

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS JANUARY 7, 2014 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chairperson
- A) Call to Order
  - B) Pledge of Allegiance
  - C) Board of Commissioners Meeting Procedure
  - D) Approval of Agenda
  - E) **Citizens' Public Comment** – 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 December 17, 2013 – January 6, 2014
  - B) Approve 12/17/13 County Board Minutes
  - C) Acknowledge County Administrator's Approval of Year End Items
    - 1. Resolution - Liquor License Renewals
    - 2. Resolution – 2013-2015 Snowmobile Safety Enforcement Grant
    - 3. Commissioner Warrants
    - 4. HHS Commissioner Warrants
    - 5. HHS Auditor Warrants
- Adjourn (2013 Board)
- 9:05 3) Steve Bennett, IT Director
- A) Call to Order 2014 Board Meeting
- 4) 2014 County Board Nominations
- A) Nominations for Chairperson
  - B) Nominations for Vice Chairperson
- 5) Consent Agenda
- A) Reaffirm Annual Code of Ethics
  - B) Reaffirm Out of State Travel Policy
  - C) Accept \$145 Donation to STS – Riceland Chapter of MN Deer Hunters
  - D) Approve Auditor Warrants – November Sales & Use Tax
  - E) Approve Auditor Warrants – Tax Overpays
  - F) Approve Resolution – Minimum Salaries for Elected Officials
  - G) Approve Public Auction of Forfeited Long Guns – Sheriff's Dept.
  - H) Approve Vehicle Purchase Request – Assessor's Office
- 9:10 6) Kathy Brophy, Aitkin City Clerk
- A) Approve Cherre' Palenius, Minnesota Housing Partnership

- 9:25 7) Kirk Peysar, County Auditor**  
**A) Set Public Hearing Date for Assembly Ordinance Changes**
- 9:30 8) Steve Bennett, IT Director**  
**A) Approve Resolution - 2014 Official County Newspaper**  
**B) Approve Resolution – 2014 Aitkin County Board of Commissioners Rules of Business & Meeting Procedures**  
**C) Approve Resolutions (2) - Committee Appointments – Commissioners**
- 10:00 9) Steve Hughes, SWCD District Manager**  
**A) 2014 Aitkin County Soil and Water Update**
- 10:30 10) Board Discussion**  
**Mark Wedel – CMCC, Airport, Historical Society, Sobriety Court**  
**Laurie Westerlund – HRA, CMCC, DAC**  
**Don Niemi – ARDC Transportation**  
**Brian Napstad -**  
**Anne Marcotte – ACA, Transportation**
- 12:00 11) Adjourn**

The Aitkin County Board of Commissioners met this 17<sup>th</sup> day of December, 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 Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the December 17, 2013 amended agenda. Item 3D) Approve Resolution – 2014 Liquor License Renewal Fisherman’s Bay, was added.

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
December 17, 2013**

**I. Attendance**

The Aitkin County Board of Commissioners met this 17th day of December, 2013, at 9:07 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners Anne Marcotte, Brian Napstad, Don Niemi, and Laurie Westerlund; and others present included: County Administrator Patrick Wussow; H&HS Director Tom Burke; H&HS; Kathleen Ryan, Fiscal Supervisor; and guests; Roberta Elvecrog and Cheryl Meld, H&HS Advisory Committee Members; Bob Harwarth, resident; and Nanci Sauerbrei, Aitkin Independent Age.

**II. Approval of Health & Human Services Board Agenda**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried, the vote was to approve the Health & Human Services Board Agenda as presented.

**III. Review November 26, 2013 Health & Human Service Board Minutes**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried, the vote was to approve the November 26, 2013 Health & Human Services Board Meeting Minutes as presented.

**IV. Review Bills -**

**Motion to approve Bills presented this date.** Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried, the vote was to approve the Bills as presented this date.

**Motion to authorize approval of 12/31/13 Bills by Patrick Wussow.** Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried, the vote was to approve and authorize the approval of the 12/31/13 Bills by Patrick Wussow.

**V. General/Miscellaneous Information**

**A. Approve appointment of Health & Human Services Advisory Committee Members as follows:**

1. Darlene Hlidek – Morrison Twp. – Comm. Dist. #4
2. Gayle Janzen – Spencer Twp. – Comm. Dist. #1
3. Kristine Layne – Spencer Twp. – Comm. Dist. #1
4. Joy Janzen – Nordland Twp. – Comm. Dist. #2

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried,

**CALL TO ORDER**

**APPROVED  
AGENDA**

**HEALTH & HUMAN  
SERVICES BOARD**

the vote was to approve the appointment of the following candidates to the Health & Human Services Advisory Committee for two year terms:

1. Darlene Hlidek – Morrison Twp. – Comm. Dist. #4
2. Gayle Janzen – Spencer Twp. – Comm. Dist. #1
3. Kristine Layne – Spencer Twp. – Comm. Dist. #1
4. Joy Janzen – Nordland Twp. – Comm. Dist. #2

**B. Approve re-appointment of Health & Human Services Advisory Committee Members as follows:**

1. Jim Carlson – McGregor – Comm. Dist. #4
2. Bob Lewis – McGregor – Comm. Dist. #4

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, the vote was to approve the re-appointment of the following candidates to the Health & Human Services Advisory Committee for two year terms:

1. Jim Carlson – McGregor – Comm. Dist. #4
2. Bob Lewis – McGregor – Comm. Dist. #4

**VI. Contracts - These are all renewals of established contracts expiring 12/31/13.**

**A. Letter of Agreement for the purpose of Public Health Medical Consultant between ACHHS and Mark Heggem, MD, for the period January 1, 2014 to December 31, 2014.**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried, the vote was to approve and authorize the Board Chair to sign the Letter of Agreement for the purpose of Public Health Medical Consultant between ACHHS and Mark Heggem, MD, for the period January 1, 2014 to December 31, 2014.

**B. Ambulance Service Contracts for the period January 1, 2014 to December 31, 2014, between Aitkin County Board of Commissioners and:**

1. McGregor Area Ambulance Service, McGregor
2. Meds-1 Ambulance Services Inc., Grand Rapids
3. Mille Lacs Health System Ambulance, Onamia
4. North Memorial Medical Transportation

Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize the Board Chair to sign the Ambulance Service Contracts for the period January 1, 2014 to December 31, 2014, between Aitkin County Board of Commissioners and:

1. McGregor Area Ambulance Service, McGregor
2. Meds-1 Ambulance Services Inc., Grand Rapids
3. Mille Lacs Health System Ambulance, Onamia
4. North Memorial Medical Transportation

**C. Purchase of Service Agreements for the period January 1, 2014 to December 31, 2014 between ACH&HS and:**

1. New Pathways, Inc., Brainerd Site, (Services to homeless families)
2. Northern Psychiatric Associates, Baxter, MN (Diagnostic Assessments)
3. Northland Counseling Center, Grand Rapids, MN (Detox Services)
4. George Tetreault, Baxter, MN (Diagnostic/Parenting Assessments)
5. AEOA, Virginia, MN (MFIP Employment & Training Services)
6. NEMOJT, Virginia, MN (MFIP Employment & Training Services)
7. 2014 Family Planning Contract with Riverwood HealthCare Center

Motion by Commissioner Niemi, seconded by Commissioner Westerlund, and carried, the vote was to approve and authorize the Board Chair to sign the Purchase of Service Agreements for the period January 1, 2014 to December 31, 2014 between ACH&HS and:

1. New Pathways, Inc., Brainerd Site, (Services to homeless families)



- 2. Northern Psychiatric Associates, Baxter, MN (Diagnostic Assessments)
- 3. Northland Counseling Center, Grand Rapids, MN (Detox Services)
- 4. George Tetreault, Baxter, MN (Diagnostic/Parenting Assessments)
- 5. AEOA, Virginia, MN (MFIP Employment & Training Services)
- 6. NEMOJT, Virginia, MN (MFIP Employment & Training Services)
- 7. 2014 Family Planning Contract with Riverwood HealthCare Center

**D. Detoxification Services Contract between ACH&HS and Central MN Mental Health Center for the period January 1, 2014 through December 31, 2014.**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Detoxification Services Contract between ACH&HS and Central MN Mental Health Center for the period January 1, 2014 through December 31, 2014.

**Next Meeting – January 28, 2013**

Break: 9:34 a.m. to 9:42 a.m.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: December 4, 2013 – December 16, 2013; B) Approve County Board Special Meeting Minutes: December 3, 2013; C) Approve Budget Hearing Minutes: December 3, 2013; D) Approve November Manual Warrants: General Fund \$13,413.54, Road & Bridge \$621,704.54, Health & Human Services \$2,079.86, State \$69,500.60, Taxes & Penalties \$153,489.57, Long Lake Conservation Center \$744.53 for a total of \$860,932.64; E) Approve Auditor Warrants – Tax Overpays: Taxes & Penalties \$24,595.30; F) Approve Commissioner Warrants: General Fund \$153,541.33, Road & Bridge \$72,338.29, Health & Human Services \$1,415.03, Debt Service \$397,875.00, Trust \$12,965.24, Forest Development \$7,855.01, Long Lake Conservation Center \$2,832.57, Parks \$1,031.49 for a total of \$649,853.96; G) Authorize County Administrator to Approve Year-End Matters; H) Approve Reserving Budgeted Funds; I) Approve Resolution – 2014 Liquor License Renewals; J) Approve Affidavit for Duplicate of Lost Municipal Order or Warrant – AgStar Financial Service \$432.00 - Warrant #42110; K) Ratify Teamsters Non-Licensed Essential Unit Collective Bargaining Agreement, 2013 Reopener; L) Approve Policy Update 8.5 Job Classification; M) Approve 2014 Medical Examiner Contract

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to approve resolution – 2014 Liquor License Renewals:

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2014 thru December 31, 2014:

**“ON”, “OFF” and “SUNDAY” Sale:**

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

Barnacles Resort of MN, Inc., d/b/a **Barnacles** – Wealthwood Township

**HHS BOARD  
 ADJOURNED**

**BREAK**

**REGULAR BOARD  
 RECONVENED**

**CONSENT  
 AGENDA**

**RESOLUTION  
 121713-097  
 2014 LIQUOR  
 LICENSE  
 RENEWALS**

This establishment has an address of 36569 State Hwy 18, Aitkin, MN 56431

Cuddler Enterprises Inc., d/b/a **Big Sand Bar Resort** – Workman Township

This establishment has an address of 51866 224<sup>th</sup> Place, McGregor, MN 55760

Big Sandy Lodge & Resort, Inc., d/b/a **Big Sandy Lodge & Resort** – Shamrock Township

This establishment has an address of 20534 487<sup>th</sup> Street, McGregor, MN 55760

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

This establishment has an address of 32360 215<sup>th</sup> Lane, Isle, MN 56342

Stansberry LLC, d/b/a **Corner Club** – Macville Township

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

Denny's Lakeview Inn LLC, d/b/a **Denny's Lakeview Inn** – Glen Township

This establishment has an address of 33592 300<sup>th</sup> Place, Aitkin, MN 56431

Eagle Point Lounge Inc., d/b/a **Eagle Point Lounge** – Shamrock Township

This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

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

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

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

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

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

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

Pepera Properties Inc., d/b/a **Jackson's Hole** – Salo Township

This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760

MacDonald Enterprises Inc., d/b/a **The Landing** – Aitkin Township

This establishment has an address of 170 Southgate Drive, Aitkin, MN 56431

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

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

Big Sandy Golf, Inc., d/b/a **Minnesota National Golf Course** – Workman Township

This establishment has an address of 23247 480<sup>th</sup> St., McGregor, MN 55760

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

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

D & G Marklund Inc., d/b/a **Pine Inn** – Malmo Township

This establishment has an address of 27805 State Highway 47, Aitkin, MN 56431

Dagen, Inc., d/b/a **Player's Sports Bar & Grill** – Hazelton Township

This establishment has an address of 26838 U.S. Hwy. 169, Aitkin, MN 56431

Red Rock Bar & Grill LLC, d/b/a **Red Rock Bar & Grill** – Shamrock Township

This establishment has an address of 49463 202<sup>nd</sup> Place, McGregor, MN 55760

Bodway Properties Inc., d/b/a **Prairie River Retreat** – Shamrock Township  
This establishment has an address of 51272 Lake Ave., McGregor, MN 55760

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

“OFF” Sale:

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

DAM of Aitkin Lakes, Inc., d/b/a **Farm Island Store** – Farm Island Township  
This establishment has an address of 29037 US Highway 169, Aitkin, MN 56431

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

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

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

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

“ON” & “SUNDAY” Sale:

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

ON Sale – CLUB:

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

ON Sale – WINE:

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

Frederick & Deborah Dally, d/b/a **The Red Door Resort** – Wealthwood Township  
This establishment has an address of 38421 State Highway 18, Aitkin, MN 56431

Steve Hughes and Dennis Thompson, Aitkin County Soil and Water District discussed the Sustainable Forest Incentive Program, and how it works for Aitkin County.

**SUSTAINABLE  
FOREST  
INCENTIVE  
PROGRAM**

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to follow staff recommendations and make the following committee appointments: **Park Commission:** Judith Blomberg District 1, Carroll Janzen District 2, and Franklin Turnock District 3; **Forest Advisory:** Steven Pederson At Large representative. All Park Commission and Forest Advisory appointments are four year terms, beginning January 2014. **Board of Adjustment:** Bob Lake District 1, and Galen Tveit District 5; **Planning Commission:** Dave Lange District 5. All Board of Adjustment and Planning Commission appointments are three year terms, beginning January 2014.

**COMMITTEE APPOINTMENTS: PARK COMMISSION, FOREST ADVISORY, BOARD OF ADJUSTMENT & PLANNING COMMISSION**

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to approve a schedule of two Board meetings a month in 2014, the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month.

**2014 BOARD MEETING SCHEDULE**

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Marcotte and carried (4-0 Napstad abstained) to approve resolution – 2014 Liquor License Renewal Fisherman’s Bay:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2014 thru December 31, 2014:

**RESOLUTION 121713-098 2014 LIQUOR LICENSE RENEWAL – FISHERMAN’S BAY**

**“ON”, “OFF” and “SUNDAY” Sale:**

N5 Corporation, d/b/a **Fisherman’s Bay** – Workman Township  
This establishment has an address of 50933 State Highway 65, McGregor, MN 55760

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to authorize the Nurses gradual transfer to the S&P group starting January 1, 2011, with the conversion being fully implemented January 1, 2014 under the Non-Union Compensation Guidelines, and to authorize signatures to letter of intent.

**NURSES TO NON-UNION COMPENSATION GUIDELINES**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adopt the 2014 Non-Union Compensation Guidelines, and to repeal the prior Aitkin County non-union compensation guidelines (also known as the “S&P opt out” language), and the LLCC compensation guidelines effective December 31, 2013, end of day.

**2014 NON-UNION COMPENSATION GUIDELINES**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund to follow staff recommendations for 2014 Elected Officials Salaries. Roll call vote. Motion failed (2-3 Napstad/Wedel/Marcotte).

**ELECTED OFFICIALS SALARIES**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad to set the Elected Officials salaries following the 2014 Non-Union Compensation Guidelines, including a 1.5% merit increase and \$936 annual increase for each position. Roll call vote. Motion carried (3-2 Wedel/Niemi) to approve resolution – 2014 Elected Officials Salaries:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2014 salaries of Aitkin County Elected Officials at:

County Attorney, Jim Ratz	\$105,684.00
County Sheriff, Scott Turner	\$85,593.88
County Auditor, Kirk Peysar	\$78,199.32
County Treasurer, Lori Grams	\$67,089.03
County Recorder, Diane Lafferty	\$71,243.69

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

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi to increase Sheriff's salary an additional \$3500.00. Motion rescinded.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – 2013 Ditch Fund Budgets:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2013:

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$4		\$0
Co Ditch 5	7-353	\$0		\$0
Co Ditch 21	7-365	\$0		\$0
Co Ditch 24	7-351	\$0		\$0
Co Ditch 28	7-356	\$0		\$175
Co Ditch 30	7-352	\$8		\$173
Co Ditch 34	7-357	\$0		\$0
Co Ditch 36	7-358	\$0		\$0
Co Ditch 37	7-359	\$0		\$0
St Ditch 63	7-362	\$10		\$1,523
St Ditch 66	7-363	\$0		\$0
Co Ditch 2	7-367	\$0		\$0
Diversion Channel	7-373	\$1		\$23,556
Co Ditch 23	7-354	\$0		\$0
Co Ditch 25	7-355	\$0		\$685
Co Ditch 42	7-360	\$0		\$0
Co Ditch 58	7-361	\$0		\$0
Co Ditch 20	7-364	\$0		\$9,222
Co Ditch 43	7-366	\$0		\$435
Co Ditch 29	7-371	\$0		\$0
Co Ditch 38	7-	\$0		\$0

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

**RESOLUTION  
121713-099  
2014 ELECTED  
OFFICIALS  
SALARIES**

**SHERIFF'S  
SALARY**

**RESOLUTION  
121713-100  
2013 DITCH FUND  
BUDGETS**

**BE IT RESOLVED**, that the following 2014 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$41,000		\$41,000
Unorganized Fire Fund	\$25,100		\$25,100
Unorganized Cemetery	\$2,700		\$2,700

**RESOLUTION  
121713-101  
2014  
UNORGANIZED  
TOWNSHIP  
BUDGETS**

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – 2014 Non-Levy Budgets:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2014:

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$205,000	\$130,324	\$335,324
Cons. For Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,205,000	\$1,823	\$1,206,823
Forest Resource	\$143,000	\$78,036	\$221,036
Reforestation	\$137,000	\$76,841	\$213,841
Memorial Forest	\$85,000	\$43,592	\$128,592
Forest Road	\$37,000	\$11,691	\$48,691
Gravel Pit	\$1,500		\$1,500
Missing Heirs	\$0		\$0
MCIT	\$150,000	(\$80,000)	\$70,000
Collaborative Grant	\$70,800	\$17,050	\$87,850
Environmental Trust	\$10,000		\$10,000
LLCC	\$673,360	\$1,315	\$674,675

**RESOLUTION  
121713-102  
2014 NON-LEVY  
BUDGETS**

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

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2014 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$5,428,371
Road and Bridge Fund	\$2,402,125
Health & Human Services Fund	\$2,004,934
Debt Service Jail Bond	\$0
Operation or Maintenance Costs of Aitkin County Jail	\$1,890,266
<b>Total:</b>	<b>\$11,725,696</b>

**RESOLUTION  
121713-103  
2014 LEVY**

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

**BE IT RESOLVED**, that the following 2014 budgets be set for the leviable funds of Aitkin County:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$11,410,747	(\$79,375)	\$11,331,372
Road and Bridge	\$8,594,248	\$1,883,000	\$10,477,148
Health & Human Service	\$5,521,956	\$600,030	\$6,121,986
Debt Service	\$0	\$406,250	\$406,250
Parks	\$564,000	\$3,519	\$567,519
<b>Total:</b>	<b>\$26,090,851</b>	<b>\$2,813,424</b>	<b>\$28,904,275</b>

**RESOLUTION  
121713-104  
2014 BUDGETS**

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voting yes to approve resolution – 2014 ECRL Levy:

**BE IT RESOLVED**, that the amount of \$232,137 be budgeted and levied for the year 2014 for the East Central Regional Library.

**RESOLUTION  
121713-105  
2014 ECRL LEVY**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – 2014 Boat & Water Safety Budget:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners approves the 2014 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$79,833 for a term January 1, 2014 to December 31, 2014.

**RESOLUTION  
121713-106  
2014 BOAT &  
WATER SAFETY  
BUDGET**

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$500		
Boat & Water Grant	\$18,628		
Boat & Water Supply Grant	\$6,375		
<b>Totals:</b>	<b>\$25,503</b>	<b>\$54,330</b>	<b>\$79,833</b>

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – 2014 Appropriations to ASCS & Snake River:

**BE IT RESOLVED**, that the budget and appropriation in the amount of \$138,045 be set for 2014 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$40,011 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

**RESOLUTION  
121713-107  
2014  
APPROPRIATIONS  
TO ASCS & SNAKE  
RIVER  
WATERSHED**

**RESOLUTION**

Motion for a resolution by Commissioner Niemi seconded by Commissioner Marcotte and carried, (4-1 Wedel) to acknowledge resolution – 2014 Arrowhead Regional Development Commission Levy:

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners acknowledges the Levy for the Arrowhead Regional Development Commission for 2014 in the amount of \$49,013.00.

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

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

Unorg Township

52-22	\$15,011.21
45-24	\$4,174.58
47-24	\$13,412.77
52-24	\$7,742.16
50-25	\$6,219.75
51-25	\$117.50
52-25	\$44,166.99
50-26	\$4,432.44
48-27	\$8,012.71
49-27	\$8,748.73
50-27	\$456.25
51-27	\$793.03
52-27	\$15,831.89

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – County Ditch & County Development Transfers:

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

County Ditch 30	\$172.50
County Ditch 63	\$1,523.30
Diversion Channel	\$2.54

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

**121713-108  
2014 ARROWHEAD  
REGIONAL  
DEVELOPMENT  
COMMISSION  
LEVY**

**RESOLUTION  
121713-109  
UNORGANIZED  
ROAD & BRIDGE  
TRANSFERS**

**RESOLUTION  
121713-110  
COUNTY DITCH &  
COUNTY  
DEVELOPMENT  
TRANSFERS**



County Ditch 20	\$9,222.00
County Ditch 25	\$685.00
County Ditch 28	\$175.00
County Ditch 43	\$435.00
Diversion Channel	\$23,553.31

John Welle, County Engineer discussed the draft 2014-2018 Road Improvement Plan with the Board.

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Wetland Mitigation:

**WHEREAS**, impacts to wetlands in northeast Minnesota continue to create a high demand for compensatory wetland mitigation, and

**WHEREAS**, current state and federal compensatory wetland mitigation policies have resulted in large amounts of wetland impacts being replaced outside of the watershed boundary of the impacted wetland in low-priority areas of the state that have greater than 80% of their pre-settlement wetlands remaining, and

**WHEREAS**, approximately 11,000 acres of wetland credits have either been established or are in the process of being established in Aitkin County as mitigation for impacts in other drainage basins located outside of Aitkin County, and

**WHEREAS**, actual wetland impacts within Aitkin County total less than 100 acres since 1991, and

**WHEREAS**, the Interagency Northeast Mitigation Siting Team is a group of representatives of various state and federal regulatory agencies that have developed concepts for modifying current wetland mitigation requirements for impacts in the Lake Superior and Rainy River drainage basins, and

**WHEREAS**, comments regarding these concepts, dated November 20, 2013, have been solicited by the Interagency Northeast Mitigation Siting Team.

**NOW, THEREFORE, BE IT RESOLVED**, that Aitkin County hereby comments as follows:

1. The Interagency Northeast Mitigation Siting Team needs to be expanded to allow representation by all stakeholders affected by wetland impacts in the Lake Superior and Rainy River drainage basins.
2. The following problem statement needs to be added to concept document: "Current state and federal compensatory wetland mitigation policies have resulted in large amounts of wetland impact being replaced outside of the watershed boundary of the impacted wetland in concentrated low-priority areas of the state that are not lacking in wetland functions and values."
3. The alternative options for compensatory mitigation including the expanded use of preservation, restoration/protection of riparian corridors and streams, stabilization of natural hydrology, peatland hydrology restoration, and watershed plan implementation projects should be clearly limited only to mitigation sites located within the Lake Superior and Rainy River drainage basins.

**2014-2018 ROAD IMPROVEMENT PLAN**

**RESOLUTION 121713-111 WETLAND MITIGATION**

4. Wetland impacts in the Lake Superior and Rainy River drainage basins that cannot practicably be mitigated within the same watershed should be required to be sited in high priority areas of the state that have less than 80% of pre-settlement wetland areas remaining. Mitigation for these impacts, even at higher replacement ratios, should not be allowed in the greater than 80% areas of the state.
5. Aitkin County is adamantly opposed to allowing the replacement of wetland impacts in the Lake Superior and Rainy River drainage basins in areas of the state that have greater than 80% of pre-settlement wetland areas remaining. Even at increased replacement ratios to discourage replacement in these areas, it will continue to be more economically feasible to replace impacts in these low priority areas of the state, which will only magnify the current problem with too many wetland impacts being replaced in areas of the state that have greater than 80% of pre-settlement wetland areas remaining.
6. To achieve more effective and efficient mitigation of wetland impacts in the Lake Superior and Rainy River drainage basins, mitigation should be based on a no-net loss of wetland functions and values rather than a no-net loss of wetland area. While this would potentially result in lower than 1:1 replacement ratios on an area basis, wetland functions and values would be maintained at greater than a 1:1 ratio.
7. Aitkin County continues to support the concept of the In-Lieu Fee Program for mitigation of wetland impacts in the Lake Superior and Rainy River drainage basins.

**BE IT FURTHER RESOLVED**, that the Aitkin County Board of Commissioners hereby thank the Interagency Northeast Mitigation Siting Team for addressing this important issue and encourages strong consideration of the recommendations contained herein.

The Board reported on the following:

Commissioner Brian Napstad

- **AMC Annual Meeting**

Commissioner Napstad left at 12:43 p.m.

Commissioner Don Niemi

- **Library**

Commissioner Anne Marcotte

- **AMC Annual Meeting**
- **Ordinance**
- **MRCC**
- **Forest Advisory**

Commissioner Laurie Westerlund

- **AMC Annual Meeting**
- **Mille Lacs Watershed**
- **Mille Lacs Lake Area Tourism**

**BOARD  
DISCUSSION**

**NAPSTAD LEFT**

Commissioner Mark Wedel

- **Airport**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to cancel County Board meeting scheduled for December 24, 2013.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 1:17 p.m. until Tuesday, January 7, 2014 at 9:00 p.m.

**BOARD MEETING  
CANCELLED**

**ADJOURN**

---

J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

---

Patrick Wussow, County Administrator

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 1-2-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Acknowledge County Administrator's Approval of Year End Matters

Requested Meeting Date: 1-7-14      Estimated Presentation Time: \_\_\_\_\_

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) \_\_\_\_\_

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

By Commissioner: Napstad

122413-112

**2014 Liquor License Renewals**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the following liquor licenses for a period from January 1, 2014 thru December 31, 2014:

**“ON”, “OFF” and “SUNDAY” Sale:**

Hillcrest Resort McGregor LLC, d/b/a **Hillcrest Resort** – Shamrock Township  
This establishment has an address of 20612 498<sup>th</sup> Lane, McGregor, MN 55760

Forestry Station Inc., d/b/a **Forestry Station** – Ball Bluff Township  
This establishment has an address of 67807 State Hwy 65, Jacobson, MN 55752

**“ON” and “SUNDAY” Sale:**

Kathryn E Eken, d/b/a **Jack’s Shack** – Rice River Township  
This establishment has an address of 29954 State Highway 56, McGregor, MN 55760

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

**FIVE MEMBERS PRESENT** All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 24<sup>th</sup> day of December 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 24<sup>th</sup> day of December A.D. 2013**

KIRK PEYSAR, County Auditor  
BY \_\_\_\_\_, Deputy

**SCOTT A. TURNER**  
**SHERIFF OF AITKIN COUNTY**

217 Second Street NW, RM #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**

<b>TO:</b>	Aitkin County Board	<b>DATE:</b>	December 23, 2013
<b>FROM:</b>	Scott A. Turner, Sheriff	<b>RE:</b>	2013-2015 Snowmobile Safety Enforcement Grant

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I would like to place the attached 2013-2015 Snowmobile Safety Enforcement Grant on board for December 24, 2013. This grant will allow us to be reimbursed \$12,290.00 divided between the next two Snowmobile seasons. I ask that all three (3) forms be signed and returned with a signed resolution.

Thank you.  
Scott A. Turner, Sheriff

By Commissioner: Napstad

122413-113

**2013-2015 Snowmobile Safety Enforcement Grant**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners approve the 2013-2015 Snowmobile Safety Enforcement Grant file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Auditor to sign the agreement in the amount of \$12,290.00 for the term of November 30, 2013 through June 30, 2015.

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 24<sup>th</sup> day of December 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 24<sup>th</sup> day of December A.D. 2013**

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

**STATE OF MINNESOTA  
ENCUMBRANCE WORKSHEET  
FOR SNOWMOBILE SAFETY  
ENFORCEMENT GRANTS**

**State Accounting Information:**

Contract No. 72132 PO# 3000050156

Agency Contract Identification No.: R2901

Agency: R29	Fiscal Year: 2014	Vendor Number: 0000197275-001
Total Amount of Contract: \$12,290.00	Amount of Contract First FY:	
Category: 84101501	Category:	Category:
Account: 441302	Account:	Account:
Amount: \$ 6,145.00	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund: 2101	Fund:	Fund:
Appr: R297404	Appr:	Appr:
FinDeptID: R2937714	FinDeptID:	FinDeptID:
CC1: 27822	CC1:	CC1:
Amount: \$ 6,145.00	Amount:	Amount:

Contract Start Date: November 30, 2013

Expiration Date: June 30, 2015

Contractor Name and Address: Debra Extsed  
Aitkin County Sheriff's Office  
217 Second Street Northwest, Room 185  
Aitkin, MN 56431



# STATE OF MINNESOTA GRANT AGREEMENT

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and Aitkin County Sheriff's Office, 217 Second Street N, Aitkin, MN 56431 ("GRANTEE").

## Recitals

1. Under Minn. Stat.84.024 the State is empowered to enter into this grant.
2. The State, under Laws of Minnesota 2013 Chapter 114, Article 3, Section 4, Subdivision 7, is authorized to provide reimbursement grants to counties to cover costs related to labor and equipment in the enforcement of off highway vehicle laws, rules and regulations, as well as holding staff training in the same, and providing local youth training classes, in the manner described in the Grantee's Proposed Budget.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement 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 Agreement

### 1 Term of Grant Agreement

1.1 **Effective date:** November 30, 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 agreement until this agreement is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**

1.2 **Expiration date:** June 30, 2015, 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 agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 17. Data Disclosure.

### 2 Grantee's Duties

The Grantee, who is not a state employee, will be reimbursed once annually, for only eligible Snowmobile Safety Enforcement Grants, including one or more of the following:

- Grantee staff time to participate in Snowmobile Safety activities, including attendance at training classes, also holding local safety training education programs for local riders. Training of grantee staff working to enforce any Snowmobile Safety related law, rule or regulation is **MANDATORY**.
- Snowmobile maintenance, fuel and enforcement related costs;
- Trailers, trailer maintenance and repair (not costs related to towing vehicle repair);
- Helmets and other related protective gear (no standard uniforms or equipment);
- Purchase of Snowmobiles for use in patrolling;
- Other equipment dedicated solely to Snowmobile Safety Enforcement work.

Submit ANNUAL Performance Reports and Reimbursement Requests for each year of participation in this Program. All needed documents to accomplish this are posted on the DNR website. The Grantee will be responsible for the administration, supervision, management, record keeping and program oversight required for the work performed under this agreement. Further, the Grantee is responsible for maintaining an adequate conflict of interest policy. Throughout the term of this agreement, the Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

POST on the Grantee's website, a copy of the two page performance report, in accordance with 2009 Laws of Minnesota, Chapter 37, Article 1, Section 4, subdivision 1.

### 3 Time

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

### 4 Consideration and Payment

4.1 **Consideration.** Funds made available pursuant to this Agreement shall be used only for expenses incurred in performing and accomplishing the purposes and activities specified herein. Notwithstanding all other provisions of this Agreement, it is understood that any reduction or termination of funds allocated to the State may result in a like reduction to the Grantee. The State will pay for all services performed by the Grantee under this grant agreement as follows:

(a) **Compensation.** The Grantee will be reimbursed up to \$ 6,145.00 in state fiscal year 2014, for expenses incurred between the effective date of the grant and June 30, 2014, and \$ 6,145.00 in fiscal year 2015, for expenses incurred between July 1, 2014, and June 30, 2015, as determined by the grant funding formula.

(b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed \$12,290.00.

#### 4.2. Payment

(a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be properly dated, and submitted in a timely manner, according to the following schedule:

Invoices for state fiscal year 2014 must be submitted **before** June 30, 2015. Invoices for state fiscal year 2015 must be submitted **before** June 30, 2016. Only submit **ONE** invoice for the total expenses incurred during each state fiscal year.

### 5 Conditions of Payment

All services provided by the Grantee under this grant agreement 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 for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law, or, for expenses incurred prior to the effective dates for each program year.

Eligible reimbursement costs may not exceed \$ 6,145.00 prior to July 1, 2014.

Eligible reimbursement costs may not exceed \$ 6,145.00 prior to July 1, 2015.

### 6 Authorized Representative

The State's Authorized Representative is Chuck Niska, Program Manager SR, 500 Lafayette Road, St. Paul, MN, (612) 756-4165, [chuck.niska@state.mn.us](mailto:chuck.niska@state.mn.us), or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Debra Exsted, Clerical Assistant, Aitkin County Sheriff's Office, 217 Second Street NW, Aitkin, MN 56431, (218) 927-7431, deb.exsted@co.aitkin.mn.us. If the Grantee's Authorized Representative changes at any time during this grant agreement, 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 agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.

7.2 **Amendments.** Any amendments to this grant agreement 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 agreement, or their successors in office.

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

7.4 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, 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 agreement 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 agreement.

## 9 **State Audits**

Under Minn. Stat. §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, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. § 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.

## 11 **Workers' Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 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 agreement 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 agreement.

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 agreement, 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 cancel this Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

## 15 **American Disabilities Act**

The Grantee must comply with the accessibility guidelines.

15.1 Americans with Disability Act Accessibility Guidelines for Buildings and Facilities ADAAG, 2002).

## 16 **Invasive Species Protection**

The DNR requires active steps to prevent or limit the introduction establishment and spread of invasive species during contracted work. The Grantee shall prevent invasive species from entering into or spreading within a county by inspecting, cleaning, draining and drying equipment prior to arriving at an enforcement site.

## 17 **Data Disclosure**

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. ' ' 16A.15 and 16C.05.*

Signed: B. Medd

Date: 12/4/13

SWIFT Contract/PO No(s) Contract: 72132  
PO # 3-50156

**2. GRANTEE**

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**

By: \_\_\_\_\_  
COL Kenneth E. Soring, (with delegated authority)

Title: Chief, MN DNR Division of Enforcement

Date: \_\_\_\_\_

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

# Aitkin County



DKB1  
12/27/13 2:18PM

Audit List for Board COMMISSIONER'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 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

DKB1  
12/27/13 2:18PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1	DEPT		Commissioners		
248	Association Of Mn Counties				
	01- 001- 000- 0000- 6241	P	AMC annual conf.- Westerlund	38427	Registration Fee
	01- 001- 000- 0000- 6241	P	AMC annual conf.- Napstad	38427	Registration Fee
	01- 001- 000- 0000- 6241	P	AMC annual conf.- Marcotte	38427	Registration Fee
248	Association Of Mn Counties		3 Transactions		
8175	Centurylink				
	01- 001- 000- 0000- 6250	P	Local phone	313645966	Telephone
8175	Centurylink		1 Transactions		
10185	Centurylink Communications Inc				
	01- 001- 000- 0000- 6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		1 Transactions		
10200	Marcotte/Anne Marie				
	01- 001- 000- 0000- 6340	P	Meals AMC Conference		Meals (Overnight)
	01- 001- 000- 0000- 6332	P	Hotel AMC Conference	12/8- 11/13	Hotel / Motel Lodging
	01- 001- 000- 0000- 6330	P	Mileage 10/16- 12/17/13	1380@.565	Transportation & Travel & Parking
10200	Marcotte/Anne Marie		3 Transactions		
9048	Napstad/Brian				
	01- 001- 000- 0000- 6330	P	AMC Mileage	304@.565	Transportation & Travel & Parking
9048	Napstad/Brian		1 Transactions		
86235	The Office Shop Inc				
	01- 001- 000- 0000- 6405	P	Board Packet folders	949843- 0	Office & Computer Supplies
86235	The Office Shop Inc		1 Transactions		
6097	Verizon Wireless				
	01- 001- 000- 0000- 6250	P	Cell Phone	28628780200001	Telephone
	01- 001- 000- 0000- 6250	P	Montly Mifi- 2184291781	78666388100002	Telephone
	01- 001- 000- 0000- 6250	P	Montly Mifi- 2184291791	78666388100002	Telephone
	01- 001- 000- 0000- 6250	P	Monthly iPad- 2184291545	78666388100002	Telephone
6097	Verizon Wireless		4 Transactions		
10895	Westerlund/Laurie Ann				
	01- 001- 000- 0000- 6330	P	MLLWMG - Onamia	136@.565	Transportation & Travel & Parking

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/27/13 2:18PM  
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
10895 Westerlund/Laurie Ann				
		76.84	1 Transactions	
1 DEPT Total:		2,993.16	Commissioners	8 Vendors 15 Transactions
12 DEPT			Court Administration	
8175 Centurylink				
01-012-000-0000-6250	P	120.14	Local phone Q1	313645966 Telephone
8175 Centurylink		120.14	1 Transactions	
10185 Centurylink Communications Inc				
01-012-000-0000-6250	P	26.46	LD PHONE- Q 1	320146217 Telephone
10185 Centurylink Communications Inc		26.46	1 Transactions	
10138 Frey Law Offices, Ltd				
01-012-000-0000-6232	P	75.00	Fees 01F305889	1256 Attorney Services
01-012-000-0000-6232	P	37.50	Fees 01JV121229	1257 Attorney Services
10138 Frey Law Offices, Ltd		112.50	2 Transactions	
10208 Ketola/Marvin E.				
01-012-000-0000-6232	P	450.00	Attorney fees	01-P4-99000194 Attorney Services
01-012-000-0000-6232	P	55.55	Costs/mileage	01-P4-99000194 Attorney Services
10208 Ketola/Marvin E.		505.55	2 Transactions	
2810 Larson/Shari S				
01-012-000-0000-6232	P	1,006.25	Fees	Attorney Services
			12/02/2013 12/17/2013	
01-012-000-0000-6232	P	31.64	Costs	Attorney Services
			12/02/2013 12/17/2013	
2810 Larson/Shari S		1,037.89	2 Transactions	
3699 O'Hara Jr., Ltd./William D.				
01-012-000-0000-6232	P	600.00	Attorney fees P5- 95- 464	18401 Attorney Services
3699 O'Hara Jr., Ltd./William D.		600.00	1 Transactions	
5176 Wetzel Law Firm				
01-012-000-0000-6232	P	135.00	Fees PX- 99- 99	2013- 0888 Attorney Services
01-012-000-0000-6232	P	1.00	Costs PX- 99- 99	2013- 0888 Attorney Services
5176 Wetzel Law Firm		136.00	2 Transactions	



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/27/13 2:18PM  
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
12 DEPT Total:		Court Administration	7 Vendors	11 Transactions
40 DEPT		Auditor		
88012 Aitkin Co Auditor 01-040-021-0000-6205	P	Postage for License Center		Postage
88012 Aitkin Co Auditor			1 Transactions	
783 Canon Financial Services, Inc 01-040-000-0000-6231	P	Copier contract 026-Dec	13345764	Services, Labor, Contracts
01-040-000-0000-6231		Copier contract 026-Jan	13345764	Services, Labor, Contracts
783 Canon Financial Services, Inc			2 Transactions	
12452 Catlin/Wesley 01-040-000-0000-5119	P	Pt Refund On/Off Sale license		Liquor Licenses
12452 Catlin/Wesley			1 Transactions	
8175 Centurylink 01-040-000-0000-6250	P	Local phone	313645966	Telephone
01-040-021-0000-6250	P	Local phone	314154028	License Center- Phone
8175 Centurylink			2 Transactions	
10185 Centurylink Communications Inc 01-040-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
10185 Centurylink Communications Inc			1 Transactions	
2386 Information Systems Corp 01-040-000-0000-6231		Licenses/Maintenance	23359	Services, Labor, Contracts
		03/01/2014 02/28/2015		
2386 Information Systems Corp			1 Transactions	
2966 MACO 01-040-000-0000-6240		2014 Dues		Dues
2966 MACO			1 Transactions	
86290 Mn Counties Information Systems 01-040-000-0000-6231		Payroll 2014 Qtrly Support	709	Services, Labor, Contracts
01-040-000-0000-6231		Finance 2014 Qtrly Support	709	Services, Labor, Contracts
01-040-000-0000-6231		Finance 2012 Qtrly adjustment	709	Services, Labor, Contracts
01-040-000-0000-6231		iSeries 400 2014 Qtr Tech Supp	709	Services, Labor, Contracts

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
01-040-000-0000-6231		iSeries 400 2012 Qtr Adjustmen	709	Services, Labor, Contracts
01-040-000-0000-6231	P	2013 Annual Presto Support	733	Services, Labor, Contracts
01-040-000-0000-6231		2014 Qtrly IFS Tech Support	746	Services, Labor, Contracts
01-040-000-0000-6231		2014 JIC User Group Annual Due	746	Services, Labor, Contracts
01-040-000-0000-6231		2014 IFS Enhancement Fee	746	Services, Labor, Contracts
01-040-000-0000-6231		2014 FormsPrint Support	746	Services, Labor, Contracts
01-040-000-0000-6231		2014 FormsPrint PDF/Email	746	Services, Labor, Contracts
<b>86290 Mn Counties Information Systems</b>			<b>11 Transactions</b>	
<b>86235 The Office Shop Inc</b>				
01-040-021-0000-6405	P	Cash Register Tape	269312-0	Office & Computer Supplies
01-040-021-0000-6405	P	Cash Register Tape	949685-0	Office & Computer Supplies
01-040-021-0000-6405	P	Calendar refill	950157-0	Office & Computer Supplies
<b>86235 The Office Shop Inc</b>			<b>3 Transactions</b>	
<b>40 DEPT Total:</b>		<b>9,388.50 Auditor</b>	<b>9 Vendors</b>	<b>23 Transactions</b>
<b>41 DEPT</b>		<b>Internal Audit</b>		
<b>3358 Minnesota State Auditor</b>				
01-041-000-0000-6231	O	Audit Services yr end 12/31/12	64046	Services, Labor, Etc
		09/11/2013 10/08/2013		
<b>3358 Minnesota State Auditor</b>			<b>1 Transactions</b>	
<b>41 DEPT Total:</b>		<b>10,123.50 Internal Audit</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>42 DEPT</b>		<b>Treasurer</b>		
<b>8175 Centurylink</b>				
01-042-000-0000-6250	P	Local phone	313645966	Telephone
<b>8175 Centurylink</b>			<b>1 Transactions</b>	
<b>10185 Centurylink Communications Inc</b>				
01-042-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
<b>10185 Centurylink Communications Inc</b>			<b>1 Transactions</b>	
<b>2386 Information Systems Corp</b>				
01-042-000-0000-6231		Licenses/Maintenance	23359	Services, Labor, Contracts
		03/01/2014 02/28/2015		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/27/13 2:18PM  
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
2386	Information Systems Corp			1 Transactions	
2966	MACO				
	01-042-000-0000-6240		2014 Dues		Dues
2966	MACO			1 Transactions	
86235	The Office Shop Inc				
	01-042-000-0000-6405	P	Ink for scanner	950320-0	Office & Computer Supplies
86235	The Office Shop Inc			1 Transactions	
42	DEPT Total:		Treasurer	5 Vendors	5 Transactions
43	DEPT		Assessor		
8175	Centurylink				
	01-043-000-0000-6250	P	Local phone	313645966	Telephone
8175	Centurylink			1 Transactions	
10185	Centurylink Communications Inc				
	01-043-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc			1 Transactions	
10330	Dangers/Mike				
	01-043-000-0000-6330	P	Mileage Strategic Planning	136@.465	Transportation & Travel & Parking
10330	Dangers/Mike			1 Transactions	
12328	Ramsland & Vigen, Inc.				
	01-043-000-0000-6232	P	expert witness- Blandin tax crt	12-069-3	Attorney Services
12328	Ramsland & Vigen, Inc.			1 Transactions	
43	DEPT Total:		Assessor	4 Vendors	4 Transactions
44	DEPT		Central Services		
248	Association Of Mn Counties				
	01-044-000-0000-6240		2014 AMC dues	38466	Central Svcs Dues
248	Association Of Mn Counties			1 Transactions	
783	Canon Financial Services, Inc				
	01-044-000-0000-6231	P	Copier contract 019	13345761	Services, Labor, Contracts

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/27/13 2:18PM  
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
783	Canon Financial Services, Inc				
			1 Transactions		
10185	Centurylink Communications Inc				
	01-044-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
	01-044-000-0000-6250	P	Toll Free phone charges	320295974	Telephone
			12/09/2013 01/08/2014		
10185	Centurylink Communications Inc				
			2 Transactions		
12952	Frankman, J.D./Janice K.				
	01-044-000-0000-6231	P	jailer/dispatch arbitr.fees		Services, Labor, Contracts
	01-044-000-0000-6231	P	jailer/dispatch arbitr.costs		Services, Labor, Contracts
12952	Frankman, J.D./Janice K.				
			2 Transactions		
2386	Information Systems Corp				
	01-044-000-0000-6231		Licenses/Maintenance	23359	Services, Labor, Contracts
			03/01/2014 02/28/2015		
	01-044-196-0000-6625		Licenses/Maintenance	23359	Recorders Equip Fund Exp. 357.18 Subd 4
			03/01/2014 02/28/2015		
2386	Information Systems Corp				
			2 Transactions		
86290	Mn Counties Information Systems				
	01-044-000-0000-6231		2014 Strategic Plan Fee 2 of 3	759	Services, Labor, Contracts
86290	Mn Counties Information Systems				
			1 Transactions		
9671	Pitney Bowes				
	01-044-048-0000-6301	P	Rental charges	8410541-DC13	Postage Rentals
9671	Pitney Bowes				
			1 Transactions		
5748	Purchase Power				
	01-044-048-0000-6205	P	Postage	44465268	Postage
5748	Purchase Power				
			1 Transactions		
44	DEPT Total:		Central Services	8 Vendors	11 Transactions
45	DEPT		Motor Pool		
11960	ASAP Towing				
	01-045-000-0000-6302	P	Tow #4 Impala	2014	Car Maintenance
11960	ASAP Towing				
			1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
45 DEPT Total:		Motor Pool	1 Vendors	1 Transactions
49 DEPT		Information Technologies		
5398 CDW Government, Inc 01-049-000-0000-6402	P	Hard Drives	HP72044	Computer Supplies & Software
5398 CDW Government, Inc			1 Transactions	
8175 Centurylink 01-049-000-0000-6250	P	Local phone	313645966	Telephone
8175 Centurylink			1 Transactions	
10185 Centurylink Communications Inc 01-049-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
10185 Centurylink Communications Inc			1 Transactions	
86290 Mn Counties Information Systems				
01-049-000-0000-6231		2014 Property Tax Qtr Support	709	Programming, Services, Contracts
01-049-000-0000-6231		2012 Prop Tax Qtrly Adjustment	709	Programming, Services, Contracts
01-049-000-0000-6231		2014 Property Tax Qtr Support	709	Programming, Services, Contracts
01-049-000-0000-6231		2012 Prop Tax Qtrly Adjustment	709	Programming, Services, Contracts
01-049-000-0000-6231		Network 2014 Qtr Tech Support	709	Programming, Services, Contracts
01-049-000-0000-6231		Network 2012 Qtr Adjustment	709	Programming, Services, Contracts
01-049-000-0000-6231	P	2013 Annual Presto Support	733	Programming, Services, Contracts
86290 Mn Counties Information Systems			7 Transactions	
49 DEPT Total:		Information Technologies	4 Vendors	10 Transactions
52 DEPT		Administration/Personnel Dept		
248 Association Of Mn Counties 01-052-000-0000-6241	P	AMC annual conf.- Wussow	38427	Registration Fee
248 Association Of Mn Counties			1 Transactions	
8175 Centurylink 01-052-000-0000-6250	P	Local phone	313645966	Telephone
8175 Centurylink			1 Transactions	
10185 Centurylink Communications Inc 01-052-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKBI  
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10185 Centurylink Communications Inc		1 Transactions		
36.48				
88880 Datacomm Computers & Networks Inc				
01-052-000-0000-6625 P		Computer for Nicole	7041	Office Equipment
956.53				
88880 Datacomm Computers & Networks Inc		1 Transactions		
956.53				
10629 Ergometrics & Applied Personnel Research				
01-052-000-0000-6208 P		Tests, scoring service	116149	Training/Education
417.96				
10629 Ergometrics & Applied Personnel Research		1 Transactions		
417.96				
2386 Information Systems Corp				
01-052-000-0000-6231		Licenses/Maintenance	23359	Services, Labor, Contracts
483.00		03/01/2014 02/28/2015		
2386 Information Systems Corp		1 Transactions		
483.00				
11293 League Of Minnesota Cities				
01-052-000-0000-6241		2014 Workshop - Danielson		Registration Fee
75.00				
01-052-000-0000-6240		Membership IPMA - Danielson	2014	Dues & Subscriptions
50.00				
11293 League Of Minnesota Cities		2 Transactions		
125.00				
2946 Madden Galanter Hansen,LLP				
01-052-000-0000-6232 P		Arbitration services	11/19/13	Attorney Services
125.00				
01-052-000-0000-6232 P		Labor relation services	November	Attorney Services
1,656.00				
2946 Madden Galanter Hansen,LLP		2 Transactions		
1,781.00				
12048 McDowell Agency, Inc./The				
01-052-000-0000-6234 P		background screening	48779	Background Check Fee
35.00				
12048 McDowell Agency, Inc./The		1 Transactions		
35.00				
3462 MPELRA				
01-052-000-0000-6241		2014 winter conf. registration		Registration Fee
75.00				
3462 MPELRA		1 Transactions		
75.00				
9985 Stearns Co Auditor- Treasurer				
01-052-000-0000-6208 O		Supervisor Training- Bobbie D	2013- 850	Training/Education
80.00				
9985 Stearns Co Auditor- Treasurer		1 Transactions		
80.00				
86235 The Office Shop Inc				
01-052-000-0000-6625 P		Step stool	269275- 0	Office Equipment
78.33				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
86235	The Office Shop Inc	P	HP Laser Toner	950472-0	Office & Computer Supplies
				2 Transactions	
6097	Verizon Wireless	P	Cell Phone	28628780200001	Telephone
				78666388100002	Telephone
6097	Verizon Wireless	P	Monthly Mifi- 2184291740		
				2 Transactions	
52	DEPT Total:		Administration/Personnel Dept	13 Vendors	17 Transactions
90	DEPT		Attorney		
340	Anoka Co Sheriff	O	subpoena svc 01CR13507	13005966	Co Sheriff Services
				1 Transactions	
11164	Burnett County Circuit Court	O	Certified Copy	98- CT- 19	Co Sheriff Services
				1 Transactions	
880	Carlton County Sheriff's Office	O	Subpoena 01cr13972	1321288	Co Sheriff Services
				1 Transactions	
8175	Centurylink	P	Local phone	313645966	Telephone
				1 Transactions	
10185	Centurylink Communications Inc	P	NOVEMBER LONG DISTANCE	320146217	Telephone
		P	Toll Free phone charges	320295974	Telephone
			12/09/2013 01/08/2014		
10185	Centurylink Communications Inc			2 Transactions	
1180	Crow Wing Co Sheriff's Office	O	Subpoena 01cr13483	77596	Co Sheriff Services
				1 Transactions	
10855	Culligan	P	Monthly water	150x00667402	Drug & Forfeiture Ms387.213

# Aitkin County



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DKB1  
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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10855	Culligan				
			1 Transactions		
2390	Itasca Co Sheriff				
	01-090-000-0000-6234	O	Subpoena Lubins	3667	Co Sheriff Services
2390	Itasca Co Sheriff				
			1 Transactions		
3363	Minnesota State Bar Association				
	01-090-000-0000-6406	O	MN DWI Deskbook 2013	613972	Law Publ. & Subscriptions
3363	Minnesota State Bar Association				
			1 Transactions		
8454	Ramsey County Sheriff				
	01-090-000-0000-6234	O	subpoena 01CR13541	2013010144	Co Sheriff Services
			08/05/2013 09/25/2013		
8454	Ramsey County Sheriff				
			1 Transactions		
9489	Redwood Toxicology Laboratory, Inc				
	01-090-000-0000-6213	P	UA reimbursement	122891201311	Drug & Forfeiture Ms387.213
9489	Redwood Toxicology Laboratory, Inc				
			1 Transactions		
86235	The Office Shop Inc				
	01-090-000-0000-6625	P	Lisa R's chair	950503-0	Office Equipment
86235	The Office Shop Inc				
			1 Transactions		
10930	Tidholm Productions				
	01-090-000-0000-6405	P	Court Reporter file folders	67754736	Office & Computer Supplies
10930	Tidholm Productions				
			1 Transactions		
5173	West Payment Center				
	01-090-000-0000-6406	P	MN Practice Series	828621094	Law Publ. & Subscriptions
5173	West Payment Center				
			1 Transactions		
90	DEPT Total:		Attorney	14 Vendors	15 Transactions
100	DEPT		Recorder		
8175	Centurylink				
	01-100-000-0000-6250	P	Local phone	313645966	Telephone
8175	Centurylink				
			1 Transactions		
10185	Centurylink Communications Inc				



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
10185	Centurylink Communications Inc	P	NOVEMBER LONG DISTANCE	320146217	Telephone
			18.66		
			18.66	1 Transactions	
2966	MACO		2014 Dues		Dues
	01-100-000-0000-6240		360.00		
2966	MACO		360.00	1 Transactions	
4233	S & T Office Products Inc		Tape, trans,magic,3/4w	01QC8132	Office & Computer Supplies
	01-100-000-0000-6405	P	27.19		
4233	S & T Office Products Inc		27.19	1 Transactions	
100	DEPT Total:		428.38	Recorder	4 Vendors
					4 Transactions
110	DEPT		Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services		tissue,towels,soap,mop	2200460353	Janitorial Supplies
	01-110-000-0000-6422	P	49.08		
8239	Ameripride Linen & Apparel Services		49.08	1 Transactions	
12106	Antoine Electric		Repair air compressor	13421	Services, Labor, Contracts
	01-110-000-0000-6231	P	274.37		
12106	Antoine Electric		274.37	1 Transactions	
86467	Auto Value Aitkin		Blind spot mirrors	40037915	Repair & Maintenance
	01-110-000-0000-6590	P	3.93		
86467	Auto Value Aitkin		3.93	1 Transactions	
8175	Centurylink		Local phone	313645966	Phone
	01-110-000-0000-6250	P	15.02		
8175	Centurylink		15.02	1 Transactions	
10185	Centurylink Communications Inc		NOVEMBER LONG DISTANCE	320146217	Phone
	01-110-000-0000-6250	P	3.16		
10185	Centurylink Communications Inc		3.16	1 Transactions	
1310	Door Doctor		Service opener	34754	Repair & Maintenance
	01-110-000-0000-6590	P	75.00		
1310	Door Doctor		75.00	1 Transactions	
1491	Dutch's Electric, Inc				

# Aitkin County



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DKB1  
12/27/13 2:18PM  
1 General Fund

Vendor Name	<u>No.</u>	<u>Account/Formula</u>	<u>Rpt</u>	<u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Paid On Bhf #</u>	<u>Account/Formula Description</u>	<u>On Behalf of Name</u>
		01-110-000-0000-6231	P		34.00	STS garage door		13435		Services, Labor, Contracts	
		01-110-000-0000-6231	P		34.00	Land Dept garage door		13436		Services, Labor, Contracts	
		01-110-000-0000-6231	P		83.69	Change photo eye		21516		Services, Labor, Contracts	
		01-110-000-0000-6231	P		92.90	Ballast in Court Admin		21525		Services, Labor, Contracts	
1491	Dutch's Electric, Inc				244.59				4 Transactions		
1598	Ferrara's Htg Air Cond & Refrig Inc										
		01-110-000-0000-6590	P		311.63	Repair unit heater		6836		Repair & Maintenance	
1598	Ferrara's Htg Air Cond & Refrig Inc				311.63				1 Transactions		
2186	Hillyard Inc - Kansas City										
		01-110-000-0000-6422	P		420.68	Ice melter, bag filters		600959292		Janitorial Supplies	
2186	Hillyard Inc - Kansas City				420.68				1 Transactions		
11889	Honeywell International Inc.										
		01-110-000-0000-6231			2,816.70	Quarterly Maint. 40099506		5227870630		Services, Labor, Contracts	
						01/15/2014	04/14/2014				
11889	Honeywell International Inc.				2,816.70				1 Transactions		
3950	Public Utilities										
		01-110-000-0000-6254	P		1,666.32	Electr.Courthouse				Utilities & Heating	
		01-110-000-0000-6254	P		16.26	Old County Garage				Utilities & Heating	
		01-110-000-0000-6254	P		387.54	Jail West Annex				Utilities & Heating	
		01-110-000-0000-6254	P		182.65	CH Bldg Coordinator				Utilities & Heating	
		01-110-000-0000-6254	P		139.14	Glarco				Utilities & Heating	
		01-110-000-0000-6254	P		140.31	LA Tool Building				Utilities & Heating	
3950	Public Utilities				2,532.22				6 Transactions		
9263	Skaj Landscaping & Home Maintenance, Ir										
		01-110-000-0000-6231	P		810.00	Plowing 12/3 & 12/4 9@90		2013-171		Services, Labor, Contracts	
9263	Skaj Landscaping & Home Maintenance, Ir				810.00				1 Transactions		
6097	Verizon Wireless										
		01-110-000-0000-6250	P		33.05	Cell Phone		28628780200001		Phone	
6097	Verizon Wireless				33.05				1 Transactions		
110	DEPT Total:				7,589.43	Courthouse Maintenance			13 Vendors		21 Transactions
120	DEPT					Service Officer					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/27/13 2:18PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
8175	Centurylink				
	01-120-000-0000-6250	P	Local phone	313645966	Telephone
8175	Centurylink				
			7.51		
			7.51		1 Transactions
10185	Centurylink Communications Inc				
	01-120-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
	01-120-000-0000-6250	P	Toll Free phone charges	320295974	Telephone
			12/09/2013 01/08/2014		
10185	Centurylink Communications Inc				
			17.85		2 Transactions
10097	Harms Monroe/Penny				
	01-120-000-0000-6330	P	mileage- Move MN Transp.mtg	172@.465	Transportation & Travel
10097	Harms Monroe/Penny				
			79.98		1 Transactions
			79.98		
3225	Mn Assoc Of CVSO				
	01-120-000-0000-6240		2014 Dues		Dues
	01-120-000-0000-6241		2014 conf.preregistration		Registration Fee
3225	Mn Assoc Of CVSO				
			150.00		2 Transactions
86235	The Office Shop Inc				
	01-120-000-0000-6625	P	Receipt books	949844-0	Office Equipment
86235	The Office Shop Inc				
			26.90		1 Transactions
			26.90		
120	DEPT Total:		282.24	Service Officer	5 Vendors 7 Transactions
122	DEPT			Planning & Zoning	
783	Canon Financial Services, Inc				
	01-122-000-0000-6231	P	Copier contract 017	13345759	Services, Labor, Contracts, Programming
783	Canon Financial Services, Inc				
			338.92		1 Transactions
			338.92		
12972	Carlsten/Loren & Dianne				
	01-122-000-0000-6820	P	partial refund	40115	Refunds & Reimbursements
12972	Carlsten/Loren & Dianne				
			75.00		1 Transactions
			75.00		
8175	Centurylink				
	01-122-000-0000-6250	P	Local phone	313645966	Telephone
8175	Centurylink				
			52.56		1 Transactions
			52.56		
10185	Centurylink Communications Inc				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/27/13 2:18PM  
1 General Fund

Vendor Name	<u>No.</u>	<u>Account/Formula</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
			<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10185 Centurylink Communications Inc	01-122-000-0000-6250		P	36.16	NOVEMBER LONG DISTANCE	320146217	Telephone
				36.16	1 Transactions		
11988 Harwarth/Robert	01-122-000-0000-6350		P	35.00	PC Meeting	12/16/2013	Per Diem
	01-122-000-0000-6350		P	10.00	PC Onsite	40096I	Per Diem
	01-122-038-0000-6330		P	53.11	PC Mileage	94@.565	Boa/Pc Mileage
11988 Harwarth/Robert				98.11	3 Transactions		
2386 Information Systems Corp	01-122-000-0000-6231			2,205.00	Licenses/Maintenance	23359	Services, Labor, Contracts, Programming
					03/01/2014 02/28/2015		
2386 Information Systems Corp				2,205.00	1 Transactions		
11990 Lange/David	01-122-000-0000-6350		P	35.00	PC Meeting	12/16/2013	Per Diem
	01-122-038-0000-6330		P	131.08	PC Mileage	232@.565	Boa/Pc Mileage
	01-122-000-0000-6350		P	10.00	PC Onsite	40096I	Per Diem
11990 Lange/David				176.08	3 Transactions		
8374 Lueck/Dale	01-122-000-0000-6350		P	35.00	PC Meeting	12/16/2013	Per Diem
	01-122-000-0000-6350		P	10.00	PC onsite	40096I	Per Diem
	01-122-038-0000-6330		P	47.46	PC Mileage	84@.565	Boa/Pc Mileage
8374 Lueck/Dale				92.46	3 Transactions		
5516 Paquette/Jeremy M	01-122-000-0000-6350		P	35.00	PC Meeting	12/16/2013	Per Diem
	01-122-038-0000-6330		P	80.80	PC Mileage	143@.565	Boa/Pc Mileage
	01-122-000-0000-6350		P	10.00	PC Onsite	40096I	Per Diem
5516 Paquette/Jeremy M				125.80	3 Transactions		
6097 Verizon Wireless	01-122-000-0000-6250		P	41.11	cell phone	380690138	Telephone
					11/14/2013 12/13/2013		
6097 Verizon Wireless				41.11	1 Transactions		
122 DEPT Total:				3,241.20	Planning & Zoning	10 Vendors	18 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
123	DEPT		Coroner		
2939	McGee P.A./M.B.				
	01-123-000-0000-6231	P	Med.Exam services for 2013	2031	Coroner Fees
2939	McGee P.A./M.B.		1 Transactions		
123	DEPT Total:		Coroner	1 Vendors	1 Transactions
3,000.00					
200	DEPT		Enforcement		
11960	ASAP Towing				
	01-200-000-0000-6359	P	tow #223 squad from ACSO	2012	Wrecker Service
11960	ASAP Towing		1 Transactions		
80.16					
8175	Centurylink				
	01-200-000-0000-6250	P	Local phone	313645966	Telephone
	01-200-000-0000-6250	P	Local phone- PROBATION	313645966	Telephone
8175	Centurylink		2 Transactions		
255.30					
10185	Centurylink Communications Inc				
	01-200-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
	01-200-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
	01-200-000-0000-6250	P	Toll Free phone charges	320295974	Telephone
			12/09/2013 01/08/2014		
10185	Centurylink Communications Inc		3 Transactions		
165.68					
1059	CMI, Inc.				
	01-200-000-0000-6409	P	compressed gas cylinders	794560	Deputy Supplies
	01-200-000-0000-6409	P	compressed gas cylinders	794594	Deputy Supplies
1059	CMI, Inc.		2 Transactions		
168.86					
9642	Fleet Services				
	01-200-000-0000-6511	P	Nov/Dec gas	0424007043961	Gas And Oil
9642	Fleet Services		1 Transactions		
4,954.69					
10567	Lake Country Auto Center Of Aitkin				
	01-200-000-0000-6302	P	oil change,tire rotate #212	16032	Car Maintenance
	01-200-000-0000-6302	P	oil change,tire rotate #206	16079	Car Maintenance
	01-200-000-0000-6302	P	oil change #225	16126	Car Maintenance
	01-200-000-0000-6302	P	oil change #209	16151	Car Maintenance
	01-200-000-0000-6302	P	4 tires/oil change- #208	16182	Car Maintenance
71.99					
71.99					
51.99					
51.99					
666.32					

# Aitkin County



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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
10567 Lake Country Auto Center Of Aitkin			5 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea				
01-200-000-0000-6254	P	Fleming Tower	271300302	Utilities
01-200-000-0000-6254	P	Fleming Tower	345401501	Utilities
3160 Mille Lacs Energy Coop- Albert Lea			2 Transactions	
3371 Minnesota Sheriffs' Association				
01-200-000-0000-6240		2014 Lex.Polic.Project Dues	14-0088	Dues
		01/01/2014 12/31/2014		
01-200-000-0000-6240		MAS 2014 DUES	14-1001	Dues
3371 Minnesota Sheriffs' Association			2 Transactions	
6038 Mississippi Landing				
01-200-000-0000-6511	P	#209 gas	612914	Gas And Oil
01-200-000-0000-6511	P	#209 gas	612915	Gas And Oil
6038 Mississippi Landing			2 Transactions	
3712 Office Depot				
01-200-000-0000-6405	P	toner/printer cartridges	688134632001	Office Supplies
3712 Office Depot			1 Transactions	
4010 Rasley Oil Company				
01-200-000-0000-6511	P	November Gas	AITCOSHERS	Gas And Oil
4010 Rasley Oil Company			1 Transactions	
4233 S & T Office Products Inc				
01-200-000-0000-6405	P	office supplies	01QD2790	Office Supplies
01-200-000-0000-6405	P	office supplies	01QD3186	Office Supplies
4233 S & T Office Products Inc			2 Transactions	
86235 The Office Shop Inc				
01-200-000-0000-6405	P	chair caster	949975-0	Office Supplies
01-200-000-0000-6405	P	toner	950019-0	Office Supplies
86235 The Office Shop Inc			2 Transactions	
6128 Tire Barn				
01-200-000-0000-6302	P	4 tires/install #219	26085	Car Maintenance

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
6128 Tire Barn		565.69	1 Transactions	
4870 Turner/Scott A.				
01- 200- 003- 0000- 6330	P	70.22	mileage- MSA winter conf. 12/08/2013 12/10/2013	151@.465 Transportation & Travel & Parking
4870 Turner/Scott A.		70.22	1 Transactions	
6097 Verizon Wireless				
01- 200- 000- 0000- 6250	P	587.22	cell phone 11/11/2013 12/10/2013	286090412 Telephone
01- 200- 000- 0000- 6250	P	260.26	squad PC connections	786663881 Telephone
6097 Verizon Wireless		847.48	2 Transactions	
5066 Visa				
01- 200- 000- 0000- 6405	P	52.71	roll paper cutter/evidence rm	#3074- card 1 Office Supplies
01- 200- 000- 0000- 6405	P	48.36	late fee/finance charge	#3074- card 1 Office Supplies
01- 200- 000- 0000- 6610	P	372.00	digital cameras	#3082- card 2 Equipment & Radios
01- 200- 003- 0000- 6332	P	545.36	Hotel/financial records trng 11/18/2013 11/22/2013	#3082- card 2 Hotels / Motels
01- 200- 003- 0000- 6340	P	36.99	meals/financial records trng	#3082- card 2 Meals
01- 200- 003- 0000- 6241	P	135.00	Registr./Mental Health Trainin 12/18/2013 12/18/2013	#3090- card 3 Registration Fee
5066 Visa		1,190.42	6 Transactions	
200 DEPT Total:		14,830.96	Enforcement	17 Vendors 36 Transactions
202 DEPT			Boat & Water	
3950 Public Utilities				
01- 202- 000- 0000- 6254	P	16.26	Boat & Water	Utilities
3950 Public Utilities		16.26	1 Transactions	
202 DEPT Total:		16.26	Boat & Water	1 Vendors 1 Transactions
203 DEPT			Snowmobile	
9642 Fleet Services				
01- 203- 000- 0000- 6511	P	523.54	Nov/Dec gas	0424007043961 Gas And Oil
9642 Fleet Services		523.54	1 Transactions	

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
6097	Verizon Wireless				
	01- 203- 000- 0000- 6250	P	cell phone	286090412	Telephone
			11/11/2013 12/10/2013		
6097	Verizon Wireless			1 Transactions	
203	DEPT Total:		576.24	Snowmobile	2 Vendors 2 Transactions
252	DEPT			Corrections	
12106	Antoine Electric				
	01- 252- 000- 0000- 6590	P	diag.grocery entry heater	13428	Repair & Maintenance Supplies
	01- 252- 000- 0000- 6590	P	replace exit sign light	13429	Repair & Maintenance Supplies
12106	Antoine Electric			2 Transactions	
179.07					
8175	Centurylink				
	01- 252- 000- 0000- 6250	P	Local phone	313645966	Telephone
8175	Centurylink			1 Transactions	
120.14					
10185	Centurylink Communications Inc				
	01- 252- 000- 0000- 6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
	01- 252- 000- 0000- 6250	P	Toll Free phone charges	320295974	Telephone
			12/09/2013 01/08/2014		
10185	Centurylink Communications Inc			2 Transactions	
99.16					
88880	Datacomm Computers & Networks Inc				
	01- 252- 000- 0000- 6610	P	booking replacement battery	7081	Equipment
88880	Datacomm Computers & Networks Inc			1 Transactions	
69.47					
9642	Fleet Services				
	01- 252- 000- 0000- 6330	P	Nov/Dec gas	0424007043961	Prisoner Transportation & Travel
9642	Fleet Services			1 Transactions	
218.44					
218.44					
2186	Hillyard Inc - Kansas City				
	01- 252- 000- 0000- 6422	P	janitorial	600959328	Janitorial Supplies
	01- 252- 000- 0000- 6405	P	gloves, filters	600966942	Office & Computer Supplies
2186	Hillyard Inc - Kansas City			2 Transactions	
555.11					
91187	Lake Country Power				
	01- 252- 000- 0000- 6254	P	Quadna Tower	1501827050	Utilities & Heating
61.57					



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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
91187 Lake Country Power				
		61.57	1 Transactions	
9692 Minnesota Energy Resources Corporation				
01- 252- 000- 0000- 6254	P	158.56	GAS- STS	4058862- 09
01- 252- 000- 0000- 6254	P	598.48	GAS- JAIL	4244670- 0
01- 252- 000- 0000- 6254	P	1,941.09	GAS- JAIL	4334475- 3
9692 Minnesota Energy Resources Corporation		2,698.13	3 Transactions	Utilities & Heating Utilities & Heating Utilities & Heating
3712 Office Depot				
01- 252- 000- 0000- 6405	P	253.00	toner/printer cartridges	688134632001
3712 Office Depot		253.00	1 Transactions	Office & Computer Supplies
3789 Pan- O- Gold Baking Company				
01- 252- 000- 0000- 6418	P	163.04	groceries	010024333925
01- 252- 000- 0000- 6418	P	121.81	groceries	010024334626
3789 Pan- O- Gold Baking Company		284.85	2 Transactions	Groceries Groceries
3950 Public Utilities				
01- 252- 000- 0000- 6254	P	60.74	Sheriffs Garage	
01- 252- 000- 0000- 6254	P	1,493.05	New Jail	
01- 252- 000- 0000- 6254	P	4,692.02	New Jail 2	
3950 Public Utilities		6,245.81	3 Transactions	Utilities & Heating Utilities & Heating Utilities & Heating
4233 S & T Office Products Inc				
01- 252- 000- 0000- 6405	P	90.76	office supplies	01QD2790
01- 252- 000- 0000- 6405	P	15.72	office supplies	01QD3186
4233 S & T Office Products Inc		106.48	2 Transactions	Office & Computer Supplies Office & Computer Supplies
4761 Sysco Minnesota Inc				
01- 252- 000- 0000- 6418	P	10.24-	credit	211231552Z
01- 252- 000- 0000- 6418	P	17.80-	credit	212130319
01- 252- 000- 0000- 6418	P	19.92-	credit	302070367
01- 252- 000- 0000- 6418	P	22.16-	credit	302210190
01- 252- 000- 0000- 6418	P	23.24-	credit	302280169
01- 252- 000- 0000- 6418	P	42.81-	credit	303280154
01- 252- 000- 0000- 6418	P	29.98-	credit	304040155
01- 252- 000- 0000- 6418	P	46.46-	credit	305230824
01- 252- 000- 0000- 6418	P	41.32-	credit	306271063
01- 252- 000- 0000- 6418	P	14.11-	credit	308010887

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	
				<u>On Behalf of Name</u>	
01-252-000-0000-6418	P	14.11-	credit	310100172	Groceries
01-252-000-0000-6418	P	14.11-	credit	310240216	Groceries
01-252-000-0000-6418	P	37.94-	credit	311070315	Groceries
01-252-000-0000-6418	P	1,740.78	Groceries	312050136	Groceries
01-252-000-0000-6418	P	2,152.44	Groceries	312120179	Groceries
4761 Sysco Minnesota Inc		3,559.02			15 Transactions
6097 Verizon Wireless					
01-252-000-0000-6250	P	66.12	cell phone	286090412	Telephone
			11/11/2013	12/10/2013	
01-252-000-0000-6250	P	26.02	cell phone	786663881	Telephone
6097 Verizon Wireless		92.14			2 Transactions
5066 Visa					
01-252-000-0000-6405	P	28.80	humidifier filters for Dispatc	#3074- card 1	Office & Computer Supplies
5066 Visa		28.80			1 Transactions
252 DEPT Total:		14,571.19	Corrections	15 Vendors	39 Transactions
253 DEPT			Aitkin Co Community Corrections		
8175 Centurylink					
01-253-000-0000-6250	P	7.51	Local phone	313645966	Telephone
8175 Centurylink		7.51			1 Transactions
10185 Centurylink Communications Inc					
01-253-000-0000-6250	P	2.53	NOVEMBER LONG DISTANCE	320146217	Telephone
10185 Centurylink Communications Inc		2.53			1 Transactions
10327 Northwestern MN Juvenile Ctr- Evaluati					
01-253-000-0000-6204	P	3,582.00	secure detention 9/1-9/18/13	103- 89- 1	Juvenile Detention
10327 Northwestern MN Juvenile Ctr- Evaluati		3,582.00			1 Transactions
4010 Rasley Oil Company					
01-253-000-0000-6511	P	405.84	November Gas	AITCOSHERS	Gas And Oil
4010 Rasley Oil Company		405.84			1 Transactions
5551 Unclaimed Freight North					
01-253-000-0000-6405	P	10.67	trouble light	12/17/13	Operating Supplies

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5551	Unclaimed Freight North			1 Transactions	
253	DEPT Total:		4,008.55	Aitkin Co Community Corrections	5 Vendors 5 Transactions
254	DEPT			Enhanced 911 System	
12582	Emergency Communications Network, LL 01-254-000-0000-6231		6,884.00	CodeRED 01/01/2014 12/31/2014	ECN015445 Services, Labor, Contracts
12582	Emergency Communications Network, LL		6,884.00	1 Transactions	
254	DEPT Total:		6,884.00	Enhanced 911 System	1 Vendors 1 Transactions
255	DEPT			General Crime Victim Grant	
8175	Centurylink 01-255-000-0000-6250	P	7.51	Local phone	313645966 Telephone
8175	Centurylink		7.51	1 Transactions	
10185	Centurylink Communications Inc 01-255-000-0000-6250	P	5.27	NOVEMBER LONG DISTANCE	320146217 Telephone
10185	Centurylink Communications Inc		5.27	1 Transactions	
255	DEPT Total:		12.78	General Crime Victim Grant	2 Vendors 2 Transactions
257	DEPT			Sobriety Court	
11997	Minnesota Monitoring 01-257-022-0000-6406	P	255.00	November EHM Johnson	2774 Sobriety Crt Expenses
11997	Minnesota Monitoring		255.00	1 Transactions	
9489	Redwood Toxicology Laboratory, Inc 01-257-022-0000-6406	P	53.00	Testing	126458201311 Sobriety Crt Expenses
9489	Redwood Toxicology Laboratory, Inc		53.00	1 Transactions	
6146	RS Eden 01-257-022-0000-6406	P	41.80	Oct drug testing	48072 Sobriety Crt Expenses
6146	RS Eden		41.80	1 Transactions	

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
257 DEPT Total:		Sobriety Court	3 Vendors	3 Transactions
280 DEPT		Emergency Management		
8175 Centurylink				
01-280-000-0000-6250	P	Local phone	313645966	Telephone
8175 Centurylink				1 Transactions
10185 Centurylink Communications Inc				
01-280-000-0000-6250	P	Toll Free phone charges	320295974	Telephone
		12/09/2013 01/08/2014		
10185 Centurylink Communications Inc				1 Transactions
280 DEPT Total:		Emergency Management	2 Vendors	2 Transactions
390 DEPT		Environmental Health (FBL)		
8175 Centurylink				
01-390-000-0000-6250	P	Local phone	313645966	Telephone
8175 Centurylink				1 Transactions
10185 Centurylink Communications Inc				
01-390-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
10185 Centurylink Communications Inc				1 Transactions
390 DEPT Total:		Environmental Health (FBL)	2 Vendors	2 Transactions
391 DEPT		Solid Waste		
8175 Centurylink				
01-391-000-0000-6250	P	Local phone	313645966	Telephone
8175 Centurylink				1 Transactions
10185 Centurylink Communications Inc				
01-391-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
10185 Centurylink Communications Inc				1 Transactions
2763 J & H Transfer Station- Lakes Sanitary				
01-391-060-0000-6360	P	Monthly Recycling	November	Recycling Contract
2763 J & H Transfer Station- Lakes Sanitary				1 Transactions

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
3503 Neff/Terry B. 01- 391- 000- 0000- 6405	P	reimb.for rubber boots		Office & Film Supplies
3503 Neff/Terry B.			1 Transactions	
391 DEPT Total:		2,620.15 Solid Waste	4 Vendors	4 Transactions
500 DEPT		Library And Historical Society		
9163 Hommes/Linda Jeanne 01- 500- 500- 0000- 6350	P	ECRL Board Mtg - Cambridge	10/14/13	Library Per Diem
01- 500- 500- 0000- 6350	P	ECRL Personnel Mtg - Mora	10/21/13	Library Per Diem
01- 500- 500- 0000- 6350	P	ECRL Board mtg - Cambridge	12/16/13	Library Per Diem
01- 500- 500- 0000- 6350	P	ECRL Board meeting - Cambridge	8/12/13	Library Per Diem
01- 500- 500- 0000- 6350	P	ECRL Personnel mtg - Mora	8/5/13	Library Per Diem
01- 500- 500- 0000- 6350	P	ECRL Board Meeting - Wyoming	9/9/13	Library Per Diem
9163 Hommes/Linda Jeanne		210.00	6 Transactions	
500 DEPT Total:		210.00 Library And Historical Society	1 Vendors	6 Transactions
601 DEPT		Extension		
8175 Centurylink 01- 601- 000- 0000- 6250	P	Local phone	313645966	Telephone
8175 Centurylink		15.02	1 Transactions	
10185 Centurylink Communications Inc 01- 601- 000- 0000- 6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
10185 Centurylink Communications Inc		4.96	1 Transactions	
11187 Regents Of The University of Minnesota 01- 601- 000- 0000- 6262	P	Oct/Dec MOA Billing- Strande	0300010415	Univ Of Minn Contracts
11187 Regents Of The University of Minnesota		12,290.64	1 Transactions	
601 DEPT Total:		12,310.62 Extension	3 Vendors	3 Transactions
711 DEPT		Economic Development		
8175 Centurylink 01- 711- 000- 0000- 6250	P	Local phone	313645966	Telephone
8175 Centurylink		7.51	1 Transactions	

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DKB1  
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
		<u>Amount</u>		
10185 Centurylink Communications Inc 01- 711- 000- 0000- 6250	P	0.11	NOVEMBER LONG DISTANCE 320146217	Telephone
10185 Centurylink Communications Inc		0.11	1 Transactions	
711 DEPT Total:		7.62	Economic Development 2 Vendors	2 Transactions
1 Fund Total:		168,787.72	General Fund	272 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
301	DEPT		R&B Administration		
12136	Aitkin Rental Center 03-301-000-0000-6400	P	TABLE 121713	38108	Supplies And Materials
12136	Aitkin Rental Center		1 Transactions		
240	American Legion 03-301-000-0000-6400	P	3X5 US FLAG 121613	477617	Supplies And Materials
240	American Legion		1 Transactions		
783	Canon Financial Services, Inc 03-301-000-0000-6300	P	CONTRACT 121313	13345763	Service Contracts
783	Canon Financial Services, Inc		1 Transactions		
8175	Centurylink 03-301-000-0000-6250	P	HWY FAX 121113		Telephone
8175	Centurylink		1 Transactions		
11411	Charter Business 03-301-000-0000-6250	P	HWY PHONE 120913		Telephone
11411	Charter Business		1 Transactions		
9671	Pitney Bowes 03-301-000-0000-6205	P	LEASING 123113	2351056	Postage
9671	Pitney Bowes		1 Transactions		
86235	The Office Shop Inc 03-301-000-0000-6400	P	VACATION CALENDAR 121613	950159	Supplies And Materials
86235	The Office Shop Inc		1 Transactions		
6097	Verizon Wireless 03-301-000-0000-6250	P	JOHN CELL 121013	9716651158	Telephone
6097	Verizon Wireless		1 Transactions		
301	DEPT Total:		R&B Administration	8 Vendors	8 Transactions
303	DEPT		R&B Highway Maintenance		
657	Aitkin Glass Service 03-303-000-0000-6590	P	LABOR 121113	1476	Repair & Maintenance Supplies

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3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
657	Aitkin Glass Service		135.00	1 Transactions	
170	Aitkin Motor Company				
	03- 303- 000- 0000- 6590	P	84.16	OIL 121113 103892	Repair & Maintenance Supplies
170	Aitkin Motor Company		84.16	1 Transactions	
195	Aitkin Tire Shop				
	03- 303- 000- 0000- 6590	P	192.00	TIRE MOUNTING 112613 52803	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590	P	20.00	TIRE REPAIR 112713 52812	Repair & Maintenance Supplies
195	Aitkin Tire Shop		212.00	2 Transactions	
8239	Ameripride Linen & Apparel Services				
	03- 303- 000- 0000- 6523	P	47.46	SHOP LAUNDRY 121713 2200457717	Misc Bldg & Shop Supplies
	03- 303- 000- 0000- 6523	P	47.46	SHOP LAUNDRY 122413 2200460363	Misc Bldg & Shop Supplies
8239	Ameripride Linen & Apparel Services		94.92	2 Transactions	
7935	East Central Energy				
	03- 303- 000- 0000- 6254	P	166.67	POWER MCGRATH 121413 70415419	Utilities
7935	East Central Energy		166.67	1 Transactions	
7060	Federated Co- Ops Inc.				
	03- 303- 000- 0000- 6297	P	747.74	MCGRATH FUEL 120613	Shop Fuel
7060	Federated Co- Ops Inc.		747.74	1 Transactions	
9368	Firstlab				
	03- 303- 000- 0000- 6296	P	35.00	RANDOM DRUG TEST 120513 719240	Meeting Expense/Physicals
9368	Firstlab		35.00	1 Transactions	
1959	H & L Mesabi Inc				
	03- 303- 000- 0000- 6523	P	388.31	PLOW BOLTS NUTS 121213 89233	Misc Bldg & Shop Supplies
	03- 303- 000- 0000- 6523	P	1,210.62	4' BLADES 121213 89233	Misc Bldg & Shop Supplies
1959	H & L Mesabi Inc		1,598.93	2 Transactions	
91187	Lake Country Power				
	03- 303- 000- 0000- 6254	P	536.75	SWATARA POWER 120213 140946401	Utilities
91187	Lake Country Power		536.75	1 Transactions	
2831	Little Falls Machine Inc				
	03- 303- 000- 0000- 6590	P	109.87	BOLTS 121013 52464	Repair & Maintenance Supplies



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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
03-303-000-0000-6590	P	BUFFER BRACE 121013	52464	Repair & Maintenance Supplies
03-303-000-0000-6590	P	CYLINDER 121013	52464	Repair & Maintenance Supplies
03-303-000-0000-6590	P	NUTS 121013	52464	Repair & Maintenance Supplies
03-303-000-0000-6590	P	SPINNER 121013	52464	Repair & Maintenance Supplies
03-303-000-0000-6590	P	TRUCK WING 121013	52464	Repair & Maintenance Supplies
2831 Little Falls Machine Inc		2,675.71	6 Transactions	
2941 M R Sign Co Inc				
03-303-000-0000-6516	P	COUNTY ROUTE MARKER 121713	179802	Signs & Posts
03-303-000-0000-6516	P	DIRECTION ARROW 121713	179802	Signs & Posts
03-303-000-0000-6516	P	JUNCTION 121713	179802	Signs & Posts
2941 M R Sign Co Inc		565.10	3 Transactions	
10824 Maney International Inc				
03-303-000-0000-6590	P	FILTERS 121213	651488	Repair & Maintenance Supplies
03-303-000-0000-6590	P	MIRRORS 121213	651488	Repair & Maintenance Supplies
03-303-000-0000-6590	P	ADJUSTER 121813	652031	Repair & Maintenance Supplies
10824 Maney International Inc		477.58	3 Transactions	
3100 McGregor Oil				
03-303-000-0000-6513	P	DIESEL 112113	50158	Motor Fuel & Lubricants
3100 McGregor Oil		2,576.32	1 Transactions	
12927 Midwest Machinery Co.				
03-303-000-0000-6590	P	FILTERS 111913	764866	Repair & Maintenance Supplies
03-303-000-0000-6590	P	COUPLERS 112113	766346	Repair & Maintenance Supplies
03-303-000-0000-6590	P	FILTERS 112713	769306	Repair & Maintenance Supplies
03-303-000-0000-6590	P	GREASE GUN 112713	769372	Repair & Maintenance Supplies
12927 Midwest Machinery Co.		370.04	4 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea				
03-303-000-0000-6254	P	PALISADE POWER 121013	18-52-026-01	Utilities
03-303-000-0000-6254	P	169 & CSAH 3 121013	19-23-010-01	Utilities
03-303-000-0000-6254	P	GUN LAKE 121013	275602903	Utilities
03-303-000-0000-6254	P	MCGREGOR POWER 121013	29-53-003-01	Utilities
03-303-000-0000-6254	P	AITKIN POWER 121013	33-52-007-02	Utilities
03-303-000-0000-6254	P	169 & CSAH 28 121013	39-62-022-01	Utilities
3160 Mille Lacs Energy Coop- Albert Lea		1,836.96	6 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
9239	Mn Department Of Natural Resources- OM				
	03- 303- 000- 0000- 6519		3,750.00	DNR LEASE 010114	1004276 Gravel & Royalties
9239	Mn Department Of Natural Resources- OM		3,750.00	1 Transactions	
8618	North American Salt Co				
	03- 303- 000- 0000- 6518	P	3,694.82	DE- ICING SALT 120913	71067849 De- Icing Salt
	03- 303- 000- 0000- 6518	P	4,111.28	DE- ICING SALT 121013	71068960 De- Icing Salt
	03- 303- 000- 0000- 6518	P	1,878.16	DE- ICING SALT 121013	71068961 De- Icing Salt
	03- 303- 000- 0000- 6518	P	5,554.59	DE- ICING SALT 121013	71068962 De- Icing Salt
	03- 303- 000- 0000- 6518	P	5,976.31	DE- ICING SALT 121113	71070023 De- Icing Salt
	03- 303- 000- 0000- 6518	P	2,134.60	DE- ICING SALT 121213	71071370 De- Icing Salt
	03- 303- 000- 0000- 6518	P	1,952.44	DE- ICING SALT 121813	71079638 De- Icing Salt
8618	North American Salt Co		25,302.20	7 Transactions	
10701	Northern Safety Technology Inc				
	03- 303- 000- 0000- 6590	P	484.37	ASSEMBLY 121213	34989 Repair & Maintenance Supplies
10701	Northern Safety Technology Inc		484.37	1 Transactions	
8208	Royal Tire, Inc				
	03- 303- 000- 0000- 6590	P	255.00-	CREDIT 102313	170010682 Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590	P	118.47	REFURB 110713	170010884 Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590	P	495.64	BLOCK 121913	170011384 Repair & Maintenance Supplies
8208	Royal Tire, Inc		359.11	3 Transactions	
10257	Sadie Llama Designs				
	03- 303- 000- 0000- 6521	P	64.13	911 STREET SIGNS 121013	83236.5165 Maintenance Supplies
10257	Sadie Llama Designs		64.13	1 Transactions	
8364	Towmaster, Inc				
	03- 303- 000- 0000- 6590	P	475.59	CAMERA 121213	354130 Repair & Maintenance Supplies
8364	Towmaster, Inc		475.59	1 Transactions	
8747	Tri State Pump & Control				
	03- 303- 000- 0000- 6590	P	729.59	PUMP 121613	34798 Repair & Maintenance Supplies
8747	Tri State Pump & Control		729.59	1 Transactions	
5005	Village Electric Motor Shop				
	03- 303- 000- 0000- 6590	P	59.31	STARTER 120213	16167 Repair & Maintenance Supplies

# Aitkin County

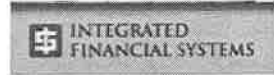


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
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3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5005 Village Electric Motor Shop				
			1 Transactions	
5295 Ziegler Inc				
03-303-000-0000-6590	P	CUTTING EDGE RETURN 121813	190003245	Repair & Maintenance Supplies
03-303-000-0000-6590	P	CUTTING EDGE 121313	190033484	Repair & Maintenance Supplies
03-303-000-0000-6590	P	PLUG 121413	190033523	Repair & Maintenance Supplies
03-303-000-0000-6590	P	CUTTING EDGE 121713	190033560	Repair & Maintenance Supplies
5295 Ziegler Inc			4 Transactions	
303 DEPT Total:		R&B Highway Maintenance	24 Vendors	55 Transactions
307 DEPT		R&B Capital Infrastructure		
12759 Fowlds/Mark & Vivian				
03-307-000-0000-6362	P	ROW ACQUISITION 122413	PARCELS 16-16E	Right Of Way
03-307-000-0000-6362	P	ROW DAMAGES 122413	PARCELS 16-16E	Right Of Way
12759 Fowlds/Mark & Vivian			2 Transactions	
307 DEPT Total:		R&B Capital Infrastructure	1 Vendors	2 Transactions
3 Fund Total:		Road & Bridge		65 Transactions

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DKB1  
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5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
400	DEPT		Public Health Department		
8175	Centurylink				
	05-400-440-0410-6250	P	Local phone - PH	313645966	Telephone
	05-400-440-0410-6250	P	Local phone - HHS/Accting	313645966	Telephone
8175	Centurylink		2 Transactions		
10185	Centurylink Communications Inc				
	05-400-440-0410-6250	P	NOV.LD- ACCOUNTING	320146217	Telephone
	05-400-440-0410-6250	P	NOV. LD- HHS	320146217	Telephone
	05-400-440-0410-6250	P	NOV. LD- PUBLIC HEALTH	320146217	Telephone
	05-400-440-0410-6250	P	Toll Free phone charges	320295974	Telephone
			12/09/2013 01/08/2014		
10185	Centurylink Communications Inc		4 Transactions		
2386	Information Systems Corp				
	05-400-440-0410-6231		Licenses/Maintenance	23359	Services Or Contracts
			03/01/2014 02/28/2015		
2386	Information Systems Corp		1 Transactions		
400	DEPT Total:		Public Health Department	3 Vendors	7 Transactions
326.81					
420	DEPT		Income Maintenance		
8175	Centurylink				
	05-420-600-4800-6250	P	Local phone - IM	313645966	Telephone
	05-420-600-4800-6250	P	Local phone - HHS/Accting	313645966	Telephone
	05-420-640-4800-6250	P	Local phone - CS	313645966	Telephone
8175	Centurylink		3 Transactions		
159.04					
10185	Centurylink Communications Inc				
	05-420-600-4800-6250	P	NOV.LD- ACCOUNTING	320146217	Telephone
	05-420-600-4800-6250	P	NOV. LD- HHS	320146217	Telephone
	05-420-600-4800-6250	P	NOV. LD- INCOME MAINTENANCE	320146217	Telephone
	05-420-640-4800-6250	P	NOV.LD- CHILD SUPPORT	320146217	Telephone
	05-420-600-4800-6250	P	Toll Free phone charges	320295974	Telephone
			12/09/2013 01/08/2014		
10185	Centurylink Communications Inc		5 Transactions		
242.31					
2386	Information Systems Corp				
	05-420-600-4800-6231		Licenses/Maintenance	23359	Services Or Contracts
486.78					

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
2386 Information Systems Corp		03/01/2014 02/28/2015 1 Transactions		
420 DEPT Total:		888.13 Income Maintenance	3 Vendors	9 Transactions
430 DEPT		Social Services		
8175 Centurylink				
05-430-700-4800-6250	P	38.82 Local phone - HHS/Accting	313645966	Telephone
05-430-700-4800-6250	P	187.72 Local phone - SS	313645966	Telephone
8175 Centurylink		226.54	2 Transactions	
10185 Centurylink Communications Inc				
05-430-700-4800-6250	P	2.63 NOV.LD- ACCOUNTING	320146217	Telephone
05-430-700-4800-6250	P	8.52 NOV. LD- HHS	320146217	Telephone
05-430-700-4800-6250	P	205.90 NOV. LD- SOCIAL SERVICES	320146217	Telephone
05-430-700-4800-6250	P	27.75 Toll Free phone charges	320295974	Telephone
10185 Centurylink Communications Inc		244.80	12/09/2013 01/08/2014 4 Transactions	
2386 Information Systems Corp				
05-430-700-4800-6231		602.07 Licenses/Maintenance	23359	Services Or Contracts
2386 Information Systems Corp		602.07	03/01/2014 02/28/2015 1 Transactions	
430 DEPT Total:		1,073.41 Social Services	3 Vendors	7 Transactions
5 Fund Total:		2,288.35 Health & Human Services		23 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
900	DEPT		Timber Permit Bonds		
11286	Carlson Timber Products				
	10-900-000-0000-2300	P	bond refund R.1699	13109	Timber Permit Bonds
	10-900-000-0000-2300	P	bond refund Rec.1715	13111	Timber Permit Bonds
11286	Carlson Timber Products		2 Transactions		
900	DEPT Total:		Timber Permit Bonds	1 Vendors	2 Transactions
921	DEPT		Co. Development		
8175	Centurylink				
	10-921-000-0000-6250	P	Local phone - surveyor	313645966	Telephone
	10-921-000-0000-6250	P	Local phone - GIS	313645966	Telephone
8175	Centurylink		2 Transactions		
10185	Centurylink Communications Inc				
	10-921-000-0000-6250	P	NOVEMBER LD- GIS	320146217	Telephone
	10-921-000-0000-6250	P	NOVEMBER LD- SURVEYOR	320146217	Telephone
10185	Centurylink Communications Inc		2 Transactions		
2386	Information Systems Corp				
	10-921-000-0000-6405		Licenses/Maintenance	23359	Office Supplies
			03/01/2014 02/28/2015		
2386	Information Systems Corp		1 Transactions		
921	DEPT Total:		Co. Development	3 Vendors	5 Transactions
923	DEPT		Forfeited Tax Sales		
8175	Centurylink				
	10-923-000-0000-6250	P	Local phone	313645966	Telephone
8175	Centurylink		1 Transactions		
10185	Centurylink Communications Inc				
	10-923-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		1 Transactions		
4251	MACLC				
	10-923-000-0000-6240		2014 Land Comm. dues		Dues

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Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4251	MACLC		500.00			
				1 Transactions		
6128	Tire Barn					
	10-923-000-0000-6590	P	45.76	LOF	26268	Repair & Maintenance Supplies
6128	Tire Barn		45.76			
				1 Transactions		
923	<b>DEPT Total:</b>		610.68	<b>Forfeited Tax Sales</b>	<b>4 Vendors</b>	<b>4 Transactions</b>
926	DEPT			Law Library		
8175	Centurylink					
	10-926-000-0000-6250	P	7.51	Local phone	313645966	Telephone
8175	Centurylink		7.51			
				1 Transactions		
3363	Minnesota State Bar Association					
	10-926-000-0000-6408	O	62.00	MN DWI Deskbook	INV613904	Law Books
3363	Minnesota State Bar Association		62.00			
				1 Transactions		
5173	West Payment Center					
	10-926-000-0000-6408	P	582.23	Library Subscription - Dec	828593427	Law Books
5173	West Payment Center		582.23			
				1 Transactions		
926	<b>DEPT Total:</b>		651.74	<b>Law Library</b>	<b>3 Vendors</b>	<b>3 Transactions</b>
10	<b>Fund Total:</b>		7,578.12	<b>Trust</b>		<b>14 Transactions</b>

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 11 Forest Development

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
924 DEPT		Forest Resource		
12526 Bixby/James				
11- 924- 000- 0000- 6350	P	FAC meeting	12/16/13	Per Diem
11- 924- 000- 0000- 6330	P	FAC mileage- 12/16/13	70@.565	Transportation & Travel
12526 Bixby/James		2 Transactions		
74.55				
2270 Hoppe/Russell Peter				
11- 924- 000- 0000- 6350	P	FAC meeting	12/16/13	Per Diem
11- 924- 000- 0000- 6330	P	FAC mileage- 12/16/13	58@.565	Transportation & Travel
2270 Hoppe/Russell Peter		2 Transactions		
67.77				
10890 Insley/Kevin				
11- 924- 000- 0000- 6350	P	FAC meeting	12/16/13	Per Diem
11- 924- 000- 0000- 6330	P	FAC mileage- 12/16/13	40@.565	Transportation & Travel
10890 Insley/Kevin		2 Transactions		
57.60				
5784 Lake/Robert				
11- 924- 000- 0000- 6350	P	FAC meeting	12/16/13	Per Diem
11- 924- 000- 0000- 6330	P	FAC mileage- 12/16/13	28@.565	Transportation & Travel
5784 Lake/Robert		2 Transactions		
50.82				
9036 Neary/William F				
11- 924- 000- 0000- 6350	P	FAC meeting	12/16/13	Per Diem
11- 924- 000- 0000- 6330	P	FAC mileage- 12/16/13	60@.565	Transportation & Travel
9036 Neary/William F		2 Transactions		
68.90				
10906 Shipp/Dale				
11- 924- 000- 0000- 6350	P	FAC meeting	12/16/13	Per Diem
11- 924- 000- 0000- 6330	P	FAC mileage- 12/16/13	32@.565	Transportation & Travel
10906 Shipp/Dale		2 Transactions		
53.08				
10017 Tveit/Galen				
11- 924- 000- 0000- 6350	P	FAC meeting	12/16/13	Per Diem
11- 924- 000- 0000- 6330	P	FAC mileage- 12/16/13	32@.565	Transportation & Travel
10017 Tveit/Galen		2 Transactions		
53.08				
924 DEPT Total:		425.80 Forest Resource	7 Vendors	14 Transactions

925 DEPT

Reforestation



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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				
2410 Jacobs/Mark H	P	RT mileage- Grand Rapids	106@.465	Transportation & Travel
11- 925- 000- 0000- 6330		12/20/2013 12/20/2013		
11- 925- 000- 0000- 6330	P	RT mileage- Grand Rapids	106@.465	Transportation & Travel
		12/20/2013 12/20/2013		
2410 Jacobs/Mark H		2 Transactions		
12976 Nyberg Law Office, Ltd/Kent E	P	review of title opinion- J.Olso	12/13/13	Office Supplies
11- 925- 000- 0000- 6405				
12976 Nyberg Law Office, Ltd/Kent E		1 Transactions		
10930 Tidholm Productions	P	statement cover stock	67934667	Office Supplies
11- 925- 000- 0000- 6405				
10930 Tidholm Productions		1 Transactions		
925 DEPT Total:		274.23 Reforestation	3 Vendors	4 Transactions
934 DEPT		Memorial Forest		
10908 Wildlands Ecological Services	P	Native Plant Analysis	126	Services, Labor, Contracts
11- 934- 000- 0000- 6231				
11- 934- 000- 0000- 6231	P	water samples	127	Services, Labor, Contracts
10908 Wildlands Ecological Services		2 Transactions		
934 DEPT Total:		8,610.00 Memorial Forest	1 Vendors	2 Transactions
11 Fund Total:		9,310.03 Forest Development		20 Transactions

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19 Long Lake Conservation C

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
521 DEPT		LLCC Administration		
85003 Aitkin County DAC				
19- 521- 000- 0000- 6231	P	November cleaning service		Services, Labor, Contracts
85003 Aitkin County DAC			1 Transactions	
246 Brothers Fire Protection				
19- 521- 000- 0000- 6231		annual monitoring agreement	8662	Services, Labor, Contracts
		12/01/2013 11/30/2014		
246 Brothers Fire Protection			1 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea				
19- 521- 000- 0000- 6254	P	Electricity	271300401	Utilities
19- 521- 000- 0000- 6254	P	Electricity	271300502	Utilities
19- 521- 000- 0000- 6254	P	Electricity	271300601	Utilities
19- 521- 000- 0000- 6254	P	Electricity	271300703	Utilities
19- 521- 000- 0000- 6254	P	Electricity	271300801	Utilities
19- 521- 000- 0000- 6254	P	Electricity	271300901	Utilities
3160 Mille Lacs Energy Coop- Albert Lea			6 Transactions	
4425 Shirts Plus				
19- 521- 000- 0000- 6400	P	12 caps	60370	Commissary Items
19- 521- 000- 0000- 6400	P	12 hooded sweatshirts	60372	Commissary Items
4425 Shirts Plus			2 Transactions	
521 DEPT Total:		2,277.62 LLCC Administration	4 Vendors	10 Transactions
523 DEPT		LLCC Food		
5662 McGregor Dairy, Inc				
19- 523- 000- 0000- 6418	P	groceries	21642	Groceries- Students
19- 523- 000- 0000- 6418	P	groceries	21697	Groceries- Students
5662 McGregor Dairy, Inc			2 Transactions	
4968 Upper Lakes Foods, Inc				
19- 523- 000- 0000- 6418	P	groceries	263128- 00	Groceries- Students
19- 523- 000- 0000- 6418	P	groceries	265940- 00	Groceries- Students
19- 523- 000- 0000- 6420	P	supplies	265940- 00	Food Service Supplies
4968 Upper Lakes Foods, Inc			3 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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19 Long Lake Conservation C

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
523 DEPT Total:		LLCC Food	2 Vendors	5 Transactions
524 DEPT		LLCC Maintenance		
86467 Auto Value Aitkin 19- 524- 000- 0000- 6302	P	plow truck parts	4003822	Vehicle Maintenance
86467 Auto Value Aitkin			1 Transactions	
1491 Dutch's Electric, Inc 19- 524- 000- 0000- 6590	P	School house receptace- OSHA	21537	Repair & Maintenance Supplies
1491 Dutch's Electric, Inc			1 Transactions	
3760 Palisade Cooperative Oil Assoc 19- 524- 000- 0000- 6511	P	fuel for Chevy truck	268823	Gas And Oil
3760 Palisade Cooperative Oil Assoc			1 Transactions	
4968 Upper Lakes Foods, Inc 19- 524- 000- 0000- 6422	P	supplies	265940- 00	Janitorial Services/Supplies
4968 Upper Lakes Foods, Inc			1 Transactions	
524 DEPT Total:		LLCC Maintenance	4 Vendors	4 Transactions
19 Fund Total:		Long Lake Conservation Center		19 Transactions

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 21 Parks

# 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
520 DEPT		Parks		
8175 Centurylink				
21- 520- 000- 0000- 6250	P	Local phone	313645966	Telephone
8175 Centurylink			1 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea				
21- 520- 000- 0000- 6254	P	Electricity	185110602	Utilities
3160 Mille Lacs Energy Coop- Albert Lea			1 Transactions	
3950 Public Utilities				
21- 520- 000- 0000- 6254	P	Land department		Utilities
21- 520- 000- 0000- 6254	P	Mississippi Landing		Utilities
3950 Public Utilities			2 Transactions	
90805 Temco				
21- 520- 000- 0000- 6590	P	repair piston bully	16668	Repair & Maintenance Supplies
90805 Temco			1 Transactions	
520 DEPT Total:		796.77 Parks	4 Vendors	5 Transactions
21 Fund Total:		796.77 Parks		5 Transactions
Final Total:		253,594.44	245 Vendors	418 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	168,787.72	General Fund
	3	60,428.50	Road & Bridge
	5	2,288.35	Health & Human Services
	10	7,578.12	Trust
	11	9,310.03	Forest Development
	19	4,404.95	Long Lake Conservation Center
	21	796.77	Parks
	<b>All Funds</b>	<b>253,594.44</b>	<b>Total</b>

Approved by, .....

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# Aitkin County

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Health & Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	44,217.71	Health & Human Services
All Funds		44,217.71	Total

Approved by, .....

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 Health & Human Services

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor</u>	<u>Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>						<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1	3483 AAF International 05-400-440-0410-6405			67.16	AIR HANDLER FILTERS 12/16/2013	12/16/2013	90709417	Supplies- Computer/Office/Meeting
1	05-420-600-4800-6405			170.14	AIR HANDLER FILTERS 12/16/2013	12/16/2013	90709417	Supplies- Computer/Office/Meeting
1	05-430-700-4800-6405			210.44	AIR HANDLER FILTERS 12/16/2013	12/16/2013	90709417	Supplies- Computer/Office/Meeting
	3483 AAF International			447.74	3 Transactions			
3	85003 Aitkin County DAC 05-400-440-0410-6231			22.43	PAPER SHREDDING 11/04/2013	11/25/2013		Services Or Contracts
3	05-420-600-4800-6231			56.83	PAPER SHREDDING 11/04/2013	11/25/2013		Services Or Contracts
3	05-430-700-4800-6231			70.29	PAPER SHREDDING 11/04/2013	11/25/2013		Services Or Contracts
	85003 Aitkin County DAC			149.55	3 Transactions			
5	88023 American Payment Centers 05-400-440-0410-6231			12.00	BOX SERVICE 01/01/2014	03/31/2014	52712	Services Or Contracts
5	05-420-600-4800-6231			30.40	BOX SERVICE 01/01/2014	03/31/2014	52712	Services Or Contracts
5	05-430-700-4800-6231			37.60	BOX SERVICE 01/01/2014	03/31/2014	52712	Services Or Contracts
	88023 American Payment Centers			80.00	3 Transactions			
2	360 Arrowhead Econ Opp Agency 05-430-720-3370-6038			650.00	4TH QTR 2013- GED INNOVATIVE 10/01/2013	12/31/2013		Mfip- Employment Services
	360 Arrowhead Econ Opp Agency			650.00	1 Transactions			
4	248 Association Of Mn Counties 05-400-440-0410-6208			163.20	2014 MACSSA DUES 01/01/2014	12/31/2014		Staff Development/Training
4	05-420-600-4800-6208			413.44	2014 MACSSA DUES 01/01/2014	12/31/2014		Staff Development/Training
4	05-430-700-4800-6208			511.36	2014 MACSSA DUES			Staff Development/Training

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# 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.</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>
248 Association Of Mn Counties		1,088.00	01/01/2014 12/31/2014 3 Transactions	
6 12491 AXIOM SYSTEMS, INC 05- 400- 440- 0410- 6231		221.40	CLAIM SHUTTLE- YEARLY SERVICE 01/11/2014 02/01/2015 1 Transactions	C000780.1213 Services Or Contracts
7 10783 Blue Cross Blue Shield 05- 430- 760- 3930- 6020		165.55	REFUND DUP PYMT- MSC PLUS CM 12/17/2012 12/17/2012	ADULT- GENERAL CASE MANAGEMENT
8 05- 430- 760- 3930- 6020		946.00	REFUND DUP PYMT- MSC PLUS CM 01/03/2013 06/10/2013	ADULT- GENERAL CASE MANAGEMENT
9 05- 430- 760- 3930- 6020		113.49	REFUND DUP PYMT- MSC PLUS PARA 05/01/2013 05/28/2013	ADULT- GENERAL CASE MANAGEMENT
10783 Blue Cross Blue Shield		1,225.04	3 Transactions	
10 88882 Burke/Thomas 05- 400- 440- 0410- 6333		66.35	NACO AIRFARE 02/28/2013 03/05/2013	Travel Expense
10 05- 420- 600- 4800- 6333		168.07	NACO AIRFARE 02/28/2013 03/05/2013	Travel Expense Im
10 05- 430- 700- 4800- 6333		207.88	NACO AIRFARE 02/28/2013 03/05/2013	Travel Expense
10783 Burke/Thomas		442.30	3 Transactions	
11 9020 Central Lakes Drug Testing Incorporated 05- 430- 710- 3190- 6020		98.00	DRUG TESTING 12/11/2013 12/11/2013	Court Related Services & Activities
9020 Central Lakes Drug Testing Incorporated		98.00	1 Transactions	
12 944 Channing Bete Co Inc 05- 400- 430- 0408- 6405		278.89	MCH SUPPLIES 12/04/2013 12/04/2013	52732590 Supplies- Computer/Office/Meeting
944 Channing Bete Co Inc		278.89	1 Transactions	
13 87691 Chenevert/Lori 05- 430- 700- 4800- 6330		88.35	EMP MILEAGE HV	Transportation/Travel/Parking





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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 # On Behalf of Name</u>	
87691 Chenevert/Lori		88.35	12/19/2013 1 Transactions	12/23/2013	
14 12974 CHILSON FUNERAL HOME 05- 420- 650- 4800- 6810		2,000.00	COUNTY BURIAL 12/21/2013 1 Transactions	12/21/2013	County Burials
12974 CHILSON FUNERAL HOME		2,000.00	1 Transactions		
15 12977 CHRISTIAN/ABIGAIL 05- 420- 650- 4400- 6022		711.96	CEHI MEDICAL FOR 12/13 1 Transactions	668626063	MA CEHI Reimbursement
12977 CHRISTIAN/ABIGAIL		711.96	1 Transactions		
16 89203 Core Professional Services, Pa 05- 430- 740- 3050- 6020		1,000.00	RULE 20 EVAL 11/21/2013 1 Transactions	11/21/2013	Child Outpat Assess/Psyc. Testing
89203 Core Professional Services, Pa		1,000.00	1 Transactions		
18 10666 Cory/Rebecca 05- 420- 650- 4400- 6022		8.28	CEHI DENTAL FOR 12/13	472285335	MA CEHI Reimbursement
17 10666 Cory/Rebecca 05- 420- 650- 4400- 6022		229.17	CEHI MEDICAL FOR 12/13	733883834	MA CEHI Reimbursement
10666 Cory/Rebecca		237.45	2 Transactions		
19 12975 CRESCENT TIDE FUNERAL & CREMATION 05- 420- 650- 4800- 6810		1,000.00	COUNTY BURIAL 10/14/2013 1 Transactions	10/14/2013	County Burials
12975 CRESCENT TIDE FUNERAL & CREMATION		1,000.00	1 Transactions		
20 11984 DataBank IMX 05- 420- 600- 4800- 6231		341.55	EDOCS- COMPASS GEN 5 UPGRADE 11/01/2013 1 Transactions	11/26/2013	Services Or Contracts
11984 DataBank IMX		341.55	1 Transactions		
23 11051 Department of Human Services 05- 420- 640- 4800- 6231		14.65	CS MONTHLY FED OFFSET FEE 11/01/2013	11/30/2013	Services Or Contracts
24 11051 Department of Human Services 05- 420- 610- 4100- 6011		106.50	MAXIS MFIP RECOV TANF 11/01/2013	11/30/2013	County Share- Afdc/Mfip

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
25 05-420-620-4100-6011		25.00	MAXIS GA RECOVERIES 11/01/2013 11/30/2013	A300MX1129I	County Share - Ga
26 05-420-630-4100-6011		24.25	MAXIS SNAP RECOVERIES 11/01/2013 11/30/2013	A300MX1129I	County Share- Food Support
27 05-420-630-4100-6011		378.70	MAXIS MFIP SNAP RECOVERIES 11/01/2013 11/30/2013	A300MX1129I	County Share- Food Support
21 05-430-720-3110-6069		361.42	BSFE COUNTY MATCH 11/01/2013 11/30/2013		Bsf Child Care
22 05-430-730-3590-6072		5,456.05	CCDTF MAINTANENCE OF EFFORT 11/01/2013 11/30/2013		Ccdtf County % State Billings
<b>11051 Department of Human Services</b>		<b>6,366.57</b>	<b>7 Transactions</b>		
28 10342 DHS- Anoka Metro Rtc 05-430-745-3721-6081		1,415.40	POOR RELIEF 11/24/2013 11/30/2013		Commitment Costs - Poor Relief
10342 DHS- Anoka Metro Rtc		1,415.40	1 Transactions		
29 9220 Dhs- Msop 05-430-745-3721-6081		954.00	POOR RELIEF 11/01/2013 11/30/2013		Commitment Costs - Poor Relief
30 05-430-745-3721-6081		2,385.00	POOR RELIEF 11/01/2013 11/30/2013		Commitment Costs - Poor Relief
31 05-430-745-3721-6081		954.00	POOR RELIEF 11/01/2013 11/30/2013		Commitment Costs - Poor Relief
9220 Dhs- Msop		4,293.00	3 Transactions		
32 89965 Dhs- St Peter- See List 05-430-745-3721-6081		1,665.00	POOR RELIEF 11/01/2013 11/30/2013		Commitment Costs - Poor Relief
33 05-430-745-3721-6081		1,665.00	POOR RELIEF 11/01/2013 11/30/2013		Commitment Costs - Poor Relief
34 05-430-745-3721-6081		1,665.00	POOR RELIEF 11/01/2013 11/30/2013		Commitment Costs - Poor Relief
89965 Dhs- St Peter- See List		4,995.00	3 Transactions		
36 11963 Franda/Daniel 05-420-650-4400-6022		17.59	CEHI DENTAL FOR 12/13	662102347	MA CEHI Reimbursement
35 05-420-650-4400-6022		141.37	CEHI MEDICAL FOR 12/13	739072747	MA CEHI Reimbursement

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
11963 Franda/Daniel			158.96	2 Transactions		
11805 Insley/Justin						
37 05- 420- 650- 4400- 6022			380.53	CEHI MEDICAL FOR 12/13	834553256	MA CEHI Reimbursement
38 05- 420- 650- 4400- 6022			22.73	CEHI DENTAL FOR 12/13	840403353	MA CEHI Reimbursement
11805 Insley/Justin			403.26	2 Transactions		
11819 Kleritec						
39 05- 400- 430- 0408- 6405			180.09	MCH SUPPLIES	162817	Supplies- Computer/Office/Meeting
				12/05/2013 12/05/2013		
11819 Kleritec			180.09	1 Transactions		
90182 Laboratory Corp Of America Holdings						
40 05- 420- 640- 4800- 6397			84.00	IVD GENETIC TEST 0015302827- 02	BILL #43121224	Genetic Tests Iv- D
				12/10/2013 12/10/2013		
90182 Laboratory Corp Of America Holdings			84.00	1 Transactions		
89104 Larson/Naomi						
41 05- 400- 430- 0408- 6330			10.18	MCH MILEAGE		Transportation/Travel/Parking
				08/29/2013 10/22/2013		
42 05- 400- 430- 0408- 6330			79.69	TANF MILEAGE		Transportation/Travel/Parking
				07/11/2013 12/12/2013		
43 05- 400- 430- 0408- 6330			27.13	UHV MILEAGE		Transportation/Travel/Parking
				08/14/2013 12/17/2013		
89104 Larson/Naomi			117.00	3 Transactions		
11072 Lutheran Social Service Of Mn- St Paul						
44 05- 430- 760- 3950- 6020			225.19	PUBLIC GUARDIANSHIP		Guardianship/Conservatorship
				11/05/2013 11/25/2013		
11072 Lutheran Social Service Of Mn- St Paul			225.19	1 Transactions		
9104 Lynn/Michael						
45 05- 420- 650- 4400- 6022			91.01	CEHI MEDICAL FOR 12/13	834387520	MA CEHI Reimbursement
				12/01/2013 12/31/2013		
9104 Lynn/Michael			91.01	1 Transactions		
86969 MAFAS						



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 Health & Human Services

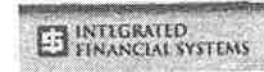
# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
46	05- 420- 630- 4800- 6801		35.00	2014 MAFAS DUES		Bonus Bucks Expenditures
				01/01/2014 12/31/2014		
86969	MAFAS		35.00	1 Transactions		
89078	Mille Lacs Health System					
47	05- 400- 401- 0000- 6814		185.00	AMBULANCE SERVICE FOR NOV'13		Isle Ambulance/Mille Lacs Health System
89078	Mille Lacs Health System		185.00	1 Transactions		
9692	Minnesota Energy Resources Corporation					
48	05- 400- 440- 0410- 6231		185.88	GAS BILL		Services Or Contracts
				11/08/2013 12/18/2013		
48	05- 420- 600- 4800- 6231		470.91	GAS BILL		Services Or Contracts
				11/08/2013 12/18/2013		
48	05- 430- 700- 4800- 6231		582.44	GAS BILL		Services Or Contracts
				11/08/2013 12/18/2013		
9692	Minnesota Energy Resources Corporation		1,239.23	3 Transactions		
12951	NODES/ STEVIE P.					
49	05- 430- 710- 3460- 6065		100.00	BUDGETING & MONEY MGMT		Self Funds - Adolescent Life Skills
				12/19/2013 12/19/2013		
12951	NODES/ STEVIE P.		100.00	1 Transactions		
3231	Peysar/Clark M					
50	05- 420- 650- 4400- 6022		40.26	CEHI MEDICAL FOR 12/13	787158246	MA CEHI Reimbursement
				12/01/2013 12/31/2013		
3231	Peysar/Clark M		40.26	1 Transactions		
88878	Productive Alternatives Inc					
51	05- 430- 700- 4800- 6809		395.25	MH INIT EMPLOYABILITY		Mh Init - Employability
				11/01/2013 11/30/2013		
52	05- 430- 750- 3380- 6050		209.25	EXTENDED EMPLOYMENT		Extended Supported Employment
				11/01/2013 11/30/2013		
53	05- 430- 750- 3380- 6050		232.50	EXTENDED EMPLOYMENT		Extended Supported Employment
				11/01/2013 11/30/2013		
54	05- 430- 750- 3380- 6050		348.75	EXTENDED EMPLOYMENT		Extended Supported Employment
				11/01/2013 11/30/2013		
88878	Productive Alternatives Inc		1,185.75	4 Transactions		

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 Health & Human Services

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
55 3950 Public Utilities 05-400-440-0410-6231		316.67	ELECTRIC BILL 11/18/2013 12/15/2013	Services Or Contracts
55 05-420-600-4800-6231		802.22	ELECTRIC BILL 11/18/2013 12/15/2013	Services Or Contracts
55 05-430-700-4800-6231		992.22	ELECTRIC BILL 11/18/2013 12/15/2013	Services Or Contracts
3950 Public Utilities		2,111.11	3 Transactions	
57 11824 RIVERVIEW PSYCHOLOGICAL SERVICES 05-430-740-3050-6020		675.61	DIAGNOSTIC ASSESSMENT 11/15/2013 11/15/2013	Child Outpat Assess/Psyc. Testing
56 05-430-740-3530-6020		120.31	PCIT THERAPY 12/10/2013 12/10/2013	Child Outpatient Psychotherapy
11824 RIVERVIEW PSYCHOLOGICAL SERVICES		795.92	2 Transactions	
58 5774 Riverwood Healthcare Clinic 05-400-430-0407-6262		11.70	FAM PLAN- DEPO INJ 12/04/2013 12/04/2013	Family Planning Approp
5774 Riverwood Healthcare Clinic		11.70	1 Transactions	
59 4233 S & T Office Products Inc 05-400-440-0410-6405		33.74	AGENCY SUPPLIES 12/18/2013 12/18/2013	01QD2492 Supplies- Computer/Office/Meeting
60 05-400-440-0410-6405		32.06	PH CALENDARS 12/19/2013 12/19/2013	01QD3459 Supplies- Computer/Office/Meeting
59 05-420-600-4800-6405		85.49	AGENCY SUPPLIES 12/18/2013 12/18/2013	01QD2492 Supplies- Computer/Office/Meeting
59 05-430-700-4800-6405		105.74	AGENCY SUPPLIES 12/18/2013 12/18/2013	01QD2492 Supplies- Computer/Office/Meeting
4233 S & T Office Products Inc		257.03	4 Transactions	
61 91311 Schultz/Jessi 05-430-700-4800-6208		1,064.54	TUITION- FALL 2013 1 Transactions	Staff Development/Training
91311 Schultz/Jessi		1,064.54	1 Transactions	
62 12561 SHAREHOUSE INC 05-430-710-3190-6020		40.00	DRUG TESTING	Court Related Services & Activities

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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 # On Behalf of Name</u>
12561 SHAREHOUSE INC		40.00	11/04/2013 11/07/2013 1 Transactions	
63 86177 Sheriff Aitkin County 05- 420- 650- 4800- 6800		50.00	RR MA 12/17/2013 12/17/2013 1 Transactions	2472 Program Expenses Direct Charge Ffp
86177 Sheriff Aitkin County		50.00	1 Transactions	
64 86473 Sheriff Wright County 05- 420- 640- 4800- 6379		30.00	IVD SERVICE 0011917563- 02 12/23/2013 12/23/2013 1 Transactions	34045 Other Iv- D Charges
86473 Sheriff Wright County		30.00	1 Transactions	
65 88859 Spee*Dee- St Cloud 05- 420- 600- 4800- 6231		751.49	IM SERVICE 11/04/2013 11/30/2013	2508866 Services Or Contracts
66 05- 430- 700- 4800- 6231		9.56	SS SERVICE 11/04/2013 11/30/2013	2508866 Services Or Contracts
88859 Spee*Dee- St Cloud		761.05	2 Transactions	
67 6097 Verizon Wireless 05- 400- 440- 0410- 6250		19.16	AGENCY CELL PHONES 12/21/2013 01/20/2014	Telephone
67 05- 420- 600- 4800- 6250		48.51	AGENCY CELL PHONES 12/21/2013 01/20/2014	Telephone
67 05- 430- 700- 4800- 6250		60.00	AGENCY CELL PHONES 12/21/2013 01/20/2014	Telephone
6097 Verizon Wireless		127.67	3 Transactions	
70 11795 WASHBURN/ASHLEY 05- 420- 650- 4400- 6022		8.75	CEHI VISION FOR 12/13	424708794 MA CEHI Reimbursement
69 05- 420- 650- 4400- 6022		18.90	CEHI DENTAL FOR 12/13	751928594 MA CEHI Reimbursement
68 05- 420- 650- 4400- 6022		128.60	CEHI MEDICAL FOR 12/13	983308094 MA CEHI Reimbursement
11795 WASHBURN/ASHLEY		156.25	3 Transactions	
71 10326 WCB Products Inc 05- 400- 430- 0408- 6405		115.20	MCH SUPPLIES 12/04/2013 12/04/2013	5848 Supplies- Computer/Office/Meeting



# Aitkin County

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
10326 WCB Products Inc		115.20	1 Transactions	
72 11571 WOODLAND HILLS - RSDL TRMT MENTAL 05-430-740-3830-6057		7,394.40	RESIDENTIAL TREATMENT 11/01/2013 11/30/2013 1 Transactions	Rule 5- Children's Residential Trmt
11571 WOODLAND HILLS - RSDL TRMT MENTAL		7,394.40	1 Transactions	
73 12089 WRIGHT- NEWTON/JOAN 05-420-650-4400-6022		127.89	CEHI MEDICAL FOR 12/13	769120051 MA CEHI Reimbursement
12089 WRIGHT- NEWTON/JOAN		127.89	1 Transactions	
<b>Final Total .....</b>		<b>44,217.71</b>	<b>48 Vendors</b>	<b>91 Transactions</b>



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# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	5,330.57	Health & Human Services	
All Funds		5,330.57	Total	Approved by, .....
				.....
				.....



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# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
9 05-400-440-0410-6231		52.59	MAILROOM CONTRACT CHARGE- 01/14 01/20/2014 01/20/2014	Services Or Contracts
9 05-420-600-4800-6231		133.23	MAILROOM CONTRACT CHARGE- 01/14 01/20/2014 01/20/2014	Services Or Contracts
7 05-420-640-4800-6231		208.25	CS CONTRACT CHARGE- JAN'14 01/20/2014 01/20/2014	Services Or Contracts
9 05-430-700-4800-6231		164.78	MAILROOM CONTRACT CHARGE- 01/14 01/20/2014 01/20/2014	Services Or Contracts
783 Canon Financial Services, Inc		1,009.20	5 Transactions	
87691 Chenevert/Lori				
10 05-430-700-4800-6330		153.45	EMP MILEAGE HV 12/05/2013 12/17/2013	Transportation/Travel/Parking
87691 Chenevert/Lori		153.45	1 Transactions	
11579 Clos/Tammy				
11 05-420-650-4400-6020		88.80	MEDICARE PREMIUM FOR 12/13 12/01/2013 12/31/2013	Medicare Premium Reimbursement
11579 Clos/Tammy		88.80	1 Transactions	
11802 Ellis/Quisha				
12 05-420-650-4401-6210		90.00	MA MILEAGE 450 12/11/2013 12/11/2013	MA Access- Individual(Vested Interest)
11802 Ellis/Quisha		90.00	1 Transactions	
9508 Favorite/Charles				
13 05-420-650-4400-6020		0.90	MEDICARE PREMIUM DIFFERENCE 07/01/2013 07/31/2013	Medicare Premium Reimbursement
17 05-420-650-4400-6020		0.90	MEDICARE PREMIUM DIFFERENCE 08/01/2013 08/31/2013	Medicare Premium Reimbursement
18 05-420-650-4400-6020		0.90	MEDICARE PREMIUM DIFFERENCE 09/01/2013 09/30/2013	Medicare Premium Reimbursement
19 05-420-650-4400-6020		0.90	MEDICARE PREMIUM DIFFERENCE 10/01/2013 10/31/2013	Medicare Premium Reimbursement
20 05-420-650-4400-6020		0.90	MEDICARE PREMIUM DIFFERENCE 11/01/2013 11/30/2013	Medicare Premium Reimbursement
21 05-420-650-4400-6020		0.90	MEDICARE PREMIUM DIFFERENCE 12/01/2013 12/31/2013	Medicare Premium Reimbursement

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# 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.</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>
9508 Favorite/Charles		5.40	6 Transactions	
12094 FLIER/AMANDA				
14 05- 430- 700- 4800- 6330		136.73	EMP MILEAGE HV 12/10/2013 12/17/2013	Transportation/Travel/Parking
12094 FLIER/AMANDA		136.73	1 Transactions	
11963 Franda/Daniel				
16 05- 420- 650- 4400- 6022		17.59	CEHI DENTAL FOR 12/13	662102347 MA CEHI Reimbursement
15 05- 420- 650- 4400- 6022		141.37	CEHI MEDICAL FOR 12/13	739072747 MA CEHI Reimbursement
11963 Franda/Daniel		158.96	2 Transactions	
11091 Glanz/Karisa A				
22 05- 420- 650- 4403- 6210		80.23	MA MILEAGE 142 12/10/2013 12/17/2013	A0080 MA Access- Volunteer
23 05- 420- 650- 4403- 6210		28.40	MA MILEAGE 1099 12/10/2013 12/17/2013	A0080 MA Access- Volunteer
11091 Glanz/Karisa A		108.63	2 Transactions	
11688 Glanz/Kevin				
24 05- 420- 650- 4403- 6210		39.55	MA MILEAGE 70 12/03/2013 12/03/2013	A0080 MA Access- Volunteer
25 05- 420- 650- 4403- 6210		14.00	MA MILEAGE 1099 12/03/2013 12/03/2013	A0080 MA Access- Volunteer
29 05- 420- 650- 4405- 6210		4.79	PMAP MEAL 12/11/2013 12/11/2013	A0190 MA Access- Meals
26 05- 420- 650- 4400- 6212		35.03	PMAP MILEAGE 62 12/11/2013 12/11/2013	MEDICA MA PMAP Access
27 05- 420- 650- 4400- 6212		12.40	PMAP MILEAGE 1099 12/11/2013 12/11/2013	MEDICA MA PMAP Access
28 05- 420- 650- 4400- 6212		6.12	PMAP MILEAGE NL 1099 12/11/2013 12/11/2013	NL MA PMAP Access
11688 Glanz/Kevin		111.89	6 Transactions	
11805 Insley/Justin				
30 05- 420- 650- 4400- 6022		380.53	CEHI MEDICAL FOR 12/13	834553256 MA CEHI Reimbursement
31 05- 420- 650- 4400- 6022		22.73	CEHI DENTAL FOR 12/13	840403353 MA CEHI Reimbursement

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# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	Name	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
No.	Account/Formula						Paid On Bhf #	On Behalf of Name
11805	Insley/Justin			403.26	2 Transactions			
33	395 ISD 4 McGregor- Treasurer 05- 420- 650- 4400- 6022			65.51	CEHI DENTAL FOR 01/14	01/01/2014 01/31/2014	591827775	MA CEHI Reimbursement
32	05- 420- 650- 4400- 6022			776.15	MEDICARE PREMIUM FOR 01/14	01/01/2014 01/31/2014	828227575	MA CEHI Reimbursement
	395 ISD 4 McGregor- Treasurer			841.66	2 Transactions			
34	12949 JOHNSON/JENNIFER 05- 430- 730- 0000- 5832			50.00	REFUND DETOX PYMT	12/17/2013 12/17/2013		Detox Recoveries
	12949 JOHNSON/JENNIFER			50.00	1 Transactions			
35	86248 Kile Jr/John 05- 420- 650- 4401- 6210			48.80	MA MILEAGE 244	11/07/2013 12/12/2013	A0090	MA Access- Individual(Vested Interest)
	86248 Kile Jr/John			48.80	1 Transactions			
36	9422 Kliewer/Jessica 05- 420- 650- 4400- 6022			87.50	CEHI MEDICAL FOR 12/13		917039225	MA CEHI Reimbursement
37	05- 420- 650- 4400- 6022			19.51	CEHI DENTAL FOR 12/13		917039225	MA CEHI Reimbursement
	9422 Kliewer/Jessica			107.01	2 Transactions			
38	87831 Mayo Clinic- Medical Social Services 05- 420- 650- 4406- 6210			210.00	MA LODGING	11/29/2013 12/01/2013	A0180	MA Access- Lodging
	87831 Mayo Clinic- Medical Social Services			210.00	1 Transactions			
40	91035 Mishler/Agnes 05- 420- 650- 4400- 6212			7.00	PMAP MILEAGE 4	12/04/2013 12/04/2013	BLUE PLUS	MA PMAP Access
39	05- 420- 650- 4400- 6212			14.00	PMAP MILEAGE 8	12/11/2013 12/13/2013	MEDICA	MA PMAP Access
	91035 Mishler/Agnes			21.00	2 Transactions			
	12939 NOREN/KEVIN							

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# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
41 05- 420- 650- 4401- 6210			MA MILEAGE 295 12/09/2013 12/17/2013	A0090	MA Access- Individual(Vested Interest)
12939 NOREN/KEVIN			1 Transactions		
42 05- 420- 650- 4401- 6210			MA MILEAGE 129 DIFFERENCE 12/09/2013 12/09/2013	A0090	MA Access- Individual(Vested Interest)
12812 PIERCE/TIFFANY			1 Transactions		
45 05- 420- 650- 4406- 6210			MA LODGING 11/03/2013 11/15/2013	A0180	MA Access- Lodging
44 05- 420- 650- 4405- 6210			MA MEALS 11/09/2013 11/14/2013	A0190	MA Access- Meals
90028 St Cloud Hospital			2 Transactions		
43 05- 430- 700- 4800- 6208			245.D TRAINING REG 12/19/2013 12/19/2013		Staff Development/Training
12950 STAR SERVICES			1 Transactions		
46 05- 420- 650- 4401- 6210			MA MILEAGE 544 11/13/2013 12/03/2013	A0090	MA Access- Individual(Vested Interest)
12918 TIBBETTS/AARON			1 Transactions		
47 05- 430- 700- 4800- 6330			EMP MILEAGE HV, MTG & CRT 12/13/2013 12/18/2013		Transportation/Travel/Parking
87417 Tuper/Debra			1 Transactions		
50 05- 420- 650- 4400- 6022			CEHI VISION FOR 12/13	424708794	MA CEHI Reimbursement
49 05- 420- 650- 4400- 6022			CEHI DENTAL FOR 12/13	751928594	MA CEHI Reimbursement
48 05- 420- 650- 4400- 6022			CEHI MEDICAL FOR 12/13	983308094	MA CEHI Reimbursement
11795 WASHBURN/ASHLEY			3 Transactions		

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# 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.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
51	12489 WILLMAN/LAURIE 05-420-650-4401-6210		MA MILEAGE 194 12/12/2013 12/12/2013 1 Transactions	A0090	MA Access- Individual(Vested Interest)
	12489 WILLMAN/LAURIE		38.80		
53	10669 Zimmerman/Tiffany 05-420-650-4400-6022		CEHI DENTAL & VISION	751928791	MA CEHI Reimbursement
52	05-420-650-4400-6022		CEHI MEDICAL FOR 12/13	929884291	MA CEHI Reimbursement
	10669 Zimmerman/Tiffany		164.94		
			2 Transactions		
Final Total .....			5,330.57	30 Vendors	59 Transactions

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 1-2-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Nominations for Chairperson & Vice Chairperson

Requested Meeting Date: 1-7-14      Estimated Presentation Time: \_\_\_\_\_

Presenter: \_\_\_\_\_

**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) Elect Chair & Vice Chair

**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) MN Statute 375.13

**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.**

**375.07 MEETINGS; QUORUM.**

The board shall meet at the county seat for the transaction of business on the first Tuesday after the first Monday in January, and may meet on other days and at other locations within the county it prescribes as necessary for the interests of the county. A majority shall constitute a quorum, and no business shall be done unless voted for by a majority of the whole board, but less than a majority may adjourn. Sessions shall be called by a majority of the board and the clerk shall give at least ten days' notice of them to each of the commissioners.

**History:** (658) *RL s 424; 1982 c 435 s 1; 1984 c 629 s 2; 2005 c 42 s 1*

**375.13 CHAIR.**

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

**History:** (663) *RL s 429*; 1937 *c 165 s 1*; 1978 *c 743 s 15*; 1982 *c 435 s 2*; 1984 *c 629 s 2*; 1986 *c 444*



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



To: Chairperson, Aitkin County Board of Commissioners      Date: 1-2-14

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:

Re-affirm Annual Code of Ethics Policy

Requested Meeting Date: 1-7-14 Estimated Presentation Time: NA

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) Memo & Policy

**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

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

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

To: County Commissioners  
From: Bobbie Danielson, HR Manager  
Date: January 2, 2014  
Subject: Reaffirm Code of Ethics



The Aitkin County Code of Ethics policy is attached for your review. Department Heads are required by policy to sign an annual confirmation that they have received, read and understood the policy and that they are not aware of any violations of such policy. Commissioners are also requested to reaffirm the Code of Ethics policy and sign an annual confirmation.

## Action Requested

Motion to reaffirm the Aitkin County Code of Ethics policy and authorize all Commissioners to sign indicating they have received, read, understand, and agree to abide by the policy.

*(Sue Bingham has the original copy for your signature. The original signed copy will go to the HR department and a copy will be enclosed in the board packet and given to the Auditor's office.)*

# ARTICLE 8 ORGANIZATION STANDARDS AND RULES

## SUBJECT: 8.1 CODE OF ETHICS

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Effective: 11/28/00 Board reaffirmed 1/8/2013

**PURPOSE:** To define conflict of interest to Aitkin County employees.

### CODE OF ETHICS FOR AITKIN COUNTY EMPLOYEES

(Conflict of Interest)

#### A. **DEFINITIONS:**

For the purpose of this policy the following definitions shall apply:

Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity that engages either in nonprofit or profit making activities.

Confidential information means any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.

Private interest means any interest, including but not limited to a financial interest, which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.

Immediate family means spouse, child, parent, grandparent and spouse of such persons.

Employee shall include elected officials and all County employees, including department heads.

#### B. **ACCEPTANCE OF GIFTS OR FAVORS:**

Employees of the County of Aitkin in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the County, for any activity related to the duties of the employee unless otherwise provided by law. The provisions of Minn.Stat. §471.87 and the exceptions set forth in Minn.

Stat. . §471.88 shall apply. The acceptance of any of the following shall not be in violation of this section:

- Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause;
- Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time for which they are not compensated by the County of Aitkin.

**C. USE OF CONFIDENTIAL INFORMATION:**

An employee of the County of Aitkin shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

**D. USE OF PROPERTY:**

An employee shall not use or allow the use of County time, supplies, or County owned or leased property and equipment for the employee's private interest or any other use not in the interest of the County, except as provided by law and/or the County's Information Systems' Policy.

**E. CONFLICTS OF INTEREST:**

**Subdivision 1.**

The following actions by an employee of the County of Aitkin shall be deemed a conflict of interest and subject to disciplinary action as appropriate:

1. Use or attempted use of the employee's official position to secure benefits, privileges, exceptions or advantages for the employee or the employee's immediate family or an organization with which the employee is associated, which are different from those available to the public; or
2. Acceptance of other employment, engagement in private business or in the conduct of a profession during the hours for which the employee is employed to work for the County, or outside such hours in a manner, that would affect the employee's usefulness as an employee of the County or affect the employee's independent judgement in exercise of the employee's official duties; or
3. Actions as an agent or attorney in any action or matter pending before the County of Aitkin, except in the proper discharge of official duties or on the employee's behalf, or as a member of a local labor bargaining unit.

## **Subdivision 2.**

### Determination of conflict of interest.

When an employee believes that the potential for a conflict of interest exists, it is the employee's duty to report the matter to his/her supervisor, or if there is not a supervisor, to the County Board. Such report shall be made within 7 days after the potential for a conflict becomes known. A conflict of interest shall be deemed to exist when a review of the occurrence by the employee or the employee's supervisor (or the County Board if there is no supervisor) determines that this code of ethics has not been complied with.

## **Subdivision 3.**

### Resolution of conflict of interest.

If either the employee or the employee's supervisor determine that a conflict of interest exists, the County Board shall handle resolution of the conflict. NOTE: In the case of conflict of interest involving a County Commissioner, the County Attorney shall handle the resolution.

## **F. ACCEPTANCE OF ADVANTAGE BY COUNTY EMPLOYEE:**

No employee of the County in direct contact with suppliers or potential suppliers of the County, or who may directly or indirectly influence a purchased product or products, evaluation contracted services, or otherwise has official involvement in the purchasing or contracting process shall:

1. Have any financial interest or have any personal beneficial interest directly or indirectly on contracts or purchase orders for goods or services used by, or purchased for resale or furnished to the county; or
2. Accept directly from a person, firm or corporation to which a contract or purchase order has been or may be awarded, a rebate gift, money, or anything of value other than as defined in Section B. No such employee may further accept any promise, obligation or contract for future reward.

## **G. COMPLAINTS:**

If a fellow employee or a non-employee makes a complaint about an employee's compliance with this Policy, the complaint should be initially brought to the attention of his/her department head in private. The department head will notify the subject of the complaint regarding the complaint within 7 days and before addressing the complaint at a public meeting as allowed by law.

## **H. VIOLATIONS:**

Violation of the provisions of this policy shall be grounds for disciplinary action against an employee, up to and including termination of employment.

**I. ANNUAL CONFIRMATION:**

Department Heads will sign an annual confirmation that they have received, read and understood the Aitkin County Code of Ethics Policy and that they are not aware of any violations of such policy. Such confirmation will be filed with the Human Resources Manager.

DATE:

I have received, read, understand and agree to abide by the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

---

Board of Commissioners/District 1

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Board of Commissioners/District 2

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Board of Commissioners/District 3

---

Board of Commissioners/District 4

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Board of Commissioners/District 5

---

County Administrator

---

County Attorney

---

County Treasurer

---

County Recorder

DATE:

I have received, read, and understand the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

---

County Auditor

---

Human Resources Manager

---

County Engineer

---

County Assessor

---

Veterans Service Officer

---

Environmental Services Director

---

IT Coordinator

---

County Sheriff

---

Land Commissioner



DATE:

I have received, read, and understand the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

---

Long Lake Conservation Center Business and Marketing Director

---

Health & Human Services Director

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-2-14

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Re-affirm Travel Policy

Requested Meeting Date: 1-7-14 Estimated Presentation Time: NA

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) \_\_\_\_\_ Memo & Policy \_\_\_\_\_


**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

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

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

To: County Commissioners  
From: Bobbie Danielson, HR Manager   
Date: January 2, 2014  
Subject: Reaffirm Out-of-State Travel Policy

Minnesota statute 471.661 requires the county to have a policy that controls travel outside the state of Minnesota for elected officials. Annually, the County Board has been requested to review and reaffirm this policy.

There are provisions in three different Aitkin County policies that cover the requirements of the statute. Copies are attached for your review. Please feel free to contact me if you have any questions or concerns.

## Action Requested

Motion to reaffirm county policies (attached) concerning out-of-state travel for elected officials.

---

## **471.661 OUT-OF-STATE TRAVEL.**

The governing body of each statutory or home rule charter city, county, school district, regional agency, or other political subdivision, except a town, must have on record a policy that controls travel outside the state of Minnesota for the applicable elected officials of the relevant unit of government. The policy must be approved by a recorded vote and specify:

- (1) when travel outside the state is appropriate;
- (2) applicable expense limits; and
- (3) procedures for approval of the travel.

The policy must be made available for public inspection upon request. Subsequent changes to the policy must be approved by a recorded vote.

## **History:**

2005 c 156 art 2 s 38; 2009 c 152 s 21

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## ARTICLE 8 ORGANIZATION STANDARD AND RULES

### SUBJECT: 8.7 TRAVEL POLICY

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Effective: 11/28/00, revised 8/10/04 Board reaffirmed 1/8/2013

#### **PURPOSE:**

This policy conforms with Minnesota Statutes 471.38, 471.96(1), and 471.97 governing expenses incurred by employees in the conduct of County business. This policy is designed to provide the basis for determining whether there is authority for County expenditure, the expenditure serves a public purpose, and the expenditure is necessary and directly related to the betterment of the County.

#### **A. APPLICATION AND ADMINISTRATION:**

This policy applies to all employees and elected officials of Aitkin County. In the event that this policy conflicts with an applicable collective bargaining agreement, the latter controls. Should there be any conflict between this policy and State or Federal law, the latter controls.

#### **B. TRAVEL REQUESTS AND APPROVAL:**

The Aitkin County Board of Commissioners shall approve all travel costs through the annual budget process.

All travel for personnel requires the approval of the Department Head.

Furthermore, all travel that is not budgeted requires the approval of the County Board.

Additionally, all out-of-state travel requiring County Board approval, shall be through the consent agenda prior to attendance and payment.

#### **C. FUNDS AVAILABLE:**

The Department Head is responsible to see that funds are available to pay for all expenses that they approve.

#### **D. BILLING:**

Whenever possible, employees will make travel and accommodation arrangements in advance and request that the County be billed. All authorized travel expenses, which are not billed directly to the County, are paid by the employee subject to reimbursement upon approval of a

travel expense claim. All employee claims subject to reimbursement should not reflect personal account numbers.

In the event of an extreme emergency situation, cash advances may be issued with the approval of the Department Head. Such requests are the exception to normal practice and are documented in detail as to the nature of the emergency, purpose of travel, and amount needed. Any money not used must be returned to the County immediately. Receipts will be required.

**E. TRAVEL GUIDELINES:**

County vehicles are for the exclusive use of employees and other individuals involved in County business. Transportation of individuals, who are not involved in County business, in County vehicles is prohibited.

The County Board reimburses employees for traveling on official County business with a private automobile at the set mileage rate. Mileage is paid on the most reasonable direct route.

County vehicles and equipment are to be used for County related business only. However, assigned County vehicles may be used to a limited extent for the conduct of personal business when traveling out of town.

When traveling from the normal work location and then returning to it, the mileage allowance is the actual miles traveled.

When traveling to an alternate work site (client, meeting, conference, training) the County will reimburse mileage at the current rate per mile for actual miles incurred between the employee's residence and the alternate work site or from the normal work site to the alternate work site, whichever is the lesser of the two.

The normal work location for employees assigned to multiple work locations is the work location scheduled for the day on which the expense was incurred.

When an employee is required to attend a County approved work-related training session or conference during regular working hours, the employee shall be compensated for all hours of actual participation in the training session or conference, except meal periods and rest or sleep periods. The employee shall also be compensated for travel time and mileage to and from the conference or training session in excess of time and mileage to the employee's usual work site. If an employee uses a County vehicle or car pools with another conference participant, actual travel compensation shall exclude mileage.

When using a County vehicle, seat belts will be worn at all times and all laws followed.

No operation of County vehicles after consumption of alcohol.

No smoking is allowed in any County vehicle.

**F. REIMBURSEMENTS:**

The amount of compensation to be paid for mileage reimbursement shall be consistent with the current rate set by the Aitkin County Board of Commissioners.

Reimbursement for extended travel is paid on the basis of the prevailing mileage allowance rate or tourist air fares, whichever is less. When personal vehicles are used for extended travel not available by commercial transportation, travel reimbursement is made on an actual mileage basis. This excludes mileage for personal use. When two or more employees are traveling in one car, reimbursement is made to one employee.

Reimbursement for out-of-County meals, lodging, parking and other related County expenses will occur only upon submittal of receipts. Non-overnight meal expense reimbursement will be subject to Internal Revenue Service tax deduction.

Employees using private automobiles are reimbursed on the actual expense basis for parking when that parking is related to County business at other than your normal location. Receipts for such payments must be submitted with the expense reimbursement request.

When an employee chooses to use his or her own vehicle for travel instead of an available vehicle from the Motor Pool, the mileage reimbursement will be made at \$0.10 less than the current mileage rate.

**G. AIRLINE TRAVEL:**

Any Aitkin County employee or elected official who uses airline travel for County business must report the receipt of any credits or other benefits to the County by notifying the Auditor's Office within 30 days of receipt of any such benefits or credit. Any employee or elected official may accrue credits or other benefits to be used by the individual for additional airline travel for County business only. Credits or other benefits accrued to an employee or elected official who uses airline travel for County business cannot be used for personal gain.

**H. TRAVEL TIME:**

County employees may be authorized time for travel the day prior to and/or the day following the convention or meeting date(s) when extended travel is required by the Department Head.

If an employee's family members accompany them on County business trips, the portion of the expenses attributable to the family member(s) is not reimbursable.

**I. TRAVEL EXPENSES:**

Expense claim sheets must be prepared after return from travel and presented to the responsible authority for approval within a reasonable period of time. The claims shall be presented to the County Board for approval at County Board meetings in a manner and form as approved by the County Board.

**J. LIABILITY INSURANCE/DRIVER'S LICENSE:**

Employees shall not drive vehicles on County business without a valid Minnesota driver's license of the appropriate classification. Driving records of County employees who use vehicles for County business may be checked on an annual basis.

It is the employee's responsibility to notify his/her supervisor if their license has been revoked or if there is any other reason why they cannot drive a vehicle.

Employees are required to have liability insurance in effect on all personal vehicles used for County purposes or while performing County business. The County may at any time require proof of such insurance.

**K. CAR POOLING:**

Definition: When two or more County employees attend the same meeting, workshop, training or conference and ride together in an employee's personal vehicle or County vehicle.

Car pooling and the use of the County Motor Pool/Department vehicle is required to save on travel related expenses.

When car pooling and the use of the County Motor Pool/Department vehicle is not feasible, the use of personal vehicles to travel for the performance of job duties will be reimbursed at the County approved rate. Documentation will include date, function, site traveled to and a portal to portal mileage total.

**L. SITUATIONS NOT SPECIFICALLY COVERED:**

Situations periodically arise which require flexibility and common sense. Department Heads are authorized to make decisions on situations not specifically covered by this policy, provided the decisions are made within the general intent of this policy.

**M. HOW AUTOMOBILE LIABILITY COVERAGE APPLIES:**

It is a fundamental rule of automobile liability coverage that the primary responsibility to respond falls first upon the coverage in effect on the vehicle involved in the accident. The second priority is any coverage in effect covering the operator of the vehicle. Other coverages respond after these first two.

There are three scenarios of vehicle ownership to evaluate:

- Member-owned vehicle
- Personal vehicle
- Short term lease (rental) vehicle

Member-owned vehicle - In this instance, since the vehicle is owned by the member, the primary responsibility to respond rests with MCIT. The operator's personal coverage may come into play as excess insurance if the MCIT limits prove insufficient to cover all the damages caused.

Personal vehicle - The personal vehicle being used could be a vehicle owned by the operator, a vehicle leased to the operator on a long term basis, or a vehicle owned by someone else and loaned to the operator. In this instance, the primary responsibility to respond rests with the policy applicable to the vehicle. A vehicle on a long-term lease is treated as though the leasee owns it. The second priority would be the policy applicable to the operator (if different). The MCIT coverage document would respond last.

Short-term leased (rental) vehicle - Travelers frequently need to rent cars. Uniformly, rental agreements provide state minimum coverages that will be primary over all other applicable coverages. The second priority for coverage will be the renter/operator's personal automobile policy. The MCIT coverage would be in excess.

Under a vehicle rental contract, the renter becomes responsible for any damage occurring to the rented vehicle. In Minnesota, automobile policies automatically include coverage for damage to rental cars. It is not necessary to purchase additional collision damage coverage from the rental company.



# ARTICLE 8 ORGANIZATION STANDARD AND RULES

## SUBJECT: 8.9 MEAL REIMBURSEMENT

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Effective: 11/28/00, revised 6/25/2002, revised 8/10/04

### PURPOSE:

To define the meal reimbursement procedures for County employees, elected officials, and authorized representatives for expenses incurred while conducting business on behalf of Aitkin County as required by the County.

Aitkin County will provide reimbursement for meal expenses when such expenses are necessarily incurred while conducting County business. The Department Head must approve all requests prior to incurring reimbursable expenses. The actual cost of meals, not to exceed \$33.00 per day, while traveling outside of the County will be reimbursed. The following daily amounts shall be followed:

Breakfast: \$8.00

Lunch: \$10.00

Dinner: \$15.00

Employees who meet the eligibility requirements for two (2) or more consecutive meals, shall be reimbursed for the actual cost of the meals up to the combined maximum reimbursement amount.

Reimbursements may be claimed by the individual if they depart from the work location in an assigned travel status before 6:00 a.m. or if the individual is away from home overnight.

Individuals may claim reimbursement if they are not within the County boundaries during the regular scheduled lunch period.

Reimbursement may be claimed by the individual if they are away from their normal work location in a travel status overnight or required to remain in a travel status until after 7 p.m.

The Department Head must authorize meetings with a meal charge in excess of the approved meal allowance.

When meals are part of a tuition or registration fee, no additional reimbursement request for such meals can be claimed.

Expenses for alcoholic beverages are not reimbursable.

Tips or gratuities are only reimbursable up to 20% of the meal allowance when dictated by a restaurant receipt.

The reimbursement for meals, lodging, parking, and other related County expenses will occur only upon submittal of receipts. Pursuant to federal law, meal reimbursement without overnight lodging will be included as income and subject to income tax withholding and FICA deduction. Reimbursement for out of state travel shall be made at the Federal CONUS rate at the time of travel.

If meals are included as part of a conference, seminar fee, or airline ticket and are not separately identified, they are not taxable income.

## ARTICLE 8 ORGANIZATION STANDARDS AND RULES

### SUBJECT: 8.10 CONFERENCE/SEMINAR REQUESTS

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Effective: 11/28/00

#### **PURPOSE:**

Define the criteria for attending required and discretionary training.

#### **CONFERENCE/SEMINAR REQUEST PROCEDURE:**

Aitkin County employees must keep up to date with changes being made outside the county which affect the way county business is performed. It is also the intent of Aitkin County to encourage development of its staff to the fullest extent possible. Two areas that are used for this are "required" and "discretionary" training.

#### **Required Training:**

Training requirements prescribed by governing authorities, or by an approved employee development program. (For example, Child Protection currently requires 15 hours of professional training per year.)

#### **Discretionary Training:**

Training requirements that allow staff to attend workshop/seminar activities related to their current position or an approved individual development plan.

Aitkin County will reimburse or pay directly for registration fees, meals, lodging, and transportation to and from an approved session as defined in the county's travel and meal reimbursement policies.

The attached request form must be completed and approved by the Department Head prior to attendance of any type of training session. An approved copy of the request form must be forwarded to Human Resources for inter-department coordination purposes.

A copy of the completion certificate or similar notification will be provided to the Human Resources Department for inclusion in the employee's personnel file. This will provide a permanent record of all formal employees training at a central location.



### **Out of State Travel:**

A. Air Transportation - Any employee, traveling on County business shall be reimbursed for their travel expense by coach airfare rates. Airfare should be billed to the County at the lowest available rate based on inquiries to travel or ticket agents.

B. Extended Vehicle Use -When a personal vehicle is used for extended travel, reimbursement is paid on the basis of the prevailing mileage allowance rate or coach class air fare, whichever is less. When two or more people are traveling in one vehicle, reimbursement is made to one person.

C. Taxi/Bus - Payment for taxi, bus, or limousine service is authorized when no private vehicle is available. Reimbursement will be for whichever form of transportation has the lowest available rate.

D. Airline Travel Benefits - Any employee or elected official may accrue credits or other benefits to be used for additional airline travel for County business only. Credits or other benefits accrued by an employee or elected official who uses airline travel for County business cannot be used for personal gain.

The Department Head must authorize out of state travel. Permission must be then be received from the County Board before traveling outside of the State of Minnesota on county business, except when traveling to cities that directly border Minnesota. The Department Head is responsible to see that funds are available to cover the approved expense.

Attachment 8A Request to Attend a Conference/Seminar Form

Attachment 8A

**REQUEST TO ATTEND A CONFERENCE OR SEMINAR**

(Please attach a copy of the conference or seminar description)

EMPLOYEE:

DEPARTMENT:

SESSION TITLE:

DATE(s):

LOCATION:

CITY:

STATE:

ESTIMATED COSTS:

DISCRETIONARY or REQUIRED

SIGNATURE: \_\_\_\_\_  
Employee Date

APPROVAL: \_\_\_\_\_  
Department Head Date

Copy of the certificate of training should be sent to the Human Resources Department to be placed in the employee's personnel file.

=====

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 12/19/13

From: Sheriff Scott Turner

Title of Item: STS Donation

Requested Meeting Date: 01/07/2014 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: December 19, 2013  
FROM: Sheriff Scott Turner      RE: STS Donation

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Riceland Chapter of Minnesota Deer Hunters Association has made a generous donation of \$145 to the Aitkin County STS program.

DKB1  
12/13/13 9:24AM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

*Sales + Use Tax*

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



DKB1  
12/13/13 9:24AM  
1 General Fund

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
40	DEPT			Auditor		
	89991 Bremer Bank					
1	01-040-000-0000-5517		0.19	Receipt Nbr 1038 11/18/2013		Fees For Services
2	01-040-021-0000-5840		3.44	Receipt Nbr 886 11/04/2013		Misc Receipts
3	01-040-021-0000-5840		0.64	Receipt Nbr 886 11/04/2013		Misc Receipts
4	01-040-021-0000-5840		0.26	Receipt Nbr 886 11/04/2013		Misc Receipts
5	01-040-021-0000-5840		0.61	Receipt Nbr 889 11/12/2013		Misc Receipts
6	01-040-021-0000-5840		2.15	Receipt Nbr 893 11/25/2013		Misc Receipts
	89991 Bremer Bank		7.29		6 Transactions	
40	DEPT Total:		7.29	Auditor	1 Vendors	6 Transactions
42	DEPT			Treasurer		
	89991 Bremer Bank					
7	01-042-000-0000-5840		0.06	Receipt Nbr 3191 11/01/2013		Misc Receipts
8	01-042-000-0000-5840		0.26	Receipt Nbr 3192 11/01/2013		Misc Receipts
9	01-042-000-0000-5840		0.13	Receipt Nbr 3199 11/14/2013		Misc Receipts
10	01-042-000-0000-5840		0.02	Receipt Nbr 3202 11/20/2013		Misc Receipts
	89991 Bremer Bank		0.47		4 Transactions	
42	DEPT Total:		0.47	Treasurer	1 Vendors	4 Transactions
43	DEPT			Assessor		
	89991 Bremer Bank					
11	01-043-000-0000-5840		1.61	Receipt Nbr 761 11/06/2013		Misc Receipts
12	01-043-000-0000-5840		0.32	Receipt Nbr 761 11/06/2013		Misc Receipts
41	01-043-000-0000-6405		5.88	Warr Nbr 946 11/07/2013		Office, Film & Computer Supplies
42	01-043-000-0000-6405		7.00	Warr Nbr 946 11/07/2013		Office, Film & Computer Supplies
45	01-043-000-0000-6405		0.36	Warr Nbr 953 11/22/2013		Office, Film & Computer Supplies
46	01-043-000-0000-6405		1.97	Warr Nbr 953 11/22/2013		Office, Film & Computer Supplies
47	01-043-000-0000-6405		13.82	Warr Nbr 953 11/22/2013		Office, Film & Computer Supplies
	89991 Bremer Bank		30.96		7 Transactions	
43	DEPT Total:		30.96	Assessor	1 Vendors	7 Transactions
90	DEPT			Attorney		
	89991 Bremer Bank					
13	01-090-000-0000-5612		1.29	Receipt Nbr 1338 11/07/2013		Drug & Forfeiture Ms387.213

DKB1  
 12/13/13 9:24AM  
 1 General Fund

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>		<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
14	01-090-000-0000-5840		1.29	Receipt Nbr 1332 11/01/2013		Misc Receipts
15	01-090-000-0000-5840		1.29	Receipt Nbr 1333 11/01/2013		Misc Receipts
16	01-090-000-0000-5840		1.29	Receipt Nbr 1336 11/06/2013		Misc Receipts
17	01-090-000-0000-5840		1.93	Receipt Nbr 1337 11/06/2013		Misc Receipts
89991	Bremer Bank		7.09	5 Transactions		
90	DEPT Total:		7.09	Attorney	1 Vendors	5 Transactions
100	DEPT			Recorder		
89991	Bremer Bank					
56	01-100-000-0000-6311		92.89	Nov.2013 sales tax on copies		Sales Tax
57	01-100-000-0000-6312		0.11	Nov.2013 sales tax adjustments		Sales Tax Adjustment
89991	Bremer Bank		93.00	2 Transactions		
100	DEPT Total:		93.00	Recorder	1 Vendors	2 Transactions
120	DEPT			Service Officer		
89991	Bremer Bank					
33	01-120-000-0000-6230		10.31	Warr Nbr 56627 11/22/2013		Printing, Publishing & Adv
89991	Bremer Bank		10.31	1 Transactions		
120	DEPT Total:		10.31	Service Officer	1 Vendors	1 Transactions
200	DEPT			Enforcement		
89991	Bremer Bank					
34	01-200-000-0000-6405		76.66	Warr Nbr 56649 11/22/2013		Office Supplies
35	01-200-000-0000-6405		1.76	Warr Nbr 56649 11/22/2013		Office Supplies
36	01-200-000-0000-6405		1.86	Warr Nbr 56700 11/22/2013		Office Supplies
89991	Bremer Bank		80.28	3 Transactions		
200	DEPT Total:		80.28	Enforcement	1 Vendors	3 Transactions
206	DEPT			Forfeitures		
89991	Bremer Bank					
37	01-206-000-0000-6409		23.69	Warr Nbr 56593 11/22/2013		Forfeiture Supplies
89991	Bremer Bank		23.69	1 Transactions		

DKB1  
 12/13/13 9:24AM  
 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.</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>
206	DEPT Total:		23.69	Forfeitures	1 Vendors	1 Transactions
252	DEPT			Corrections		
	89991 Bremer Bank					
38	01-252-000-0000-6405		1.00	Warr Nbr 56700 11/22/2013		Office & Computer Supplies
39	01-252-000-0000-6420		1.18	Warr Nbr 56687 11/22/2013		Kitchen Supplies
18	01-252-252-0000-5872		47.60	Receipt Nbr 2296 11/01/2013		Phone Card Prisoner Welfare(Taxable)
19	01-252-252-0000-5872		203.70	Receipt Nbr 2304 11/21/2013		Phone Card Prisoner Welfare(Taxable)
20	01-252-252-0000-5885		18.19	Receipt Nbr 2295 11/01/2013		Commissary Sales Taxable
21	01-252-252-0000-5885		15.28	Receipt Nbr 2304 11/21/2013		Commissary Sales Taxable
49	01-252-000-0000-6231		27.00	sales tax missed on W# 56587		Services & Labor (Incl Contracts)
	89991 Bremer Bank		313.95		7 Transactions	
252	DEPT Total:		313.95	Corrections	1 Vendors	7 Transactions
1	Fund Total:		567.04	General Fund		36 Transactions

DKB1  
 12/13/13 9:24AM  
 3 Road & Bridge

# 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>
0	DEPT		Undesignated		
	89991 Bremer Bank				
22	03-000-000-0000-5855		1.93 Receipt Nbr 1748 11/01/2013		Charges- Individuals
23	03-000-000-0000-5855		1.93 Receipt Nbr 1751 11/06/2013		Charges- Individuals
24	03-000-000-0000-5855		1.93 Receipt Nbr 1752 11/08/2013		Charges- Individuals
25	03-000-000-0000-5855		9.65 Receipt Nbr 739 11/18/2013		Charges- Individuals
26	03-000-000-0000-5855		3.44 Receipt Nbr 739 11/18/2013		Charges- Individuals
27	03-000-000-0000-5855		0.13 Receipt Nbr 739 11/18/2013		Charges- Individuals
28	03-000-000-0000-5855		1.93 Receipt Nbr 741 11/22/2013		Charges- Individuals
29	03-000-000-0000-5855		1.93 Receipt Nbr 1762 11/27/2013		Charges- Individuals
	89991 Bremer Bank		22.87	8 Transactions	
0	DEPT Total:		22.87	Undesignated	1 Vendors 8 Transactions
303	DEPT		R&B Highway Maintenance		
	8410 Bremer Bank				
62	03-303-000-0000-6513		815.10 November 2013 diesel tax		Motor Fuel & Lubricants
	8410 Bremer Bank		815.10	1 Transactions	
	89991 Bremer Bank				
40	03-303-000-0000-6590		14.44 Warr Nbr 56558 11/22/2013		Repair & Maintenance Supplies
61	03-303-000-0000-6513		348.00 November 2013 Use tax on fuel		Motor Fuel & Lubricants
	89991 Bremer Bank		362.44	2 Transactions	
303	DEPT Total:		1,177.54	R&B Highway Maintenance	2 Vendors 3 Transactions
3	Fund Total:		1,200.41	Road & Bridge	11 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/13/13 9:24AM  
5 Health & Human Services

	<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>			
400	DEPT		Public Health Department		
	89991 Bremer Bank				
48	05-400-430-0408-6405	6.14	Warr Nbr 953 11/22/2013		Supplies- Computer/Office/Meeting
43	05-400-440-0410-6405	5.86	Warr Nbr 946 11/07/2013		Supplies- Computer/Office/Meeting
	89991 Bremer Bank	12.00	2 Transactions		
400	DEPT Total:	12.00	Public Health Department	1 Vendors	2 Transactions
420	DEPT		Income Maintenance		
	89991 Bremer Bank				
44	05-420-600-4800-6405	2.75	Warr Nbr 946 11/07/2013		Supplies- Computer/Office/Meeting
	89991 Bremer Bank	2.75	1 Transactions		
420	DEPT Total:	2.75	Income Maintenance	1 Vendors	1 Transactions
5	Fund Total:	14.75	Health & Human Services		3 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/13/13 9:24AM  
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				
50	09-000-000-0000-2022		108.00	November 2013 Birth	Birth/Death Surcharges
51	09-000-000-0000-2022		216.00	November 2013 Death	Birth/Death Surcharges
52	09-000-000-0000-2024		81.00	November 2013 Children's	St Share Of Birth Cert.- Children
53	09-000-000-0000-2031		22.50	November 2013 Torrens	Real Estate Assurance (Was 5874 And 627
54	09-000-000-0000-2036		3,748.50	Nov.2013 State General Fund	Recording Surcharges (Was 5871 & 6281)
55	09-000-000-0000-2036		270.00	Nov.2013 Gen.Fund surcharge	Recording Surcharges (Was 5871 & 6281)
	4580 Mn Dept Of Finance		4,446.00	6 Transactions	
	3375 Mn Dept Of Health				
60	09-000-000-0000-2027		637.50	November 2013 State Well	State Well Cert Fees (Was 5097 & 6203)
	3375 Mn Dept Of Health		637.50	1 Transactions	
0	DEPT Total:		5,083.50	Undesignated	2 Vendors 7 Transactions
9	Fund Total:		5,083.50	State	7 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/13/13 9:24AM  
10 Trust

<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>
921	DEPT		Co. Development		
	89991 Bremer Bank				
30	10-921-000-0000-5840		Receipt Nbr 1759 11/27/2013		Misc Receipts
31	10-921-000-0000-5840		Receipt Nbr 1760 11/27/2013		Misc Receipts
	89991 Bremer Bank		2 Transactions		
921	DEPT Total:		Co. Development	1 Vendors	2 Transactions
923	DEPT		Forfeited Tax Sales		
	89991 Bremer Bank				
58	10-923-000-0000-6311		Nov.2013 sales tax on gravel		Sales Tax
	89991 Bremer Bank		1 Transactions		
923	DEPT Total:		Forfeited Tax Sales	1 Vendors	1 Transactions
10	Fund Total:		Trust		3 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/13/13 9:24AM  
11 Forest Development

<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>
925	DEPT		Reforestation		
	89991 Bremer Bank				
59	11- 925- 000- 0000- 6312		November sales tax adjustment		Sales Tax Adjustment
	89991 Bremer Bank	0.39	1 Transactions		
925	DEPT Total:	0.39	Reforestation	1 Vendors	1 Transactions
11	Fund Total:	0.39	Forest Development		1 Transactions



# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/13/13 9:24AM  
19 Long Lake Conservation C

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
521	DEPT		LLCC Administration		
	89991 Bremer Bank				
32	19- 521- 000- 0000- 5885		Receipt Nbr 907 11/13/2013		Commissary Sales Taxable
	89991 Bremer Bank		1 Transactions		
521	DEPT Total:		LLCC Administration	1 Vendors	1 Transactions
19	Fund Total:		Long Lake Conservation Center		1 Transactions
	Final Total:		20 Vendors	62 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	567.04	General Fund	
	3	1,200.41	Road & Bridge	
	5	14.75	Health & Human Services	
	9	5,083.50	State	
	10	607.84	Trust	
	11	0.39	Forest Development	
	19	7.67	Long Lake Conservation Center	
	All Funds	7,481.60	Total	Approved by, .....
				.....
				.....

DKB1  
12/23/13 11:44AM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

Tax Overpays

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

DKB1  
 12/23/13 11:44AM  
 13 Taxes & Penalties

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
943	DEPT			Taxes And Penalties		
	12953 Amundson/Brent					
1	13- 943- 000- 0000- 2001		7.18	22- 0- 037200 overpay per 3	Amundson	Cur - Property Taxes
	12953 Amundson/Brent		7.18	1 Transactions		
	12954 Anderson/Sherri					
2	13- 943- 000- 0000- 2001		15.43	08- 0- 020706 overpay per 3	Anderson	Cur - Property Taxes
	12954 Anderson/Sherri		15.43	1 Transactions		
	12955 Bies/William					
3	13- 943- 000- 0000- 2001		172.02	52- 0- 011805 overpay per 3	Bies	Cur - Property Taxes
	12955 Bies/William		172.02	1 Transactions		
	12956 Bodway Properties, Inc					
4	13- 943- 000- 0000- 2001		76.34	29- 1- 370600 overpay per 3	Bodway	Cur - Property Taxes
	12956 Bodway Properties, Inc		76.34	1 Transactions		
	12957 Carlson/Julie					
5	13- 943- 000- 0000- 2001		15.88	07- 1- 093800 overpay per 3	Carlson	Cur - Property Taxes
	12957 Carlson/Julie		15.88	1 Transactions		
	12958 Cox/Debra					
6	13- 943- 000- 0000- 2001		7.38	35- 0- 030511 overpay per 3	Cox	Cur - Property Taxes
	12958 Cox/Debra		7.38	1 Transactions		
	12959 CU Companies					
7	13- 943- 000- 0000- 2001		6.00	02- 0- 046806 overpay per 3	Strong	Cur - Property Taxes
	12959 CU Companies		6.00	1 Transactions		
	12960 Dawson Ventures LLC					
8	13- 943- 000- 0000- 2001		25.96	11- 0- 014700 overpay per 3	Dawson	Cur - Property Taxes
	12960 Dawson Ventures LLC		25.96	1 Transactions		
	12961 Dickinson/Mark					
9	13- 943- 000- 0000- 2001		11.70	06- 0- 054000 overpay per 3	Dickinson	Cur - Property Taxes
	12961 Dickinson/Mark		11.70	1 Transactions		
	12962 Edholm/Michael					
10	13- 943- 000- 0000- 2001		139.16	13- 1- 061100 overpay per 3	Edholm	Cur - Property Taxes

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/23/13 11:44AM  
13 Taxes & Penalties

<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>
12962 Edholm/Michael		1 Transactions		
12963 Galleymore/Donald				
11 13- 943- 000- 0000- 2001	4.56	11- 1- 221100 overpay per 3	Galleymore	Cur - Property Taxes
12963 Galleymore/Donald	4.56	1 Transactions		
12964 Hansen/Tom				
12 13- 943- 000- 0000- 2001	13.64	52- 0- 017303 overpay per 3	Hansen	Cur - Property Taxes
12964 Hansen/Tom	13.64	1 Transactions		
12965 Harer/Kevin				
13 13- 943- 000- 0000- 2001	45.20	52- 1- 044800 overpay per 3	Harer	Cur - Property Taxes
12965 Harer/Kevin	45.20	1 Transactions		
12966 Hushagen/Cheryl				
14 13- 943- 000- 0000- 2001	4.26	38- 0- 011700 overpay per 3	Hushagen	Cur - Property Taxes
12966 Hushagen/Cheryl	4.26	1 Transactions		
12967 Jensen/Allie				
15 13- 943- 000- 0000- 2001	245.07	30- 0- 040300 overpay per 3	Jensen	Cur - Property Taxes
12967 Jensen/Allie	245.07	1 Transactions		
12968 Millard/Jerry				
16 13- 943- 000- 0000- 2001	12.40	01- 0- 071004 overpay per 3	Millard	Cur - Property Taxes
12968 Millard/Jerry	12.40	1 Transactions		
12440 Olson/Clinton				
17 13- 943- 000- 0000- 2001	13.10	35- 1- 077000 per 3	Olson	Cur - Property Taxes
12440 Olson/Clinton	13.10	1 Transactions		
12969 Sandberg/Mary				
18 13- 943- 000- 0000- 2001	9.36	34- 1- 081600 overpay per 3	Sandberg	Cur - Property Taxes
12969 Sandberg/Mary	9.36	1 Transactions		
12265 Sanden/David				
19 13- 943- 000- 0000- 2001	5.68	24- 0- 037218 overpay per 3	Sanden	Cur - Property Taxes
12265 Sanden/David	5.68	1 Transactions		
12970 Tacker/Vivian				

DKB1  
 12/23/13 11:44AM  
 13 Taxes & Penalties

# 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>			
20	13- 943- 000- 0000- 2001	68.51	27- 1- 061500 overpay per 3	Tacker	Cur - Property Taxes
	12970 Tacker/Vivian	68.51	1 Transactions		
	12971 Torgerson/Deborah				
21	13- 943- 000- 0000- 2001	63.93	15- 0- 033500 overpay per 3	Torgerson	Cur - Property Taxes
	12971 Torgerson/Deborah	63.93	1 Transactions		
	12442 Whipps/Jamie				
22	13- 943- 000- 0000- 2001	42.24	08- 0- 051500 overpay per 3	Whipps	Cur - Property Taxes
	12442 Whipps/Jamie	42.24	1 Transactions		
943	DEPT Total:	1,005.00	Taxes And Penalties	22 Vendors	22 Transactions
13	Fund Total:	1,005.00	Taxes & Penalties		22 Transactions
	Final Total:	1,005.00	22 Vendors	22 Transactions	

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
13	1,005.00	Taxes & Penalties
All Funds	1,005.00	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: 12-31-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Minimum Salaries for Elected Officials

Requested Meeting Date: 1-7-14 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 resolution (attach draft resolution)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Other (please list) \_\_\_\_\_
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_

**Fiscal Impact** (check all that apply)

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

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

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



**Supporting Attachment(s)**

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

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



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

ADOPTED January 7, 2014

By Commissioner: xx

**010714-0xx**

**Minimum Salaries for Elected Officials**

**WHEREAS**, Minnesota Statutes require that at a January meeting during the year in which candidates may file for various county offices, the County Board shall set by resolution the minimum salary to be paid for the following term,

**NOW, THEREFORE BE IT RESOLVED**, that the minimum salaries of elected officials are hereby established for the next term as follows:

County Attorney	\$75,000
County Auditor	\$65,000
County Recorder	\$55,000
County Sheriff	\$70,000
County Treasurer	\$60,000

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 7th day of January A.D., 2014, 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 7th day of January A.D. 2014

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 12/26/13

Via:

From: Sheriff Scott Turner

Title of Item: Public Auction of Forfeited Long Guns

Requested Meeting Date: 01/07/14 Est. Presentation Time: \_\_\_\_\_

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)      **Consent Agenda**
- 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: 206-5840
- 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: December 26, 2013  
FROM: Sheriff Scott Turner      RE: Auction of Guns

---

The Aitkin County Sheriff's Office is in possession of the following long guns seized under forfeiture:

- Winchester 12 gauge pump shotgun, serial #L1951727
- Magtech rifle, serial #E015384
- Marlin 22 rifle, serial #26627689
- Novinco SKS, serial #1821755
- England bolt action rifle, serial #B32991
- Mossberg 12 long rifle
- Hinge barrel pellet gun
- Daisy pellet gun with a dark stock
- Pellet gun with wood stock

As forfeiture proceedings are now complete, I would like the Board's approval to make these guns available for public auction.

I am available if you have any questions concerning this matter. Thank you.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12/31/13

Via: Patrick Wussow, County Administrator

From: Mike Dangers, County Assessor

Title of Item:

Approve Purchase of Used Vehicle – Aitkin Motors

Requested Meeting Date: 1/7/14 Estimated Presentation Time: consent

Presenter: \_\_\_\_\_

**Type of Action Requested** (check all that apply)

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

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes  No \_\_\_\_\_ (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: 01-043-6620

**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.**



**OFFICE OF  
AITKIN COUNTY ASSESSOR**  
209 2<sup>nd</sup> ST N.W. Room 111  
AITKIN, MINNESOTA 56431  
Phone: 218/927-7327 – Fax: 218/927-7379  
[assessor@co.aitkin.mn.us](mailto:assessor@co.aitkin.mn.us)

## MEMO

December 31, 2013

To: County Board of Commissioners  
County Administrator

From: Mike Dangers, County Assessor 

Re: Vehicle Purchase

The County Assessor's Office is scheduled to replace one appraiser vehicle in 2014. We have not replaced a vehicle since early 2012.

As part of this packet, please find a copy of the quote request letter and a copy of the list of quotes received from Aitkin Motor Co. We did not receive a response from Brandl Motors prior to the deadline given in the request.

We recommend the purchase of vehicle #1 on the Vehicle Quote Sheet. This is a 2012 Ford Escape SUV with approximately 54,000 miles on it. This is not the lowest bid listed but this vehicle is much newer and has lower miles than vehicle #5. We do not recommend vehicle #5 since if this vehicle would be held by the County for 6 years as planned, it would be 14 years old when finally sold. That age would likely present problems with reliability and maintenance expense toward the end of the ownership period.

We also do not recommend vehicle #2 since it has a V6 engine versus a 4 cylinder. The estimated fuel cost savings over the life of vehicle #1 will more than make up the \$700 price difference between this vehicle and vehicle #2. Also, vehicle #1 has better tires than vehicle #2.

The Assessor's Office needs a vehicle like this to better access remote areas of the County, especially in the winter months. Our workload does not allow the appraisers to complete the assessment field work prior to the winter months. Without the four wheel drive vehicles, the quality of the assessment would suffer.

The vehicle that we are replacing, a 2005 Chevrolet Equinox, will be sold to the Aitkin County Environmental Services Office for their field work.

The funds reserved for vehicle purchase, plus the proceeds from the Equinox sale, plus a portion of current year budgeted funds are altogether sufficient to cover the vehicle purchase expenditure of \$16,200 plus tax and fees. Please authorize the purchase of this vehicle. Contact me with any questions. Thank you.



**OFFICE OF  
AITKIN COUNTY ASSESSOR**  
209 2<sup>nd</sup> ST N.W. Room 111  
AITKIN, MINNESOTA 56431  
Phone: 218/927-7327 – Fax: 218/927-7379  
**assessor@co.aitkin.mn.us**

December 20, 2013

Aitkin Motor Co.  
108 2<sup>nd</sup> St. NE  
Aitkin, MN 56431

### Request for Quotes

The Aitkin County Assessor's Office is replacing one of our four-wheel drive vehicles. We would appreciate a price quote for any vehicle that you have available that meets our specs.

We are considering either a small SUV or a compact truck. We prefer something that is fuel efficient and capable of traveling off-road on an occasional basis.

Please submit quotes on the enclosed form. You may provide quotes for multiple vehicles and submit more than one form. The County reserves the right to accept quotes on an individual vehicle basis. The County also reserves the right to reject any and all quotes. We will not be offering a trade-in as part of this purchase.

Quotes should include delivery to Aitkin. The quoted prices shouldn't include sales tax. Please submit sealed quotes to the following address:

Aitkin County Assessor  
Attn: Mike Dangers  
209 2<sup>nd</sup> St NW Rm 111  
Aitkin, MN 56431

We should receive the quotes by noon on December 30, 2013. Aitkin County will review the quotes, inspect the vehicles, and inform vendors of winning quotes by 5pm on Tuesday December 31, 2013.

If you have any questions, please give me a call at (218) 927-7340.

Sincerely,

Mike Dangers  
Aitkin County Assessor

Aitkin Motor Co

927-2169

RECEIVED  
DEC 30 2013  
BY: [Signature]

Vehicle Quote Sheet

Small Sport Utility Vehicles or Small Trucks

(All should be used/pre-owned, have 4 wheel drive, air conditioning, and power steering)

								Features - Please check options below					
Year	Make	Model	Mileage	Engine Type	Color	Warranty	Power Locks	Power Windows	Remote Entry	Rear Defrost	Cruise Control	Quote Price (without sales tax)	
1	2012	Ford	Escape	54xxx	2.5L 4Cyl	Blue	Remainder of 5yr-60,000	X	X	X	X	X	16,900
2	2011	Ford	Escape	42xxx	3.0L V6	Red	5yr-60,000	X	X	X	X	X	16,200
3	2012	Ford	Escape	22xxx	3.0 V6	Silver	3yr-36,000 5yr-60,000	X	X	X	X	X	19,400
4	2012	Ford	Escape	24xxx	3.0 V6	Red	3yr-36,000 5yr-60,000	X	X	X	X	X	19,400
5	2006	Ford	Escape	76xxx	3.0 V6	Red	30 days or 1000 miles	X	X	X	X	X	10,000
6													
7													
8													
9													
10													
11													
12													

3yr - 36,000 mile - Bumper to bumper - Warranty Start date is the Date it was first Sold. Also is what comes First year or miles.  
5yr - 60,000 mile - Powertrain

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



To: Chairperson, Aitkin County Board of Commissioners

Date: December 13, 2013

Via: Patrick Wussow, County Administrator

From: Kathy Brophy, Aitkin City Clerk

Title of Item:

Regional Housing Study

Requested Meeting Date: January 6, 2014 Estimated Presentation Time: 15 minutes

Presenter: Cherre' Palenius, Minnesota Housing Partnership

**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?  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) Talking Points Sheet

**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)**



Council  
Agenda  
Agenda

**East Central Minnesota  
Regional Housing Study Dialogue**

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**Who:** Stakeholders in East Central Minnesota (Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs and Pine) which include: County and City governments, Planning Commissions, EDAs, HRAs, and area non-profits (Central MN Housing Partnership, Lakes & Pines Community Action Council, New Pathways, A Place for You Rise, East Central Regional Development Commission and GPS 45:93).

**What:** Regional Housing Study (which by definition is a report or summary of local data and research results specifically on the housing conditions, needs and resources in a defined area).

**Why:** Several of East Central Minnesota's counties top the statistics in foreclosure rates, unemployment rates and poverty rates. When additional funding to address the foreclosure crisis was awarded East Central Minnesota despite its high foreclosure rates was overlooked by funders. Repetitively, housing developers are not enticed to build or redevelop existing housing units in this area, often citing the lack of a housing study/plan for the community. Communities wishing to attract economic development to their area are not as competitive as communities with diverse housing options. Affordable housing continues to be a hurdle for social service providers; lower income families are spending 70% of their income on housing costs placing them at a higher risk for eviction and limiting their budgets for other basic needs such as transportation, food, clothing and medical care. A Regional Housing Plan has the ability to effect all stakeholders:

- Counties have an increased tax base with the construction of additional housing units, redevelopment/rehabilitation of existing units;
- Cities are poised to attract additional businesses to the community by having a diverse housing stock for new business employees;
- Area non-profits are able to validate the needs they see with a respected report to state and federal funders of affordable housing programs;
- Communities see overall improvement with additional private and governmental revenues, and stabilized families with affordable housing options for all income levels.

Housing Studies are expensive and can range from \$10-15,000 per city and \$25-30,000 per county. Regional plans, depending on the number of communities participating are less costly than the individual city and county plans. It is estimated that the cost to do a regional housing study spanning 4-6 counties, including 10-12 cities would cost \$50-60,000; much less costly than to do it individually.

**When:** Minnesota Housing Partnership has received funding to provide technical assistance to the East Central Minnesota region and would like to move forward this fall (October – November 2013) on establishing which counties and cities want to invest in the plan and how much they are willing to contribute. Then, Lakes & Pines will submit inquiries (December 2013) to available grant funds (Minnesota Housing Partnership, Greater Pine Area Endowment, Initiative Foundation) to supplement the investment of the counties and cities and pool all the funds together to determine the overall budget available to hire a consultant to conduct the housing study. At the same time, a Request for Proposals would be advertised to obtain the estimated cost from reputable consulting agencies for the Regional Housing Study.

Questions? Want additional information?

Contact: Lezlie Sauter - email: [lezlie.sauter@lakesandpines.org](mailto:lezlie.sauter@lakesandpines.org) phone: 320.679.1800 ext. 118

Cherre Palenius - email: [cherre.palenius@mhponline.org](mailto:cherre.palenius@mhponline.org) phone: 651.925.5545

## Talking points:

- Our community is a good place to live and work. We should strive to keep up and improve our property values, maintain and build up our social and community participation, and take care of our parks, schools and other local advantages and amenities’.

Changes in regional transportation systems, in demographics, in the aging of local housing stock, and in economic conditions need to be considered in developing a better mix of housing choices.

- When people spend too much of their income on trying to maintain a home, they have less for other necessities, and they and their children are kept in a state of economic insecurity. The community as a whole deals with the instability and costs associated with homelessness, poverty and economic stagnation. Developing a range of housing choices, so that residents can be full participants in the local community and its economic life is needed in our communities.
- When employees travel long distances to work because they can’t afford to live closer to their job, employers pay the cost of recruitment and retention of workers, lost productivity due to travel, while the community pays the cost of road maintenance and time lost to commuting. A full range of housing choices builds economic vitality, and competitiveness for attracting and retaining employers.
- The market isn’t working when it forces too many people out. Imagine a supermarket that only sells caviar and steak—for many working Minnesotans, that’s what the housing market looks like. By increasing the variety and range of supply, in ways that meet current and future demand, we strengthen the housing market and strengthen the community.
- The collapse of the housing bubble and the subsequent foreclosure crisis demonstrates the importance, for everyone’s economic security, of a balanced housing market, with a mix of prices and types of homes.
- Protecting the investment we have in our homes requires new solutions for economic development, transportation and housing.
- Identifying specific opportunities in land use, transportation and/or existing developments will allow the region to reap rewards by improving the mix of housing choices.
- Young people are the future of any community: we need to provide our children with the ability to find a place to live in this region if they choose to.
- A strong range of places to live allows young families to stay or move to town, older people to stay near friends and family, and people just starting out to build assets toward home ownership.

- The market for new homes is changing: more and more of the demand will be for smaller, more efficient and conveniently located homes, targeted to young professionals, empty-nesters, and active seniors.
- As new more efficient travel options are developed with work to keep energy costs down, a mix of housing that includes conveniently located, smaller homes with easy access to shopping, transportation and community amenities will be needed.

The people who live and work in the East Central region are invested in the future and its continued success. This can only happen by working collaboratively together on the regions' problems and opportunities, by bringing neighbors together to guide decisions about what, where and how to build.

To accomplish this, we need information about the current status of the regions housing stock and what each community and its members envision for the regions overall shared future.

The conversations all start with a regional housing study.

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



To: Chairperson, Aitkin County Board of Commissioners      Date: December 31, 2013

Via: Patrick Wussow, County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

Set date for hearing Assembly Ordinance changes

Requested Meeting Date: Jan 7th      Estimated Presentation Time: 5 mins

Presenter: Kirk Peysar

**Type of Action Requested** (check all that apply)

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

**Fiscal Impact** (check all that apply)

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

**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) memo

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

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

December 31, 2013

To: Board of Commissioners

From: Kirk Peysar, County Auditor



Re: Set public hearing date/time for assembly ordinance changes

The Ordinance committee is suggesting changes to the Assembly Ordinance.

Public hearing is proposed to be set for February 11, 2014 at 10:00am. to hear comment on those changes.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-30-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Designation of the Official County Newspaper - 2014

Requested Meeting Date: 1-7-14 Estimated Presentation Time: \_\_\_\_\_

Presenter: Steve Bennett, IT Director

**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
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- Bid/quote comparison worksheet
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- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

**Provide (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: Designation of the Official County Newspaper**

**DATE: December 30, 2013**

At the first meeting of the year, the County Board must designate an official newspaper. Enclosed for your review are the results of the request for bids that were sent to the Aitkin Independent Age/ Voyager Press and the NewsHopper Publication, Inc. The County Board authorized the bid forms and procedures at the November 12, 2013 County Board meeting.

Staff has attached the 2014 bid summary sheet for the County Board to review. Staff will be present at the Board meeting to present the data. Please note this year the NewsHopper did not submit a bid.

Also included in this packet are the bid comparisons for the years 2013, 2012, 2011, 2010, and 2009 to give the Board a better understanding of the increasing costs over the years.

Prior to the meeting contact Kirk or me if you have related questions.



December 27, 2013

**Honorable Board of County Commissioners  
Aitkin County Courthouse  
209 Second St. N.W.  
Aitkin, MN 56431**

Dear Board of Commissioners:

Thank you for naming the *Aitkin Independent Age* and *Voyageur Press* its legal newspaper(s) in 2013. Attached is the bid sheet to run public notices again in 2014. And, it is again a joint bid with the *Voyageur Press* of McGregor.

In 2000, the board awarded the legals to the *Age* by itself with a rate of \$7.64 per column inch. The joint bid is still a great value based upon rates paid historically and the added reach of the public notices appearing in both county papers, and online.

If the bid is awarded to us, the *Aitkin Independent Age* will print the following items and furnish all legal printed materials to the *Voyageur Press* of McGregor to be published as well:

- >Publication of Official Proceedings (Commissioner and Board of Equalization)
- >Publication of Legal Notices and miscellaneous advertisements
- >In the matter of the delinquent tax list, the *Aitkin Independent Age* has elected to bid and the *Voyageur Press* has elected not to bid.
- >In the matter of the bid for printing the annual financial statement, if accepted, it will be printed in the *Aitkin Independent Age* with a second publication in the *Voyageur Press* of McGregor. The *Age* will furnish all necessary printed materials when approved by the county auditor to the *Voyageur Press* for publication.
- >All correspondence and billing will be with the *Aitkin Independent Age* and it will forward all information to the *Voyageur Press*. The *Voyageur Press* will bill the county directly for the second printing of the county financial statement.
- >All legal notices published in the *Age* and *Voyageur Press* are posted at no additional charge at the region's No. 1 website, [www.aitkinage.com](http://www.aitkinage.com).

It is our understanding a paper with its office in Brainerd may also be considered. We understand a court order from the mid-2000s declared it able to carry Aitkin County's public notices. We agree it earned the court order because it met the requirements at the time, which included having an office in Aitkin County. Since moving to another county, its ability to carry public notices also moves with its known office — which has been in Crow Wing County for several years as shown on its submitted bid forms.

We have not heard of an out-of-county paper ever being considered before when there are papers with offices in the same county. So, we asked Minnesota Newspaper Association attorney Mark Anfinson. He said, "A court order can't override state law." Statute 331A.04 is known as "Registration of a Newspaper for Official Publication." Anfinson says this law clearly states the board must give preference to newspapers with offices in the county.

Since Crow Wing County awarded public notices to the other paper this year, it is more clear than ever that its known office is not in Aitkin County.

Please let us know if you have any questions regarding our bid or publications. Thank you for the award of these notices in 2013. We hope to work with you again in 2014.

Sincerely,

A handwritten signature in black ink that reads "Matt McMillan".

Matt McMillan, Publisher  
*Aitkin Independent Age*



**AITKIN COUNTY - BID COMPARISON FORM**  
**PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2014**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

**Aitkin Age & Voyageur Press**

\$ 8.58 per column inch

**NewsHopper**

\$ no bid per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

**Aitkin Age & Voyageur Press**

\$ 8.58 per column inch

**NewsHopper**

\$ no bid per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

**Aitkin Age only**

\$ 8.58 per column inch

**NewsHopper**

\$ no bid per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

**Aitkin Age only**

\$ 5.66 per column inch

**NewsHopper**

\$ no bid per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

**Voyageur Press only**

\$ 2.92 per column inch

**NewsHopper**

\$ no bid per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**, 10 1/4" x 15" **VP**

Size in inches of newspaper single page sheet = no bid **NewsHopper**

Maximum number of columns per page in legal notice section = 6 **Aitkin Age** 4 **VP**

Maximum number of columns per page in legal notice section = no bid **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = 3,109 *Print*, **Age**, 575 *Print* **VP**  
+ 7,944 *web readers* = 15,294 *total*

Newspaper circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 3,684 **Aitkin Age/VP**

Weekly circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$32.00 **Age**

Subscription cost per individual customer within Aitkin County for 1 year = no bid **NewsHopper**

JOINT BID - AITKIN INDEPENDENT AGE & VOYAGEUR PRESS OF MCGREGOR  
(Draft for discussion Only)

### AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2014

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

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ 8.58 per column inch (WOULD APPEAR IN BOTH PAPERS)
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 8.58 per column inch (WOULD APPEAR IN BOTH NEWSPAPERS)
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 8.58 per column inch (WOULD APPEAR IN AITKIN AGE ONLY)
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 5.66 per column inch (WOULD APPEAR IN AITKIN AGE ONLY)
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 2.92 per column inch (WOULD APPEAR IN VOYAGEUR PRESS ONLY)

Size in inches of newspaper single page sheet = 10 3/8" by 15" - VOYAGEUR PRESS

Maximum number of columns per page in legal notice section = 4 - VOYAGEUR PRESS

Newspaper circulation within the boundaries of Aitkin County = 15,294

Weekly circulation within the boundaries of Aitkin County = 15,294 Print is 3,684 (3,104, 575) 9A 1P  
Web readers = 7,944 652 AGE

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

(Please Print Clearly)

Name of Bidding Newspaper: AITKIN INDEPENDENT AGE VOYAGEUR PRESS  
213 MINNESOTA AVE. N. PO BOX 254 15 COUNTRY HOUSE LANE PO BOX 59  
Official Address: AITKIN, MN 56431 MCGREGOR, MN 55760

Printed Name of Submitter MATT McMILLAN, PUBLISHER Title JOHN GRONES, PUBLISHER  
Phone: 218-917-3761 218-768-3465

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

Matt McMullan 12/23/13 \_\_\_\_\_ Date  
Signature in Ink of Submitter  
John Grones 12/27/13 \_\_\_\_\_

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

ADOPTED January 7, 2014

By Commissioner: xx

**010714-0xx**

**2014 Official County Newspaper**

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

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 7<sup>th</sup> day of January A.D., 2014, 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 7<sup>th</sup> day of January A.D., 2014

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

# AITKIN COUNTY - BID COMPARISON FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2013

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

**Aitkin Age & Voyageur Press**

\$ 8.25 per column inch

**NewsHopper**

\$ 8.75 per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

**Aitkin Age & Voyageur Press**

\$ 8.25 per column inch

**NewsHopper**

\$ 8.75 per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

**Aitkin Age only**

\$ 8.25 per column inch

**NewsHopper**

\$ 8.75 per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

**Aitkin Age only**

\$ 5.50 per column inch

**NewsHopper**

\$ 8.75 per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

**Voyageur Press only**

\$ 2.75 per column inch

**NewsHopper**

\$ 8.75 per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**, 10 1/4" x 15" **VP**

Size in inches of newspaper single page sheet = 10.5 by 21.25" **NewsHopper**

Maximum number of columns per page in legal notice section = 6 **Aitkin Age** 4 **VP**

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

Newspaper circulation within the boundaries of Aitkin County = 3,109 *Print*, **Age**, 575 *Print* **VP**  
+ 7,944 *web readers* = 15,294 *total*

Newspaper circulation within the boundaries of Aitkin County = 6,623 **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 3,684 **Aitkin Age/VP**

Weekly circulation within the boundaries of Aitkin County = 6,623 **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$30.00 **Age**, \$30.00 **VP**

Subscription cost per individual customer within Aitkin County for 1 year = Free **NewsHopper**

**AITKIN COUNTY - BID COMPARISON FORM  
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2012**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

**Aitkin Age & Voyageur Press**

\$ 7.50 per column inch

**NewsHopper**

\$ 7.00 per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

**Aitkin Age & Voyageur Press**

\$ 7.50 per column inch

**NewsHopper**

\$ 7.00 per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

**Aitkin Age only**

\$ 7.50 per column inch

**NewsHopper**

\$ 7.00 per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

**Aitkin Age only**

\$ 5.00 per column inch

**NewsHopper**

\$ 7.00 per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

**Voyageur Press only**

\$ 2.50 per column inch

**NewsHopper**

\$ 6.75 per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**

Size in inches of newspaper single page sheet = 10.5 by 21.25" **NewsHopper**

Maximum number of columns per page in legal notice section = 6 **Aitkin Age** 4 **VP**

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

Newspaper circulation within the boundaries of Aitkin County = 213,200 **Age**, 28,943 **VP**

Newspaper circulation within the boundaries of Aitkin County = 9,104 **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 3,892 **Aitkin Age**

Weekly circulation within the boundaries of Aitkin County = 9,104 **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$30.00 **Age**, \$30.00 **VP**

Subscription cost per individual customer within Aitkin County for 1 year = Free **NewsHopper**

**AITKIN COUNTY - BID COMPARRISON FORM  
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2011**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age	NewsHopper
\$__7.50__ per column inch	\$__8.75__ per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age	NewsHopper
\$__7.50__ per column inch	\$__8.75__ per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age	NewsHopper
\$__7.50__ per column inch	\$__8.75__ per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper
\$__5.00__ per column inch	\$__8.75__ per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper
\$__2.50__ per column inch	\$__8.75__ per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**

Size in inches of newspaper single page sheet = 10.5 by 21.25" **NewsHopper**

Maximum number of columns per page in legal notice section = \_\_6\_\_ **Aitkin Age**

Maximum number of columns per page in legal notice section = \_\_6\_\_ **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = \_??????\_ **Aitkin Age**

Newspaper circulation within the boundaries of Aitkin County = \_9,420\_ **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = \_\_3,892\_\_ **Aitkin Age**

Weekly circulation within the boundaries of Aitkin County = \_\_9,420\_\_ **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \_\_\$30.00\_\_ **Aitkin Age**

Subscription cost per individual customer within Aitkin County for 1 year = \_\_Free\_\_ **NewsHopper**

**AITKIN COUNTY - BID COMPARRISON FORM**  
**PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2010**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age	NewsHopper
\$__3.75__ per column inch	\$__4.88__ per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age	NewsHopper
\$__5.50__ per column inch	\$__4.88__ per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age	NewsHopper
\$__4.50__ per column inch	\$__4.88__ per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper
\$__4.00__ per column inch	\$__4.88__ per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper
\$__6.50__ per column inch	\$__4.88__ per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **.Aitkin Age**

Size in inches of newspaper single page sheet = 11.375 by 17" **NewsHopper**

Maximum number of columns per page in legal notice section = \_\_6\_\_ **.Aitkin Age**

Maximum number of columns per page in legal notice section = \_\_6\_\_ **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = \_3,816\_ **. Aitkin Age**

Newspaper circulation within the boundaries of Aitkin County = \_8,256\_ **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = \_12,018 Paper & Web\_ **. Aitkin Age**

Weekly circulation within the boundaries of Aitkin County = \_\_8,256\_\_ **. NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \_\_\$30.00\_ **. Aitkin Age**

Subscription cost per individual customer within Aitkin County for 1 year = \_\_Free\_\_ **NewsHopper**

**AITKIN COUNTY - BID COMPARRISON FORM  
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2009**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age	NewsHopper
\$__3.60__ per column inch	\$__6.75__ per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age	NewsHopper
\$__5.00__ per column inch	\$__6.75__ per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age	NewsHopper
\$__3.60__ per column inch	\$__2.95__ per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper
\$__3.60__ per column inch	\$__6.75__ per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper
\$__5.00__ per column inch	\$__6.75__ per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**

Size in inches of newspaper single page sheet = 10.5 by 16" **NewsHopper**

Maximum number of columns per page in legal notice section = \_\_6\_\_ **Aitkin Age**

Maximum number of columns per page in legal notice section = \_\_6\_\_ **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = \_\_3,444\_\_ **Aitkin Age**

Newspaper circulation within the boundaries of Aitkin County = \_\_8,364\_\_ **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = \_\_3,444\_\_ **Aitkin Age**

Weekly circulation within the boundaries of Aitkin County = \_\_8,364\_\_ **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \_\_\$30.00\_\_ **Aitkin Age**

Subscription cost per individual customer within Aitkin County for 1 year = \_\_Free\_\_ **NewsHopper**



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



To: Chairperson, Aitkin County Board of Commissioners      Date: 12-30-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2014 Board of Commissioners Meeting Procedures & Rules of Business

Requested Meeting Date: 1-7-14      Estimated Presentation Time: \_\_\_\_\_

Presenter: Steve Bennett, IT Director

**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: 2014 Board of Commissioners Meeting Procedures & Rules of Business**

**DATE: December 23, 2013**

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

"The Aitkin County Board of Commissioners Meeting Procedures and Rules of Business" required only minor modifications for 2014. The meeting schedule is the same in 2014 as it was in 2013, and it still notes that the Health & Human Services Board meetings are included within the regular County Board meetings.

Page 5, Paragraph 3 was modified to show a three minute time allotment for public comment, which corresponds with the County Board agenda. The only other item needing updating is identifying the 2014 Chair and Vice Chair.

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

ADOPTED January 7, 2014

By Commissioner: xx

**010714-0xx**

**2014 Board of Commissioners Meeting Procedures & Rules of Business**

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

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

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

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

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 7<sup>th</sup> day of January A.D., 2014, 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 7<sup>th</sup> day of January A.D., 2014

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy



BOARD OF COMMISSIONERS  
MEETING PROCEDURES and  
RULES OF BUSINESS

Revised January 7, 2014

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

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

The Aitkin County Board of Commissioners

**Board Members**

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

Your Board members this year are:

District I	J. Mark Wedel	(218) 927-6500
District II	Laurie Westerlund	(320) 684-2652
District III	Donald Niemi	(218) 927-9947
District IV	Brian Napstad	(218) 426-3008
District V	Anne Marcotte	(218) 256-0277

## **Board Meeting**

The Aitkin County Board of Commissioners meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month. Meeting dates and times are subject to change.

Each Tuesday meeting begins at 9:00 a.m. unless otherwise posted, in the Commissioners Boardroom in the West Annex of the Aitkin County Courthouse, Aitkin, MN. The Health & Human Services Board meets the fourth Tuesday each month. On the fourth Tuesday of each month, the Health & Human Services Board meeting will convene following approval of the regular agenda.

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

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

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

### **Board Actions**

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

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

### **Public Participation at Board Meetings**

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

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

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

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

Each speaker will be allowed 3 minutes for his/her presentation unless the time limit is waived by a majority of the Board members present. When there are a large number of speakers to be heard, the Board of Commissioners may shorten this time. Interruption or other interference with the orderly conduct of Board of Commissioners' business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer (Chairperson) may terminate the speaker's privilege of address, if after being called to order, he/she persists in improper conduct or remarks.

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

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



## AITKIN COUNTY BOARD RULES OF BUSINESS

### **Rule 1. Presiding Officer. Roll Call.**

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

### **Rule 2. Quorum.**

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

### **Rule 3. Minutes.**

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

### **Rule 4. Order of Business.**

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

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

**Rule 5. Recognition by Chair.**

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

**Rule 6. Designation by Chair.**

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

**Rule 7. Presentment of Petitions and Communication.**

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

**Rule 8. Voting. Excuse. Failure.**

When a question is put by the Chair, every member present shall vote; unless the County Board, for special reason, shall excuse a member prior to the calling of the roll or a legal

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

**Rule 9. Calling Vote.**

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

**Rule 10. Public Hearing Procedure.**

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

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

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

**Rule 11. Ordinances. Procedure.**

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

**Rule 12. Absent Member.**

Every member of the County Board about to leave the County during which period a County Board meeting is scheduled to be held shall notify the County Administrator.

**Rule 13. Journal.**

It shall be the duty of the County Administrator to keep the journal of the proceedings of the County Board and perform such duties as may be required by Minnesota Statutes.

The County Administrator shall not allow the official journal of the County to be taken from the custody of the County Administrator without the knowledge and consent of the County Board. The approved minutes will be the official record of the County Board meetings. In addition, recorded copies of the proceeding will be securely kept by the Office of the County Administrator for a period of four years.

**Rule 14. Robert's Rules of Order.**

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

**Rule 15. Conduct.**

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

- 1) Being in attendance under the influence of intoxicant or non-prescription illegal drugs, or using such substances while on County property.

- 2) Conduct which violated the common decency or morality of individuals.
- 3) Commission of a felony or gross misdemeanor.
- 4) Violating safety rules and regulations.
- 5) Speaking or making derogatory or false accusations so as to discredit other individuals.
- 6) The use of profanity or abusive language towards any individual.
- 7) Harassment or discrimination.
- 8) Speaking without being recognized by the Chair.

**Rule 16. Suspension or Amendment of Rules.**

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

**Rule 17. Notice of Agenda.**

The regular County Board meeting agendas shall be provided to the official County newspaper, posted on bulletin boards outside the County Administrator's office, and posted on the County's website, [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us) to provide the public with timely and accurate notice of regular County Board meetings.

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

**Aitkin County Department Heads**

Administrator	Patrick Wussow	927-7276
Assessor	Mike Dangers	927-7327
Attorney	Jim Ratz	927-7347
Auditor	Kirk Peysar	927-7354
Engineer	John Welle	927-3741
Environmental Services	Terry Neff	927-7342
Health & Human Services	Tom Burke	927-7200
Human Resources	Bobbie Danielson	927-7306
Land Commissioner	Mark Jacobs	927-7364
Information Technology	Steve Bennett	927-7345
Recorder	Diane Lafferty	927-7336
Sheriff	Scott Turner	927-7400
Treasurer	Lori Grams	927-7325

Send Inquiries to: Aitkin County Administrator's Office  
Attn: Patrick Wussow  
217 2<sup>nd</sup> St. NW – Room 134  
Aitkin, MN 56431

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-30-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2014 Committee Appointments

Requested Meeting Date: 1-7-14 Estimated Presentation Time: \_\_\_\_\_

Presenter: Steve Bennett, IT Director

**Type of Action Requested** (check all that apply)

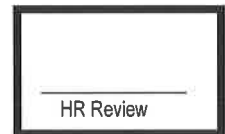
- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request 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) (2)
- 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 (2)
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) 2013 Resolutions

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



# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners**

**FROM: Patrick Wussow, Aitkin County Administrator**

**RE: Committee Appointments**

**DATE: December 30, 2013**

The Board needs to make committee appointments for 2014. Staff has included the 2013 resolutions, along with proposed resolutions for 2014.

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

**ADOPTED January 8, 2013**

By Commissioner: Westerlund

**010813-005**

**2013 COMMITTEE APPOINTMENTS**

**BE IT HEREBY RESOLVED**, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2013:

Assessor for Unorganized Twps.  
Fairgrounds Custodian  
AMC Delegates (8)

Mike Dangers  
Kirk Peysar  
County Board  
Environmental Services Director  
HHS Director  
County Administrator  
Board

Purchasing/Building Committee  
Facilities Committee

J. Mark Wedel  
Brian Napstad  
J. Mark Wedel  
John Welle

Aitkin Airport Commission (2)

Brian Napstad  
William Bedor  
Laurie Westerlund  
Don Niemi  
Mark Wedel  
Don Niemi  
Brian Napstad

McGregor Airport Commission (2)

Tri-County Community Health Services Board  
Arrowhead Regional Development Council  
Aitkin County Water Planning Task Force  
Snake River Watershed Management Board  
NE MN Office Job Training

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8<sup>th</sup> day of January 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 8<sup>th</sup> day of January A.D., 2013

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

By Commissioner: Marcotte

010813-006

**2013 COMMITTEE APPOINTMENTS**

**BE IT HEREBY RESOLVED**, that Board Chairperson Wedel make the following committee appointments for the year 2013:

Aitkin County Growth, Board of Directors, Liaison	Anne Marcotte
Aitkin Economic Development Administration	J. Mark Wedel
Arrowhead Counties Association	Don Niemi
	Anne Marcotte
Arrowhead Economic Opportunity Agency	Brian Napstad
Arrowhead Emergency Management Services (1 + alternate)	Anne Marcotte
Arrowhead Regional Transportation Committee	Brian Napstad, Alternate
ATV Committee (2)	John Welle
	Brian Napstad
	Anne Marcotte
Beyond the Yellow Ribbon Steering Committee	All Board Members
	Don Niemi, Primary
	Anne Marcotte, Primary
Big Sandy Lake Management Plan (1 + Alternate)	Brian Napstad
	Anne Marcotte, Alternate
Central MN Corrections (2)	J. Mark Wedel
	Laurie Westerlund
Development Achievement Center (liaison) (1 + Alternate)	Laurie Westerlund
	Don Niemi, Alternate
East Central Regional Library Board	Don Niemi
Economic Development (2)	Anne Marcotte
	Don Niemi
Employee Recognition (2)	Don Niemi
	Laurie Westerlund
Environmental Assessment Worksheet (2)	Anne Marcotte
	Brian Napstad
Emergency Management	J. Mark Wedel
Extension Committee (2)	J. Mark Wedel
	Laurie Westerlund
Forest Advisory Committee (2)	Anne Marcotte
	Brian Napstad
H & HS Advisory Committee (Liaison)	Laurie Westerlund
	Anne Marcotte
Historical Society (Liaison)	J. Mark Wedel
Insurance Committee (2)	J. Mark Wedel
	Laurie Westerlund
Investment Committee	County Board
Joint Powers Natural Resources Board	Brian Napstad
	Mark Jacobs
Kinship of Aitkin	All Board Members
	J. Mark Wedel, Primary
Labor Management Committee	J. Mark Wedel
	Laurie Westerlund, Alternate

**COMMITTEE APPOINTMENTS**

Lakes and Pines (1+ Alternate)	Don Niemi Anne Marcotte, Alternate
Law Library	Don Niemi
MCIT Representative (1 + Alternate)	Laurie Westerlund Kirk Peysar, Alternate
Mille Lacs Watershed (2)	Don Niemi Laurie Westerlund
Mississippi Headwaters Board (MHB)	Brian Napstad
MN Rural Counties Caucus (1 + Alternate)	Anne Marcotte Don Niemi, Alternate
Northeast MN ATP Steering Committee	John Welle
Northeast MN ATP	Don Niemi John Welle
Northeast MN ATP Township Representative	(Vacant)
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Brian Napstad Laurie Westerlund, Alternate
Northern Counties Land Use Coordinating Board (NCLUCEB) (1 + Alternate)	Brian Napstad Anne Marcotte, Alternate
Onanegozie (RCDC) (1 + Alternate)	Laurie Westerlund Anne Marcotte, Alternate
Ordinance Committee (2)	Brian Napstad Anne Marcotte
Personnel Committee (2)	Don Niemi J. Mark Wedel
Planning Commission	Laurie Westerlund
Public Land Classification Committee (2)	Anne Marcotte Laurie Westerlund, Alternate
Solid Waste Task Force (2)	Laurie Westerlund Brian Napstad
Park Commission	Laurie Westerlund

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8<sup>th</sup> day of January 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 8<sup>th</sup> day of January A.D., 2013

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

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

**ADOPTED January 7, 2014**

By Commissioner: xx

**010714-0xx**

**2014 COMMITTEE APPOINTMENTS**

**BE IT HEREBY RESOLVED**, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2014:

Assessor for Unorganized Twps.  
Fairgrounds Custodian  
AMC Delegates (8)

Mike Dangers  
Kirk Peysar  
County Board  
Environmental Services Director  
HHS Director  
County Administrator  
Board

Purchasing/Building Committee  
Facilities Committee

J. Mark Wedel  
Brian Napstad  
J. Mark Wedel  
John Welle

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Brian Napstad  
William Bedor  
Laurie Westerlund  
Don Niemi  
Mark Wedel  
Don Niemi  
Brian Napstad

McGregor Airport Commission (2)

Tri-County Community Health Services Board  
Arrowhead Regional Development Council  
Aitkin County Water Planning Task Force  
Snake River Watershed Management Board  
NE MN Office Job Training

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 7<sup>th</sup> day of January A.D., 2014, 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 7<sup>th</sup> day of January A.D., 2014

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

By Commissioner: xx

010714-0xx

**2014 COMMITTEE APPOINTMENTS**

**BE IT HEREBY RESOLVED**, that Board Chairperson Wedel make the following committee appointments for the year 2014:

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	All Board Members
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Big Sandy Lake Management Plan (1 + Alternate)	Anne Marcotte, Primary
	Brian Napstad
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	Laurie Westerlund
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Economic Development (2)	Don Niemi
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Employee Recognition (2)	Don Niemi
	Don Niemi
Environmental Assessment Worksheet (2)	Laurie Westerlund
	Anne Marcotte
Emergency Management	Brian Napstad
Extension Committee (2)	J. Mark Wedel
	J. Mark Wedel
Forest Advisory Committee (2)	Laurie Westerlund
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	J. Mark Wedel
Investment Committee	Laurie Westerlund
Joint Powers Natural Resources Board	County Board
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	Mark Jacobs
Kinship of Aitkin	All Board Members
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Northeast MN ATP Township Representative	(Vacant)
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Brian Napstad Laurie Westerlund, Alternate
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Public Land Classification Committee (2)	Anne Marcotte Laurie Westerlund, Alternate
Solid Waste Task Force (2)	Laurie Westerlund Brian Napstad
Park Commission	Laurie Westerlund

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 7<sup>th</sup> day of January A.D., 2014, 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 7<sup>th</sup> day of January A.D., 2014

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-31-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Aitkin County Soil and Water Conservation District

Requested Meeting Date: 1-7-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Steve Hughes, District Manager

**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

_____ HR Review
--------------------

**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)
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- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

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# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners**

**FROM: Patrick Wussow, Aitkin County Administrator**

**RE: Aitkin County Soil and Water Conservation District**

**DATE: December 31, 2013**

Steve Hughes, SWCD District Manager will review the 2014 budget, discuss new developments at SWCD, and address any questions you may have.

# AITKIN COUNTY SOIL AND WATER CONSERVATION DISTRICT

**DEPARTMENT:** Soil and Water Conservation District

**SUPERVISOR:** Steve Hughes

## ACTIVITY SCOPE

The Soil and Water Conservation District works with private landowners on their property to design and implement erosion control projects. The department administers erosion control cost-share, serves as Aitkin County Ag/Weed Inspector, sells about 8,000 trees and shrubs each spring, works with school age children on a variety of natural resource topics. The SWCD will seek to implement programs funded through the Clean Water Amendment (3/8ths of 1% sales tax). We have an active Forest Management program that promotes sustainable forestry on private lands. We explain the various County and State land use ordinances to landowners so they can apply this knowledge to their property and proposed activity. We conduct shoreland and wetland site reviews and provide that information to Aitkin County Planning and Zoning to assist with the permitting process. We assist lakeshore residents through the Aitkin County Water Plan.

## OBJECTIVES FOR 2014

1. Continue a positive working relationship with private landowners
2. Continue and expand outreach and services to agricultural producers
3. Provide start-up assistance and support to lake associations
4. Protect water quality and other natural resources through education of private landowners
5. Provide environmental education through the schools and groups such as: 4-H
6. Apply all programs and ordinances fairly and consistently
7. Coordinate with State, County and Federal agencies to provide better service to the public
8. Seek innovative and common sense solutions to land use opportunities
9. Be fiscally responsible and accountable
10. Assist with review of land use ordinances to seek better and simpler implementation of natural resource protection
11. Promote sustainable forest management
12. Continue support of multi-county groups such as Snake River JPB, Big Sandy and Mille Lacs Watershed Management Projects, Mississippi Headwaters Board
13. Provide clear, concise and accurate answers to client's questions
14. Complete the Aitkin County Water plan and implement the 5<sup>th</sup> Generation Water plan update

## PROGRAMS

Type	Resource Allocation
1. Assist landowners in land management options and decisions	30%
2. Coordinate and implement the County Water plan	25%
3. Perform Shoreland and wetland site reviews	20%
4. Encourage sound forest management on private lands	15%
5. Provide environmental education & coordinate services	10%

## 2014 STAFFING LEVELS

<u>NUMBER</u>	<u>STATUS</u>	<u>POSITION TITLE</u>
1	FULL TIME	DISTRICT MANAGER
1	FULL TIME	DISTRICT FORESTER
1	80% TIME	DISTRICT SECRETARY
1	80% TIME	DISTRICT TECHNICIAN

## BUDGET COMMENTARY

The SWCD relies strongly on successful grant applications and the State of Minnesota to provide funding to our overall budget. The 2014 budget is our best educated guess on funding from the State and grant sources. Some numbers may need to be adjusted when actual funding levels are known.

<u>REVENUE CLASSIFICATION</u>	<b>FY 2013 Projected</b>	<b>FY 2014 Proposed</b>
<b>County general funds</b>	<b>98034</b>	<b>98034</b>
<b>County Development funds</b>	<b>35011</b>	<b>40011</b>
<b><u>Agricultural Inspector</u></b>	<b><u>4800</u></b>	<b><u>4800</u></b>
<b>Total County funds</b>	<b>137845</b>	<b>142845</b>
State Funds	62400	65000
Charges for services	36500	32000
<b><u>Natural Resource grants</u></b>	<b><u>125570</u></b>	<b><u>105700</u></b>
<b>Total Revenue</b>	<b>362315</b>	<b>345545</b>

### EXPENDITURE CLASSIFICATION

Personnel Services	145410	149643
Ag/weed Inspector	4800	4800
SWCD Board expenses	12860	10600
Office rent	12024	12024
Expenses	34600	31066
Automobile expense	6600	6300
Pass through grant funds	107063	110934
<b><u>Cost of providing services</u></b>	<b><u>18734</u></b>	<b><u>19678</u></b>
<b>Total Expense</b>	<b>342091</b>	<b>345045</b>

**Our 2012 end of year fund balance was: \$48,803**

*Please contact Steve Hughes, District Manager with questions or comments. Thank You*

Phone: (218) 927-6565      Aitkin County SWCD  
 130 Southgate Drive  
 Aitkin, MN 56431