for the board authorization to enter into agreements with Motorola, Granite Electronics, Telecom Product Profiles for the items listed above. Additionally, we will need the authorization to hire a local contractor for the concrete work for the shelter pad and some minor shelter modifications as well as some electrical work to the shelter. There will also be the need to purchase a generator for back-up power for this site.

The project estimate that was presented by Mr. Freeman from GeoComm in his June 25, 2013 ARMER Local Enhancement Tower Site Implementation Plan was for \$438,900. Please approve \$380,830 of equipment and installation as outlined on page four of this document.

The initial project cost that was estimated to be \$3,244,950.

Not including this local enhancement site, the project-to-date expenditures for Aitkin County have been \$1,744,295.31.

If you have any questions relative to this project prior to the September 24, 2013 meeting, please do not hesitate to call. Thank you.

GeoComm

Date: September 16, 2013

Aitkin County Sheriff's Office
217 – 2nd St NW
Aitkin, MN 56431

Attn: *Sheriff Scott Turner*

Subject: Local ARMER Tower Site Equipment Purchase Recommendation

Dear Scott:

We have been working to finalize the plan for Aitkin County to add a local 800 MHz tower site for improved ARMER radio system coverage in the city of Aitkin area, and we have now reached a point where the needed approvals have been received, along with pricing for the equipment required for the project. This report finalizes the plan presented in our project outline from back in June of this year.

The following items are needed for the project:

- 800 MHz repeater and control equipment for the tower site
- Antennas, transmission lines, grounding and other miscellaneous items for the tower site
- An equipment shelter to be installed at the site, to house the new radio system equipment
- Local contractor to provide concrete pad foundations for the shelter, generator and propane tank
- Local crane service to offload the shelter onto the foundation
- Emergency generator for Aitkin County radio equipment
- Electrical contractor services for the installation of primary electrical power to the shelter, as well as some minimal rewiring inside the shelter

Tower Site Approvals

Applications for use of the GRE tower site and a master site layout plan were submitted to GRE and MLEC for the county's expanded use of this existing tower site. This was needed because of the county's plan to install a 12-ft x 16-ft radio equipment shelter at the site, along with a 25kw emergency generator and propane tank. Approvals were received from GRE and MLEC on September 13th. Aitkin County will be required to execute a no-cost "ground lease" with MLEC to place an equipment shelter at the site, and this is in the process of being completed.

Radio System Equipment

In June 2013 GeoComm outlined the technical requirements for the radio system equipment needed for the project and submitted them to Motorola and Granite Electronics for proposals to Aitkin County.

- A proposal was received from Motorola for the main 800 MHz system equipment needed for the tower site. The equipment and pricing in this proposal meets the State of Minnesota requirements for the ARMER system, and the pricing is based on the existing state contract. Included in the proposal are numerous related items required for a completed and functional 800 radio site.

The proposal from Motorola also includes the installation and programming services needed to ensure the equipment is installed, fully operational, and properly maintained.

The total cost of the Motorola proposal is \$238,813, which includes one year of warranty and maintenance services, and begins after the completion of equipment installation and testing.

- A proposal was received from Granite Electronics for the antennas, transmission lines, and various other items needed to complete the installation of the new 800 MHz radio equipment at the tower site. Their proposal also includes the labor needed to relocate the county's VHF Paging and Microwave radio equipment from the existing GRE equipment shelter into the new Aitkin County shelter.

The Granite Electronics staff will also work with the project's electrical contractors to ensure that the wiring within the equipment shelter meets the Motorola site requirements. The cost of equipment and services from Granite will be \$42,044.63.

A summary of the overall project pricing is provided at the end of this report.

Equipment Shelter

The installation of new 800 MHz repeater system equipment at the GRE tower site requires that Aitkin County provide and install a radio equipment shelter at the site. The county currently has VHF and microwave radio system equipment installed at the site in the GRE shelter, but GRE has indicated that there is no more room available for additional county equipment. They would also prefer that the existing VHF and microwave equipment be relocated from their shelter to the new Aitkin County shelter.

We have planned for an 11.5-ft x 16-ft shelter size, which will easily house all of Aitkin County's existing and planned radio equipment at the GRE site. The purchase of a new equipment was budgeted at approximately \$40,000. Rather than spend this amount on a new shelter, there are numerous used shelters in good condition available on the market from cellular services that have been required to install larger shelters at their tower sites for expanded "4G" systems. We have located a good used shelter from a surplus dealer. This shelter was manufactured in (about) 2003, and is constructed of concrete, which makes it very weatherproof and secure.

This shelter is located a south-central U.S. state, and will be transported by semi directly to the GRE tower site. The pricing we have received for this shelter is \$13,500, which includes truck transportation from its current location to the GRE tower site. Attached is a photo of the shelter from the dealer.

The installation of these shelters requires a concrete floating-slab foundation, which will be sourced from a local contractor in the Aitkin area. We are preparing the basic requirements for the foundation, along with slabs for the generator and propane tank, and will submit this data to a few contractors in the Aitkin area for proposals, and select a vendor based on their responses.

Because of the concrete construction, this shelter is fairly heavy and will require a crane to unload it from the truck and set it in place on the foundation. We will coordinate with Acorn Crane Service of Brainerd to schedule this work. We worked with Acorn on the delivery of the large radio shelter at the Crosby tower site earlier this year.

Other Tower Site Equipment

- An emergency generator and propane tank will be needed at the site to power the county's radio equipment in the event of a power outage. The county has received a proposal from Ziegler Caterpillar for a 25kw propane-fueled generator, which will be located in a weatherproof outdoor housing, adjacent to the equipment shelter.

The cost of the generator proposal from Ziegler is \$20,500 including delivery to the tower site. This price does not include the cost of electrical connections to the primary service, installation of the transfer switch, or wiring into the shelter's main panel.

- The services of an electrical contractor will be needed for a variety of work at the site, including:
 - Primary electrical service to the shelter from the local utility (there is now a transformer about 75 ft from the tower site compound)
 - Installation of the transfer switch, wiring to main breaker panel, and wiring of a master disconnect within the shelter
 - Wiring from the shelter to the generator
 - Miscellaneous wiring within the shelter to meet Motorola and Granite requirements
 - Grounding of the shelter, generator, and propane tank

The county has done a significant amount of work with Dutch's Electric of Aitkin, including work done earlier this year for the county's main radio system project at the Sheriff's Office. We recommend again working with Dutch's for this work at the tower site. We had budgeted approximately \$10,000 for electrical work, although this cost will vary based on the specifics of the work needed at the site.

Summary

We recommend that Aitkin County move forward with the purchase of the radio system equipment from Motorola and Granite Electronics as proposed. Motorola will require signed purchase agreement for their equipment. Granite has indicated that an email or other written approval is all that is needed for them to proceed with their equipment and work for the project.

We will continue to serve as the project coordinator, and work with all vendors to ensure the equipment and work is delivered and properly installed. Shown below is the budget for the project:

Equipment Item	Pricing	Budgeted
Motorola System Equipment	\$152,687	\$170,000
Motorola Installation and Optimization Services	\$ 84,213	\$126,000
MN Sales Tax	\$ 15,985	\$ 15,000
Granite Electronics Equipment and Services*	\$ 42,045	\$ 20,000
Microwave Radio System Updates	\$ 5,000	\$ 5,000
Equipment Shelter, delivered	\$ 13,500	\$ 40,000
25kw generator	\$ 20,500	\$ 20,000
Crane Service (estimated)	\$ 2,500	\$ 2,500
Concrete Work (estimated)	\$ 7,500	\$ 7,500
Electrical Work (estimated)	\$ 15,000	\$ 10,000
FCC Licensing	\$ 1,000	\$ 2,000
5% Contingency	\$ 20,900	\$ 20,900
Grand Total – All Equipment	\$380,830	\$438,900

* Some of the equipment being provided by Granite was originally to be supplied by Motorola, but it was more cost effective to purchase directly from Granite.

The equipment and services outlined in this project plan, once completed, will provide Aitkin County public safety and other radio system users with greatly improved radio coverage throughout the City of Aitkin and surrounding areas on the 800 MHz ARMER radio system. It is our intent to have this work completed by the end of 2013.

Sincerely



Aitkin County, Minnesota

ARMER Local Enhancement Tower Site Implementation Plan

Since Aitkin County's conversion to the State of Minnesota 800 MHz ARMER in early 2013, it has been documented that the radio system coverage for portable (hand held) radios within the City of Aitkin has been less than required for reliable public safety communications, especially when the radio users are inside of the various building structures. This situation had been predicted in the project planning documents, but Aitkin County had elected to wait until the State's tower sites within Aitkin County were fully constructed and operational before making a commitment and expenditure on the development of a local enhancement tower site in the City of Aitkin area. Unfortunately, the distance from the closest ARMER tower sites to the City of Aitkin area (~10 miles) has resulted in the diminished in-building coverage. Some EMS/First Responder personnel located a mile or two southeast of Aitkin have also reported poor coverage in that general area. As such, Aitkin County has chosen to move forward with the implementation of an 800 MHz ARMER local enhancement tower site near the City of Aitkin to resolve these coverage issues.

This document presents a plan for Aitkin County to move forward with the purchase and installation of the needed equipment for this Local Enhancement site project.

Local Enhancement Site Requirements

The development of an ARMER Local Enhancement tower site requires numerous technical and administrative elements to be addressed, as follows:

1. State of Minnesota/MnDot approvals
2. Construction or leasing of local tower structure
3. Equipment shelter to house the radio system equipment; electrical service and emergency power generator
4. Purchase and installation of 800 MHz repeater system and network control/interface equipment
5. Microwave or T-1 connectivity of the site into the ARMER network
6. 800 MHz frequencies and FCC licensing

A review of each of these project elements is provided herein, along with the status of each item. Some work has already commenced on several of these project components, which is documented here. The following topics are also addressed in this plan:

7. Project cost estimates
8. Project schedule

I. State of Minnesota and Mn/Dot Approval

The operation of any local enhancement tower site(s) must be approved by the State of Minnesota and MnDot, through the Operations and Technical Committee (OTC) and State Radio Board (SRB). The original ARMER Participation Plan that was developed for Aitkin County in 2010 and presented to the various State agencies included a new local enhancement tower site in the City of Aitkin area.

However, upon the County's earlier decision not to implement this tower site, a letter was submitted to the OTC and SRB in October 2012 stating the County's revised plans.

Because of that documented change, and the County's now-revised intent to move forward with the new tower site, MnDot, the OTC and SRB must again be notified and approve of the County's plans for the new tower site.

- GeoComm submitted to MnDot on June 12, 2013 a notice of the County's plans to move forward with the new site, along with some basic technical information about the site. MnDot staff notified GeoComm on June 28, 2013 that they have no objection to the new site, and approve of its development.
- GeoComm has prepared a letter to the OTC and SRB, stating the County's revised plans, and will be presenting this to the OTC at their meeting on July 9, 2013. No objections are expected in response to the presentation of this revised tower plan.

2. Local Tower Site Structure

The first and most logical choice for a local tower site is the existing GRE (Great River Energy) structure, which is located 2 miles south of downtown Aitkin. This is a 284-ft guyed tower that was constructed in 2011, and is in excellent condition. Aitkin County is currently a tenant on this tower, and operates both VHF and microwave system equipment. There is no monthly fee or rent that is currently being charged by GRE to Aitkin County for the use of the tower site.

GeoComm first contacted the GRE tower site management staff (Dennis Olson) on May 21, and he provided verbal approval for Aitkin County to utilize their Aitkin tower site for the installation of 800 MHz radio system equipment. He stated that the unused antenna mounts now on the tower at the 230 ft level, where Aitkin County currently has a VHF paging antenna installed, should be available for the installation of two 800 MHz antennas (one for transmitting, one for receiving). He directed us to submit a revised tower site lease/usage application to them with the proposed equipment configuration.

The 800 MHz RF coverage maps prepared by GeoComm and provided to Aitkin County, utilizing the GRE tower site, show excellent coverage throughout the city and surrounding areas.

- This revised tower site lease application was prepared and submitted to GRE on June 12, 2013. No further response has been received from GRE at the time this plan is being prepared.

The GRE staff advised that the tower structure was designed for additional antenna loading, and no structural analysis of the tower should be needed for the installation of the new Aitkin County antennas. However, Mr. Olson did state that their radio equipment shelter is relatively full, and that Aitkin County will be required to supply and install separate radio equipment shelter at the tower site for the County's radio system equipment.

3. Radio Equipment Shelter, Emergency Generator and Electrical Service

As GRE has advised that their existing radio equipment shelter is full, and there is no room for the additional Aitkin County equipment, the county will be required to supply a shelter at the site for the new 800 MHz equipment. There are typically a few options for this, including the construction of a building on-site with local contractors, or the purchase and installation of a prefabricated shelter, which would be delivered to the site and installed complete. The prefabricated shelter is usually the preferred option, as the buildings are delivered prewired, with all electrical cabling, overhead cable ladders, HVAC equipment, antenna cable ports, and other items needed for a complete installation. The State of Minnesota has chosen to use this approach at most of their new tower sites established for the ARMER system.

We assume that in addition to the new 800 MHz equipment, the existing VHF and microwave radio equipment now in the GRE shelter would be relocated to the new Aitkin County shelter. Based on this information, we assume a shelter of 12 ft x 18 ft would be appropriate size, depending on the generator situation (refer to the next paragraphs).

Another factor that will need to be determined is whether Aitkin County will need to supply and install a propane-powered emergency electrical generator. GRE stated that it may be possible to connect the new Aitkin County shelter and equipment to GRE's existing generator, but it will depend on the total radio electrical power requirements. We are in the process of determining what the power load will be for all of the Aitkin County equipment, including the new 800 MHz stations, VHF paging station, and microwave radios.

If the calculated load exceeds what GRE is capable of providing, then the county will need to supply a generator. The typical size of generator used for these radio sites is 20kw or 25kw. The other decision to be made is whether to purchase an equipment shelter with a separate room to house the generator (to protect it from weather and animals) as has been done with the GRE shelter, or to install the generator outdoors in a weather-and-critter-proof housing.

The primary vendor for the radio equipment shelters being used by the State of MN is Thermobond, located near Sioux City, Iowa. We have contacted Thermobond to see what options are available, and how quickly a shelter could be supplied. All of their shelters are custom built to customer requirements, and as such they do not have any shelters on hand to be sold immediately. Their typical delivery time is 60 to 90 days.

Some electrical work will be needed to supply power to the new shelter. If the calculated electrical load allows connection the GRE building, this will be simplified. If not, then new electrical service from the local power utility would be needed for the new shelter.

4. 800 MHz Radio System Equipment

The main 800 MHz repeater and network interface equipment needed for the new tower site will be purchased directly from Motorola. GeoComm initially contacted the Motorola staff and presented them with a brief overview of the new site on May 23, 2013. Motorola advised that the preferred approach would be for GeoComm to submit the site's technical requirements to Motorola via their "Statement of Requirements" (SOR) document.

- GeoComm prepared the required SOR and submitted it to Motorola on June 24, 2013. Staff Engineer Bre Krech has been assigned to this project; she had worked with Aitkin County on the original system implementation project.

Bre has responded with a few basic technical questions, and GeoComm provided responses to those questions. We are now waiting for a response from Chris Meier, the Motorola sales account rep, with information regarding how soon a proposal will be received from Motorola. Chris has indicated that a proposal should be ready before the end of July.

Once the proposal has been received and reviewed, a contract will be established between Aitkin County and Motorola for the equipment and services.

5. Microwave/T-1 Connectivity

Connectivity from the GRE tower site to the State's Master Site in Duluth will be needed for operation of the new 800 MHz local enhancement tower site. Aitkin County currently has microwave equipment located at the GRE site which is linked to the Glen ARMER tower site; we have notified Granite Electronics of the need for this circuit, and they have advised that there is a "spare" T-1 available in the county's existing microwave path to meet this need.

- GeoComm contacted the State of MN/MnDot staff on June 12 regarding the need for a T-1 circuit "mapped out" from the Glen ARMER tower site to the Duluth MSO for operation of the new GRE tower site. MnDot staff advised on June 28 that a T-1 circuit has been allocated from the Glen site to Duluth for operation of the new site, and this circuit should be ready for the county's use by the time the site equipment has been installed.

6. 800 MHz Frequencies and FCC Licensing

A set of five (5) 800 MHz repeater channels will be needed for the operation of the new tower site. The State of Minnesota/Region 22 NPSPAC channel plan, which was established many years ago, had allocated a group of five repeater channels for use by Aitkin County for this purpose.

- GeoComm is in the process of preparing an FCC license application for the use of these 800 MHz channels for the new GRE tower site. This application will first be submitted to the State of MN/Region 22 NPSPAC committee for approval, and then forwarded to APCO for processing, approval, and submission to the FCC. Aitkin County will be responsible for the payment of the application fees associated with this license.

7. Project Cost Estimates

GeoComm has developed the following cost estimates for the Aitkin County ARMER local tower site project:

Item No.	Item	Est Cost	Vendor
1.1	800 MHz Site Repeater and Network Equipment	\$178,000	Motorola
1.2	Implementation Services for new Site Equipment (Motorola)	\$133,000	Motorola
2.0	Antennas, transmission line, grounding and installation services	\$20,000	Granite
3.0	Microwave System Updates	\$5,000	Granite
4.0	Equipment Shelter with Generator (new, installed)	\$70,000	TBD
5.0	Misc. Electrical Work	\$10,000	TBD
6.0	FCC Licensing	\$2,000	GeoComm
7.0	5% Contingency	\$20,900	NA
	Total Estimated Cost	\$438,900	

The costs of the Motorola equipment are based on recent ARMER system equipment purchases made by other neighboring counties. The cost of the equipment shelter will vary depending on the size of the building, and the emergency generator options.

8. Project Schedule

The following estimated schedule has been established for this tower site project:

June 24	SOR submitted to Motorola
June 28	Approval received from State of MN
July 10	Present revised plan to State OTC
July 12	Submit FCC licensing application to Region 22 and APCO
July 16	Determine options for new equipment shelter
July 22	Proposals received from Motorola and Granite Electronics
August 7	Contract finalized with Motorola and Granite Electronics
August 9	Order/purchase equipment shelter
August 19	Finalize tower site lease agreement with GRE
September 2013	Delivery of equipment from Motorola and Granite
Sept/Oct 2013	Delivery and installation of equipment shelter
Sept/Oct 2013	Installation of antennas and transmission
October 2013	Installation of equipment from Motorola and Granite
Oct/Nov 2013	Optimize site equipment; site becomes operational

Used 11.5' x 16' Concrete Shelters

\$9950 ea. (new \$47,700)



- Quantities available
- Price includes loading on a truck
- Drawings available
- Price Includes loading on a truck
- Many shelter extras included
- VFP, Cellexion, and Fiberbond
- More pics available
- Super shelters for the price !!

Telecom Product Profiles

765-427-5827

sales@telepp.com



Date : 7/24/2013

Quote #: mak72413a

Customer: Aitkin Sheriff Office	Granite Electronics 535 N 31st Ave St Cloud, MN 56303 Mobile: 320-980-1948 Office: 320-252-1887	Quoted By: Michael Kahl Email: MikeK@GraniteElectronics.com
Contact: Sheriff Scott Turner		
Project name: GRE ARMER Site		
Phone: 218-927-7435		

Item	Description:	Qty	Price	Total
1	Antenna, Fiberglass, Omni, 10db gain BCD-80010-EDIN-3-25	2		
2	AVA6-50 Transmit Antenna Transmission Line	255		
3	AVA5-50 Recieve Antenna Transmission Line	255		
4	LDF4 -50 TTA Monitor Transmission Line	255		
5	Antenna Coax Connecters	6		
6	Ground Straps every 75' 1 top, 2 bottom	15		
7	Lace-up Cable Hoisting Clamps with Tower Shackle	6		
8	Snap In Hangers	345		
9	Cable Entrance Boots for New Building & Covers for GRE Building	6		
10	Antenna Line Polyphasor	3		
11	TXXRX Tower Top Amp 429-83H-01-T	1		
12	TXXRX Tower Top Amp Receiver Multi-coupler 429-83H-01-M	1		
13	Jumpers from Antennas to Line & TTA	2		
14	Interior Cable Assembly	6		
15	15' Ice Bridge to New Building	1		
16	Hanger Kits	3		
17	Weather Proof Kits	6		
18	Misc Grounding Hardware	1		
TOTAL SITE EQUIPMENT PRICING				\$25,390.00

Services				
1	Tower Work installation of Antennas, Line and Tower Top Amplifer	1		
2	Granite Installation assistance with Tower Crew	1		
3	Moving of Microwave and Paging Transmitter fro GRE to New Building	1		
4	Installation of Ice Bridge between tower and new building	1		
5	Travel to Aitkin	1		
6	Final Testing, Documentation and Project Management	1		
TOTAL SERVICES				\$13,950.00

			Sales Tax	\$2,704.63
TOTAL PACKAGE PRICE				\$42,044.63

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



To: Chairperson, Aitkin County Board of Commissioners Date: 9-6-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

CVSO Operational Enhancement Grant

Requested Meeting Date: 9-24-13 Estimated Presentation Time: 5 minutes

Presenter: Penny Harms, Veterans Service Officer

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible 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) Grant contract

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 VETERAN SERVICES

Penny Harms
Veterans Service Officer
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7320
888-404-7320
Fax: 218-927-7374

To: Aitkin County Board of Commissioners

From: Penny Harms, VSO

RE: Approval of CVSO Operational Enhancement Grant

Date: September 19, 2013

Aitkin County is eligible to receive a CVSO Operational Enhancement Grant for FY14 in the amount of \$10,000 from the MN Department of Veterans Affairs.

This purpose of this grant is to enhance the operations of the Aitkin County Veterans Service Office and can include outreach, advertising, and transportation. In addition, staff plans to purchase a VSO computer, laptop and portable printer.



August 15, 2013

Penny Harms, CVSO
Aitkin County
217 2nd St NW, Room 130
Courthouse
Aitkin, MN 56431

AUG 23 2013

Re: CVSO Operational Enhancement Grant

Dear CVSO,

During the 2013 Legislative Session, the structure of the CVSO grant program administered by the Minnesota Department of Veterans Affairs (MDVA) was modified and the state funding increased. The previous Operational Improvement Grant that was on a three-year rotating cycle was repealed and replaced with an annual base grant to all 87 counties in the amount of \$7,500. In addition to the base grant, each county will be eligible for an additional amount based on the county's veteran population as determined by the USVA as follows:

- \$0, if the county has under 1,000 veterans;
- \$2,500, if the county has 1,000 to 2,999 veterans;
- \$5,000, if the county has 3,000 to 4,999 veterans;
- \$7,500, if the county has 5,000 to 9,999 veterans;
- \$10,000, if the county has 10,000 to 19,999 veterans;
- \$15,000, if the county has 20,000 to 29,999 veterans; and,
- \$20,000, if the county has more than 30,000 veterans.

MDVA will follow the same procedures for the new Operational Enhancement Grant as with previous department grants. Enclosed with this letter is the county Grant Contract, CVSO Operational Enhancement Grant Items Approved/Disapproved list (Attachment A), the Board Resolution form and instructions. **Please note that any item or expense being considered for payment with these funds that is not on the list MUST receive prior written approval.** Once the signed Grant Contracts and County Resolution are received, MDVA will secure the remaining signatures, provide you with a fully executed original, and electronically transfer the funds to your county treasurer.

You will have until **May 30, 2014** to spend the allotted money on qualified items. By that date, the funds must be spent, documentation of the qualified expenditures received by the MDVA, and any unused funds returned. However, MDVA will not provide any

grant dollars to your county until the signed Grant Contract (in triplicate) and a **certified** County Resolution form are received.

Along with the notification of payment to your county auditor/treasurer, you will receive copies of a Compliance Report and an Expenditure form that will have to be filled out, signed and returned by the due date. **All paid receipts, the Compliance Report, the Expenditure form and any unused grant funds must be returned to the MDVA by May 30, 2014. No purchases can be made beyond that date.**

Please keep in mind that legislation authorizes the department to recover from the county any grant funds that are not used for qualified purchases as outlined in the list of approved expenditures, Attachment A of the Grant Contract.

If you have any questions, please feel free to contact Linda McDonald at linda.mcdonald@state.mn.us or call her at 651-757-1540.

Sincerely,

A handwritten signature in cursive script that reads "Bradley S. Lindsay".

Brad Lindsay, Senior Director of
Programs and Services
Minnesota Department of Veterans Affairs

Enclosures:

Grant Contract (3 copies)
County Resolution
Instructions

By Commissioner: xxx

092413-0xx

County Veterans Service Office Enhancement Grant Program

BE IT RESOLVED by **Aitkin County** that the County enter into the **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following project: **County Veterans Service Enhancement Program**. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by **Aitkin County** that the County Veterans Service Officer, **Penny Harms** be authorized to execute the Grant Contract for the above-mentioned program on behalf of the County.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) 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 24th day of September A.D., 2013, 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 24th day of September A.D. 2013

KIRK PEYSAR, County Auditor
BY _____, Deputy

**STATE OF MINNESOTA
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS**

COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM

GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its commissioner of the **MINNESOTA DEPARTMENT OF VETERANS AFFAIRS** ("State" or "MDVA") and **Aitkin County**, 217 2nd St NW, Room 130, Courthouse, Aitkin, MN 56431("Grantee").

Recitals

1. Under Minnesota Statutes §197.608, as amended by Minnesota Laws 2013 Chapter 142 Article 4, the State is empowered to enter into this grant.
1. The State is in need of enhancing the operation of the County Veterans Service Offices.
2. This grant must be used to enhance the operations of the Grantee's County Veterans Service Office under Minnesota Statutes §197.608 Subdivision 4 (a), and should not be used to supplant or replace other funding.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

1.1 **Effective date: August 31, 2013** or the date the State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2, whichever is later.

The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.

1.2 **Expiration date: May 30, 2014**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract:
8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Conduct the **County Veterans Service Office Operational Enhancement Grant Program** by purchasing one or more of the allowable goods and services as specified in Attachment A, Items Approved/Disapproved, which is attached and incorporated into this grant contract.

If the Grantee wishes to purchase a good or service not listed on Attachment A, Items Approved, they shall submit a written request to the State's Authorized Representative listing the item, its estimated cost, and how it will benefit county veterans. The item may only be purchased with grant funds upon receipt of written approval from MDVA.

Upon the conclusion of this Project, but no later than May 30, 2014, the Grantee shall submit Copies of all Paid Receipts, a completed Expenditure Report Form, a CVSO Operational Enhancement Grant Compliance Report and any unexpended Grant Funds to MDVA. Such Reports shall show all goods and services

purchased and account for all grant funds expended.

In the event that any provision of the Items, Approved/Disapproved, Attachment A, reviewed by the State and incorporated into this grant contract by reference is not consistent with any portion of this grant contract, then the terms of this grant contract supersede the inconsistent provision.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 **Consideration.** The State will pay for all eligible goods and services purchased by the Grantee under this grant contract as follows:

(1) **Compensation.** The Grantee will be paid a lump sum and must account for funds spent according to the breakdown of costs contained in the Items, Approved/Disapproved, Attachment A, which is attached and incorporated into this grant contract.

(b) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will be made. The Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed **\$10,000 (Ten thousand Dollars)**.

4.2. Payment

(1) The State will promptly pay the Grantee a lump sum of **\$10,000** upon the execution of this Grant Contract

(1) **Eligible Project Costs.** In order to be eligible for Grant Funds, costs must be reasonable, necessary and allocable to the Program, permitted by appropriate State cost principles, approved by the State and determined to be eligible pursuant to Minnesota Statutes §197.608, as amended, and this grant contract.

(2) Pursuant to Minn. Stat §197.608 Subd 7, if the purchase of eligible goods and services is not completed, or is completed without expending the budgeted total of MDVA Grant Funds, the Grantee shall apply MDVA Grant Funds towards the total cost properly expended on the goods and services specified above, and shall remit those MDVA Grant Funds not so expended to the MDVA.

5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment, or will return payment already received, for work found by the State

to be unsatisfactory or performed in violation of federal, state, or local law.

6 **Authorized Representative**

The State's Authorized Representative is **Bradley S. Lindsay**, Minnesota Department of Veterans Affairs, 2nd Floor Veterans Service Building, 20 West 12th Street, Saint Paul, Minnesota 55155 (651) 757 1582 or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance.

The Grantee's Authorized Representative is **Penny Harms**, County Veterans Service Office, Aitkin County, 217 2nd St NW, Room 130, Courthouse, Aitkin, MN 56431 or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Grant Contract Complete**

7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 **Amendments.** Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 **Waiver.** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 **Grant Contract Complete.** This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 **Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9 **State Audits**

Under Minnesota Statutes §16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 **Government Data Practices and Intellectual Property**

10.1. **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2. *Intellectual Property Rights*

A *Intellectual Property Rights.* The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this grant contract.* Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs; drawings, specifications; materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this contract. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

(B) *Obligations*

- a. *Notification.* Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant contract, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.
- b. *Representation.* The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11 Workers' Compensation

The Grantee certifies that it is in compliance with Minnesota Statutes § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 **Publicity.** Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 **Termination by the State.** The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to retain payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If the Grantee does not complete the Project by June 30, 2014, as evidenced by the incurrence of documented expenses for eligible costs; then this grant contract shall be reviewed by MDVA, and, may be canceled and all or part of the funds returned to MDVA to be reallocated to training and education under Minnesota Statutes §197.608 Subdivision 7.

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:

- a) It does not obtain funding from the Minnesota Legislature.
- b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other

any undisputed amount not paid on time to the Subcontractor.

I. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT Contract/PO No(s): _____

2. GRANTEE: Aitkin County

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY: MINNESOTA DEPARTMENT OF VETERANS AFFAIRS

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative - Photo Copy

ATTACHMENT A
CVSO Operational Enhancement Grant
Items Approved/Disapproved – FY14

Minnesota Statute § 197.608, as amended, provides that this grant may be utilized for the following general purposes:

- To provide outreach to the county's veterans.
- To assist in the reintegration of combat veterans into society.
- To collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.
- To reduce homelessness among veterans.
- To enhance the operations of the county veterans service office.

Only the items approved on this form are authorized for purchase using grant funds. The MDVA will seek recovery from your county for any items not on this list that have been purchased with grant funds.

Items Approved:

Monitors (<i>Purchase price limited to \$500.00</i>) and Dual monitor video cards	Publicity Items (<i>Magnets, Brochures, Challenge Coins – must include reference to LinkVet</i>)
Laptops/Tablet PC's/I-Pad (<i>including accessories</i>)	Label printers and supplies
Personal computers - Desktop	Teleconferencing equipment
Veterans Information/Case Management Systems and Software (<i>Including user maintenance agreements.</i>)	Headsets – Phone ONLY (<i>Purchase price limited to \$250.00</i>)
Printers/Scanners	Paper shredders or shredding contracts
Cellular Phones/Smart Phones (<i>Purchase price limited to \$450.00. No monthly contracts or fees.</i>)	TV /DVD combinations (<i>Purchase price limited to \$500.00</i>)
Photo copiers (<i>or 12 month lease</i>) (<i>Including user maintenance agreements.</i>)	Mobile broadband data access device/Hotspot (<i>No monthly contracts or fees.</i>)
Digital Video Recorders (<i>Purchase price limited to \$1000.00</i>)	Fax machines and installation of initial phone line (<i>No monthly contracts or fees.</i>)
Digital Projectors – LCD/DLP (<i>Purchase price limited to \$1,500.00</i>)	Digital Cameras (<i>Camera purchase price limited to \$500.00. Tax and accessories are separate.</i>)
Expenses related to the goal of reducing Veteran homelessness (<i>Must be pre-approved</i>)	Travel expenses related to MACVSO / MDVA/ USDVA sponsored training events. (<i>Transportation, Lodging and Registration ONLY.</i>)
Training at local colleges – Includes all staff in CVSO Office and must relate to the position of CVSO. Registration ONLY. (<i>Must be pre-approved and expenses are limited to \$500.00 per individual.</i>)	Required NACVSO Accreditation/CEU/CVA Training – Must provide a “Certificate of Completion” after training. (<i>Transportation, Lodging and Registration ONLY.</i>)
Expenses related to the transportation of Veterans needing to access their benefits (Including van/vehicle purchases for this primary purpose, maintenance, fuel, etc.)	Expenses related to the reintegration of returning service members (Including travel expenses to official reintegration events)
Marketing expenses (Display boards, radio airtime, TV airtime and newspaper ads, billboards (<i>Must include reference to LinkVet</i>))	Expenses related to “Outreach” such as benefits fairs, town halls and seminars. (<i>Refreshments & food over \$500.00 must be pre-approved</i>)
Medical expenses to pay for 2 nd opinions on previously denied VA disability claims.	Staff expenses for new/increased staff that provide direct services to veterans.

Also Approved:

- Supplies related to items purchased during this grant cycle ONLY (toner cartridges, ink cartridges, etc.). You may NOT purchase supplies for items you already have.
- Reference materials (medical dictionaries, VA rules and regulations manuals, etc.).
- Furniture that is directly related to a computerization, organization and enhancement efforts (such as required furniture for new/increased staff, computer desk, printer stand, filing cabinets, etc.). All furniture purchases must receive prior approval from the MDVA.
- Up to one year of extended warranties/extended maintenance contracts on equipment and related software purchased during this grant cycle ONLY.

***NOTE: The maximum purchase price for certain items does NOT include tax or shipping charges.**

Items Not Approved:

- Furniture that is NOT for new/increased staff or that is directly related to computerization/organization efforts (chairs, desks, etc.).

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



To: Chairperson, Aitkin County Board of Commissioners Date: 9-18-13

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager *B. Danielson*

Title of Item:

Personnel Committee Recommendation

Requested Meeting Date: 9-24-13 Estimated Presentation Time: 5-10 minutes

Presenter: Bobbie Danielson, HR Manager

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

AITKIN COUNTY HUMAN RESOURCES

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

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

To: County Commissioners and County Administrator Patrick Wussow
From: Bobbie Danielson, HR Manager 
Date: September 18, 2013
Subject: Personnel Committee Recommendations

Background

The Personnel Committee met on September 18, 2013, and unanimously recommends the following:

Refill one full-time Public Health Supervisor position. This is a budgeted position that is vacant due to a resignation, effective October 16, 2013. Grade K, \$43,707.33 to \$78,777.75 salary range. (Current incumbent is at the top of the scale.)

If the position is filled through internal promotion or transfer, the request includes authorization to refill the corresponding vacancy as well.

Action Requested

Motion to fill one full-time Public Health Supervisor position, and to refill any corresponding vacancy if this position is filled through internal promotion or transfer.

If you have any questions or require additional information prior to the meeting, please feel free to contact me or Patrick Wussow.

APPENDIX A

SALARY SCHEDULE

Employees covered by these compensation guidelines shall receive an annual salary as approved by the Aitkin County Board of Commissioners. This schedule is based on a forty (40) hour workweek.

Effective 1/1/2011 through 12/31/2013

Grade	Minimum	Midpoint	Maximum
G	\$68,011.33	\$95,328.44	\$122,645.54
H	\$63,640.42	\$89,221.60	\$114,802.77
I	\$56,412.69	\$79,084.59	\$101,756.49
J	\$49,253.14	\$69,015.76	\$88,778.39
K	\$43,707.33	\$61,242.54	\$78,777.75
L	\$39,525.25	\$55,435.35	\$71,345.45
M	\$35,752.28	\$50,116.83	\$64,481.38
N	\$32,683.90	\$45,787.01	\$58,890.12
O	\$30,115.55	\$42,195.87	\$54,276.19
P	\$27,729.04	\$38,843.39	\$49,957.73
Q	\$26,047.11	\$36,513.69	\$46,980.27
R	\$24,887.95	\$34,865.86	\$44,843.77
S	\$23,660.60	\$33,161.21	\$42,661.81
T	\$22,546.90	\$31,638.38	\$40,729.87
U	\$21,592.28	\$30,286.02	\$38,979.75
V	\$20,751.33	\$29,070.04	\$37,388.74
W	\$20,205.83	\$28,331.35	\$36,456.87

Aitkin County Health & Human Services

204 First St. NW
AITKIN, MINNESOTA 56431
PHONE 1-800-328-3744 or 1-218-927-7200 - FAX # 927-7210

DATE: September 16, 2013
TO: Personnel Committee
Patrick Wussow, County Administrator
FROM: Tom Burke, Director
RE: Public Health Supervisor Position

Cynthia Bennett has tendered her resignation as the Public Health Supervisor effective 10/16/13. I would request support in seeking a candidate to fill this position.

SS Supervisor Position - Full Time Replacement

Current Wage Expense

Position	Current
Supervisor	2013 Salary
	\$78,777.92

Replacement Wage Expense

Beginning 2013	Ending 2013
Salary Range***	Salary Range***
\$43,707.33	\$78,777.75

***per current S&P Compensation Guidelines



PUBLIC HEALTH NURSING SUPERVISOR

Department Health and Human Services Department
DBM/Grade To be determined
Reports to Health and Human Services Director
FLSA Status Exempt
Union Status Non-union

Final Appointing Authority

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

Job Summary

To protect and promote the health of Aitkin County residents by planning, developing, implementing, administering and evaluating adult health and family health public health programs; and coordinating programs with county and community resources. To assure that Public Health nursing services to individuals, families, communities and systems are provided in a professional manner. To carry out assigned Community Health Service (CHS) Administrative duties as described in Minnesota State Statute and Rule.

Supervision Received

Employees working in this job class work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

Supervision Exercised

Manages more than 8 non-supervisory employees in the department, including nurses and support staff.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the HHS Director and Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

Essential Functions

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

1. Directs, manages and oversees the staff programs and activities in the Public Health Unit of the HHS Department including evaluating staffing needs, conducting performance evaluations, and providing administrative advice and guidance to unit staff for compliance of program mandates.



Position Description

2. Directs the assigned programmatic areas including assessment, planning, implementation, evaluation, and budgetary management of individual programs to assure compliance with State, Federal, and grant regulations.
3. Develops and maintains a comprehensive county wide "Community Health Services" plan.
4. Directs disease prevention and control measures including assessment, data analysis, determination of health care needs and status of the community, and responds as appropriate.
5. Directs emergency preparedness activities including development of plans, response, and recovery.
6. Promotes general community understanding in the area of health information and provides resources and guidance to community groups through a variety of media venues, including but not limited to, public speaking, news releases, articles, newsletters, and public service announcements.
7. Develops and administers standards of practice and unit policies and procedures in accordance with county, state and federal guidelines.
8. Coordinates and prepares various administrative reports including statistical, financial, and health reports at various levels of comprehension including government agencies, agency staff and community members.
9. Serves as an information source for HHS Director on statutes, rules, regulations, legislation and trends related to public health programs, policy, and standards.
10. Collaborates with unit and other agency staff to assure continuity of service for community members.
11. Serves on various local and state working and advisory committees to provide input, coordinate or develop information on public health legislation, delivery of services, and rural issues.
12. Coordinates services with tribal partners as appropriate.
13. Ensures that all unit policies, records, documents, and requirements are maintained and consistent with HHS and county policies and procedures.
14. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the HHS Director and Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
15. Attends training as needed.
16. Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree (or higher) from an accredited school of Nursing, Registered Nurse License and Public Health Nurse Certificate issued by the Minnesota Board of Nursing, CPR Certification, plus four (4) or more years of experience as a public health nurse.

Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.



Position Description

2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including regulations governing programmatic areas assigned.
3. Public health philosophy, theories, practices, policies and regulations.
4. Basic nursing principles and standards of practice and legal scope of practice in accordance with the Minnesota Nurse Practice Act.
5. Statistical methodology, analysis, and interpretation.
6. Communication methods both interpersonal and mass communications.
7. Community engagement and mobilization principles including program development, implementation and evaluation.
8. Computer programs, systems and applications.
9. Leadership strategies and techniques

Skill in:

1. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information and to receive work direction.
2. Organizing, prioritizing, delegating, and supervising work.
3. Computer skills and typing skill sufficient to complete 30 net words per minute without errors.
4. Preparing and making presentations to groups / public speaking.
5. Reading, writing, and speaking English proficiently.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration.
2. Access and compile pertinent information from existing databases.
3. Effectively utilize computer software products and packages.
4. Develop, interpret and monitor effectiveness of ordinances, regulations and standards.
5. Prepare comprehensive reports.
6. Represent the county and HHS Department to public and private officials, the general public and technical professionals and organizations.
7. Effectively communicate health concerns and disease processes to public and private officials, the general public and technical professionals and organizations.
8. Establish and maintain effective work relationships with administrators, co-workers, other agency staff, policy makers and the public.
9. Manage time and workload effectively.
10. Maintain confidentiality.
11. Travel and work in excess of standard hours when necessary.

Language Skills

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.



Position Description

Mathematical Skills

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

Reasoning Skills

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

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

County Payroll Software E-time, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Public Health electronic management system, Internet, and other job-related software.

Ability to Travel

Attendance at meetings and trainings can involve travel around the county and also around the state.

Competencies

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

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually quiet.

Equipment and Tools

Computer, copier, fax, telephone, printer, various medical and laboratory equipment, 10-key calculator, shredder, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 20 pounds.



Position Description

While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

Disclaimer

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

Reasonable Accommodation Notice

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

05/2013

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 9-17-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2014 East Central Regional Library Budget Request

Requested Meeting Date: 9-24-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible 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: Discuss/Approve East Central Regional Library (ECRL) Budget Request

DATE: September 17, 2013

The ECRL staff is requesting that the Aitkin County Board discuss and possibly approve their requested budget for 2014. For your reference staff is including relating correspondence.

Please contact me if you have any questions.

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Patrick Wussow
217 Second Street N.W.
Aitkin, MN 56431
218-927-7276

May 30, 2013

East Central Regional Library
244 South Birch Street
Cambridge, MN 55008

Aitkin County is establishing its 2014 budget. As an organization that received funds from Aitkin County in 2013, we are asking for your assistance.

According to our records, your organization received appropriations in the amount of \$230,242 in 2013. The economy is lagging and negatively impacting our residents/landowners/taxpayers. The County Board does not want to add to that burden by raising taxes. The Board has indicated that organizations should expect their appropriations to be at the 2013 level or below.

We would like to request the following information:

- The amount of money you are requesting from Aitkin County and a budget of how the money will be used
- A narrative that includes the services you provide to the taxpayers of Aitkin County
- A list of who these services are rendered to and approximately how many people are served
- Three new pieces of information that the County Board believes is necessary:
 - What is your total annual operating budget?
 - What is your year end Fund balance (capital and operating or other)
 - Where else does your funding come from - i.e., grants etc.

Please send us a copy of your current Board members and your organization's appropriate contact information. Several times each year we are asked who is on your committee. This way we can add it to our web site information.

Please have this information back to me prior to July 8th.

If you have any questions, please feel free to call me at (218) 927-7276. Thank you for your time and attention to this matter.

Sincerely

Patrick Wussow
County Administrator

cc: Aitkin County Board of Commissioners
Kirk Peysar, County Auditor
Budget Correspondence

Patrick Wussow

From: Barbara Misselt <BMisselt@ECRLIB.ORG>
Sent: Friday, September 13, 2013 4:33 PM
To: Patrick Wussow (patrick.wussow@co.aitkin.mn.us); Patrick Christopherson (patrick.christopherson@co.kanabec.mn.us); David Minke (david.minke@co.pine.mn.us); Roxy Traxler (Roxy.Traxler@co.mille-lacs.mn.us); Kevin VanHooser (kevin.vanhooser@co.isanti.mn.us); Bruce Messelt (bamesse@co.chisago.mn.us)
Subject: 2014 ECRL Budget Request
Attachments: 2014 Budget Request to Counties 9-9-13.pdf; 2014 Budget Summary 9-9-13.pdf; formula-2014-9-9-13.pdf

County Administrators and Coordinators,

Would you please reply so that I know that you've received this and that it wasn't blocked by firewalls or filters?

I request on behalf of the Board of East Central Regional Library that your County Board take action to approve the ECRL 2013 budget and notify me of the action by 7 October 2014. The Joint Powers Agreement (quoted later in this document) requires that two thirds of the counties (four of six) approve the budget before it is official. We need to know what our budget is in time to accomplish sufficient planning before the new year begins.

The Board of Directors of East Central Regional Library approved the 2014 budget for the Library at its September 9th meeting. Three documents are attached to this E-mail.

1. 2014 Budget Request to Counties
2. 2014 County Assessment/Formula Charts
3. ECRL 2014 Budget Summary

The ECRL Budget Committee and Board are mindful of the counties' budget challenges. The total amount of the 2014 ECRL budget is \$3,028,640, an overall 2.1% increase over 2013. While the overall budget has increased, because of a projected 9.1% increase in state funds the counties' portion of the ECRL will be decreased by .3%. The counties' portion of the 2014 ECRL budget is 1,837,059 and represents 60.7% of the total ECRL budget. State funds account for 32% and the remaining 1.8% is from local funds and miscellaneous.

The county portion is apportioned according to the formula defined in the Joint Powers Agreement. According to the Joint Powers Agreement, Section II. 1: 1.

A general operating budget shall be established annually and maintained as a single budget. Said budget shall be arrived at by consultation between members of the Joint Library Board, and shall be filed by the Joint Library Board with the County Auditors or Coordinators of said counties. The amount required to implement said budget shall be approved by each member county. The total amount budgeted shall then be prorated in equitable shares among the member counties according to the following formula:

Tax capacity 1/3

Population 1/3

Borrower circulation, by county of residence 1/3

beginning with the 2011 budget. When two thirds of the current members have approved the budget, it shall be considered implemented by the East Central Regional Library Board. Should any member approve lower than its required share of the approved budget, library service to that member shall be reduced correspondingly, so as not to restrict development of library services in the remaining member counties. The method of said limitation shall be arrived at by consultation between members of the Joint Library Board. Authorization of funds by member counties will at least meet the minimum state-federal requirements for securing available state-federal grants.

The 2014 ECRL budget continues to be very lean and provides for basic maintenance of our existing services with increases only in areas where costs are rising and public usage is increasing. Personnel is our largest single expense and step increases and a 1% salary adjustment are included in 2014. Budget line items generally remain the same in 2014 as compared to 2013, with minimal shifts to reflect costs.

We are proud to be part of the infrastructure of each county, partnering to provide information and enhance the quality of life in Aitkin, Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties. ECRL's mission is "Connecting and strengthening communities through the power of knowledge."

I am willing to make a report to the Board and present the budget if you wish. Please contact me if you have questions or if I can provide additional information.

Thank you for your support of libraries for the residents of east central Minnesota.

Barbara

Barbara Misselt, Director
East Central Regional Library (ECRL)
244 South Birch Street, Cambridge MN 55008
Phone: 763-689-7390 x11 FAX: 763-689-7389
<http://www.ecrlib.org> bmisselt@ecrlib.org



Headquarters: 244 South Birch Street
 Cambridge MN 55008
 Phone (763) 689-7390 www.ecrlib.org

*Branches in Aitkin, Chisago, Isanti,
 Kanabec, Mille Lacs, and Pine Counties*

	A	B	C	D	E	F	G	H	I	J	K	L
1	2014 Budget Request to Counties - historical information											
2	County	2006	2007	2008	2009	2010	2011	2012	2013	2014	Change 2013-2014	% of change
3	Aitkin	187,568	198,397	216,269	225,552	232,006	\$226,163	224,645	230,242	234,366	4,124	1.79%
4	Chisago	478,435	515,451	561,810	566,738	559,188	\$534,199	533,887	517,833	523,015	5,182	1.00%
5	Isanti	354,615	364,482	392,140	392,811	387,870	\$391,887	386,531	385,480	372,553	-12,927	-3.35%
6	Kanabec	143,711	150,449	158,772	158,687	146,064	\$170,142	163,875	153,004	151,427	-1,577	-1.03%
7	Mille Lacs	223,641	230,363	250,278	258,128	257,637	\$260,711	255,568	252,920	251,706	-1,214	-0.48%
8	Pine	268,259	278,139	299,507	303,276	301,928	\$301,592	293,903	303,010	303,992	982	0.32%
9	Total	1,656,229	1,737,281	1,878,776	1,905,191	1,884,692	\$1,884,693	1,858,409	1,842,489	1,837,059	-5,430	-0.29%
10												
11	Contractual Assessments											
12	Formula-50% Tax Capacity, 25% Population, 25% Registrations						Formula - 1/3 Borrower circulation, 1/3 tax capacity, 1/3 population					
13	County	Year 2006	Year 2007	Year 2008	Year 2009	Year 2010	Year 2011	Year 2012	Year 2013	Year 2014		
14	Aitkin	11.33%	11.42%	11.51%	11.84%	12.31%	12.00%	12.09%	12.50%	12.76%		
15	Chisago	28.89%	29.67%	29.90%	29.75%	29.67%	28.34%	28.73%	28.11%	28.47%		
16	Isanti	21.41%	20.98%	20.87%	20.62%	20.58%	20.79%	20.80%	20.92%	20.28%		
17	Kanabec	8.68%	8.66%	8.45%	8.33%	7.75%	9.03%	8.82%	8.30%	8.24%		
18	Mille Lacs	13.50%	13.26%	13.32%	13.55%	13.67%	13.83%	13.75%	13.73%	13.70%		
19	Pine	16.20%	16.01%	15.94%	15.92%	16.02%	16.00%	15.82%	16.45%	16.55%		
20									100.00%	100.00%		
21												
22										1,837,059		



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	A	B	C	D	E
1	2013 ECRL Budget Summary				
2		2011 Budget	2012 Budget	2013 Budget	2014 Budget
3	Counties (Operations)	\$1,884,693	1,858,409	1,842,489	1,837,059
4	Regional Basic Support (State)	\$587,424	753,923	769,282	839,419
5	Miscellaneous	\$192,145	192,600	216,500	212,000
6	Local Contracts	\$61,473	61,186	57,847	55,161
7	Transfer from previous year:	\$40,000	40,000	20,000	20,000
8	Telecommunications	\$60,000	60,000	60,000	65,000
9	TOTAL INCOME:	\$2,825,735	2,966,118	2,966,118	3,028,640
10	Salaries and related expenses	\$1,974,500	2,068,117	2,085,160	2,119,923
11	Materials (Books, CDs, DVDs, etc.)	\$370,169	413,449	420,566	424,765
12	Vehicles (1 Outreach, 1 Delivery, 1 Staff)	\$37,000	32,500	33,000	32,000
13	Technical Services & library automation system	\$76,544	71,700	74,600	75,660
14	Headquarters building costs	\$73,422	56,592	56,592	54,392
15	Equipment & technology costs	\$11,500	12,500	12,500	11,500
16	Supplies, photocopiers, printers	\$43,000	53,000	55,000	56,000
17	Administrative/Miscellaneous	\$133,100	146,700	114,700	106,700
18	Capital - Vehicles	\$10,000	16,000	18,000	5,000
19	Capital - Computers, misc.	\$36,500	35,560	36,000	77,700
20	Telecommunications	\$60,000	60,000	60,000	65,000
21	TOTAL EXPENDITURES:	\$2,825,735	2,966,118	2,966,118	3,028,640
22					
23	2014 Budget approved by ECRL Board, 09 September 2013				

ECRL Mission: Connecting and strengthening communities through the power of knowledge.