

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS JANUARY 14, 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 (5) 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 January 7, 2014 – January 13, 2014**
 - B) **Approve 1/7/14 County Board Minutes**
 - C) **Approve Commissioner Warrants**
 - D) **Approve December Manual Warrants**
 - E) **Approve Resolution - Final Payment Contract #20133**
 - F) **Accept \$100 Donation to Aitkin County Sheriff's Posse – Granite Electronics**
 - G) **Approve Resolution – Recorder's Office Transfer of Funds**
- 9:05 3) **Bobbie Danielson, Human Resources Manager**
- A) **Employee Recognition**
- 9:10 4) **John Welle, County Engineer**
- A) **Approve 2014 Fee Schedule/Equipment Rental Rates**
 - B) **Approve Resolution – Eminent Domain Authorization S.P. 001-610-022**
- 9:30 5) **Terry Neff, Environmental Services Director**
- A) **Approve 2014 Food, Beverage and Lodging Fee Schedule**
 - B) **SSTS Ordinance Update**
- 9:50 6) **Patrick Wussow, County Administrator**
- A) **Mississippi Headwaters Board**
 - B) **Strategic Land Asset Management, Lori Dowling-Hanson, NE Regional Director for MN DNR**
 - C) **Approve Personnel Committee Recommendation**
 - 1. **FT Instructor/Naturalist, LLCC**
 - D) **General Discussion, County Administrator's Resignation**
- 11:00 7) **Board Discussion**
Mark Wedel – Airport, LMC
Laurie Westerlund –

Don Niemi –
Brian Napstad - NEMOJET
Anne Marcotte – Economic Development, H&HS Advisory

12:00 Adjourn

AITKIN COUNTY BOARD

January 7, 2014

The Aitkin County Board of Commissioners met this 7th day of January, 2014 at 9:00 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, IT Director Steve Bennett, and Administrative Assistant Sue Bingham.

Motion by Commissioner Westerland, seconded by Commissioner Napstad and carried, all members voting yes to approve the January 7, 2014 agenda.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the Consent Agenda as follows: Correspondence File: December 17, 2013 – January 6, 2014; B) Approve County Board Minutes: December 17, 2013; C) Acknowledge County Administrator's Approval of Year End Items: 1) Resolution – 2014 Liquor License Renewals; 2) Resolution – 2013-2015 Snowmobile Safety Enforcement Grant; 3) Commissioner Warrants: General Fund \$168,787.72, Road & Bridge \$60,428.50, Health & Human Services \$2,288.35, Trust \$7,578.12, Forest Development \$9,310.03, Long Lake Conservation Center \$4,404.95, Parks \$796.77 for a total of \$253,594.44; 4) Health & Human Services Commissioner Warrants: 44,217.71; 5) Health & Human Services Auditor Warrants: \$5,330.57

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – 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 498th 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

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – 2013-2015 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

CALL TO ORDER

APPROVED
AGENDA

CONSENT
AGENDA FOR
2013

RESOLUTION
122413-112
2014 LIQUOR
LICENSE
RENEWALS

RESOLUTION
122413-113
2013-2015
SNOWMOBILE
SAFETY
ENFORCEMENT

AITKIN COUNTY BOARD

January 7, 2014

30, 2015.

Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voting to adjourn the 2013 County Board at 9:02 a.m.

GRANT

ADJOURN (2013 BOARD)

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

AITKIN COUNTY BOARD

January 7, 2014

IT Director Steve Bennett called the 2014 Board Meeting to order this 7th day of January, 2014 at 9:02 a.m. with the following members present: Commissioners J. Mark Wedel, Laurie Westerland, Donald Niemi, Brian Napstad, Anne Marcotte, IT Director Steve Bennett, and Administrative Assistant Sue Bingham.

Motion by Commissioner Napstad, seconded by Commissioner Niemi to nominate Commissioner Wedel as Chairperson for the year 2014.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to close the nominations and cast a unanimous ballot in favor of Commissioner Wedel as Chairperson for the year 2014.

Motion by Commissioner Westerland, seconded by Commissioner Niemi to nominate Commissioner Marcotte as Vice Chairperson for the year 2014.

Motion by Commissioner Westerland, seconded by Commissioner Napstad and carried, all members voting yes to close the nominations and cast a unanimous ballot in favor of Commissioner Marcotte as Vice Chairperson for the year 2014.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: 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: General Fund \$567.04, Road & Bridge \$1,200.41, Health & Human Services \$14.75, State \$5,083.50, Trust \$607.84, Forest Development \$0.39, Long Lake Conservation Center \$7.67, for a total of \$7,481.60; E) Approve Auditor Warrants – Tax Overpays: Taxes & Penalties \$1,005.00; 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

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to approve resolution – 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

CALL TO ORDER

NOMINATION OF BOARD CHAIR

UNANIMOUS BALLOT

NOMINATION OF VICE CHAIR

UNANIMOUS BALLOT

CONSENT AGENDA

RESOLUTION
010714-001
MINIMUM
SALARIES FOR
ELECTED
OFFICIALS

AITKIN COUNTY BOARD

January 7, 2014

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve public auction of the following long guns seized under forfeiture: Winchester 12 gauge pump shotgun; Magtech rifle, Marlin 22 rifle, Novinco SKS, England bolt action rifle, Mossberg 12 long rifle, Hinge barrel pellet gun, Daisy pellet gun, Pellet gun with wood stock.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve Assessor's Office purchase of 2012 Ford Escape SUV for \$16,900 plus tax and fees, from Aitkin Motor Company.

Kathy Brophy, Aitkin City Clerk introduced Cherre' Palenius, Manager Minnesota Housing Partnership. A Power Point presentation on housing was given to the Board. No action was taken.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting to schedule a Public Hearing for Assembly Ordinance changes on February 11, 2014 at 10:00 a.m. in the County Boardroom of the Aitkin County Courthouse.

The County Board reviewed the bid submitted for the "Official Newspaper." Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution - 2014 Official 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. The *Voyageur Press* is named second publication of Financial Statement.

The Board asked for minor modifications to the 2014 Aitkin County Board of Commissioners Rules of Business & Meeting Procedures. Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to approve resolution - 2014 Aitkin County Board of Commissioners Rules of Business & Meeting Procedures:

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 attached "Aitkin County Board of Commissioners Meeting Procedures and Rules of Business" is hereby amended and reaffirmed.

**PUBLIC AUCTION
OF FORFEITED
LONG GUNS –
SHERIFF'S DEPT.**

**VEHICLE
PURCHASE –
ASSESSOR'S
OFFICE**

**REGIONAL
HOUSING STUDY**

**SET PUBLIC
HEARING DATE -
ASSEMBLY
ORDINANCE**

**RESOLUTION
010714-002
2014 OFFICIAL
NEWSPAPER**

**RESOLUTION
010714-003
2014 AITKIN
COUNTY BOARD
OF
COMMISSIONERS
MEETING
PROCEDURES &
RULES OF
BUSINESS**

AITKIN COUNTY BOARD

January 7, 2014

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the following 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)

Purchasing/Building Committee
Facilities Committee

Aitkin Airport Commission (2)

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

Mike Dangers
Kirk Peysar
County Board
County Auditor
HHS Director
County Administrator
Board
J. Mark Wedel
Brian Napstad
J. Mark Wedel
John Welle
Brian Napstad
William Bedor
Laurie Westerlund
Don Niemi
Mark Wedel
Don Niemi
Brian Napstad

**RESOLUTION
010714-004
COMMITTEE
APPOINTMENTS**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the following committee appointments:

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

Aitkin County Growth, Board of Directors, Liaison
Aitkin Economic Development Administration
Arrowhead Counties Association

Arrowhead Economic Opportunity Agency
Arrowhead Emergency Management Services
(1 + alternate)

Arrowhead Regional Transportation Committee
ATV Committee (2)

Beyond the Yellow Ribbon Steering Committee

Big Sandy Lake Management Plan (1 + Alternate)

Anne Marcotte
J. Mark Wedel
Don Niemi
Anne Marcotte
Don Niemi
Anne Marcotte
Brian Napstad,
Alternate
John Welle
Brian Napstad
Anne Marcotte
All Board Members
Don Niemi, Primary
Anne Marcotte,
Primary
Brian Napstad

**RESOLUTION
010714-005
COMMITTEE
APPOINTMENTS**

AITKIN COUNTY BOARD

January 7, 2014

Central MN Corrections (2)	Anne Marcotte, Alternate J. Mark Wedel Laurie Westerlund
Development Achievement Center (liaison) (1 + Alternate)	Laurie Westerlund Don Niemi, Alternate
East Central Regional Library Board Economic Development (2)	Don Niemi Anne Marcotte Don Niemi
Employee Recognition (2)	Don Niemi Laurie Westerlund
Environmental Assessment Worksheet (2)	Anne Marcotte Brian Napstad
Emergency Management Extension Committee (2)	J. Mark Wedel 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) Insurance Committee (2)	J. Mark Wedel J. Mark Wedel Laurie Westerlund
Investment Committee Joint Powers Natural Resources Board	County Board Brian Napstad Mark Jacobs
Kinship of Aitkin County	All Board Members J. Mark Wedel, Primary
Labor Management Committee	J. Mark Wedel Laurie Westerlund, Alternate
Lakes and Pines (1+ Alternate)	Don Niemi Anne Marcotte, Alternate
Law Library MCIT Representative (1 + Alternate)	Don Niemi Laurie Westerlund Kirk Peysar, Alternate
Mille Lacs Watershed (2)	Don Niemi Laurie Westerlund
Mississippi Headwaters Board (MHB) MN Rural Counties Caucus (1 + Alternate)	Brian Napstad Anne Marcotte Don Niemi, Alternate
Northeast MN ATP Steering Committee Northeast MN ATP	John Welle Don Niemi John Welle
Northeast MN ATP Township Representative Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	(Vacant) Brian Napstad Laurie Westerlund, Alternate
Northern Counties Land Use Coordinating Board	Brian Napstad

AITKIN COUNTY BOARD

January 7, 2014

<p>(NCLUCB) (1 + Alternate)</p> <p>Onanegozie (RCDC) (1 + Alternate)</p> <p>Ordinance Committee (2)</p> <p>Personnel Committee (2)</p> <p>Planning Commission</p> <p>Public Land Classification Committee (2)</p> <p>Solid Waste Task Force (2)</p> <p>Park Commission</p>	<p>Anne Marcotte, Alternate</p> <p>Laurie Westerlund</p> <p>Anne Marcotte, Alternate</p> <p>Brian Napstad</p> <p>Anne Marcotte</p> <p>Anne Marcotte</p> <p>J. Mark Wedel</p> <p>Laurie Westerlund</p> <p>Anne Marcotte</p> <p>Laurie Westerlund, Alternate</p> <p>Laurie Westerlund</p> <p>Brian Napstad</p> <p>Laurie Westerlund</p>	
<p>Steve Hughes, District Manager Aitkin County Soil and Water Conservation District reviewed the 2014 budget with the Board and discussed new developments. Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve advancement of first half of County appropriations to Aitkin County SWCD.</p>		<p>AITKIN COUNTY SWCD</p>
<p>Break: 10:34 a.m. to 10:49 a.m.</p>		<p>BREAK</p>
<p>The Board reported on the following:</p> <p>Commissioner Brian Napstad</p> <ul style="list-style-type: none"> • Facilities • McGregor Airport Commission <p>Commissioner Don Niemi</p> <ul style="list-style-type: none"> • ARDC Transportation <p>Commissioner Anne Marcotte</p> <ul style="list-style-type: none"> • ACA • Transportation • Forest Advisory Invitation <p>Commissioner Laurie Westerlund</p> <ul style="list-style-type: none"> • HRA • CMCC • DAC 		<p>BOARD DISCUSSION</p>

AITKIN COUNTY BOARD

January 7, 2014

Commissioner Mark Wedel

- **CMCC**
- **Sobriety Court**
- **EDA**

Patrick Wussow, Aitkin County Administrator tendered his resignation. His last day with Aitkin County will be February 7, 2014. Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to accept his resignation with regrets.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 11:45 a.m. until Tuesday, January 14, 2014 at 9:00 a.m.

**COUNTY
ADMINISTRATOR
RESIGNS**

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	DEPT			Commissioners		
86222	Aitkin Independent Age 01-001-000-0000-6230	P	74.25	Synopsis 11/12	1479	Printing, Publishing & Adv
	01-001-000-0000-6230	P	96.94	Synopsis 11/26	1479	Printing, Publishing & Adv
	01-001-000-0000-6230	P	35.06	Synopsis 12/3	1479	Printing, Publishing & Adv
	01-001-000-0000-6230	P	43.31	Synopsis 12/3 Budget	1479	Printing, Publishing & Adv
86222	Aitkin Independent Age		249.56	4 Transactions		
10200	Marcotte/Anne Marie 01-001-000-0000-6340	P	12.58	Meals - ACA/ARDC Duluth		Meals (Overnight)
	01-001-000-0000-6330	P	115.83	ACA Duluth mileage 12/18/2013 12/18/2013	205@.565	Transportation & Travel & Parking
	01-001-000-0000-6330		44.80	board meetings-January	80@.56	Transportation & Travel & Parking
10200	Marcotte/Anne Marie		173.21	3 Transactions		
3255	Mn Counties Intergovernmental Trust 01-001-000-0000-6353		936.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
	01-001-000-0000-6352		1,476.00	2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust		2,412.00	2 Transactions		
9560	Wedel/Mark 01-001-000-0000-6330	P	180.80	CMCC Mileage Aug-Dec	320@.565	Transportation & Travel & Parking
9560	Wedel/Mark		180.80	1 Transactions		
10895	Westerlund/Laurie Ann 01-001-000-0000-6330	P	100.57	December Mileage	178@.565	Transportation & Travel & Parking
10895	Westerlund/Laurie Ann		100.57	1 Transactions		
1	DEPT Total:		3,116.14	Commissioners	5 Vendors	11 Transactions
40	DEPT			Auditor		
86222	Aitkin Independent Age 01-040-000-0000-6230	P	1,732.50	Financial statements	1014	Printing, Publishing & Adv
	01-040-021-0000-6230	P	32.00	License Center Serv/Dir	1014	Printing, Publishing & Adv
86222	Aitkin Independent Age		1,764.50	2 Transactions		
1457	CPS Technology Solutions, Inc 01-040-000-0000-6231	P	60.50	January Maintenance	364801	Services, Labor, Contracts
	01-040-000-0000-6231	P	26.40	January Maintenance	364801	Services, Labor, Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
1457	CPS Technology Solutions, Inc		86.90	2 Transactions	
2214	Holder/Maryann				
	01-040-021-0000-6301		750.00	FEBRUARY RENT	Rentals
2214	Holder/Maryann		750.00	1 Transactions	
3165	MDRA				
	01-040-021-0000-6240		253.00	MDRA Dues	Deputy #83 Dues
3165	MDRA		253.00	1 Transactions	
3255	Mn Counties Intergovernmental Trust				
	01-040-000-0000-6353		622.00	2014 ESTIMATED WC	Workers Compensation Insurance
	01-040-021-0000-6353		214.00	2014 ESTIMATED WC	Workers Compensation Insurance
	01-040-000-0000-6352		1,476.00	2014 LIAB/PROP/MARINE/AUTO	Insurance
	01-040-021-0000-6352		590.40	2014 LIAB/PROP/MARINE/AUTO	Insurance
3255	Mn Counties Intergovernmental Trust		2,902.40	4 Transactions	
12287	Skattum/Brett				
	01-040-021-0000-6231	P	8.00	Wash windows, License Center	632586 Services, Labor, Contracts
12287	Skattum/Brett		8.00	1 Transactions	
86235	The Office Shop Inc				
	01-040-000-0000-6405		72.05	Tape, ribbon, labels, clips	951447-0 Office & Computer Supplies
	01-040-000-0000-6405		5.99	Sealing tape	951551-0 Office & Computer Supplies
86235	The Office Shop Inc		78.04	2 Transactions	
40	DEPT Total:		5,842.84	Auditor	7 Vendors 13 Transactions
42	DEPT			Treasurer	
11603	Girard's Business Solutions, Inc.				
	01-042-000-0000-6231		450.00	Svc Contract-Canon CR190i	2AITCOU Services, Labor, Contracts
				02/10/2014 02/10/2015	
11603	Girard's Business Solutions, Inc.		450.00	1 Transactions	
3255	Mn Counties Intergovernmental Trust				
	01-042-000-0000-6353		320.00	2014 ESTIMATED WC	Workers Compensation Insurance
	01-042-000-0000-6352		885.60	2014 LIAB/PROP/MARINE/AUTO	Insurance
3255	Mn Counties Intergovernmental Trust		1,205.60	2 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
86235	The Office Shop Inc 01-042-000-0000-6405		99.75	Cover Rpt Ltr	951417-0	Office & Computer Supplies
86235	The Office Shop Inc		99.75	1 Transactions		
42	DEPT Total:		1,755.35	Treasurer	3 Vendors	4 Transactions
43	DEPT			Assessor		
86222	Aitkin Independent Age 01-043-000-0000-6230	P	225.72	Homestead notice	1693	Printing, Publishing & Adv
86222	Aitkin Independent Age		225.72	1 Transactions		
10452	AT&T Mobility 01-043-000-0000-6250	P	213.84	Monthly wireless	287250162187	Telephone
10452	AT&T Mobility		213.84	1 Transactions		
783	Canon Financial Services, Inc 01-043-000-0000-6231		182.87	copier contract	13412422	Services, Labor, Contracts
	01-043-000-0000-6231		12.83	Accessories/Print kit	13412424	Services, Labor, Contracts
783	Canon Financial Services, Inc		195.70	2 Transactions		
1457	CPS Technology Solutions, Inc 01-043-000-0000-6231	P	46.20	January Maintenance	364801	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		46.20	1 Transactions		
1570	Erickson Oil Products Inc 01-043-000-0000-6511	P	380.77	December Fuel	11347	Gas And Oil
1570	Erickson Oil Products Inc		380.77	1 Transactions		
2340	Hyytinen Hardware Hank 01-043-000-0000-6405	P	70.49	Tow ropes	1154230	Office, Film & Computer Supplies
	01-043-000-0000-6405	P	8.53	Sand	1155014	Office, Film & Computer Supplies
2340	Hyytinen Hardware Hank		79.02	2 Transactions		
2351	IAAO 01-043-000-0000-6240		175.00	Membership Dues - M Dangers	14-00129221	Dues & License Renewal
2351	IAAO		175.00	1 Transactions		
3255	Mn Counties Intergovernmental Trust 01-043-000-0000-6353		4,430.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance

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
	01-043-000-0000-6352		2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust		2 Transactions		
4030	Region IV MAAO				
	01-043-000-0000-6240		MAAO Region IV Annual Dues	2014	Dues & License Renewal
4030	Region IV MAAO		1 Transactions		
86235	The Office Shop Inc				
	01-043-000-0000-6405	P	Sharpies	267338-0	Office, Film & Computer Supplies
	01-043-000-0000-6405	P	Copies	269577-0	Office, Film & Computer Supplies
86235	The Office Shop Inc		2 Transactions		
6128	Tire Barn				
	01-043-000-0000-6302	P	Tires for Jeep Liberty	26406	Car Maintenance
6128	Tire Barn		1 Transactions		
6097	Verizon Wireless				
	01-043-000-0000-6250	P	cell phone	680690882	Telephone
			12/01/2013 01/01/2014		
6097	Verizon Wireless		1 Transactions		
43	DEPT Total:		Assessor	12 Vendors	16 Transactions
44	DEPT		Central Services		
11715	Granite Electronics				
	01-044-000-0000-6600		GRE ARMER system install	454231	Capital Outlay
11715	Granite Electronics		1 Transactions		
3255	Mn Counties Intergovernmental Trust				
	01-044-000-0000-6353		2014 ESTIMATED WC	179104	Workers Compensation Insurance
	01-044-000-0000-6352		2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust		2 Transactions		
12910	Progressive Poured Walls				
	01-044-000-0000-6600	P	Cut opening in shelter		Capital Outlay
12910	Progressive Poured Walls		1 Transactions		
9261	RTVision, Inc.				
	01-044-000-0000-6231	P	credit-time off request	11577	Services, Labor, Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-044-000-0000-6231	P	credit-time off request	11577	Services, Labor, Contracts
	01-044-000-0000-6231	P	credit-time off request	11636	Services, Labor, Contracts
	01-044-000-0000-6231	P	credit-time off request	11636	Services, Labor, Contracts
9261	RTVision, Inc.		4 Transactions		
44	DEPT Total:		58,543.41 Central Services	4 Vendors	8 Transactions
45	DEPT		Motor Pool		
90762	Aitkin Co License Center				
	01-045-000-0000-6374		16.00 Vehicle Tabs #1		Auto & Trailer License, Taxes, Plates
	01-045-000-0000-6374		16.00 Vehicle Tabs #2		Auto & Trailer License, Taxes, Plates
	01-045-000-0000-6374		16.00 Vehicle Tabs #4		Auto & Trailer License, Taxes, Plates
	01-045-000-0000-6374		16.00 Vehicle Tabs #30		Auto & Trailer License, Taxes, Plates
	01-045-000-0000-6374		16.00 Vehicle Tabs #33		Auto & Trailer License, Taxes, Plates
	01-045-000-0000-6374		16.00 Vehicle Tabs #34		Auto & Trailer License, Taxes, Plates
	01-045-000-0000-6374		16.00 Vehicle Tabs #35		Auto & Trailer License, Taxes, Plates
	01-045-000-0000-6374		16.00 Vehicle Tabs #36		Auto & Trailer License, Taxes, Plates
	01-045-000-0000-6374		16.00 Vehicle Tabs #41		Auto & Trailer License, Taxes, Plates
	01-045-000-0000-6374		16.00 Vehicle Tabs #60		Auto & Trailer License, Taxes, Plates
	01-045-000-0000-6374		16.00 Vehicle Tabs #62		Auto & Trailer License, Taxes, Plates
	01-045-000-0000-6374		16.00 Vehicle Tabs #64		Auto & Trailer License, Taxes, Plates
90762	Aitkin Co License Center		192.00	12 Transactions	
10567	Lake Country Auto Center Of Aitkin				
	01-045-000-0000-6302	P	36.99 OIL CHANGE-VET VAN	16217	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		36.99	1 Transactions	
3255	Mn Counties Intergovernmental Trust				
	01-045-000-0000-6353		379.00 2014 ESTIMATED WC	179104	Workers Comp Insurance
	01-045-000-0000-6352		4,882.00 2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust		5,261.00	2 Transactions	
6128	Tire Barn				
	01-045-000-0000-6302	P	49.62 oil change, rotate tires #4	26254	Car Maintenance
	01-045-000-0000-6302	P	41.49 oil change #2 Cobalt	26365	Car Maintenance
	01-045-000-0000-6302	P	49.62 oil change, rotate tires #30	28263	Car Maintenance
6128	Tire Barn		140.73	3 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
45	DEPT Total:				5,630.72	Motor Pool		4 Vendors		18 Transactions	
49	DEPT					Information Technologies					
3255	Mn Counties Intergovernmental Trust	01-049-000-0000-6353			593.00	2014 ESTIMATED WC		179104		Workers Compensation Insurance	
		01-049-000-0000-6352			1,476.00	2014 LIAB/PROP/MARINE/AUTO		529104		Insurance	
3255	Mn Counties Intergovernmental Trust				2,069.00		2 Transactions				
49	DEPT Total:				2,069.00	Information Technologies		1 Vendors		2 Transactions	
52	DEPT					Administration/Personnel Dept					
5398	CDW Government, Inc	01-052-000-0000-6625		P	198.78	22 INCH COMP.SCREEN		HQ43295		Office Equipment	
5398	CDW Government, Inc				198.78		1 Transactions				
4641	Holiday Credit Office	01-052-000-0000-6511		P	25.30	December gas		1400000135194		Gas And Oil	
4641	Holiday Credit Office				25.30		1 Transactions				
3255	Mn Counties Intergovernmental Trust	01-052-000-0000-6353			490.00	2014 ESTIMATED WC		179104		Workers Compensation Insurance	
		01-052-000-0000-6352			1,180.80	2014 LIAB/PROP/MARINE/AUTO		529104		Insurance	
3255	Mn Counties Intergovernmental Trust				1,670.80		2 Transactions				
86235	The Office Shop Inc	01-052-000-0000-6405		P	53.39	Power Strip, 3 flash drives		269384-0		Office & Computer Supplies	
86235	The Office Shop Inc				53.39		1 Transactions				
52	DEPT Total:				1,948.27	Administration/Personnel Dept		4 Vendors		5 Transactions	
60	DEPT					Elections					
3255	Mn Counties Intergovernmental Trust	01-060-000-0000-6353			45.00	2014 ESTIMATED WC		179104		Workers Compensation Insurance	
3255	Mn Counties Intergovernmental Trust				45.00		1 Transactions				
60	DEPT Total:				45.00	Elections		1 Vendors		1 Transactions	
90	DEPT					Attorney					

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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		
117 Aitkin County Sheriff 01-090-000-0000-6250	P	33.05	cell phone reimb.-Ratz 12/11/2013 01/10/2014	13-0772 Telephone
117 Aitkin County Sheriff		33.05	1 Transactions	
340 Anoka Co Sheriff 01-090-000-0000-6234	P	70.00	SUBPOENA 01CR13758	13006056 Co Sheriff Services
01-090-000-0000-6234	P	70.00	SUBPOENA 01CR13757	13006057 Co Sheriff Services
340 Anoka Co Sheriff		140.00	2 Transactions	
783 Canon Financial Services, Inc 01-090-000-0000-6405		364.09	Contract charge 12/20/2013 01/19/2014	13401236 Office & Computer Supplies
783 Canon Financial Services, Inc		364.09	1 Transactions	
1180 Crow Wing Co Sheriff's Office 01-090-000-0000-6234	P	75.00	subpoena 01CR13655	77633 Co Sheriff Services
1180 Crow Wing Co Sheriff's Office		75.00	1 Transactions	
5579 Grand Rapids Police Department 01-090-000-0000-5612	P	280.59	70% Admin Forf - Rainey	12-4966 Drug & Forfeiture Ms387.213
5579 Grand Rapids Police Department		280.59	1 Transactions	
2390 Itasca Co Sheriff 01-090-000-0000-6234	P	55.00	SUBPOENA 20131784	3685 Co Sheriff Services
2390 Itasca Co Sheriff		55.00	1 Transactions	
6006 Matthew Bender Co, Inc 01-090-000-0000-6406	P	225.10	MN Mis & DWI Traf Crim	5503313X Law Publ. & Subscriptions
6006 Matthew Bender Co, Inc		225.10	1 Transactions	
3255 Mn Counties Intergovernmental Trust 01-090-000-0000-6353		1,368.00	2014 ESTIMATED WC	179104 Workers Compensation Insurance
01-090-000-0000-6352		2,952.00	2014 LIAB/PROP/MARINE/AUTO	529104 Insurance
3255 Mn Counties Intergovernmental Trust		4,320.00	2 Transactions	
8454 Ramsey County Sheriff 01-090-000-0000-6234		30.00	Subpoena State v Sereika	2013010451 Co Sheriff Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
8454	Ramsey County Sheriff		30.00		1 Transactions	
4139	Roggenkamp-Rakotz/Lisa M 01-090-000-0000-6333		33.60	Mileage Brainerd Court 1/6	60@.56	Crt.Related Travel Expenses
	01-090-000-0000-6333		33.60	Mileage Brainerd Court 1/8	60@.56	Crt.Related Travel Expenses
4139	Roggenkamp-Rakotz/Lisa M		67.20		2 Transactions	
9429	State Treasurer's Office General Acct. 01-090-000-0000-5612	O	40.08	10% Admin Forf - Rainey	12-4966	Drug & Forfeiture Ms387.213
9429	State Treasurer's Office General Acct.		40.08		1 Transactions	
86235	The Office Shop Inc 01-090-000-0000-6405	P	35.22	preinked Max Stamp	269496-0	Office & Computer Supplies
	01-090-000-0000-6405	P	367.48	IMN Cd's, Qua Envelope CD's	950774-0	Office & Computer Supplies
	01-090-000-0000-6405		209.94	(6) IMN DVD-R, 4.7GB	950774-1	Office & Computer Supplies
86235	The Office Shop Inc		612.64		3 Transactions	
5173	West Payment Center 01-090-000-0000-6406	P	1,124.92	December information charges	828718044-1	Law Publ. & Subscriptions
5173	West Payment Center		1,124.92		1 Transactions	
90	DEPT Total:		7,367.67	Attorney	13 Vendors	18 Transactions
100	DEPT			Recorder		
3255	Mn Counties Intergovernmental Trust 01-100-000-0000-6353		437.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
	01-100-000-0000-6352		1,180.80	2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust		1,617.80		2 Transactions	
86235	The Office Shop Inc 01-100-000-0000-6405		45.50	office supplies	269721-0	Office & Computer Supplies
	01-100-000-0000-6405		5.58	office supplies	269802-0	Office & Computer Supplies
86235	The Office Shop Inc		51.08		2 Transactions	
100	DEPT Total:		1,668.88	Recorder	2 Vendors	4 Transactions
110	DEPT			Courthouse Maintenance		
90762	Aitkin Co License Center					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-110-000-0000-6374		16.00	Vehicle Tabs Maint Truck		Auto & Trailer
90762	Aitkin Co License Center		16.00	1 Transactions		
12106	Antoine Electric					
	01-110-000-0000-6231	P	67.48	Ballast in Attorney's office	13443	Services, Labor, Contracts
	01-110-000-0000-6231	P	64.97	Ballast in Court Admin	13445	Services, Labor, Contracts
12106	Antoine Electric		132.45	2 Transactions		
10083	Cedarbrook Lumber Comp					
	01-110-000-0000-6590	P	51.27	Shovel, pusher	58679	Repair & Maintenance
10083	Cedarbrook Lumber Comp		51.27	1 Transactions		
88628	Dalco					
	01-110-000-0000-6422		52.18	Toilet Tissue	2695970	Janitorial Supplies
88628	Dalco		52.18	1 Transactions		
1430	Dotzler Power Equipment					
	01-110-000-0000-6590	P	49.34	Two wheels	77914	Repair & Maintenance
1430	Dotzler Power Equipment		49.34	1 Transactions		
1570	Erickson Oil Products Inc					
	01-110-000-0000-6511	P	221.97	DECEMBER FUEL	20559	Gas And Oil
1570	Erickson Oil Products Inc		221.97	1 Transactions		
1754	Garrison Disposal Company, Inc					
	01-110-000-0000-6255	P	570.16	December Waste Removal	8175646	Garbage
1754	Garrison Disposal Company, Inc		570.16	1 Transactions		
4641	Holiday Credit Office					
	01-110-000-0000-6511	P	68.30	December gas	1400000135194	Gas And Oil
4641	Holiday Credit Office		68.30	1 Transactions		
7525	Hometown Bldg Supply					
	01-110-000-0000-6590	P	206.12	Ceiling tiles	48157	Repair & Maintenance
7525	Hometown Bldg Supply		206.12	1 Transactions		
2340	Hyytinen Hardware Hank					
	01-110-000-0000-6590	P	23.51	fertilizer spreader	1152689	Repair & Maintenance
	01-110-000-0000-6422	P	32.23	batteries, goo gone, humidicle	1153741	Janitorial Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount Service Dates	Paid On Bhf #	On Behalf of Name
01-110-000-0000-6590	P	6.72 air deflector, shatterproof	1153831	Repair & Maintenance
01-110-000-0000-6590	P	10.58 keys	1154186	Repair & Maintenance
01-110-000-0000-6422	P	36.29 humidifier treatment	1154469	Janitorial Supplies
01-110-000-0000-6422	P	75.62 air cleaner filters	1154531	Janitorial Supplies
01-110-000-0000-6422	P	8.54 wonder brush	1154635	Janitorial Supplies
01-110-000-0000-6590	P	73.72 snow shovel, sno rake	1155800	Repair & Maintenance
01-110-000-0000-6422	P	21.34 upholstery shampoo	1156344	Janitorial Supplies
01-110-000-0000-6590	P	6.72 air deflector, shatterproof	1156356	Repair & Maintenance
01-110-000-0000-6590	P	32.05 elec pipe heating	1156471	Repair & Maintenance
01-110-000-0000-6422	P	5.65 vacuum bags	1157073	Janitorial Supplies
01-110-000-0000-6422	P	3.94 vacuum bags	1157099	Janitorial Supplies
2340 Hyytinen Hardware Hank		336.91	13 Transactions	
11946 McGuire Mechanical				
01-110-000-0000-6231	P	422.18 drain down system,cap lines	5516	Services, Labor, Contracts
11946 McGuire Mechanical		422.18	1 Transactions	
12927 Midwest Machinery Co.				
01-110-000-0000-6590	P	0.71 hardware	772619	Repair & Maintenance
12927 Midwest Machinery Co.		0.71	1 Transactions	
89765 Minnesota Elevator, Inc				
01-110-000-0000-6231		156.13 January Billing	299636	Services, Labor, Contracts
89765 Minnesota Elevator, Inc		156.13	1 Transactions	
9692 Minnesota Energy Resources Corporation				
01-110-000-0000-6254	P	2,184.76 Gas-Court House	4323328-7	Utilities & Heating
01-110-000-0000-6254	P	15.50 Gas LA Tool	4911601-5	Utilities & Heating
9692 Minnesota Energy Resources Corporation		2,200.26	2 Transactions	
3255 Mn Counties Intergovernmental Trust				
01-110-000-0000-6353		9,385.00 2014 ESTIMATED WC	179104	Workers Compensation Insurance
01-110-000-0000-6352		2,493.40 2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255 Mn Counties Intergovernmental Trust		11,878.40	2 Transactions	
11120 Nardini Fire Equipment Co.,Inc				
01-110-000-0000-6231	P	323.28 Inspect alarm system	446427	Services, Labor, Contracts
11120 Nardini Fire Equipment Co.,Inc		323.28	1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
4010	Rasley Oil Company 01-110-000-0000-6511	P	22.76	Fuel #445	29323	Gas And Oil
4010	Rasley Oil Company		22.76		1 Transactions	
110	DEPT Total:		16,708.42	Courthouse Maintenance	17 Vendors	32 Transactions
111	DEPT			Buildings		
11428	Horizon Roofing 01-111-000-0000-6605	P	825.28	Roof repairs	BE0946	Building & Structures
11428	Horizon Roofing		825.28		1 Transactions	
111	DEPT Total:		825.28	Buildings	1 Vendors	1 Transactions
120	DEPT			Service Officer		
10662	4 & 47 North Cleaning, Inc 01-120-000-0000-6302	P	150.00	CLEAN VET VAN	512595	Car Maintenance
10662	4 & 47 North Cleaning, Inc		150.00		1 Transactions	
90762	Aitkin Co License Center 01-120-000-0000-6374		16.00	Vehicle Tabs Vet Van		Auto & Trailer License
90762	Aitkin Co License Center		16.00		1 Transactions	
2448	Janzen/Carroll Mark 01-120-000-0000-6350	P	50.00	DRIVE VET VAN 12/09/2013	ST CLOUD 12/09/2013	Per Diem
2448	Janzen/Carroll Mark		50.00		1 Transactions	
3093	Jones/Stanley Carter 01-120-000-0000-6350	P	50.00	DRIVE VET VAN 12/17/2013	MPLS 12/17/2013	Per Diem
3093	Jones/Stanley Carter		50.00		1 Transactions	
5767	Lamke/Dennis 01-120-000-0000-6350	P	50.00	DRIVE VET VAN 12/11/2013	ST CLOUD 12/11/2013	Per Diem
5767	Lamke/Dennis		50.00		1 Transactions	
10234	Miller/Conrad					

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-120-000-0000-6350	P	50.00	DRIVE VET VAN 12/05/2013 12/05/2013	ST CLOUD	Per Diem
10234	Miller/Conrad		50.00		1 Transactions	
3255	Mn Counties Intergovernmental Trust 01-120-000-0000-6353		108.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
	01-120-000-0000-6352		673.20	2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust		781.20		2 Transactions	
3912	Peterson/Richard 01-120-000-0000-6350	P	50.00	DRIVE VET VAN 12/17/2013 12/17/2013	ST CLOUD	Per Diem
3912	Peterson/Richard		50.00		1 Transactions	
11362	Roscoe/Bernie 01-120-000-0000-6350	P	50.00	DRIVE VET VAN 12/12/2013 12/12/2013	MPLS	Per Diem
11362	Roscoe/Bernie		50.00		1 Transactions	
6097	Verizon Wireless 01-120-000-0000-6250	P	14.33	CELL PHONE-VET VAN 11/21/2013 12/20/2013	880690364	Telephone
6097	Verizon Wireless		14.33		1 Transactions	
10882	Wark/Charles F. 01-120-000-0000-6350	P	50.00	DRIVE VET VAN 12/10/2013 12/20/2013	MPLS	Per Diem
	01-120-000-0000-6350	P	50.00	DRIVE VET VAN 12/23/2013 12/23/2013	ST CLOUD	Per Diem
	01-120-000-0000-6350	P	50.00	DRIVE VET VAN 12/31/2013 12/31/2013	ST CLOUD	Per Diem
10882	Wark/Charles F.		150.00		3 Transactions	
5960	Wilmo/Wesley S. 01-120-000-0000-6350	P	50.00	DRIVE VET VAN 12/20/2013 12/20/2013	BRAINERD	Per Diem
	01-120-000-0000-6350	P	50.00	DRIVE VET VAN 12/05/2013 12/05/2013	ST CLOUD	Per Diem

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5960 Wilmo/Wesley S.			2 Transactions	
120 DEPT Total:		1,511.53	Service Officer	12 Vendors 16 Transactions
121 DEPT			Housing & Redevelopment	
11113 Anderson/Edward				
01-121-000-0000-6350	P	35.00	HRA MEETING	10/28/13 Per Diem
01-121-000-0000-6350	P	35.00	HRA MEETING	10/28/13 Per Diem
01-121-000-0000-6350	P	35.00	HRA MEETING	10/28/13 Per Diem
11113 Anderson/Edward		105.00	3 Transactions	
11353 Crane/Cheri L				
01-121-000-0000-6350	P	35.00	HRA MEETING	10/28/13 Per Diem
01-121-000-0000-6350	P	35.00	HRA MEETING	11/21/13 Per Diem
01-121-000-0000-6350	P	35.00	HRA MEETING	12/30/13 Per Diem
11353 Crane/Cheri L		105.00	3 Transactions	
10549 Turner/Larry				
01-121-000-0000-6350	P	35.00	HRA MEETING	10/28/13 Per Diem
01-121-000-0000-6350	P	35.00	HRA MEETING	11/21/13 Per Diem
01-121-000-0000-6350	P	35.00	HRA MEETING	12/30/13 Per Diem
10549 Turner/Larry		105.00	3 Transactions	
10017 Tveit/Galen				
01-121-000-0000-6350	P	35.00	HRA MEETING	10/28/13 Per Diem
01-121-000-0000-6350	P	35.00	HRA MEETING	11/21/13 Per Diem
01-121-000-0000-6350	P	35.00	HRA MEETING	12/30/13 Per Diem
10017 Tveit/Galen		105.00	3 Transactions	
11355 Williams/Ihleen E				
01-121-000-0000-6350	P	35.00	HRA MEETING	10/28/13 Per Diem
01-121-000-0000-6350	P	35.00	HRA MEETING	11/21/13 Per Diem
01-121-000-0000-6350	P	35.00	HRA MEETING	12/30/13 Per Diem
11355 Williams/Ihleen E		105.00	3 Transactions	
121 DEPT Total:		525.00	Housing & Redevelopment	5 Vendors 15 Transactions
122 DEPT			Planning & Zoning	

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
90762	Aitkin Co License Center 01-122-000-0000-6374		32.00	Reg 02 Olds, 04 Taurus		Auto & Trailer License, Taxes, Plates
90762	Aitkin Co License Center		32.00	1 Transactions		
86222	Aitkin Independent Age 01-122-000-0000-6230	P	45.38	Notice of BOA hearing 01/08/2014 01/08/2014	1482	Printing, Publishing & Adv
86222	Aitkin Independent Age		45.38	1 Transactions		
734	Bright/Irene 01-122-000-0000-6350		10.00	Onsite-Higgins	1/7/14	Per Diem
	01-122-000-0000-6350		10.00	Onsite-SOLEI	1/7/14	Per Diem
	01-122-000-0000-6350		35.00	BOA MEETING	1/8/14	Per Diem
	01-122-038-0000-6330		50.96	BOA & Onsites mileage	91@.56	Boa/Pc Mileage
734	Bright/Irene		105.96	4 Transactions		
4641	Holiday Credit Office 01-122-000-0000-6511	P	62.13	December gas	1400000135321	Gas And Oil
4641	Holiday Credit Office		62.13	1 Transactions		
12983	Hoppe/Wesley 01-122-000-0000-6820		25.00	Partial refund - Overpay	40126	Refunds & Reimbursements
12983	Hoppe/Wesley		25.00	1 Transactions		
5784	Lake/Robert 01-122-000-0000-6350		10.00	Onsite-Higgins	01/7/14	Per Diem
	01-122-000-0000-6350		10.00	Onsite-Solei	01/7/14	Per Diem
	01-122-000-0000-6350		35.00	BOA meeting	1/8/14	Per Diem
	01-122-038-0000-6330		49.84	BOA/Onsites Mileage	89@.56	Boa/Pc Mileage
5784	Lake/Robert		104.84	4 Transactions		
3255	Mn Counties Intergovernmental Trust 01-122-000-0000-6353		1,149.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
	01-122-000-0000-6352		1,628.80	2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust		2,777.80	2 Transactions		
5516	Paquette/Jeremy M 01-122-000-0000-6350		10.00	Onsite-Solie	1/5/14	Per Diem
	01-122-000-0000-6350		10.00	Onsite-Higgins	1/5/14	Per Diem

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
01-122-000-0000-6350		35.00	BOA Meeting	1/8/14 Per Diem
01-122-038-0000-6330		64.40	BOA/Onsites mileage	115@.56 Boa/Pc Mileage
5516 Paquette/Jeremy M		119.40	4 Transactions	
10028 Spiel/Edward				
01-122-000-0000-6350		10.00	Onsite-Higgins	1/7/14 Per Diem
01-122-000-0000-6350		10.00	Onsite-Solei	1/7/14 Per Diem
01-122-000-0000-6350		35.00	BOA Meeting	1/8/14 Per Diem
01-122-038-0000-6330		59.02	BOA/Onsites mileage	105.4@.56 Boa/Pc Mileage
10028 Spiel/Edward		114.02	4 Transactions	
5739 Stearns Co Env Services Dept				
01-122-000-0000-6208		60.00	Reg - Shoreland Training	Gansen&Turnock Training/Education
5739 Stearns Co Env Services Dept		60.00	1 Transactions	
10017 Tveit/Galen				
01-122-000-0000-6350		10.00	Onsite-Louisiana	1/7/14 Per Diem
01-122-000-0000-6350		10.00	Onsite-Higgins	1/7/14 Per Diem
01-122-000-0000-6350		10.00	Onsite-Solei	1/7/14 Per Diem
01-122-000-0000-6350		35.00	BOA meeting	1/8/14 Per Diem
01-122-038-0000-6330		63.84	BOA/Onsites mileage	114@.56 Boa/Pc Mileage
10017 Tveit/Galen		128.84	5 Transactions	
122 DEPT Total:		3,575.37	Planning & Zoning	11 Vendors 28 Transactions
123 DEPT			Coroner	
2939 McGee P.A./M.B.				
01-123-000-0000-6231	P	500.00	ME 13-2103	2044 Coroner Fees
01-123-000-0000-6231	P	500.00	ME 13-2369	2044 Coroner Fees
01-123-000-0000-6231	P	500.00	ME 13-2656	2044 Coroner Fees
01-123-000-0000-6231	P	500.00	ME 13-2710	2044 Coroner Fees
01-123-000-0000-6231	P	500.00	ME 13-2905	2044 Coroner Fees
2939 McGee P.A./M.B.		2,500.00	5 Transactions	
3987 Ramsey County Medical Examiner				
01-123-000-0000-6260	P	1,400.00	ME 13-2710	Autopsies--Pathologist, Xrays, Etc
01-123-000-0000-6260	P	1,400.00	ME 13-2905	Autopsies--Pathologist, Xrays, Etc
3987 Ramsey County Medical Examiner		2,800.00	2 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
4192	Regions Hospital 01-123-000-0000-6260	P	110.00	ME 13-2710		Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260	P	90.00	ME 13-2905		Autopsies--Pathologist, Xrays, Etc
4192	Regions Hospital		200.00		2 Transactions	
4507	Sorenson Root Thompson Funeral Home 01-123-000-0000-6330	P	3,500.00	Transports to ME July-Dec 2013		Transportation For Autopsy
4507	Sorenson Root Thompson Funeral Home		3,500.00		1 Transactions	
123	DEPT Total:		9,000.00	Coroner	4 Vendors	10 Transactions
200	DEPT			Enforcement		
86467	Auto Value Aitkin 01-200-000-0000-6405	P	17.09	Bulb	40037473	Office Supplies
	01-200-000-0000-6405	P	88.65	Headlights	40038929	Office Supplies
86467	Auto Value Aitkin		105.74		2 Transactions	
12445	Brandl Chevrolet, Buick, GM 01-200-000-0000-6302	P	172.76	Diagnose battery #225	205359	Car Maintenance
12445	Brandl Chevrolet, Buick, GM		172.76		1 Transactions	
10405	Digital Ally, Inc. 01-200-000-0000-6405	P	90.85	UPGRADE KIT FOR PC	1062196	Office Supplies
10405	Digital Ally, Inc.		90.85		1 Transactions	
12988	Forms & Systems of Minnesota 01-200-000-0000-6405		857.04	Citations	135323	Office Supplies
12988	Forms & Systems of Minnesota		857.04		1 Transactions	
4641	Holiday Credit Office 01-200-000-0000-6511	P	239.71	December Gas	1400000288942	Gas And Oil
4641	Holiday Credit Office		239.71		1 Transactions	
2340	Hyytinen Hardware Hank 01-200-000-0000-6405	P	14.73	date stamp battery, velcro	1148899	Office Supplies
	01-200-000-0000-6405	P	1.47	handy box, wall switch plate	1156557	Office Supplies
2340	Hyytinen Hardware Hank		16.20		2 Transactions	
5756	KEEPRS, Inc					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
01-200-000-0000-6410	P	225.69	Uniform pants, shirts #220	232421 Clothing Allowance
01-200-000-0000-6410	P	48.98	Cargo Pant #222	232639 Clothing Allowance
01-200-000-0000-6410	P	39.99	Cargo pant #222	232639-01 Clothing Allowance
5756 KEEPRS, Inc		314.66	3 Transactions	
10567 Lake Country Auto Center Of Aitkin				
01-200-000-0000-6302	P	49.29	Oil change #206	16251 Car Maintenance
10567 Lake Country Auto Center Of Aitkin		49.29	1 Transactions	
6038 Mississippi Landing				
01-200-000-0000-6511		34.63	#209 gas	612916 Gas And Oil
6038 Mississippi Landing		34.63	1 Transactions	
3255 Mn Counties Intergovernmental Trust				
01-200-000-0000-6353		32,604.00	2014 ESTIMATED WC	179104 Workers Compensation Insurance
01-200-000-0000-6352		51,687.00	2014 LIAB/PROP/MARINE/AUTO	529104 Insurance
3255 Mn Counties Intergovernmental Trust		84,291.00	2 Transactions	
11041 MOCIC				
01-200-000-0000-6240		150.00	2014 Annual Membership Fees	042046-20471 Dues
11041 MOCIC		150.00	1 Transactions	
4233 S & T Office Products Inc				
01-200-000-0000-6405	P	39.85	Pens, file box	01QC7597 Office Supplies
4233 S & T Office Products Inc		39.85	1 Transactions	
4437 Sirchie Fingerprint Laboratory				
01-200-000-0000-6409	P	152.53	Synthetic Drug Testing kits	0147829-IN Deputy Supplies
4437 Sirchie Fingerprint Laboratory		152.53	1 Transactions	
90805 Temco				
01-200-000-0000-6231	P	2,479.50	Fabricate gun rack	16681 Services & Labor (Incl Contracts)
90805 Temco		2,479.50	1 Transactions	
200 DEPT Total:		88,993.76	Enforcement	14 Vendors 19 Transactions
202 DEPT			Boat & Water	
3255 Mn Counties Intergovernmental Trust				
01-202-000-0000-6353		1,380.00	2014 ESTIMATED WC	179104 Workers Compensation Insurance

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
	01-202-000-0000-6352			2,437.20	2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust			3,817.20	2 Transactions		
202	DEPT Total:			3,817.20	Boat & Water	1 Vendors	2 Transactions
203	DEPT				Snowmobile		
3255	Mn Counties Intergovernmental Trust						
	01-203-000-0000-6353			697.00	2014 ESTIMATED WC	179104	Workers Comp Insurance
3255	Mn Counties Intergovernmental Trust			697.00	1 Transactions		
203	DEPT Total:			697.00	Snowmobile	1 Vendors	1 Transactions
204	DEPT				ATV		
3255	Mn Counties Intergovernmental Trust						
	01-204-000-0000-6353			366.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
3255	Mn Counties Intergovernmental Trust			366.00	1 Transactions		
204	DEPT Total:			366.00	ATV	1 Vendors	1 Transactions
252	DEPT				Corrections		
163	Charter Communications						
	01-252-252-0000-6405			42.00	Cable TV	83523056600060	Prisoner Welfare
163	Charter Communications			42.00	1 Transactions		
5583	Crawford Supply Company						
	01-252-252-0000-6408	P		29.40	Commissary supplies	353594	Commissary Supplies
	01-252-252-0000-6408	P		443.52	Commissary supplies	353595	Commissary Supplies
5583	Crawford Supply Company			472.92	2 Transactions		
788	Department Of Public Safety-BCA						
	01-252-000-0000-6231	P		390.00	CJDN Quarterly Invoice	153413	Services & Labor (Incl Contracts)
788	Department Of Public Safety-BCA			390.00	1 Transactions		
1880	Gravelle Plumbing & Heating, Inc						
	01-252-000-0000-6590	P		103.81	Hose & hand assembly	65423	Repair & Maintenance Supplies
	01-252-000-0000-6590	P		588.36	Install new water heater vent	65700	Repair & Maintenance Supplies
1880	Gravelle Plumbing & Heating, Inc			692.17	2 Transactions		

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount		
2186 Hillyard Inc - Kansas City 01-252-000-0000-6405	P	81.87	600926318	Office & Computer Supplies
2186 Hillyard Inc - Kansas City		81.87	1 Transactions	
7525 Hometown Bldg Supply 01-252-000-0000-6590	P	168.86	48156	Repair & Maintenance Supplies
7525 Hometown Bldg Supply		168.86	1 Transactions	
2340 Hyytinen Hardware Hank 01-252-000-0000-6590	P	13.88	1150273	Repair & Maintenance Supplies
01-252-000-0000-6590	P	2.14	1153932	Repair & Maintenance Supplies
2340 Hyytinen Hardware Hank		16.02	2 Transactions	
5503 Keefe Supply Company 01-252-000-0000-6418	P	934.08	353297	Groceries
01-252-252-0000-6405	P	314.40	353602	Prisoner Welfare
5503 Keefe Supply Company		1,248.48	2 Transactions	
5756 KEEPRS, Inc 01-252-000-0000-6410	P	81.43	233052	Clothing Allowance
5756 KEEPRS, Inc		81.43	1 Transactions	
10567 Lake Country Auto Center Of Aitkin 01-252-000-0000-6302	P	171.08	16200	Car Maintenance
10567 Lake Country Auto Center Of Aitkin		171.08	1 Transactions	
89765 Minnesota Elevator, Inc 01-252-000-0000-6231		156.13	298997	Services & Labor (Incl Contracts)
89765 Minnesota Elevator, Inc		156.13	1 Transactions	
3371 Minnesota Sheriffs' Association 01-252-003-0000-6241		20.00	041620	School Registration Fee
			01/29/2014 01/29/2014	
3371 Minnesota Sheriffs' Association		20.00	1 Transactions	
3255 Mn Counties Intergovernmental Trust 01-252-000-0000-6353		32,595.00	179104	Workers Compensation Insurance
01-252-000-0000-6352		885.60	529104	Insurance

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
3255	Mn Counties Intergovernmental Trust			33,480.60			
					2 Transactions		
11120	Nardini Fire Equipment Co.,Inc						
	01-252-000-0000-6231	P		843.04	Alarm system inspection	446426	Services & Labor (Incl Contracts)
11120	Nardini Fire Equipment Co.,Inc			843.04			
					1 Transactions		
1652	Northland Fire Protection						
	01-252-000-0000-6405	P		203.06	2 Fire extinguishers	096165	Office & Computer Supplies
1652	Northland Fire Protection			203.06			
					1 Transactions		
3789	Pan-O-Gold Baking Company						
	01-252-000-0000-6418	P		135.26	Groceries	010024335316	Groceries
	01-252-000-0000-6418	P		163.54	Groceries	010024336014	Groceries
	01-252-000-0000-6418			76.98	Groceries	010024400217	Groceries
3789	Pan-O-Gold Baking Company			375.78			
					3 Transactions		
3850	Peterson/Janet L						
	01-252-000-0000-6231	P		190.00	2013 Jail Menu Review		Services & Labor (Incl Contracts)
3850	Peterson/Janet L			190.00			
					1 Transactions		
11538	RCB Collections Range Credit Bureau Inc						
	01-252-000-0000-6231	P		15.13	Credit Reports	103693	Services & Labor (Incl Contracts)
11538	RCB Collections Range Credit Bureau Inc			15.13			
					1 Transactions		
10771	Regional Diagnostic Radiology						
	01-252-000-0000-6262	P		27.00	INMATE CARE-LENGSFELD	RDR179168	Medical Expenses & Supplies - Inmates
	01-252-000-0000-6262	P		27.00	INMATE CARE-ZAHN	RDR180649	Medical Expenses & Supplies - Inmates
	01-252-000-0000-6262	P		27.00	INMATE CARE-PRATT	RDR49797	Medical Expenses & Supplies - Inmates
10771	Regional Diagnostic Radiology			81.00			
					3 Transactions		
9499	Reliance Telephone Systems, Inc						
	01-252-252-0000-6406	P		1,403.51	Phone cards	D-11725	Phone Card Prisoner Welfare
	01-252-252-0000-6406	P		935.67	Phone cards	D-11862	Phone Card Prisoner Welfare
9499	Reliance Telephone Systems, Inc			2,339.18			
					2 Transactions		
84172	Riverwood Healthcare Center						
	01-252-000-0000-6262	P		2,282.86	INMATE CARE-TORRES	V6521264	Medical Expenses & Supplies - Inmates
	01-252-000-0000-6262	P		351.90	INMATE CARE-TORRES	V6591507	Medical Expenses & Supplies - Inmates
	01-252-000-0000-6262	P		224.40	INMATE CARE-WATERS	V6649974	Medical Expenses & Supplies - Inmates

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
84172	Riverwood Healthcare Center	01-252-000-0000-6262	P		224.40	INMATE CARE-WATERS		V6655559		Medical Expenses & Supplies - Inmates	
					3,083.56		4 Transactions				
4233	S & T Office Products Inc	01-252-000-0000-6405	P		39.84	Pens, file box		01QC7597		Office & Computer Supplies	
4233	S & T Office Products Inc				39.84		1 Transactions				
4681	Streichers	01-252-000-0000-6410	P		58.74	Key holders		I1063178		Clothing Allowance	
4681	Streichers				58.74		1 Transactions				
4761	Sysco Minnesota Inc	01-252-000-0000-6420	P		36.83	Measuring Cups		312040354		Kitchen Supplies	
		01-252-000-0000-6420	P		17.20	Dots Roll Labels		312051481		Kitchen Supplies	
		01-252-000-0000-6418	P		1,908.47	Groceries		312190254		Groceries	
		01-252-000-0000-6418	P		2,189.31	Groceries		312260131		Groceries	
		01-252-000-0000-6418			1,745.19	Groceries		401020433		Groceries	
4761	Sysco Minnesota Inc				5,897.00		5 Transactions				
11607	Thrifty White Pharmacy-Aitkin	01-252-000-0000-6262	P		2,719.87	December prescriptions		Sheriff		Medical Expenses & Supplies - Inmates	
11607	Thrifty White Pharmacy-Aitkin				2,719.87		1 Transactions				
5295	Ziegler Inc	01-252-000-0000-6231	P		1,555.00	Maint, inspect Cat. 3306		SW050211251		Services & Labor (Incl Contracts)	
		01-252-000-0000-6231	P		251.16	Maint, inspect Generac 64238		SW050211252		Services & Labor (Incl Contracts)	
5295	Ziegler Inc				1,806.16		2 Transactions				
252	DEPT Total:				54,673.92	Corrections		26 Vendors		44 Transactions	
253	DEPT					Aitkin Co Community Corrections					
7628	Al's Welding & Sandblasting	01-253-000-0000-6231	P		524.06	Re-install van prisoner guard		8965		Services, Labor, Contracts	
		01-253-000-0000-6231	P		25.00	parts/install prisoner guard		8965		Services, Labor, Contracts	
7628	Al's Welding & Sandblasting				549.06		2 Transactions				
88879	Central Mn Community Corrections-DT	01-253-000-0000-6823			10,724.08	February 2014 Appropriation				County Allocation	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
88879	Central Mn Community Corrections-DT		10,724.08		1 Transactions	
2340	Hyytinen Hardware Hank					
	01-253-000-0000-6405	P	15.99	shop supplies	1149251	Operating Supplies
	01-253-000-0000-6405	P	10.67	brushes, spray paint	1152688	Operating Supplies
	01-253-000-0000-6405	P	53.10	shop supplies, tools	1153011	Operating Supplies
	01-253-000-0000-6405	P	11.99	5/8 Valve	1153973	Operating Supplies
	01-253-000-0000-6405	P	8.00	tools	1154026	Operating Supplies
	01-253-000-0000-6405	P	9.60	brushes	1154072	Operating Supplies
	01-253-000-0000-6405	P	37.71	glue stick, gloves, supplies	1154118	Operating Supplies
	01-253-000-0000-6405	P	20.92	tools	1155798	Operating Supplies
2340	Hyytinen Hardware Hank		167.98		8 Transactions	
3255	Mn Counties Intergovernmental Trust					
	01-253-000-0000-6353		2,731.00	2014 ESTIMATED WC	179104	Workers Comp Insurance
	01-253-000-0000-6352		1,686.00	2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust		4,417.00		2 Transactions	
10878	Sew Much & More					
	01-253-000-0000-6405	P	18.65	Paint brushes - STS	961578	Operating Supplies
10878	Sew Much & More		18.65		1 Transactions	
6128	Tire Barn					
	01-253-000-0000-6302	P	669.29	4 tires/install-'09 Econoline	26320	Car Maintenance
6128	Tire Barn		669.29		1 Transactions	
253	DEPT Total:		16,546.06	Aitkin Co Community Corrections	6 Vendors	15 Transactions
255	DEPT			General Crime Victim Grant		
	3255 Mn Counties Intergovernmental Trust					
	01-255-000-0000-6353		288.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
	3255 Mn Counties Intergovernmental Trust		288.00		1 Transactions	
255	DEPT Total:		288.00	General Crime Victim Grant	1 Vendors	1 Transactions
257	DEPT			Sobriety Court		
	91307 Babin/Dixie					
	01-257-022-0000-6406	P	17.50	Cookies for sobriety court		Sobriety Crt Expenses

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
91307	Babin/Dixie		17.50		1 Transactions	
88879	Central Mn Community Corrections-DT 01-257-000-0000-6330	P	928.30	Reimbursement 4th Qtr Mlg		Transportation/Travel/Parking
88879	Central Mn Community Corrections-DT		928.30		1 Transactions	
257	DEPT Total:		945.80	Sobriety Court	2 Vendors	2 Transactions
280	DEPT			Emergency Management		
3255	Mn Counties Intergovernmental Trust 01-280-000-0000-6353		1,163.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
	01-280-000-0000-6352		327.20	2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust		1,490.20		2 Transactions	
280	DEPT Total:		1,490.20	Emergency Management	1 Vendors	2 Transactions
390	DEPT			Environmental Health (FBL)		
90762	Aitkin Co License Center 01-390-000-0000-6374		16.00	Reg renewal 2012 Chev Impala		Auto & Trailer License
90762	Aitkin Co License Center		16.00		1 Transactions	
4641	Holiday Credit Office 01-390-000-0000-6511	P	70.64	December gas	1400000135321	Gas And Oil
4641	Holiday Credit Office		70.64		1 Transactions	
3255	Mn Counties Intergovernmental Trust 01-390-000-0000-6353		471.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
	01-390-000-0000-6352		1,051.20	2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust		1,522.20		2 Transactions	
390	DEPT Total:		1,608.84	Environmental Health (FBL)	3 Vendors	4 Transactions
391	DEPT			Solid Waste		
90762	Aitkin Co License Center 01-391-000-0000-6374		16.00	Reg Renewal 2012 Escape		Auto & Trailer License
90762	Aitkin Co License Center		16.00		1 Transactions	
4641	Holiday Credit Office					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
4641	Holiday Credit Office		P	41.23	December gas	1400000135321	Gas And Oil
				41.23		1 Transactions	
3255	Mn Counties Intergovernmental Trust						
	01-391-000-0000-6353			1,198.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
	01-391-000-0000-6352			1,583.00	2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust			2,781.00		2 Transactions	
3475	Mn Solid Waste Adm Assoc						
	01-391-000-0000-6240			50.00	Membership renewal-T Neff		Dues
	01-391-000-0000-6241			30.00	Registration - Terry Neff		Registration Fee
3475	Mn Solid Waste Adm Assoc			80.00		2 Transactions	
86235	The Office Shop Inc						
	01-391-000-0000-6405		P	19.76	Appt book for Terry Neff	950715-0	Office & Film Supplies
86235	The Office Shop Inc			19.76		1 Transactions	
391	DEPT Total:			2,937.99	Solid Waste	5 Vendors	7 Transactions
392	DEPT				Water Wells		
	405 A.W. Research Laboratories, Inc.						
	01-392-000-0000-6231		P	26.00	Lead, ug/L-C test	10182	Services, Labor, Contracts
	405 A.W. Research Laboratories, Inc.			26.00		1 Transactions	
392	DEPT Total:			26.00	Water Wells	1 Vendors	1 Transactions
500	DEPT				Library And Historical Society		
	3255 Mn Counties Intergovernmental Trust						
	01-500-501-0000-6353			50.00	2014 WC Premium	314104	Historical Society Workers Compensation
	01-500-501-0000-6352			2,828.00	2014 LIAB/PROP/AUTO/BOND	598104	Historical Society Insurance
3255	Mn Counties Intergovernmental Trust			2,878.00		2 Transactions	
500	DEPT Total:			2,878.00	Library And Historical Society	1 Vendors	2 Transactions
600	DEPT				Ag Society, Soil & Water, Ag Inspect		
	3402 Mississippi Headwaters Board						
	01-600-552-0000-6847			1,500.00	2014 Appropriation	A14	Mississippi Headwaters Board

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
3402	Mississippi Headwaters Board		1 Transactions		
3255	Mn Counties Intergovernmental Trust				
	01-600-550-0000-6353		2014 WC premium	312104	Ag Societyworkers Compensation Insuran
	01-600-550-0000-6352		2014 LIAB/PROP/MARINE/AUTO	529104	Ag Society Insurance
	01-600-550-0000-6352		2014 LIAB/PROP/AUTO/BOND	597104	Ag Society Insurance
3255	Mn Counties Intergovernmental Trust		3 Transactions		
600	DEPT Total:		Ag Society, Soil & Water, Ag Inspect	2 Vendors	4 Transactions
601	DEPT		Extension		
89471	Aitkin Co 4-H Council				
	01-601-551-0000-5840	P	P.Bk Sales-Rec.Office R381	4291-4300	4-H Plat Book Sales
	01-601-551-0000-5840	P	P.Bk Sale-License Ctr R.382	4332	4-H Plat Book Sales
	01-601-551-0000-5840	P	P.Bk Sales-License Ctr R.384	4333-4336	4-H Plat Book Sales
	01-601-551-0000-5840	P	P.Bk Sales-Rec.Office R383	4348-4357	4-H Plat Book Sales
89471	Aitkin Co 4-H Council		4 Transactions		
3255	Mn Counties Intergovernmental Trust				
	01-601-000-0000-6353		2014 ESTIMATED WC	179104	Workers Compensation Insurance
	01-601-000-0000-6352		2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust		2 Transactions		
601	DEPT Total:		Extension	2 Vendors	6 Transactions
711	DEPT		Economic Development		
4641	Holiday Credit Office				
	01-711-000-0000-6511	P	December gas	1400000135895	Gas And Oil
4641	Holiday Credit Office		1 Transactions		
5480	MAPCED				
	01-711-000-0000-6240		Annual MAPCED dues		Dues/Assoc Fees
5480	MAPCED		1 Transactions		
3255	Mn Counties Intergovernmental Trust				
	01-711-000-0000-6353		2014 ESTIMATED WC	179104	Workers Compensation Insurance
	01-711-000-0000-6352		2014 LIAB/PROP/MARINE/AUTO	529104	Insurance

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 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
3255	Mn Counties Intergovernmental Trust		468.20		2 Transactions	
711	DEPT Total:		703.37	Economic Development	3 Vendors	4 Transactions
1	Fund Total:		315,133.54	General Fund		317 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
301	DEPT			R&B Administration		
7525	Hometown Bldg Supply 03-301-000-0000-6400		102.11	SHELVING 010714	51789	Supplies And Materials
7525	Hometown Bldg Supply		102.11	1 Transactions		
3247	MCEA 03-301-000-0000-6240		190.00	ANNUAL DUES QUALE 041613		Dues
	03-301-000-0000-6240		270.00	ANNUAL DUES WELLE 041613		Dues
3247	MCEA		460.00	2 Transactions		
3255	Mn Counties Intergovernmental Trust 03-301-000-0000-6352		70.00	2014 INLAND MARINE 010114	108014	Insurance
	03-301-000-0000-6353		3,106.00	WC ADMIN 010114	108014	Workers Compensation Insurance
	03-301-000-0000-6352		256.00	PROP CASUALTY 010114	PC108013	Insurance
	03-301-000-0000-6352		15,007.00	LIABILITY INSURNACE 010114	PC108014	Insurance
3255	Mn Counties Intergovernmental Trust		18,439.00	4 Transactions		
3385	Mn Transportation Alliance 03-301-000-0000-6240		2,330.00	MEMBERSHIP DUES 010114	141009	Dues
3385	Mn Transportation Alliance		2,330.00	1 Transactions		
9261	RTVision, Inc. 03-301-000-0000-6300		1,280.00	ETIME 010114	11608	Service Contracts
	03-301-000-0000-6300		367.50	FILE TRANSFER 010114	11642	Service Contracts
9261	RTVision, Inc.		1,647.50	2 Transactions		
86235	The Office Shop Inc 03-301-000-0000-6400	P	381.24	COPIES 123013	269579	Supplies And Materials
	03-301-000-0000-6400		22.99	BATTERIES 010614	269779	Supplies And Materials
86235	The Office Shop Inc		404.23	2 Transactions		
301	DEPT Total:		23,382.84	R&B Administration	6 Vendors	12 Transactions
302	DEPT			R&B Engineering/Construction		
12496	Cervantez/Eric 03-302-000-0000-6296	P	21.86	MEALS 121813		Meeting Expense/Physicals
	03-302-000-0000-6296	P	116.25	MILEAGE 121813		Meeting Expense/Physicals
12496	Cervantez/Eric		138.11	2 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
2340	Hyytinen Hardware Hank	03-302-000-0000-6449	P		14.62	LASER	120213	1155792		Rd/Br Engr. Supplies	
2340	Hyytinen Hardware Hank				14.62		1 Transactions				
3255	Mn Counties Intergovernmental Trust	03-302-000-0000-6353			3,894.00	WC ENG	010114	108014		Workers Compensation Insurance	
3255	Mn Counties Intergovernmental Trust				3,894.00		1 Transactions				
302	DEPT Total:				4,046.73	R&B Engineering/Construction		3 Vendors		4 Transactions	
303	DEPT					R&B Highway Maintenance					
9760	Advanced Diesel Service	03-303-000-0000-6590			420.00	LABOR	010314	18922		Repair & Maintenance Supplies	
		03-303-000-0000-6590			3,133.00	PARTS	010314	18922		Repair & Maintenance Supplies	
9760	Advanced Diesel Service				3,553.00		2 Transactions				
90762	Aitkin Co License Center	03-303-000-0000-6590			736.00	2014 REGISTRATION	010114			Repair & Maintenance Supplies	
		03-303-000-0000-6590			10.00	new plate #125				Repair & Maintenance Supplies	
90762	Aitkin Co License Center				746.00		2 Transactions				
8239	Ameripride Linen & Apparel Services	03-303-000-0000-6523	P		47.46	SHOP LAUNDRY	123113	2200462831		Misc Bldg & Shop Supplies	
		03-303-000-0000-6523			87.73	SHOP LAUNDRY	010314	2200465251		Misc Bldg & Shop Supplies	
8239	Ameripride Linen & Apparel Services				135.19		2 Transactions				
12106	Antoine Electric	03-303-000-0000-6298	P		118.96	LIGHTS	123013	13446		Shop Maintenance	
12106	Antoine Electric				118.96		1 Transactions				
86467	Auto Value Aitkin	03-303-000-0000-6590	P		2.86	CONTAINERS	121113	40037831		Repair & Maintenance Supplies	
		03-303-000-0000-6590	P		13.15	CONNECTOR	121113	40037927		Repair & Maintenance Supplies	
		03-303-000-0000-6590	P		209.45	BATTERY	121113	40038609		Repair & Maintenance Supplies	
		03-303-000-0000-6590	P		111.14	BATTERY	121113	40038649		Repair & Maintenance Supplies	
86467	Auto Value Aitkin				336.60		4 Transactions				
8674	Boyer Trucks	03-303-000-0000-6590	P		247.99	HSG	123013	811453		Repair & Maintenance Supplies	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
8674 Boyer Trucks		247.99	1 Transactions	
8265 Centurylink				
03-303-000-0000-6250	P	48.12	PHONE HILL CTY 123113	301226554 Telephone
8265 Centurylink		48.12	1 Transactions	
1430 Dotzler Power Equipment				
03-303-000-0000-6590	P	28.12	PULLEY 102213	80086 Repair & Maintenance Supplies
03-303-000-0000-6523	P	20.20	BLADES 102213	80301 Misc Bldg & Shop Supplies
1430 Dotzler Power Equipment		48.32	2 Transactions	
7060 Federated Co-Ops Inc.				
03-303-000-0000-6297	P	1,572.39	JACOBSON 123013	11563 Shop Fuel
03-303-000-0000-6297	P	897.41	MCGRATH 123013	20136 Shop Fuel
7060 Federated Co-Ops Inc.		2,469.80	2 Transactions	
8622 Frontier				
03-303-000-0000-6250	P	48.52	JACOBSON 123113	2187526591 Telephone
03-303-000-0000-6250	P	67.27	MCGREGOR 123113	2187684481 Telephone
03-303-000-0000-6250	P	47.95	PALISADE 123113	2188452607 Telephone
03-303-000-0000-6250	P	53.00	MCGRATH 123113	3205923590 Telephone
8622 Frontier		216.74	4 Transactions	
1754 Garrison Disposal Company, Inc				
03-303-000-0000-6254	P	76.80	MCGREGOR SHOP 123113	8175993 Utilities
1754 Garrison Disposal Company, Inc		76.80	1 Transactions	
4641 Holiday Credit Office				
03-303-000-0000-6513	P	3.63-	ADJUSTMENT 120313	Motor Fuel & Lubricants
03-303-000-0000-6513	P	59.50	GASOLINE 120313	105419030 Motor Fuel & Lubricants
4641 Holiday Credit Office		55.87	2 Transactions	
2340 Hyytinen Hardware Hank				
03-303-000-0000-6523	P	6.94	DE ICER 120213	1152460 Misc Bldg & Shop Supplies
03-303-000-0000-6523	P	17.08	PLEX 120213	1152498 Misc Bldg & Shop Supplies
03-303-000-0000-6590	P	12.83	PLEX 120213	1152684 Repair & Maintenance Supplies
03-303-000-0000-6523	P	69.47	SHOP VC 120213	1153714 Misc Bldg & Shop Supplies
03-303-000-0000-6523	P	2.14	BATTERY 120213	1154661 Misc Bldg & Shop Supplies
03-303-000-0000-6523	P	34.18	BULBS 120213	1157240 Misc Bldg & Shop Supplies

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2340	Hyytinen Hardware Hank		142.64		6 Transactions	
7705	Isle Automotive Corp					
	03-303-000-0000-6590	P	301.70	HOSE 120513	119037463	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	60.91	PUMPFITTING 120513	119037528	Repair & Maintenance Supplies
7705	Isle Automotive Corp		362.61		2 Transactions	
2763	J & H Transfer Station-Lakes Sanitary					
	03-303-000-0000-6254		93.89	AITKIN 010214	73539	Utilities
	03-303-000-0000-6254		57.65	PALISADE 010214	73540	Utilities
2763	J & H Transfer Station-Lakes Sanitary		151.54		2 Transactions	
91187	Lake Country Power					
	03-303-000-0000-6254	P	72.56	CSAH 14 123113	141979801	Utilities
	03-303-000-0000-6254	P	61.57	CSAH 6 123113	141979901	Utilities
91187	Lake Country Power		134.13		2 Transactions	
2991	Malmo Market					
	03-303-000-0000-6513	P	48.87	GASOLINE 123113	35058	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	58.20	GASOLINE 123113	35876	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	54.91	GASOLINE 123113	36443	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	46.00	GASOLINE 123113	36693	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	51.75	GASOLINE 123113	37438	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	53.62	GASOLINE 123113	38183	Motor Fuel & Lubricants
2991	Malmo Market		313.35		6 Transactions	
10824	Maney International Inc					
	03-303-000-0000-6590	P	424.67	VALVE 122613	652046	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	424.67	VALVE 122613	652046	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	849.34	VALVE 122613	652726	Repair & Maintenance Supplies
10824	Maney International Inc		1,698.68		3 Transactions	
5917	Mike's Bobcat Service					
	03-303-000-0000-6825	P	400.00	BLADING 123113		Maintenance Agreements
5917	Mike's Bobcat Service		400.00		1 Transactions	
3255	Mn Counties Intergovernmental Trust					
	03-303-000-0000-6352		2,766.00	AITKIN 010114	108014	Insurance
	03-303-000-0000-6352		24.00	GUN LAKE 010114	108014	Insurance

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
03-303-000-0000-6352		479.00	HILL CITY 010114	108014 Insurance
03-303-000-0000-6352		290.00	JACOBSON 010114	108014 Insurance
03-303-000-0000-6352		338.00	MCGRATH 010114	108014 Insurance
03-303-000-0000-6352		532.00	MCGREGOR 010114	108014 Insurance
03-303-000-0000-6352		618.00	PALISADE 010114	108014 Insurance
03-303-000-0000-6353		88,742.00	WC MAINTENANCE 010114	108014 Workers Compensation Insurance
03-303-000-0000-6590		25,174.00	2014 AUTO 010114	108014 Repair & Maintenance Supplies
03-303-000-0000-6590		6,157.00	2014 INLAND MARINE 010114	108014 Repair & Maintenance Supplies
3255 Mn Counties Intergovernmental Trust		125,120.00	10 Transactions	
8372 Mn Petroleum Marketers Assn				
03-303-000-0000-6298		195.00	DIESEL - MCGRATH 010114	27916 Shop Maintenance
03-303-000-0000-6298		195.00	DIESEL - MCGREGOR 010114	27916 Shop Maintenance
8372 Mn Petroleum Marketers Assn		390.00	2 Transactions	
10864 Nistler Contruccion Landscapes/Tim				
03-303-000-0000-6825	P	850.00	PLOWING 120513	193 Maintenance Agreements
10864 Nistler Contruccion Landscapes/Tim		850.00	1 Transactions	
8618 North American Salt Co				
03-303-000-0000-6518	P	4,108.35	DEICING SALT 123013	71067848 De-Icing Salt
03-303-000-0000-6518	P	4,236.16	DEICING SALT 123013	71078207 De-Icing Salt
03-303-000-0000-6518	P	1,983.48	DEICING SALT 123013	71086986 De-Icing Salt
8618 North American Salt Co		10,327.99	3 Transactions	
10701 Northern Safety Technology Inc				
03-303-000-0000-6590	P	346.05	STROBE 122013	35069 Repair & Maintenance Supplies
10701 Northern Safety Technology Inc		346.05	1 Transactions	
8436 Northland Parts				
03-303-000-0000-6590	P	36.32	BLADER 120413	271936 Repair & Maintenance Supplies
03-303-000-0000-6590	P	21.27	STRAP 120413	272439 Repair & Maintenance Supplies
03-303-000-0000-6590	P	31.93	CLEANER 120413	273022 Repair & Maintenance Supplies
03-303-000-0000-6590	P	19.76	PWR SER 120413	273117 Repair & Maintenance Supplies
8436 Northland Parts		109.28	4 Transactions	
10720 Nuss Truck & Equipment				
03-303-000-0000-6590	P	294.80	LABOR 121913	329854 Repair & Maintenance Supplies
03-303-000-0000-6590	P	434.18	SENSOR 121913	329854 Repair & Maintenance Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
10720 Nuss Truck & Equipment		728.98	2 Transactions	
3760 Palisade Cooperative Oil Assoc				
03-303-000-0000-6513	P	46.09	GASOLINE 123013	268846 Motor Fuel & Lubricants
03-303-000-0000-6513	P	43.45	GASOLINE 123013	270523 Motor Fuel & Lubricants
03-303-000-0000-6513	P	77.13	GASOLINE 123013	271359 Motor Fuel & Lubricants
3760 Palisade Cooperative Oil Assoc		166.67	3 Transactions	
10128 Peterson Towing Company				
03-303-000-0000-6590	P	879.25	TOWING 122413	28659 Repair & Maintenance Supplies
10128 Peterson Towing Company		879.25	1 Transactions	
3950 Public Utilities				
03-303-000-0000-6254	P	41.27	HWY 210 AND CR 28 123113	0200059455006 Utilities
03-303-000-0000-6254	P	54.00	AITKIN SHOP WATER 123113	0200063335002 Utilities
03-303-000-0000-6254	P	36.20	HWY 47 AND 12 123113	0200063388000 Utilities
03-303-000-0000-6254	P	42.30	HWY 47 AND 12 123113	0200064090005 Utilities
3950 Public Utilities		173.77	4 Transactions	
4010 Rasley Oil Company				
03-303-000-0000-6513	P	42.22	GASOLINE 123113	11465 Motor Fuel & Lubricants
03-303-000-0000-6513	P	95.27	GASOLINE 123113	11500 Motor Fuel & Lubricants
03-303-000-0000-6513	P	35.99	GASOLINE 123113	11512 Motor Fuel & Lubricants
03-303-000-0000-6513	P	49.98	GASOLINE 123113	11522 Motor Fuel & Lubricants
03-303-000-0000-6513	P	69.66	GASOLINE 123113	11539 Motor Fuel & Lubricants
03-303-000-0000-6513	P	79.94	GASOLINE 123113	11585 Motor Fuel & Lubricants
03-303-000-0000-6513	P	46.55	GASOLINE 123113	11637 Motor Fuel & Lubricants
03-303-000-0000-6513	P	64.14	GASOLINE 123113	12695 Motor Fuel & Lubricants
03-303-000-0000-6513	P	63.27	GASOLINE 123113	12710 Motor Fuel & Lubricants
03-303-000-0000-6513	P	26.45	GASOLINE 123113	12711 Motor Fuel & Lubricants
03-303-000-0000-6513	P	61.12	GASOLINE 123113	12727 Motor Fuel & Lubricants
03-303-000-0000-6513	P	22.61	GASOLINE 123113	12773 Motor Fuel & Lubricants
03-303-000-0000-6513	P	28.54	GASOLINE 123113	24639 Motor Fuel & Lubricants
03-303-000-0000-6513	P	18.77	GASOLINE 123113	27567 Motor Fuel & Lubricants
03-303-000-0000-6513	P	82.06	GASOLINE 123113	27667 Motor Fuel & Lubricants
03-303-000-0000-6513	P	100.02	GASOLINE 123113	27708 Motor Fuel & Lubricants
03-303-000-0000-6513	P	42.68	GASOLINE 123113	27711 Motor Fuel & Lubricants
03-303-000-0000-6513	P	73.79	GASOLINE 123113	27712 Motor Fuel & Lubricants
03-303-000-0000-6513	P	50.33	GASOLINE 123113	27727 Motor Fuel & Lubricants

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6513	P	89.61	GASOLINE 123113	28556	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	37.16	GASOLINE 123113	28596	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	78.54	GASOLINE 123113	29223	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	52.39	GASOLINE 123113	29275	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	50.63	GASOLINE 123113	29318	Motor Fuel & Lubricants
	03-303-000-0000-6523	P	2.13	HEAT 123113	29318	Misc Bldg & Shop Supplies
	03-303-000-0000-6513	P	55.48	GASOLINE 123113	29334	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	31.26	GASOLINE 123113	29423	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	48.96	GASOLINE 123113	29424	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	27.28	GASOLINE 123113	29528	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	43.18	GASOLINE 123113	29556	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	29.18	GASOLINE 123113	29560	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	42.25	GASOLINE 123113	29637	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	77.92	GASOLINE 123113	29647	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	71.59	GASOLINE 123113	29657	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	47.80	GASOLINE 123113	29777	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	69.94	GASOLINE 123113	29778	Motor Fuel & Lubricants
4010	Rasley Oil Company		1,908.69		36 Transactions	
4070	Riley Auto Supply					
	03-303-000-0000-6590	P	44.87	MUD FLAP 123113	543026	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	80.11	BLADE 123113	543026	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	53.42	BRAKE 123113	543026	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	131.33	VALVE 123113	543032	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	137.34	HOSE 123113	543084	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	45.82	PIPE 123113	543084	Repair & Maintenance Supplies
	03-303-000-0000-6523	P	45.41	HOSE 123113	543093	Misc Bldg & Shop Supplies
	03-303-000-0000-6523	P	96.47	CLAMP 123113	543116	Misc Bldg & Shop Supplies
	03-303-000-0000-6590	P	45.94	MOTOR 123113	543224	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	33.39	FITTING 123113	543224	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	58.70	CONNECTOR 123113	543332	Repair & Maintenance Supplies
	03-303-000-0000-6523	P	32.52	FILTER 123113	543377	Misc Bldg & Shop Supplies
	03-303-000-0000-6590	P	159.96	FITTING 123113	543395	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	284.34	BRAKE 123113	543459	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	343.49	FITTING 123113	543488	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	74.04	FITTING 123113	543502	Repair & Maintenance Supplies
	03-303-000-0000-6523	P	13.89	HEXBIT 123113	543658	Misc Bldg & Shop Supplies
	03-303-000-0000-6523	P	48.09	RATCHET 123113	543671	Misc Bldg & Shop Supplies
	03-303-000-0000-6523	P	104.17	HOSE 123113	543698	Misc Bldg & Shop Supplies

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
	03-303-000-0000-6523	P	8.24	FREIGHT 123113	Misc Bldg & Shop Supplies
	03-303-000-0000-6590	P	170.99	GEAR OIL 123113	Repair & Maintenance Supplies
	03-303-000-0000-6523	P	13.86	HOSE 123113	Misc Bldg & Shop Supplies
	03-303-000-0000-6590	P	56.74	SEAL 123113	Repair & Maintenance Supplies
	03-303-000-0000-6523	P	14.75	BULB 123113	Misc Bldg & Shop Supplies
4070	Riley Auto Supply		2,097.88		24 Transactions
12788	Timmer Implement of Aitkin				
	03-303-000-0000-6590	P	50.92	POINT 112513	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	101.83	POINT 112513	Repair & Maintenance Supplies
12788	Timmer Implement of Aitkin		152.75		2 Transactions
7018	Town Of Macville Treasurer				
	03-303-000-0000-6825	P	170.00	BLADING 122213	Maintenance Agreements
	03-303-000-0000-6825	P	895.00	PLOWING 122213	Maintenance Agreements
7018	Town Of Macville Treasurer		1,065.00		2 Transactions
8605	Wayne's Sanitation Llc				
	03-303-000-0000-6254	P	52.51	GARBAGE - MCGRATH 123113	Utilities
8605	Wayne's Sanitation Llc		52.51		1 Transactions
5295	Ziegler Inc				
	03-303-000-0000-6590	P	17.00	PLUG 122713	Repair & Maintenance Supplies
5295	Ziegler Inc		17.00		1 Transactions
303	DEPT Total:		155,642.16	R&B Highway Maintenance	35 Vendors 143 Transactions
307	DEPT			R&B Capital Infrastructure	
8694	Mn Dept Of Transportation				
	03-307-000-0000-6260	P	424.71	TESTING 121313	Professional Services
8694	Mn Dept Of Transportation		424.71		1 Transactions
8302	Twin Ports Testing Inc				
	03-307-000-0000-6260	P	1,173.66	HAZ MATERIALS 113013	Professional Services
8302	Twin Ports Testing Inc		1,173.66		1 Transactions
5128	Widseth Smith & Nolting Inc				
	03-307-000-0000-6260	P	10,650.00	SERVICES 102713	Professional Services

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 3 Road & Bridge

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	5128 Widseth Smith & Nolting Inc		10,650.00	1 Transactions	
307	DEPT Total:		12,248.37	R&B Capital Infrastructure	3 Vendors 3 Transactions
3	Fund Total:		195,320.10	Road & Bridge	162 Transactions

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4 Special Revenue(Unorg R&

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
423 DEPT		Unorganized Cemetary		
3116 Mcneil,Treas/Delpha				
04-423-000-0000-6801	P	29.98 Oct/November Apport.	51-27	Appropriations
04-423-000-0000-6801	P	2.75 2nd 1/2 MV Credit	51-27	Appropriations
04-423-000-0000-6801	P	42.11 Oct/November Apport.	52-27	Appropriations
04-423-000-0000-6801	P	1.08 2nd 1/2 MV Credit	52-27	Appropriations
3116 Mcneil,Treas/Delpha		75.92		4 Transactions
3757 Packer,Warren/Treas.				
04-423-000-0000-6801	P	487.49 OCT/NOV APPORTIONMENT	50-25	Appropriations
04-423-000-0000-6801	P	12.73 MV CREDIT	50-25	Appropriations
04-423-000-0000-6801	P	106.16 PUBLIC HUNTING GROUNDS	50-25	Appropriations
3757 Packer,Warren/Treas.		606.38		3 Transactions
423 DEPT Total:		682.30	Unorganized Cemetary	2 Vendors 7 Transactions
4 Fund Total:		682.30	Special Revenue(Unorg R&B,Fir	7 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
400	DEPT			Public Health Department		
1457	CPS Technology Solutions, Inc 05-400-440-0410-6231	P	10.56	January Maintenance	364801	Services Or Contracts
1457	CPS Technology Solutions, Inc		10.56	1 Transactions		
3255	Mn Counties Intergovernmental Trust 05-400-440-0410-6353		10,589.00	2014 ESTIMATED WC	179104	Workers Comp Insurance
	05-400-440-0410-6352		2,577.00	2014 LIAB/PROP/MARINE/AUTO	529104	Insurance-Vehicles/Equipment/Liability
3255	Mn Counties Intergovernmental Trust		13,166.00	2 Transactions		
400	DEPT Total:		13,176.56	Public Health Department	2 Vendors	3 Transactions
420	DEPT			Income Maintenance		
1457	CPS Technology Solutions, Inc 05-420-600-4800-6231	P	27.46	January Maintenance	364801	Services Or Contracts
	05-420-640-4800-6231	P	35.20	January Maintenance	364801	Services Or Contracts
1457	CPS Technology Solutions, Inc		62.66	2 Transactions		
3255	Mn Counties Intergovernmental Trust 05-420-600-4800-6353		1,947.00	2014 ESTIMATED WC	179104	Workers Comp Insurance
3255	Mn Counties Intergovernmental Trust		1,947.00	1 Transactions		
420	DEPT Total:		2,009.66	Income Maintenance	2 Vendors	3 Transactions
430	DEPT			Social Services		
1457	CPS Technology Solutions, Inc 05-430-700-4800-6231	P	32.38	January Maintenance	364801	Services Or Contracts
1457	CPS Technology Solutions, Inc		32.38	1 Transactions		
3255	Mn Counties Intergovernmental Trust 05-430-700-4800-6353		10,257.00	2014 ESTIMATED WC	179104	Workers Comp Insurance
	05-430-700-4800-6352		16,985.00	2014 LIAB/PROP/MARINE/AUTO	529104	Insurance-Vehicles/Equipment/Liability
3255	Mn Counties Intergovernmental Trust		27,242.00	2 Transactions		
430	DEPT Total:		27,274.38	Social Services	2 Vendors	3 Transactions
5	Fund Total:		42,460.60	Health & Human Services		9 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			Undesignated		
1091	Commissioner Of Revenue 09-000-000-0000-2044	O	328.07	20% Sev.Min.-Oct/Nov		20% Severed Mineral Tax
1091	Commissioner Of Revenue		328.07	1 Transactions		
4580	Mn Dept Of Finance 09-000-000-0000-2030	O	105.00	December Marriage Lic fees		State Fees, Assessments & Surcharges
	09-000-000-0000-2051	O	344.14	Oct/Nov Tif Admin Fee		State Share Of Tif Tax
4580	Mn Dept Of Finance		449.14	2 Transactions		
0	DEPT Total:		777.21	Undesignated	2 Vendors	3 Transactions
9	Fund Total:		777.21	State		3 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
900	DEPT			Timber Permit Bonds		
6079	Nistler-Kowitz Logging, Inc 10-900-000-0000-2300		767.82	bond permit refund rec 1701	13436	Timber Permit Bonds
6079	Nistler-Kowitz Logging, Inc		767.82	1 Transactions		
5791	Sappi 10-900-000-0000-2300		5,748.96	Bond Refund Rec 1656	13403	Timber Permit Bonds
5791	Sappi		5,748.96	1 Transactions		
900	DEPT Total:		6,516.78	Timber Permit Bonds	2 Vendors	2 Transactions
921	DEPT			Co. Development		
1325	Demenge Trucking & Forest Products LLC 10-921-000-0000-6231	P	560.00	remove & clean culvert-Soo gra 12/28/2013 12/28/2013	NE NW 9-47-23	Services, Labor, Contracts
	10-921-000-0000-6231	P	200.00	clean pipe E of mcgregor 12/28/2013 12/28/2013	SW SW 19-47-23	Services, Labor, Contracts
1325	Demenge Trucking & Forest Products LLC		760.00	2 Transactions		
3255	Mn Counties Intergovernmental Trust 10-921-000-0000-6353		997.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
3255	Mn Counties Intergovernmental Trust		997.00	1 Transactions		
921	DEPT Total:		1,757.00	Co. Development	2 Vendors	3 Transactions
923	DEPT			Forfeited Tax Sales		
90762	Aitkin Co License Center 10-923-000-0000-6374		16.00	VEHICLE LICENSE #303		Auto & Trailer License
	10-923-000-0000-6374		16.00	VEHICLE LICENSE #315		Auto & Trailer License
	10-923-000-0000-6374		16.00	VEHICLE LICENSE #394		Auto & Trailer License
	10-923-000-0000-6374		16.00	VEHICLE LICENSE #586		Auto & Trailer License
	10-923-000-0000-6374		16.00	VEHICLE LICENSE #798		Auto & Trailer License
	10-923-000-0000-6374		16.00	VEHICLE LICENSE #799		Auto & Trailer License
90762	Aitkin Co License Center		96.00	6 Transactions		
170	Aitkin Motor Company 10-923-000-0000-6590	P	61.45	LOF, ROTATE TIRES	238925	Repair & Maintenance Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
170	Aitkin Motor Company			61.45	1 Transactions		
86467	Auto Value Aitkin 10-923-000-0000-6590	P		25.63	WIPER BLADES	40037531	Repair & Maintenance Supplies
86467	Auto Value Aitkin			25.63	1 Transactions		
3255	Mn Counties Intergovernmental Trust 10-923-000-0000-6353 10-923-000-0000-6352			2,649.00 10,029.00	2014 ESTIMATED WC 2014 LIAB/PROP/MARINE/AUTO	179104 529104	Workers Compensation Insurance Insurance
3255	Mn Counties Intergovernmental Trust			12,678.00	2 Transactions		
4233	S & T Office Products Inc 10-923-000-0000-6405			18.52	markers, 8 column pad	01QD7522	Office Supplies
4233	S & T Office Products Inc			18.52	1 Transactions		
5791	Sappi 10-923-000-0000-6820			7,552.15	Overappraised refund	13403	Refunds & Reimbursements
5791	Sappi			7,552.15	1 Transactions		
923	DEPT Total:			20,431.75	Forfeited Tax Sales	6 Vendors	12 Transactions
926	DEPT				Law Library		
5173	West Payment Center 10-926-000-0000-6408	P		1,055.92	December Charges	828718046	Law Books
5173	West Payment Center			1,055.92	1 Transactions		
926	DEPT Total:			1,055.92	Law Library	1 Vendors	1 Transactions
10	Fund Total:			29,761.45	Trust		18 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
90762	Aitkin Co License Center 11-924-000-0000-6374		16.00	VEHICLE LICENSE #395		Auto & Trailer License
90762	Aitkin Co License Center		16.00	1 Transactions		
3255	Mn Counties Intergovernmental Trust 11-924-000-0000-6353		843.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
	11-924-000-0000-6352		1,713.00	2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust		2,556.00	2 Transactions		
924	DEPT Total:		2,572.00	Forest Resource	2 Vendors	3 Transactions
925	DEPT			Reforestation		
90762	Aitkin Co License Center 11-925-000-0000-6374		16.00	VEHICLE LICENSE #66		Auto & Trailer License
90762	Aitkin Co License Center		16.00	1 Transactions		
7062	Kern Excavating LLC 11-925-000-0000-6231	P	600.00	spread 30 yds of 2" rock	123013ACLD	Services, Labor, Contracts
	11-925-000-0000-6231	P	885.00	replaced culvert 99-1	123013ACLD	Services, Labor, Contracts
7062	Kern Excavating LLC		1,485.00	2 Transactions		
11407	Lightning Motor Sports 11-925-000-0000-6590	P	126.22	replace fuel pump/cln carb	10614	Repair & Maintenance Supplies
11407	Lightning Motor Sports		126.22	1 Transactions		
3292	Minnesota Department Of Agriculture 11-925-000-0000-6208		15.00	2014 pest.appl.license	Gordon	Training/Education
	11-925-000-0000-6208		15.00	2014 pest.appl.license	Jacobs	Training/Education
	11-925-000-0000-6208		15.00	2014 pest.appl.license	Kangas	Training/Education
	11-925-000-0000-6208		15.00	2014 pest.appl.license	Voller	Training/Education
3292	Minnesota Department Of Agriculture		60.00	4 Transactions		
3255	Mn Counties Intergovernmental Trust 11-925-000-0000-6353		2,469.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
3255	Mn Counties Intergovernmental Trust		2,469.00	1 Transactions		
12788	Timmer Implement of Aitkin 11-925-000-0000-6590	P	33.76	cover, gas spring	IA00133	Repair & Maintenance Supplies

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		11-925-000-0000-6590	P		32.64-	cover, gas spring,clip		IA00135		Repair & Maintenance Supplies	
12788	Timmer Implement of Aitkin				1.12		2 Transactions				
925	DEPT Total:				4,157.34	Reforestation		6 Vendors			11 Transactions
935	DEPT					Forest Road					
90762	Aitkin Co License Center	11-935-000-0000-6374			16.00	VEHICLE LICENSE #27				Auto & Trailer License	
		11-935-000-0000-6374			16.00	VEHICLE LICENSE #65				Auto & Trailer License	
90762	Aitkin Co License Center				32.00		2 Transactions				
3255	Mn Counties Intergovernmental Trust	11-935-000-0000-6353			2,691.00	2014 ESTIMATED WC		179104		Workers Compensation Insurance	
3255	Mn Counties Intergovernmental Trust				2,691.00		1 Transactions				
935	DEPT Total:				2,723.00	Forest Road		2 Vendors			3 Transactions
11	Fund Total:				9,452.34	Forest Development					17 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
930	DEPT			ARDC		
90081	ARDC					
	12-930-000-0000-6801	P	18,690.90	Oct./November Settlement		Apportionments
	12-930-000-0000-6801	P	611.62	Public Hunting		Apportionments
	12-930-000-0000-6801	P	28.92	HRA		Apportionments
	12-930-000-0000-6801	P	55.40	Wildlife Revenue Sharing		Apportionments
90081	ARDC		19,386.84		4 Transactions	
930	DEPT Total:		19,386.84	ARDC	1 Vendors	4 Transactions
931	DEPT			Towns		
5838	Nw Carlton Co Ambulance District					
	12-931-162-0000-2045	P	282.38	AMBULANCE DISTRICT LEVY		Nw Carlton Co Ambulance District
5838	Nw Carlton Co Ambulance District		282.38		1 Transactions	
931	DEPT Total:		282.38	Towns	1 Vendors	1 Transactions
12	Fund Total:		19,669.22	Agency		5 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
521	DEPT			LLCC Administration		
90762	Aitkin Co License Center 19-521-000-0000-6374		16.00	1998 Ford 2 yr renewal	161908	Auto & Trailer License
	19-521-000-0000-6374		29.00	Alumacraft Reg Fee	4613AS	Auto & Trailer License
90762	Aitkin Co License Center		45.00	2 Transactions		
8622	Frontier 19-521-000-0000-6250	P	410.19	Service, long distance	2187684653	Telephone
8622	Frontier		410.19	1 Transactions		
3255	Mn Counties Intergovernmental Trust 19-521-000-0000-6353		236.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
	19-521-000-0000-6352		10,606.00	2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust		10,842.00	2 Transactions		
5750	Sam's Club 19-521-000-0000-6405	P	19.60	Admin/Educ supplies	60106802288820	Office & Computer Supplies
5750	Sam's Club		19.60	1 Transactions		
86235	The Office Shop Inc 19-521-000-0000-6231	P	119.77	Copier Service Agreement	269586-0	Services, Labor, Contracts
	19-521-000-0000-6405	P	11.99	Time cards	950806-0	Office & Computer Supplies
86235	The Office Shop Inc		131.76	2 Transactions		
521	DEPT Total:		11,448.55	LLCC Administration	5 Vendors	8 Transactions
522	DEPT			LLCC Education		
5951	Garrison Animal Hospital 19-522-000-0000-6231	P	15.60	Care - snakes	83297	Services, Labor, Contracts
5951	Garrison Animal Hospital		15.60	1 Transactions		
2340	Hyytinen Hardware Hank 19-522-000-0000-6416	P	67.40	Education - Archery supplies	1154304	Education Supplies
2340	Hyytinen Hardware Hank		67.40	1 Transactions		
3255	Mn Counties Intergovernmental Trust 19-522-000-0000-6353		1,778.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
3255	Mn Counties Intergovernmental Trust		1,778.00	1 Transactions		

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5750	Sam's Club					
	19-522-000-0000-6416	P	7.68-	Admin/Ed supplies	58838183038228	Education Supplies
	19-522-000-0000-6405	P	24.96	Admin/Educ supplies	60106802288820	Office & Computer Supplies
	19-522-000-0000-6416	P	7.68	Admin/Ed supplies	60106802288820	Education Supplies
	19-522-000-0000-6416	P	12.48	Education supplies	95898227447445	Education Supplies
5750	Sam's Club		37.44			4 Transactions
522	DEPT Total:		1,898.44	LLCC Education	4 Vendors	7 Transactions
523	DEPT			LLCC Food		
3255	Mn Counties Intergovernmental Trust					
	19-523-000-0000-6353		1,785.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
3255	Mn Counties Intergovernmental Trust		1,785.00		1 Transactions	
523	DEPT Total:		1,785.00	LLCC Food	1 Vendors	1 Transactions
524	DEPT			LLCC Maintenance		
86467	Auto Value Aitkin					
	19-524-000-0000-6302	P	252.66	Parts for plow truck	40037824	Vehicle Maintenance
	19-524-000-0000-6302	P	54.61	Parts for plow truck	40037838	Vehicle Maintenance
86467	Auto Value Aitkin		307.27		2 Transactions	
1880	Gravelle Plumbing & Heating, Inc					
	19-524-000-0000-6590	P	158.50	North Star Lodge Heat repair	65566	Repair & Maintenance Supplies
	19-524-000-0000-6590	P	123.50	North Star Lodge Heat repair	65620	Repair & Maintenance Supplies
	19-524-000-0000-6590	P	147.96	School house heat system pump	65663	Repair & Maintenance Supplies
1880	Gravelle Plumbing & Heating, Inc		429.96		3 Transactions	
2340	Hyytinen Hardware Hank					
	19-524-000-0000-6422	P	89.82	Softener salt	1152838	Janitorial Services/Supplies
	19-524-000-0000-6422	P	3.79	Maint Supplies	1155479	Janitorial Services/Supplies
	19-524-000-0000-6422	P	16.38	Maint Supplies	1156018	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		109.99		3 Transactions	
3255	Mn Counties Intergovernmental Trust					
	19-524-000-0000-6353		2,867.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
3255	Mn Counties Intergovernmental Trust		2,867.00		1 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3760	Palisade Cooperative Oil Assoc 19-524-000-0000-6511	P	34.63	Fuel - Chev Truck	270723	Gas And Oil
	19-524-000-0000-6511	P	49.07	Gas - Van	270725	Gas And Oil
3760	Palisade Cooperative Oil Assoc		83.70	2 Transactions		
524	DEPT Total:		3,797.92	LLCC Maintenance	5 Vendors	11 Transactions
525	DEPT			LLCC Capital Improvement		
12107	System One Control 19-525-000-0000-6601	P	1,716.20	Renew Energy Monitoring	92815.03	Capital Outlay-Non Marcum House
12107	System One Control		1,716.20	1 Transactions		
525	DEPT Total:		1,716.20	LLCC Capital Improvement	1 Vendors	1 Transactions
19	Fund Total:		20,646.11	Long Lake Conservation Center		28 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
520	DEPT			Parks		
90762	Aitkin Co License Center					
	21-520-000-0000-6374		16.00	VEHICLE LICENSE #122		Auto & Trailer License
	21-520-000-0000-6374		16.00	VEHICLE LICENSE #317		Auto & Trailer License
	21-520-000-0000-6374		16.00	VEHICLE LICENSE #452		Auto & Trailer License
	21-520-000-0000-6374		16.00	VEHICLE LICENSE #460		Auto & Trailer License
	21-520-000-0000-6374		16.00	VEHICLE LICENSE #578		Auto & Trailer License
	21-520-000-0000-6374		16.00	VEHICLE LICENSE #587		Auto & Trailer License
	21-520-000-0000-6374		16.00	VEHICLE LICENSE #608		Auto & Trailer License
	21-520-000-0000-6374		16.00	VEHICLE LICENSE #883		Auto & Trailer License
	21-520-000-0000-6374		16.00	TRAILER LICENSE #306		Auto & Trailer License
	21-520-000-0000-6374		16.00	TRAILER LICENSE #313		Auto & Trailer License
	21-520-000-0000-6374		16.00	TRAILER LICENSE #314		Auto & Trailer License
	21-520-000-0000-6374		16.00	TRAILER LICENSE #316		Auto & Trailer License
	21-520-000-0000-6374		16.00	VEHICLE LICENSE #26		Auto & Trailer License
	21-520-000-0000-6374		16.00	VEHICLE LICENSE #114		Auto & Trailer License
90762	Aitkin Co License Center		224.00		14 Transactions	
188	Aitkin Sno-Drifters Snowmobile					
	21-520-000-0000-6802		13,107.78	1ST BENCHMARK GIA	REC 1793	Trail Grants-State
188	Aitkin Sno-Drifters Snowmobile		13,107.78		1 Transactions	
86467	Auto Value Aitkin					
	21-520-000-0000-6590	P	13.64	HOSE CLAMPS, BULBS	40037029	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	41.66	RV BLADE, BATTERY	40037296	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	22.42	DIESEL ADDITIVE	40037532	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	127.17	BATTERY	40038222	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	38.26	SPOOL CABLE	40038449	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	3.73	TERM FI QD	40038670	Repair & Maintenance Supplies
86467	Auto Value Aitkin		246.88		6 Transactions	
1430	Dotzler Power Equipment					
	21-520-000-0000-6590	P	6.84	plug & filter (installed)	80468	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	30.00	labor on saw	80468	Repair & Maintenance Supplies
1430	Dotzler Power Equipment		36.84		2 Transactions	
1570	Erickson Oil Products Inc					
	21-520-000-0000-6511	P	1,134.41	DECEMBER FUEL	9423	Gas & Oil

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1570	Erickson Oil Products Inc		1,134.41		1 Transactions	
1754	Garrison Disposal Company, Inc 21-520-000-0000-6254	P	46.80	December garbage pickup	8175647	Utilities
1754	Garrison Disposal Company, Inc		46.80		1 Transactions	
2060	Haypoint Jackpine Savages 21-520-000-0000-6802		22,343.22	1ST BENCHMARK GIA	REC 1793	Trail Grants-State
2060	Haypoint Jackpine Savages		22,343.22		1 Transactions	
7525	Hometown Bldg Supply 21-520-000-0000-6590	P	8.98	1X10 PINE	48078	Repair & Maintenance Supplies
7525	Hometown Bldg Supply		8.98		1 Transactions	
2340	Hyytinen Hardware Hank 21-520-000-0000-6590	P	16.02	TROUBLE LIGHT	1152900	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	28.85	BALLAST ELEC	1153260	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	0.38	SCREWS	1153362	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	41.50	BOLT, NUT, WIRE	1154263	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	12.39	SOCKET	1154355	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	1.82	SCREWS	1154412	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	1.59	KEYS	1154628	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	24.57	CALCIUM CLORIDE	1155335	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	1.09	WIRE NUTS	1155806	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	6.17	SOCKET, NUTS, SCREWS	1156644	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	1.13	BOLT, NUTS	1156711	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		135.51		11 Transactions	
3176	Mille Lacs Trails, Inc. 21-520-000-0000-6802		19,888.92	1ST BENCHMARK GIA	REC 1793	Trail Grants-State
3176	Mille Lacs Trails, Inc.		19,888.92		1 Transactions	
3255	Mn Counties Intergovernmental Trust 21-520-000-0000-6353		3,164.00	2014 ESTIMATED WC	179104	Workers Compensation Insurance
	21-520-000-0000-6352		2,817.00	2014 LIAB/PROP/MARINE/AUTO	529104	Insurance
3255	Mn Counties Intergovernmental Trust		5,981.00		2 Transactions	
3780	Palisade Supersledders Inc. 21-520-000-0000-6802		13,744.08	1ST BENCHMARK GIA	REC 1793	Trail Grants-State

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3780	Palisade Supersledders Inc.		13,744.08		1 Transactions	
4010	Rasley Oil Company 21-520-000-0000-6511	P	630.35	DECEMBER GAS	AITCOL&PS	Gas & Oil
4010	Rasley Oil Company		630.35		1 Transactions	
4070	Riley Auto Supply 21-520-000-0000-6590	P	85.59	lamps, lights	543354	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	17.25	marker lights, grommet	543382	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	25.09	elec tape, lamp	543393	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	29.90	heat shrink term./clip	543414	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	25.63	heat shrink term./tape	543445	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	44.44	RV SOCKET,PLUG TESTER	543613	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	4.27	TAIL LAMP	543621	Repair & Maintenance Supplies
	21-520-000-0000-6590	P	2.45	SLIDE TERMINAL	543901	Repair & Maintenance Supplies
4070	Riley Auto Supply		234.62		8 Transactions	
4800	Tamarack Sno-Flyers 21-520-000-0000-6802		28,215.36	1ST BENCHMARK GIA	REC 1793	Trail Grants-State
4800	Tamarack Sno-Flyers		28,215.36		1 Transactions	
90805	Temco 21-520-000-0000-6590		40.00	repair alum.piston	16723	Repair & Maintenance Supplies
90805	Temco		40.00		1 Transactions	
10339	White Pine Riders 21-520-000-0000-6802		574.07	insurance costs ATV Solana	REC 1793	Trail Grants-State
10339	White Pine Riders		574.07		1 Transactions	
10168	Yellowstone Track Systems, Inc. 21-520-000-0000-6590	P	41.00	1 leaf spring for tracksetter	6782	Repair & Maintenance Supplies
10168	Yellowstone Track Systems, Inc.		41.00		1 Transactions	
520	DEPT Total:		106,633.82	Parks	18 Vendors	55 Transactions
21	Fund Total:		106,633.82	Parks		55 Transactions
	Final Total:		740,536.69	290 Vendors	621 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	315,133.54	General Fund	
	3	195,320.10	Road & Bridge	
	4	682.30	Special Revenue(Unorg R&B,Fire	
	5	42,460.60	Health & Human Services	
	9	777.21	State	
	10	29,761.45	Trust	
	11	9,452.34	Forest Development	
	12	19,669.22	Agency	
	19	20,646.11	Long Lake Conservation Center	
	21	106,633.82	Parks	
	All Funds	740,536.69	Total	Approved by,
			
			

Aitkin County

WARRANT REGISTER



December Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
955	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	621.19	Claims paid	01-044-904-0000-6360	11/25/13	11/27/13
	Warrant #	955	Total	621.19	Date 12/4/13		
956	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431	18,451.27	November Deed Tax	09-000-000-0000-2025		
			10,589.21	November Mtg Reg.	09-000-000-0000-2026		
	Warrant #	956	Total	29,040.48	Date 12/4/13		
957	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431	235.11	fraudulent charge	01-042-000-0000-6405	11/6/13	11/6/13
			470.22	fraudulent charge	01-042-000-0000-6405		
			299.00	finance & commerce law	01-090-000-0000-6240		
			20.00	Communicating in crisis wrk sh	05-400-400-0402-6208		
			422.80	C&TC- Supplies (dental kit)	05-400-430-0403-6405	11/21/13	11/21/13
			129.49	Hotel/MSSA Delegate assembly	05-430-700-4800-6330		
			48.32	Phone card/Client Contact	05-430-710-3930-6020		
			18.40	postage	19-521-000-0000-6205		
			5.80	postage	19-521-000-0000-6205		
			37.24	gas for van	19-524-000-0000-6511		
			33.30	OTC meds	01-252-000-0000-6262	Amazon	
			30.00	critter food	19-522-000-0000-6416	Bug Company	
						11/25/13	11/25/13
			29.85	digital subscript.- returned	05-400-440-0410-6405	cr.coming	
			75.62	digital subscript.- returned	05-420-600-4800-6405	cr.coming	
			93.53	digital subscript.- returned	05-430-700-4800-6405	cr.coming	
			512.91	Snowshoes	11-925-000-0000-6406	Glens Army	
			274.50	AED battery & pads	19-522-000-0000-6430	Heartsmart	
			4.28	certificate frame	19-522-000-0000-6405	Joann fabrics	
			95.88	cables for 2nd monitors	01-043-000-0000-6405	new egg	
			18.65	pers. chg on card- see reimb.	05-400-440-0410-5805	R#2275	

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			335.52	NSL apartment items	19- 522- 000- 0000- 6416	Shopko	
			26.66	business cards for Cathy	01- 043- 000- 0000- 6405	Staples	
			91.76	OTC meds	01- 252- 000- 0000- 6262	Walmart	
			177.20	groceries	01- 252- 000- 0000- 6418	Walmart	
			14.47	supplies	01- 252- 000- 0000- 6420	Walmart	
	Warrant #	957	Total	3,500.51	Date 12/5/13		
958	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			55.90	LLCC credit card fee	19- 522- 000- 0000- 6217		
	Warrant #	958	Total	55.90	Date 12/10/13		
959	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			744.53	Claims paid	01- 044- 904- 0000- 6360	12/2/13	12/6/13
	Warrant #	959	Total	744.53	Date 12/11/13		
960	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			980.68	Claims Paid	01- 044- 904- 0000- 6360	12/9/13	12/13/13
	Warrant #	960	Total	980.68	Date 12/18/13		
961	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431					
			380.00	MAAO registration- Tibbetts	01- 043- 000- 0000- 6208	8/11/14	8/15/14
			480.00	MAAO registration- Tibbetts	01- 043- 000- 0000- 6208	9/15/14	9/16/14
			25.00	monthly data plan	01- 049- 000- 0000- 6231	12/6/13	12/6/13
			487.46	MS 7 upgrade	01- 049- 000- 0000- 6402		
			22.15	Meals/SHIP Active Comm.	05- 400- 450- 0451- 6330	12/11/13	12/12/13
			12.00	Parking/SHIP Comm. Foods	05- 400- 450- 0451- 6330	12/12/13	12/12/13

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			8.72	postage	19- 521- 000- 0000- 6205		
			15.47	MCH- HV Bag Supplies	05- 400- 430- 0408- 6405	Amazon	
			167.95	MCH- HV Bag Supplies	05- 400- 430- 0408- 6405	Amazon	
			56.80	sign making tools	21- 520- 000- 0000- 6406	Amazon	
			40.00	snow plow parts	19- 524- 000- 0000- 6302	Brians welding	
			35.32	critter food	19- 522- 000- 0000- 6416	Bug Company	
						12/9/13	12/9/13
			20.56	Gas/SHIP- SRTS	05- 400- 450- 0451- 6330	Clark- Anoka	
			29.43	dressings for REC program	01- 252- 000- 0000- 6418	Cnty Mkt	
			250.68	vendor chged card in error	01- 391- 000- 0000- 6405	credit coming	
			13.74	bandages	01- 252- 000- 0000- 6405	Dollar Tree	
			18.79	greeting cards	01- 252- 252- 0000- 6405	Dollar Tree	
			297.44	harness, floor screw	11- 925- 000- 0000- 6590	Felling Traile	
			134.07	shoe dryer	01- 253- 000- 0000- 6405	Fleet Farm	
			233.49	Delta Faucet, toilet	01- 253- 000- 0000- 6590	Home Depot	
			292.58	Hotel/AMC conf.- Westerlund	01- 001- 000- 0000- 6332	Hyatt	
						12/8/13	12/11/13
			48.00	Parking/AMC conf.- Napstad	01- 001- 000- 0000- 6330	Millenium	
						12/8/13	12/11/13
			411.63	hotel/AMC conf.- Napstad	01- 001- 000- 0000- 6332	Millenium	
						12/8/13	12/11/13
			137.21	chg to be reversed	01- 001- 000- 0000- 6332	Millennium	
			303.45	snow plow parts & wiper blades	19- 524- 000- 0000- 6302	Mills Fleet	
			135.00	Registr./1st aid trng	01- 252- 003- 0000- 6241	Morrissey	
			202.00	MCH- HV Bag Supplies	05- 400- 430- 0408- 6405	Oriental Tradi	
			10.67	swivel fitting for plow truck	19- 524- 000- 0000- 6302	Riley's	
			53.45	mirrors,tailgate strap	19- 524- 000- 0000- 6302	Shipman	
			63.30	coffee,haircut kit	01- 253- 000- 0000- 6405	Shopko	
			135.00	Registr./1st aid trng	01- 252- 003- 0000- 6241	Sinell	
			40.00	10 Norton Anti Virus	19- 521- 000- 0000- 6405	Techsoup	
			164.60	Hotel/MSA conference	01- 200- 003- 0000- 6332	Turner	
						12/8/13	12/10/13
			106.25	groceries	01- 252- 000- 0000- 6418	WalMart	
			4,832.21	Date 12/19/13			
962	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			7,206.23	Claims Paid	01- 044- 904- 0000- 6360		

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
	Warrant #	962	Total	7,206.23	Date 12/26/13		
963	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431		87.36	35-0-059704 NSF per 3	13-943-000-0000-2001	Eva Pons
	Warrant #	963	Total	87.36	Date 12/31/13		
44505	12927	Midwest Machinery Co. 1710 N Franklin Glenwood, MN 56334		4,804.03	JD- Cab/Blower/Mower Deck	01-111-000-0000-6605	02521234
	Warrant #	44505	Total	4,804.03	Date 12/2/13		
44506	10926	Midwest Hardwood C/O Park Falls Hardwood 2137 Harbor St. Mora, MN 55051		1,908.60	vendor correction	10-900-000-0000-2300	
				167.90	vendor correction	10-923-000-0000-6820	
	Warrant #	44506	Total	2,076.50	Date 12/6/13		
44507	10339	White Pine Riders 24444 230th Place McGrath, MN 56350		3,776.78	Solana ATV trail work	21-520-000-0000-6802	R.1764
	Warrant #	44507	Total	3,776.78	Date 12/6/13		
44508	12718	Up North Riders 23457 Grouse Street McGregor, MN 55760		2,036.39	Lawler ATV trail work	21-520-000-0000-6802	R.1764
	Warrant #	44508	Total	2,036.39	Date 12/6/13		
44509	90762	Aitkin Co License Center 2 2ND ST NW AITKIN, MN 56431		8.50	reg fee- Polaris Ranger ATV	03-303-000-0000-6590	
	Warrant #	44509	Total	8.50	Date 12/10/13		
44510	9026	MII Life/Select Account					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
		P.O. BOX 64193					
		SAINT PAUL, MN 55164- 0193					
		Warrant # 44510	294.63	December participant fees	01- 044- 904- 0000- 6231	971969	
		Total	294.63	Date 12/11/13			
44511	22	Aitkin Area Chamber of Commerce PO Box 127					
		AITKIN, MN 56431					
		Warrant # 44511	50.00	Aitkin Bucks for graduations	01- 257- 022- 0000- 6406		
		Total	50.00	Date 12/11/13			
44512	4867	Tri- City Paving Inc BOX 326 LITTLE FALLS, MN 56345					
		Warrant # 44512	13,022.04	partial payment	03- 307- 000- 0000- 6262	20131	
		Total	13,022.04	Date 12/16/13			
44513	86198	Aitkin County Treasurer 209 2ND ST NW, ROOM 203					
		AITKIN, MN 56431					
		Warrant # 44513	144.26	State deed Tax	03- 307- 000- 0000- 6362		
		Total	144.26	Date 12/18/13			
44515	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164- 0193					
		Warrant # 44515	250.00	2013 4th Q- Laurann Johnson	05- 420- 600- 4800- 6149		
		Total	250.00	Date 12/24/13			
44516	10337	Mille Lacs Driftskippers PO BOX 916 ISLE, MN 56342					
		Warrant # 44516	21,720.54	.	11- 925- 000- 0000- 6802		
		Total	21,720.54	Date 12/31/13			
44517	11127	Winegar/Shirley 20534 487th St. #21					
		MCGREGOR, MN 55760					
			1,301.90	2013 Tax Abatement	01- 044- 100- 0000- 6800	59- 1- 039306	

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>		<u>OBO#</u>	<u>On- Behalf- of- Name</u>		<u>From Date</u>	<u>To Date</u>
	44517	Total	1,301.90	Date 12/31/13			
44518	11772	Big Sandy Holdings, LLC PO Box 331 Cloquet, MN 55720	26,480.82	2013 Tax Abatement	01-044-100-0000-6800		
	44518	Total	26,480.82	Date 12/31/13			
44519	1010	City Of Aitkin KATHY BROPHY- CITY CLERK 109 1ST AVE NW AITKIN, MN 56431	6,737.50	2013 Tax Abatement	01-044-100-0000-6800	56-0-181801	
	44519	Total	6,737.50	Date 12/31/13			
56348	8429	Minnesota Department Of Health Food, Pool, Lodging 625 Roberts St N- PO Box 64975 ST PAUL, MN 55164-0975	35.00	- not needed	01-390-000-0000-6208		
	56348	Total	35.00	Date 12/4/13			
56856	10926	Midwest Hardwood C/O Park Falls Hardwood 2137 Harbor St. Mora, MN 55051	1,908.60	- 2 chks- one with wrong vendor	10-900-000-0000-2300		
	56856	Total	1,908.60	Date 12/2/13			
56871	10926	Midwest Hardwood C/O Park Falls Hardwood 2137 Harbor St. Mora, MN 55051	167.90	- 2 chks- one with wrong vendor	10-923-000-0000-6820		
	56871	Total	167.90	Date 12/2/13			

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Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		Final Total...	127,661.48	85	Transactions		

Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	54,176.34	General Fund
3	13,174.80	Road & Bridge
5	1,528.39	Health & Human Services
9	29,040.48	State
10	0.00	Trust
11	22,530.89	Forest Development
13	87.36	Taxes & Penalties
19	1,253.25	Long Lake Conservation Center
21	5,869.97	Parks
	127,661.48	TOTAL

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-7-14

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Final Contract Payment – Contract 20133

Requested Meeting Date: 1-14-14 Estimated Presentation Time: consent agenda

Presenter: NA

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: 5001
- Expenditure line account # for this item is: 6262

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution (1)
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: January 7, 2014

Consent Agenda Item:

Final Contract Payment – Contract 20133

Summary:

Authorization by the enclosed resolution is requested to make final payment to Tri City Paving in the amount of \$51,990.99 for bituminous paving of County Road 60 earlier this year under contract No. 20133. The final contract amount of \$966,848.29 is approximately 1.2% less than the bid amount of \$978,200.60.

Draft Resolution:

WHEREAS, Contract No. 20133 – Project No. CP 01-60-02 –has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, That we do hereby accept said completed project for and on behalf of the County of Aitkin and authorize final payment to Tri City Paving in the amount of \$51,990.99 as specified herein.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 01/02/14

From: Sheriff Scott Turner

Title of Item: POSSE Donation

Requested Meeting Date: 01/14/14 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: _____
- 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) Letter

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

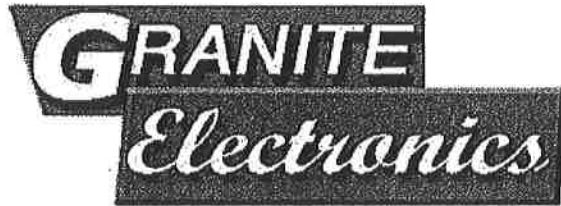
218-927-7435 Emergency 911
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887
TOLL FREE 1-888-900-2138

MEMO

TO: Board of Commissioners DATE: January 2, 2014
FROM: Sheriff Scott Turner RE: POSSE Donation

Granite Electronics has made a generous donation of \$100 to the Aitkin County Sheriff's POSSE.

RECEIVED JAN - 2 2014



535 North 31st Ave
St Cloud, MN 56303

Phone 320-252-1887
Fax 320-259-5997



MOTOROLA
SOLUTIONS

Radio Solutions Channel Partner

Thursday, December 19, 2013

Scott Turner
Aitkin County Sheriff
217 2nd St NW room 185
Aitkin, MN 56431

Scott;

Enclosed find a check for \$100.00. It is a donation to the Aitkin County Posse.

Sincerely,

A handwritten signature in black ink that reads "Andy Faith". The signature is written in a cursive style with a large, looped "A" and "F".

Andy Faith
Granite Electronics

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-7-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Recorder's Office Transfer of Funds

Requested Meeting Date: 1-14-14 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 14, 2014

By Commissioner: xx

011414-0xx

Recorder's Office Transfer of Funds

WHEREAS, the Aitkin County Board of Commissioners authorized and ordered the transfer of \$59,560.00 (\$10.00 for each document recorded in the County Recorder's office between January and December of 2013) from the General Revenue Fund to the County Recorder's Technology Fund, according to Minnesota Statute 357.18, Subd. 4; and

WHEREAS, the Aitkin County Board of Commissioners authorized and ordered the transfer of \$65,516.00 (\$11.00 for each document recorded in the County Recorder's office between January and December of 2013) from the General Revenue Fund to the Unallocated Fund according to Minnesota Statute 357.182, Subd. 7.

THEREFORE, BE IT RESOLVED, that the order of transfer of \$59,560.00 from the General Revenue Fund to the County Recorder's Technology Fund and the order of transfer of \$65,516.00 from the General Revenue Fund to the Unallocated Fund is authorized by the Aitkin County Board of Commissioners.

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 14th 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 14th day of January A.D., 2014

KIRK PEYSAR, County Auditor

BY _____, Deputy

Month	Ucc	\$10.00Leg	Co Gen	St Gen F	R Tech fe	Unallot
Jan 13	0.00	320.00	6,931.00	5,019.00	4780.00	5,258.00
Feb	0.00	400.00	6,133.50	4,504.50	4290.00	4,719.00
March	40.00	260.00	5,524.50	4,126.50	3930.00	4,323.00
April	0.00	340.00	6,742.50	4,924.50	4690.00	5,159.00
May	0.00	230.00	8,294.00	6,048.00	5760.00	6,336.00
June	0.00	240.00	7,714.00	5,680.50	5410.00	5,951.00
July	0.00	380.00	8,932.00	6,468.00	6160.00	6,776.00
Aug	0.00	390.00	7,975.00	5,964.00	5680.00	6,248.00
Sept	0.00	330.00	7,380.50	5,418.00	5160.00	5,676.00
Oct	0.00	240.00	8,047.50	6,016.50	5730.00	6,303.00
Nov	0.00	270.00	4,959.00	3,748.50	3570.00	3,927.00
Dec	0.00	300.00	6,119.00	4,620.00	4400.00	4,840.00
Total	40.00	3,700.00	84,752.50	62,538.00	59560.00	65,516.00

↑ ↑
 2551 2561

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



To: Chairperson, Aitkin County Board of Commissioners

Date: January 7, 2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Employee Recognition

Requested Meeting Date: Jan. 14, 2013 Estimated Presentation Time: 5 minutes

Presenter: Bobbie Danielson, HR Manager and Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

Revenue line account # that funds this item is: _____

Expenditure line account # for this item is: _____

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

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

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY HUMAN RESOURCES

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

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

To: County Commissioners and County Administrator, Patrick Wussow

From: Bobbie Danielson, HR Manager 

Date: January 7, 2014

Subject: Employee Recognition

Employees who have completed 25 years of service or more (in 5 year increments) are formally recognized by presenting them with an award for their achievement. The following employees reached milestones during the 4th quarter of 2013:

- Kirk Peysar, 25 years of service, County Auditor with the Auditor's Department.
- Marlene Sarff, 25 years of service, Social Worker with the Health and Human Services Department.

Fourth Quarter 2013 Recognition

25 Years

Kirk Peysar, Auditor

Marlene Sarff, H&HS

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-7-14

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: 2014 Fee Schedule/Equipment Rental Rates

Requested Meeting Date: 1-14-14 Estimated Presentation Time: 5 minutes

Presenter: John Welle

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
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- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution (1)
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: January 7, 2014

Regular Agenda Item:

2014 Fee Schedule/Equipment Rates

Summary:

Enclosed is a proposed revised fee schedule for equipment rental rates and other materials sold by the highway department to public and private entities. These rates were last adjusted in February, 2011. Only three changes to current rates are being proposed as shown on the listing. With ever increasing costs for equipment, fuel, and repair parts and with increased fuel consumption by engines with cleaner emissions, these rates need to be increased to cover the cost of operating the machine. The proposed rates are consistent with those being charged by private contractors in our area.

**Aitkin County Highway Department
Fee Schedule**

January 2014

EQUIPMENT (including Operator):	Rate
Motor Grader	\$85 \$90 per hour
Tandem Truck	\$90 \$100 per hour
Single Axle Truck	\$85 \$95 per hour
3 Cubic Yard Articulating Loader	\$85 per hour
Dozer	\$85 per hour
Tractor	\$55 per hour
Tractor/Loader/Backhoe	\$75 per hour
Track Backhoe	\$85 per hour
ASV Posi Track with Brush Head	\$80 per hour
Tractor/Mower	\$75 per hour
Sioux Steamer w/Truck	\$45 per hour
Self Propelled Steel Drum Roller	\$55 per hour
MATERIALS (for Other Governmental Units Only):	
Deicing Salt/Sand (15% salt)	Inventory Cost
Culverts	Inventory Cost
Cutting Edges	Inventory Cost
Signs and Posts	Inventory Cost
Calcium Chloride	Spring Bid Unit Price
MATERIAL (for Private Sale):	
E-911 Address Sign/Post	\$30 each
Mailbox Supports	\$50 + MN Sales Tax
Dust Control Treatment	Based on Spring Bid
Driveway Approach Culverts (as determined by Permit)	60% of Inventory Cost
MISCELLANEOUS:	
Driveway Approach Deposits	\$500 Refundable
Utility Permit	\$50 each

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-7-14

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Eminent domain authorization for S.P. 001-610-022

Requested Meeting Date: 1-14-14 Estimated Presentation Time: 10 minutes

Presenter: John Welle

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
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- Copy of applicable contract and/or agreement
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- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution (1)
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: January 7, 2014

Regular Agenda Item:

Eminent domain authorization for S.P. 001-610-022

Summary:

Over the past 12 months, staff has been working on right-of-way acquisition for the CSAH 10 project from US Hwy 169 to CSAH 3 in Palisade. This \$4.5 million project is being funded by nearly \$3 million of federal funds. With this project already being delayed a number of years from originally anticipated, it is imperative that this project proceed to the point being under contract for construction this year.

Of the 58 parcels of right of way needed for this project, there are three remaining to be acquired. Although we will continue to negotiate with these three landowners, authorization to begin eminent domain proceedings is requested by the following resolution.

Resolution:

WHEREAS, plans for S.P. 001-610-022 to construct the 7-mile segment of Aitkin County State-Aid Highway (CSAH) No. 10 from US Hwy 169 to CSAH 3 are being developed as directed by the Aitkin County Board, and

WHEREAS, several parcels of right-of-way remain to be acquired before construction of this project can begin, and

WHEREAS, it is necessary to take immediate possession of these parcels of land in order to prevent loss of funding and further delay of this project.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Attorney is hereby directed to begin condemnation proceedings by quick take on those parcels of S.P. 001-610-022 that have not been acquired.

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



To: Chairperson, Aitkin County Board of Commissioners Date: January 8, 2014

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Food, Beverage and Lodging Fee Schedule

Requested Meeting Date: January 14, 2014 Estimated Presentation Time: 15 min

Presenter: Terry Neff, Environmental Services Director, Michelle Leitinger, EHS

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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


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



MEMORANDUM

DATE: January 8, 2014

TO: Aitkin County Board of Commissioners
Patrick Wussow, County Administrator

FROM: Terry Neff, Environmental Services Director 

RE: Food, Beverage and Lodging Fee Schedule

Enclosed are a copy of the Food Beverage and Lodging Fee Schedule, a list of the licensed establishments with the 2014 proposed license fee and a change of license policy. We included a column on the proposed license fees that shows what the license fee would be if licensed by the Minnesota Department of Health. I will be requesting the Board to approve the proposed fee schedule and change of license policy at the January 14, 2014, County Board meeting.

In addition, I would like to discuss with the County Board the adoption of a new Onsite Sewage Treatment System Ordinance that will meet minimum state requirements.

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

enclosures

c:\ctybrd\ctybrd2014

Proposed Changes for FBL Program

<u>License Category</u>	<u>MDH Fees</u>	<u>Morrison County Fees</u>	<u>Current Aitkin County Fees</u>	<u>Proposed Changes</u>
Base fee	\$150	\$156	\$180.00	
Limited Food	\$60	\$53	\$28.50	
Small Establishment	\$120	\$93	\$171.50	
Medium Establishment	\$310	\$268	\$228.50	
Large Establishment	\$540	\$435	\$343.50	
School Inspection	\$460	\$232	\$228.50	
2nd School Inspection	\$360 (voluntary fee)	\$232	NA	add \$100 for 2nd inspection
Beer or wine table services	\$60	\$53	\$58.00	
Alcohol Service from bar	\$165	\$133	\$151.00	
Food Cart	\$60	\$156 (no base fee)	\$10.00	
Mobile Food Unit	\$60	\$250 (no base fee)	\$10.00	
Hotel/Motel -per units	\$10	\$8	\$11.50	
Lodging -per unit	\$10	\$8	\$11.50	
Resort -per unit	\$10	\$8	\$11.50	
Maximum Lodging Fee	\$1,000	\$600	NA	
Camp Site/Mobile Home Site	\$50 + \$4/site (24 or less)	\$3.50/site	\$6.75/site	
Camp Site/Mobile Home Site	\$212 + \$4/site (25-99 sites)	NA	NA	
Camp Site/Mobile Home Site	\$300 + \$4/site (100+ sites)	NA	NA	
Public Swimming Pool	\$325	\$145	\$100.00	increase \$30
Each Additional Swimming Pool	\$175	\$145	\$100.00	increase \$30
Spa Pool	\$175	\$145	\$100.00	increase \$30
Each Additional Spa Pool	\$100	\$145	\$100.00	increase \$30
Youth Camp 1-99 Campers	\$325 (no base fee)	NA	\$114.50	
Youth Camp 100-199 Campers	\$550 (no base fee)	\$525 (no base fee)	\$229.00	
Youth Camp 200+ Campers	\$750 (no base fee)	\$758 (no base fee)	\$363.00	
Temporary Special Event Food	\$50 for 3 events + \$35 HF	\$20 per event \$40 for 3 events	\$25.00 for 3 events	increase \$10 for 3 events

2014 Aitkin County Proposed License Fees

LICENSE NO.	Establishment Name	BASE COST	TYPE OF FOOD LICENSE	FOOD COST	BEV COST	LODGING COST	CAMPING COST	YOUTH CAMP COST	POOL CHARGE	SPA CHARGE	TOTAL LICENSE COST	Total License Cost MDH
0110003	Agate Bay Resort	\$180.00	MEDIUM	\$228.50	\$58.00	\$23.00	\$216.00	\$0.00	\$0.00	\$0.00	\$705.50	\$940.00
0110223	Aicota Health Care Center	\$180.00	MEDIUM	\$228.50	\$0.00	\$379.50	\$0.00	\$0.00	\$0.00	\$0.00	\$788.00	\$1,020.00
0110180	Aitkin Area Youth Baseball	\$180.00	STAND	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190.00	\$210.00
0110109	Aitkin County Jail	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$690.00
0110189	Aitkin High School	\$180.00	SCHOOL	\$328.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$508.50	\$610.00
0110008	Aitkin Lake Resort	\$180.00	NONE	\$0.00	\$0.00	\$57.50	\$189.00	\$0.00	\$0.00	\$0.00	\$426.50	\$610.00
0110210	Aitkin Lanes	\$180.00	MEDIUM	\$228.50	\$58.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$466.50	\$584.00
0110117	Aitkin American Legion	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$625.00
0110012	Aitkin Moose Lodge	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$625.00
0110263	Aitkin Riverboat Lions	\$180.00	STAND	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190.00	\$210.00
0110272	Aitkin Subway	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$460.00
0110276	Auli Z's	\$180.00	Small	\$171.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$351.50	\$270.00
0110241	Bann's Bar and Restaurant	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$915.00
0110199	Barnacles Resort	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$560.25	\$0.00	\$0.00	\$0.00	\$1,119.75	\$1,229.00
0110022	Barnaveld's Campground	\$180.00	NONE	\$0.00	\$0.00	\$23.00	\$94.50	\$0.00	\$0.00	\$0.00	\$297.50	\$336.00
0110192	Beanery	\$180.00	MEDIUM	\$228.50	\$58.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$466.50	\$750.00
0110005	Berglund Park	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$60.75	\$0.00	\$0.00	\$0.00	\$240.75	\$236.00
0110023	Beulah's Mobile Home Park	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$67.50	\$0.00	\$0.00	\$0.00	\$247.50	\$240.00
0110025	Big Sand Bar	\$180.00	Medium	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$685.00
0110081	Big Sand Camp	\$180.00	Medium	\$228.50	\$0.00	\$11.50	\$0.00	\$363.00	\$0.00	\$0.00	\$783.00	\$810.00
0110255	Big Sandy Lodge and Resort	\$180.00	MEDIUM	\$228.50	\$151.00	\$299.00	\$0.00	\$0.00	\$130.00	\$130.00	\$1,118.50	\$1,675.00
0110049	Birchwood Café	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$690.00
0110066	Boyd's Park	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$67.50	\$0.00	\$0.00	\$0.00	\$247.50	\$240.00
0110260	Buckhorn Bar and Grill	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$855.00
0110261	Knuckleheads	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$855.00
0110073	Cajun Queen	\$180.00	LIMITED	\$28.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$359.50	\$435.00
0110105	Camp Good News	\$180.00	SMALL	\$171.50	\$0.00	\$0.00	\$0.00	\$114.50	\$0.00	\$0.00	\$466.00	\$385.00
0110088	Camp New Hope	\$180.00	SMALL	\$171.50	\$0.00	\$0.00	\$0.00	\$114.50	\$0.00	\$0.00	\$466.00	\$385.00
0110099	Castaway's Resort	\$180.00	MEDIUM	\$228.50	\$151.00	\$23.00	\$553.50	\$0.00	\$0.00	\$0.00	\$1,136.00	\$1,225.00
0110087	Catholic Youth Camp	\$180.00	SMALL	\$228.50	\$0.00	\$0.00	\$0.00	\$229.00	\$0.00	\$0.00	\$637.50	\$610.00
0110267	Chappy's Golden Shores	\$180.00	SMALL	\$228.50	\$0.00	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	\$523.50	\$560.00
0110252	Corner Club	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$915.00
0110258	Country Meadows Inn	\$180.00	LIMITED	\$28.50	\$0.00	\$402.50	\$0.00	\$0.00	\$130.00	\$130.00	\$871.00	\$1,060.00
0110106	Covenant Pines Bible Camp	\$180.00	SMALL	\$228.50	\$0.00	\$69.00	\$0.00	\$363.00	\$0.00	\$0.00	\$840.50	\$810.00
0110048	Dairy Queen	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$690.00
0110119	Dairy Queen	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$690.00
0110247	Dale Crest	\$180.00	NONE	\$0.00	\$0.00	\$11.50	\$0.00	\$0.00	\$0.00	\$0.00	\$191.50	\$220.00
0110197	Doc's Harbor	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$216.00	\$0.00	\$0.00	\$0.00	\$396.00	\$550.00

2014 Aitkin County Proposed License Fees

License No.	Establishment Name	Base Fee	Type of License	Food Cost	Bev. Cost	Lodging	Camping	Youth Camp	Pool	Spa	Total License Cost	Total MDH License
0110229	McDonalds	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$690.00
0110266	McGrath Bar and Café	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$40.50	\$0.00	\$0.00	\$0.00	\$600.00	\$609.00
0110259	McGregor Angels	\$90.00	Small	\$171.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$261.50	\$270.00
0110077	McGregor Lanes	\$180.00	LIMITED	\$28.50	\$58.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$266.50	\$270.00
0110265	McGregor Lions	\$180.00	SMALL	\$171.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$502.50	\$435.00
0110205	McGregor School	\$180.00	SCHOOL	\$328.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$508.50	\$610.00
0110271	McGregor Subway	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$460.00
0110057	McGregor VFW	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$625.00
0110239	Mille Lacs Lake Rental											
0110110	Minnewawa Sportsmen's Club	\$180.00	MEDIUM	\$238.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$569.50	\$685.00
0110004	Mississippi Landing	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$47.25	\$0.00	\$0.00	\$0.00	\$227.25	\$228.00
0110029	MN National Golf Course	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$915.00
0110163	Mt Olivet Rolling Acres	\$180.00	NONE	\$0.00	\$0.00	\$46.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226.00	\$250.00
0110240	Muskie Lodge	\$180.00	NONE	\$0.00	\$0.00	\$46.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226.00	\$250.00
0110245	Myr Mar Villa Association	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130.00	\$0.00	\$310.00	\$535.00
0110224	Northland Assisted Living	\$180.00	MEDIUM	\$228.50	\$0.00	\$230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$638.50	\$890.00
0110170	Northwoods Catering	\$90.00	Medium	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$318.50	\$460.00
0110090	Ole's Resort	\$180.00	NONE	\$0.00	\$0.00	\$138.00	\$236.25	\$0.00	\$0.00	\$0.00	\$554.25	\$682.00
0110215	Palisade Café	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50	\$690.00
0110209	Palisade Elementary											
0110040	Palisade Municipal	\$180.00	LIMITED	\$28.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$359.50	\$375.00
0110208	Pete's Retreat	\$180.00	SMALL	\$171.50	\$0.00	\$0.00	\$668.25	\$0.00	\$260.00	\$130.00	\$1,409.75	\$1,613.00
0110132	Phil's Myr-Mar Marina	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$915.00
0110074	Pine Haven Resort											
0110133	Pine Inn	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$915.00
0110235	Players Sports Bar and Grill	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$915.00
0110219	Pour Lewey's Saloon	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$685.00
0110221	Prairie River Retreat	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$915.00
0110076	Quadna Motel	\$180.00	NONE	\$0.00	\$0.00	\$218.50	\$371.25	\$0.00	\$0.00	\$0.00	\$769.75	\$832.00
110041	Quadna Mountain Village	\$180.00	None	\$0.00	\$0.00	\$402.50	\$0.00	\$0.00	\$260.00	\$0.00	\$842.50	\$1,060.00
0110095	Quadna Resort and Conference Center	\$180.00	MEDIUM	\$228.50	\$0.00	\$299.00	\$0.00	\$0.00	\$0.00	\$0.00	\$707.50	\$1,285.00
0110042	Quadna Timeshare	\$180.00	NONE	\$0.00	\$0.00	\$310.50	\$0.00	\$0.00	\$0.00	\$0.00	\$490.50	\$480.00
0110078	Red Door Resort and Motel	\$180.00	MEDIUM	\$228.50	\$58.00	\$230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$696.50	\$950.00
0110093	Red Indian Campground	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$297.00	\$0.00	\$0.00	\$0.00	\$477.00	\$538.00
0110034	Red Rock Bar and Grill	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50	\$685.00
0110001	Ripple River Motel & RV Park	\$180.00	LIMITED	\$28.50	\$0.00	\$345.00	\$128.25	\$0.00	\$0.00	\$0.00	\$681.75	\$636.00
0110203	Rippleside Elementary	\$180.00	SCHOOL	\$328.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$508.50	\$610.00
0110092	Riverdale Mobile Home Park	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$54.00	\$0.00	\$0.00	\$0.00	\$234.00	\$292.00

AITKIN COUNTY ENVIRONMENTAL SERVICES
209 Second Street NW
Aitkin, MN 56431
TELEPHONE: (218) 927-7266
FAX: (218) 927-4372



AITKIN COUNTY ENVIRONMENTAL SERVICES
CHANGE OF LICENSEE POLICY

If a change of a licensee of a licensed establishment occurs within a license year, Aitkin County Environmental Services must be notified immediately. Notification is encouraged before the change occurs. Establishment licenses are not transferable to person or place.

The new licensee must submit a license renewal application to Environmental Services. The following fees will be due upon submittal of the application:

- 1.) If the licensee change occurs between April 1 to August 31, the entire year's license is charged. Aitkin County Environmental Services requires a re-inspection of the establishment once the ownership is transferred to assure compliance by the new owner(s).
- 2.) If the licensee change occurs between September 1 to March 31, one half of the annual license fee will be due. Aitkin County Environmental Services requires a re-inspection of the establishment once the ownership is transferred to assure compliance by the new owner(s).
- 3.) Upon written request, a 50 percent refund of a license fee may be issued when it is within the first quarter of the licensing period.

The License Fee is based on the current fee structure as set forth by the Board of Commissioners.

Environmental Health Specialist

Date

Environmental Services Director

Date

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



To: Chairperson, Aitkin County Board of Commissioners Date: January 8, 2014

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Update on SSTS Ordinance

Requested Meeting Date: January 14, 2014 Estimated Presentation Time: 5 min

Presenter: Terry Neff, Environmental Services Director

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)


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

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

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



MEMORANDUM

DATE: January 8, 2014
TO: Aitkin County Board of Commissioners
Patrick Wussow, County Administrator
FROM: Terry Neff, Environmental Services Director 
RE: SSTS Ordinance Update

In 2008, the Minnesota Pollution Control Agency (MPCA) adopted new Rules, MN Rules Chapter 7080-7083, that regulate septic systems within the state of Minnesota. Under these Rules all local governing units that regulate septic systems must adopt new ordinances that meet the new standards by February 4, 2012. Aitkin County was one of the counties that opposed the new rules and requested the MPCA allow the use of the existing rules, 2006 version of 7080, as alternative local standards. Due to many counties not adopting the new rules, in 2010, legislation was passed to extend the adoption date to February 4, 2014, and allow counties and the MPCA to come to a compromise.

In 2013, MN Statute 115.55, Subdivision 7 was amended to allow the use of alternative local standards for systems under 2500 gallons per day. The Association of Minnesota Counties and the Minnesota Association of County Planning and Zoning Administrators supported the amendment to the Statute, and felt it was a reasonable compromise to get most of the counties to adopt MN Rules Chapter 7080-7083.

At the January 14, 2014 Aitkin County Board meeting, I would like to discuss with the County Board the adoption of a new Onsite Sewage Treatment System Ordinance that will meet minimum state requirements and establish an ordinance committee to review a draft ordinance prior any public hearings.

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

c:\ctybrd\ctybrd2014

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-8-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Mississippi Headwaters Board

Requested Meeting Date: 1-14-14 Estimated Presentation Time: 10 min.

Presenter: Tim Terrill, Executive Director MHB

Type of Action Requested (check all that apply)

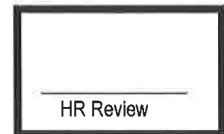
- For info only, no action requested Approve under Consent Agenda
- For discussion with possible action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion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

Patrick Wussow

From: Tim Terrill <timt@mississippiheadwaters.org>
Sent: Monday, December 30, 2013 2:37 PM
To: patrick.wussow@co.aitkin.mn.us
Subject: January 14th County Board meeting

Hello Pat,

It was nice to talk with you today. I am Tim Terrill from the Mississippi Headwaters Board (MHB), and I would like to request a 10 minute time slot on the county board agenda. The talk will consist of me giving a little bit of history about myself, my current role, and future direction of the MHB. Thank you so much for honoring my request.

Tim Terrill

Executive Director
Mississippi Headwaters Board
(218) 824-1189
Cell (507) 923-7167
timt@mississippiheadwaters.org

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-8-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Strategic Land Asset Management

Requested Meeting Date: 1-14-14 Estimated Presentation Time: _____

Presenter: Lori Dowling-Hanson, Northeast Regional Director for MN DNR

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 (e-mail)
- 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.

Sue Bingham

From: Patrick Wussow [Patrick.Wussow@co.aitkin.mn.us]
Sent: Friday, December 20, 2013 8:38 AM
To: 'Benes, Jenifer (DNR)'
Cc: 'Sue Bingham'
Subject: RE: January 14 Aitkin County Board Meeting

That day works fine. As for the time we will put her down for 10:00 a.m., a confirmation agenda will be sent to you (email) on or about the Friday before.

Thank you
Patrick Wussow
Aitkin County Administrator

From: Benes, Jenifer (DNR) [mailto:Jenifer.Benes@state.mn.us]
Sent: Friday, December 20, 2013 8:28 AM
To: Patrick Wussow
Subject: January 14 Aitkin County Board Meeting

Good morning, Patrick.

Lori Dowling-Hanson, Northeast Regional Director for MN DNR, would like some time on the January 14 Aitkin County Board of Commissioner's agenda. She would like to discuss Strategic Land Asset Management with the Commissioners. Please let me know if this is possible and if you would require any more information. It would be helpful to know the time of the meeting and her approximate agenda time. Thank you! Jenny
Lori.dowling-hanson@state.mn.us
218 999 7913



From: Patrick Wussow [mailto:Patrick.Wussow@co.aitkin.mn.us]
Sent: Thursday, December 19, 2013 2:49 PM
To: Benes, Jenifer (DNR)
Subject: RE: Aitkin County Board Meeting Dates for January and February 2014

The Aitkin County Board will be meeting on the 2nd and 4th Tuesday of every month in the year 2014. A written request should be filed with the County Administrator's office at least seven days prior to the scheduled meeting, if you wish to place an item on the Board agenda.

Please let me know if you have questions.

Patrick Wussow
Aitkin County Administrator

From: Benes, Jenifer (DNR) [<mailto:Jenifer.Benes@state.mn.us>]
Sent: Thursday, December 19, 2013 12:56 PM
To: patrick.wussow@co.aitkin.mn.us
Subject: Aitkin County Board Meeting Dates for January and February 2014

Hi Patrick,
Would you please share the Aitkin County Board meeting dates for 2014? The DNR is especially interested in meeting dates during the months of January and February. Thank you so much! Jenny

	<p>Jenifer Benes Dept. of Natural Resources Office Services Supervisor</p> <p>(218) 999-7912 Work jenifer.benes@state.mn.us</p> <p>Northeast Regional Operations 1201 East Highway 2 Grand Rapids MN 55744</p>
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Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners

Date: January 8, 2014

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: Jan. 14, 2014 Estimated Presentation Time: 10 minutes

Presenter: Bobbie Danielson, HR Manager

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: Salaries & Wages, Fringe Benefits

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

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

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

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

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



Supporting Attachment(s)

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

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

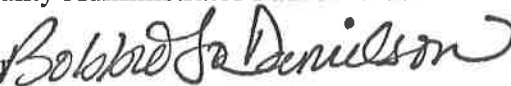
AITKIN COUNTY HUMAN RESOURCES

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

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

To: County Commissioners and County Administrator Patrick Wussow

From: Bobbie Danielson, HR Manager



Date: January 8, 2014

Subject: Personnel Committee Recommendations
School Year Instructor/Naturalist at LLCC

Background

The Personnel Committee met on December 17, 2013, and recommended hiring one full-time Instructor/Naturalist position at LLCC, contingent upon a budget review by Land Commissioner Jacobs and County Administrator Wussow.

Tanya Swanson, part-time Instructor/Naturalist resigned effective January 2, 2014. Another part-time Instructor/Naturalist will begin student teaching in March 2014 as part of a Master's Degree in Education program and is expected to be unavailable for the remainder of the school year.

Instructor/Naturalist cost estimates/comparisons:

Part-time (29 hours/week, no insurance): \$28,624.07

Full-time (with insurance): \$48,606.68*

*Includes wage, PERA, FICA, Medicare, Health and Life Insurance, and Employer VEBA contribution.

Both estimates assume a starting rate of pay at \$16.16 per hour.

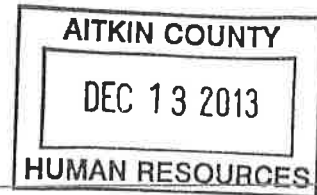
A memo from Scott Rian, LLCC Business and Marketing Manager, pay scale, and job description are attached.

Action Requested

Motion to fill one full-time Instructor/Naturalist position.

If you have any questions or require additional information prior to the meeting, please feel free to contact Scott Rian at 218-768-4653 or the Personnel Committee members.

Memorandum



December 13, 2013

To: Aitkin County Personnel Committee

From: Scott Rian, LLCC Business and Marketing Manager

RE: changing part time naturalist position to full time naturalist position.

Long Lake Conservation Center has recently had one of its part time naturalists resign their position this memo is to serve as a request to the personnel committee to recommend to the Aitkin County Board of County Commissioners to fill this vacated part time position with a full time position.

This position has been based on a 9 month work period from School year to school year and was considered a permanent position. Filling this position with a full time employee will allow us the flexibility of manpower we have not had with the part time position. We are experiencing more demand for our instructors and it seems no longer cost effective to have this position as part time.

The need to fill this position is important in order for LLCC to continue to carry out its programs and provide the best possible experience for its clientele along with teaching this position also serves to help with program development and care of our live reptiles and amphibians

APPENDIX A

SALARY SCHEDULE

Employees covered by these compensation guidelines shall receive an annual salary as approved by the Aitkin County Board of Commissioners. This schedule is based on a forty (40) hour workweek. (FLSA non-exempt employees are paid on an hourly equivalent basis and are eligible for overtime compensation.)

Effective 1/1/2014 through 12/31/2014

Grade	Minimum	Midpoint	Maximum
G	\$ 68,931.20	\$ 96,262.40	\$ 123,593.60
H	\$ 64,584.00	\$ 90,168.00	\$ 115,752.00
I	\$ 57,345.60	\$ 80,007.20	\$ 102,668.80
J	\$ 50,190.40	\$ 69,950.40	\$ 89,710.40
K	\$ 44,636.80	\$ 62,171.20	\$ 79,705.60
L	\$ 40,456.00	\$ 56,368.00	\$ 72,280.00
M	\$ 36,691.20	\$ 51,053.60	\$ 65,416.00
N	\$ 33,612.80	\$ 46,716.80	\$ 59,820.80
O	\$ 31,054.40	\$ 43,139.20	\$ 55,224.00
P	\$ 28,683.20	\$ 39,790.40	\$ 50,897.60
Q	\$ 26,956.80	\$ 37,440.00	\$ 47,923.20
R	\$ 25,833.60	\$ 35,807.20	\$ 45,780.80
S	\$ 24,585.60	\$ 34,091.20	\$ 43,596.80
T	\$ 23,504.00	\$ 32,583.20	\$ 41,662.40
U	\$ 22,526.40	\$ 31,220.80	\$ 39,915.20
V	\$ 21,673.60	\$ 29,993.60	\$ 38,313.60
W	\$ 21,132.80	\$ 29,265.60	\$ 37,398.40



INSTRUCTOR NATURALIST (SCHOOL YEAR POSITION, NOT REQUIRED TO LIVE ON-SITE)

Department Land Department, Long Lake Conservation Center
DBM/Grade To be determined
Reports to Instruction Coordinator
FLSA Status To be determined by Fox Lawson
Union Status Non-union

Final Appointing Authority

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

Job Summary

To lead students, teachers and parents in conservation education programs and activities, conduct programs for students and adults in environmental education and outdoor recreation, and to oversee and cares for resident live animals.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

Serves as a work leader over seasonal staff and volunteers. Elements of direct control include assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, and providing input into supervisor's actions.

Essential Functions

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

1. Leads and teaches participants in environmental education activities and outdoor recreation programs.
2. Researches and develops new curriculum.
3. Oversees and cares for resident live animals.
4. Maintains educational equipment and helps maintain facilities.
5. Concludes program activities by cleaning and storing all equipment.
6. Maintains current first aid & CPR knowledge.
7. Assists other departments when needed.
8. Attends environmental education workshops.



-
9. Provides supervision and training of Seasonal Naturalists to maintain efficient operation of the Center and to ensure the goals and objectives of the Center are met.
 10. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree in Natural Science, Environmental Education, Recreation or a related field.
First Aid/CPR Certified.

MN Teaching license preferred, but not required.

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

Must be willing to work flexible hours as assigned, including evenings and some weekends for special events.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Curriculum and activities in the above fields, current educational techniques, laws and requirements of student and adult education.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and guests sufficient to exchange or convey information and to receive work direction.
2. Teaching, public speaking, outdoor activities; administration of first aid/CPR (certified); using audio visual equipment; computers and other office equipment; and care/handling of live specimens.
3. Reading, writing, and speaking English proficiently.
4. Organizing and prioritizing work.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and guests with respect, honesty, and consideration.
2. Lead, instruct and evaluate programs and activities to carry out objectives.
3. Deal tactfully but firmly while supervising students.
4. Employ positive public relations both on and off the Conservation Center.
5. Communicate with co-workers, students and the general public.
6. Establish and maintain effective working relationship with co-workers, supervisors, students and the general public.
7. Create, evaluate, and update curriculum.



8. Issue and follow oral and written instructions.
9. Endure adverse weather conditions and hazardous and annoying insects.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

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

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

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

Microsoft Word, Excel, PowerPoint, Outlook, Publisher, Access, Internet, and other job-related software.

Ability to Travel

Infrequent travel is required for errands, trainings, meetings, and/or business at the courthouse.

Competencies

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

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

The noise level in the work environment is usually moderate.

This position requires both indoor and outdoor work in all types of weather, including hot summer and cold winter temperatures. Outdoors may be exposed to bees, flies, mosquitoes, ticks, and poison ivy. May occasionally be exposed to blood or other body fluids from guest illness or injury.



Position Description

Equipment and Tools

Computer, copier, fax, telephone, printer, calculator, shredder, scanner, canoe and paddle, skis, snowshoes, recreational equipment, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, daily lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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

Disclaimer

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

Reasonable Accommodation Notice

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

05/2013

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: January 8, 2014

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager and Patrick Wussow, County Administrator

Title of Item: General Discussion of County Administrator's Resignation / Recruitment Process

Requested Meeting Date: Jan. 14, 2014 Estimated Presentation Time: 30 min.

Presenter: Bobbie Danielson, HR Manager and Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY HUMAN RESOURCES

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

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

To: County Commissioners and County Administrator Patrick Wussow
From: Bobbie Danielson, HR Manager
Date: January 8, 2014
Subject: General Discussion of County Administrator's Resignation / Recruitment Process

Background

County Administrator Patrick Wussow resigned to accept a new position and his last day will be Friday, February 7, 2014.

Additional information is attached for discussion.

Action Requested

Discussion and/or direction from the County Board concerning refilling the position.

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



COUNTY ADMINISTRATOR

Department Administration

DBM/Grade E83

2014 salary range \$68,931.20 to \$123,593.60

2015 "open range" scale estimate \$83,200.00 to \$124,800.00

Reports to County Board

FLSA Status Exempt

Union Status Non-union Position, Individual Contract

Final Appointing Authority

This position shall not be filled until final approval of the County Board. All offers of employment are made in writing.

Job Summary

The County Administrator is responsible for the administration of all County Board ordinances, regulations, resolutions and policies and for the administration and direction of all programs and functions of government under the jurisdiction of the Board of County Commissioners. The County Administrator is charged with leading the organization and building an organizational culture that supports and implements the County Mission. All non-elected department heads report to the County Administrator. Works under broad policy direction of the County Board. The Administrator has wide latitude for the exercise of independent judgment and decision making over county government functions.

Supervision Received

Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

Supervision Exercised

Manages all department heads, in addition to the Building Maintenance Supervisor, Veterans Services Officer, and clerical support. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Essential Functions

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

1. Prepares and recommends policy to the County Board regarding county government operations. Advises the County Board regarding short and long range goals and recommends appropriate programs to attain them. Provides direction for the overall operation of county government and coordination with elected and state appointed offices.



Position Description

2. Provides supervision and direction to subordinate staff and department heads in developing policy recommendations and programs and in clarifying and delegating County Board directives and policies.
 3. Directs and coordinates county central services including human resources, safety and risk management, motor pool, purchasing, information services, public information, property maintenance and budgeting.
 4. Oversees preparation of the annual budget and long range capital expenditure program. Prepares reports, analysis and recommendations regarding the county's current and future financial position. Implements, monitors and enforces the provisions of the approved budget.
 5. Represents the county and communicates on behalf of the county to individuals, groups, organizations, other units of government, and media.
 6. Strategic planning: continually evaluates the organization, administration and services provided by county government. Advises in the formulation of legislative proposals.
 7. Establish goals and evaluate performance for appointed department heads. Authority to discipline all appointed department heads. Authority to hire and fire all appointed department heads with county board authorization.
 8. Leads the County-wide management team and conducts management team meetings and communications. Establishes effective team relations with county administrative elected officials.
 9. Represents the County concerning intergovernmental relationships and initiatives at local, State, regional and federal levels. Creates and implements a program of positive and cooperative intergovernmental relations with local cities and townships and with neighboring counties.
 10. Prepares County Board agendas and minutes, attends all Board meetings, certifies Board actions. Approves and signs off on legal documents, etc. as Chief Administrative Officer of the county.
 11. Spearheads and coordinates economic development programs and initiatives in close cooperation with business community and county cities and townships.
 12. Attends professional meetings and keeps informed of new developments in government operation and management.
 13. Responsible for management and long range planning for county buildings and infrastructure.
 14. Serves as Official spokesperson for the county.
 15. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 16. Conducts business in accordance with the Open Meeting law.
 17. Serves as the Minnesota Government Data Practices Act Responsible Authority. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
 18. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
 19. Attend seminars and workshops as needed.
- Performs other related duties as assigned or apparent.



Position Description

Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, Public Finance, Political Science or a related field, and minimum of eight years progressively responsible work experience, five of which must be served in an administrative or managerial capacity in a multi-function service organization. Master's degree preferred.

Exceptional oral and written communication skills are required as well as advanced skill in planning, organizing and coordinating diverse functions. Training or experience in budget and financial analysis is highly desirable.

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

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including data practices, the open meeting law, accounting, purchasing, information technology, OSHA, and employee and labor relations.
3. Financial management with experience in the preparation and presentation of budgets and fund accrual accounting.
4. Roberts Rules of Order.
5. Principles, practices and legal aspects of public administration as they relate to local government.
6. Organizational theory and effective management practices.
7. Public budgeting preparation, presentation and analysis.
8. Governmental accounting and reporting and the relationships of local, state and federal funding.
9. Minnesota property tax law, impact of levies to property and their calculation.
10. Governmental structure, laws, organization and interdependency of levels of government.

Skill in:

1. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Preparing and making presentations to groups.
4. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
5. Effectively organizing, prioritizing, and delegating workload.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.



Position Description

3. Make independent decisions.
4. Multi-task and work under pressure in a sometimes demanding environment.
5. Travel and work in excess of standard hours when necessary.
6. Direct a large staff in a broad range of service areas.
7. Plan, direct, supervise and delegate work, as well as work with others in a consulting capacity.
8. Communicate effectively, demonstrating exceptional oral, written and presentation skills.
Communicate effectively with County Commissioners, coworkers, government organizations, civic groups, the media and citizens.
9. Analyze and resolve management problems.
10. Understand the political issues of county government. Serve as a liaison between the Board and other elected officials.
11. Accurately calculate wage and fringe benefit costs, budget and levy figures, and forecast county finances.
12. Develop and implement short and long range administrative goals and objectives.
13. Prepare and present accurate statistical narrative reports.
14. Evaluate various types of data and make recommendations on the findings.
15. Set direction and interpret elected official needs.
16. Direct, supervise and delegate work effectively.
17. Understand human development and thought processes.
18. Maintain a safe working environment.

Language Skills

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

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, area, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.



Position Description

Reasoning Skills

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

Computer Skills

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

County Payroll Software E-time, Webfusion, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Inventory Management Software, Data Backup and Recovery Software, Recordkeeping Software, and other job-related software programs.

Ability to Travel

Travel required for trainings and meetings in and out of Aitkin County.

Competencies

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

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

Work Environment

The noise level in the work environment is usually quiet to moderate.

Equipment and Tools

Computer, copier, fax, telephone, cell phone, remote access equipment, printer, calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

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

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



Position Description

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

Disclaimer

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Reasonable Accommodation Notice

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05/2013

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

Aitkin County

	2014 Start	6 Mnths	1 Year	2Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
	2014 Minimum	+6 Mnths Step 1	+6 Mnths Step 2	+1 yr Step 3	+1 yr Step 4	+1 yr Step 5	+2 yr Step 6	+2 yr Step 7	+2 yr Step 8	+2 yr Step 9	+4 yr Step 10	+4 yr Step 11	+4 yr Step 12	+4 yr Step 13
G	\$ 33.14	\$ 34.67	\$ 36.25	\$ 37.91	\$ 39.65	\$ 41.47	\$ 43.37	\$ 45.37	\$ 47.45	\$ 49.63	\$ 51.92	\$ 54.30	\$ 56.79	\$ 59.42
H	\$ 31.05	\$ 32.46	\$ 33.95	\$ 35.50	\$ 37.14	\$ 38.84	\$ 40.62	\$ 42.47	\$ 44.43	\$ 46.48	\$ 48.61	\$ 50.86	\$ 53.20	\$ 55.65
I	\$ 27.57	\$ 28.82	\$ 30.14	\$ 31.54	\$ 32.97	\$ 34.46	\$ 36.08	\$ 37.71	\$ 39.44	\$ 41.25	\$ 43.14	\$ 45.13	\$ 47.20	\$ 49.36
J	\$ 24.13	\$ 25.21	\$ 26.34	\$ 27.57	\$ 28.82	\$ 30.11	\$ 31.51	\$ 32.96	\$ 34.46	\$ 36.06	\$ 37.69	\$ 39.43	\$ 41.24	\$ 43.13
K	\$ 21.46	\$ 22.42	\$ 23.45	\$ 24.53	\$ 25.64	\$ 26.82	\$ 28.03	\$ 29.29	\$ 30.64	\$ 32.04	\$ 33.50	\$ 35.04	\$ 36.63	\$ 38.32
L	\$ 19.45	\$ 20.34	\$ 21.27	\$ 22.24	\$ 23.24	\$ 24.29	\$ 25.42	\$ 26.57	\$ 27.79	\$ 29.06	\$ 30.39	\$ 31.77	\$ 33.22	\$ 34.75
M	\$ 17.64	\$ 18.44	\$ 19.28	\$ 20.14	\$ 21.07	\$ 22.01	\$ 23.02	\$ 24.06	\$ 25.16	\$ 26.30	\$ 27.49	\$ 28.76	\$ 30.07	\$ 31.45
N	\$ 16.16	\$ 16.88	\$ 17.64	\$ 18.44	\$ 19.28	\$ 20.14	\$ 21.07	\$ 22.01	\$ 23.02	\$ 24.07	\$ 25.16	\$ 26.30	\$ 27.49	\$ 28.76
O	\$ 14.93	\$ 15.58	\$ 16.28	\$ 17.03	\$ 17.80	\$ 18.60	\$ 19.43	\$ 20.32	\$ 21.24	\$ 22.22	\$ 23.22	\$ 24.27	\$ 25.40	\$ 26.55
P	\$ 13.79	\$ 14.40	\$ 15.03	\$ 15.72	\$ 16.43	\$ 17.15	\$ 17.93	\$ 18.75	\$ 19.61	\$ 20.49	\$ 21.43	\$ 22.39	\$ 23.41	\$ 24.47
Q	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.78	\$ 15.47	\$ 16.17	\$ 16.88	\$ 17.65	\$ 18.45	\$ 19.29	\$ 20.16	\$ 21.08	\$ 22.03	\$ 23.04
R	\$ 12.42	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.76	\$ 15.46	\$ 16.16	\$ 16.88	\$ 17.64	\$ 18.43	\$ 19.27	\$ 20.14	\$ 21.06	\$ 22.01
S	\$ 11.82	\$ 12.37	\$ 12.90	\$ 13.48	\$ 14.09	\$ 14.71	\$ 15.39	\$ 16.10	\$ 16.81	\$ 17.55	\$ 18.36	\$ 19.19	\$ 20.05	\$ 20.96
T	\$ 11.30	\$ 11.78	\$ 12.35	\$ 12.87	\$ 13.45	\$ 14.05	\$ 14.67	\$ 15.35	\$ 16.05	\$ 16.77	\$ 17.53	\$ 18.34	\$ 19.17	\$ 20.03
U	\$ 10.83	\$ 11.31	\$ 11.81	\$ 12.36	\$ 12.89	\$ 13.47	\$ 14.08	\$ 14.69	\$ 15.37	\$ 16.08	\$ 16.81	\$ 17.55	\$ 18.36	\$ 19.19
V	\$ 10.42	\$ 10.89	\$ 11.38	\$ 11.87	\$ 12.43	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.78	\$ 15.44	\$ 16.14	\$ 16.87	\$ 17.63	\$ 18.42
W	\$ 10.16	\$ 10.61	\$ 11.08	\$ 11.59	\$ 12.09	\$ 12.61	\$ 13.20	\$ 13.80	\$ 14.41	\$ 15.07	\$ 15.75	\$ 16.47	\$ 17.20	\$ 17.98

County Board adopted 4/9/2013

County Administrator Salary Survey

Comparison Counties	Minimum	Maximum	Actual	Administrator or Coordinator
Aitkin	\$68,931.20	\$123,593.60	\$102,294.40	Administrator
Cass	\$81,993.00	\$106,974.00	\$106,974.00	Administrator Appointed as Administrator/coordinator
Crow Wing	\$88,081.00	\$132,121.00	\$125,780.00	Administrator
Mille Lacs	\$86,278.40	\$115,169.60	\$112,652.80	Administrator
Pine	\$80,380.00	\$105,040.00	\$105,040.00	Administrator
Comparison County Average	\$84,183.10	\$114,826.15	\$112,611.70	
Lake	\$100,006.00	\$110,011.00	\$102,003.00	Administrator
Wright	\$86,382.00	\$113,990.00	\$86,382.00	Coordinator
Carlton	No response as of 1-8-2014			Coordinator
Itasca	No response as of 1-8-2014			Administrator
Kanabec	No response as of 1-8-2014			Coordinator

County Government Structure

A publication of the Association of Minnesota Counties

History of County Government

The 87 counties in Minnesota are rapidly changing from a purely quasi-municipal corporation of the state to a general purpose form of government which, for many counties, has necessitated a change in the way the county delivers its services and, consequentially, the structure of the county itself. Counties, in their infancy, were organized to be administrative agencies of the state. In addition to serving as an administrative arm of the state, counties are now providing services to its citizens beyond the original scope of county government.

Traditionally, counties performed state mandated duties which included assessment of property, record keeping (i.e. property and vital statistics), maintenance of rural roads, administration of election and judicial functions, maintaining peace in rural areas, and poor relief. Today, counties are rapidly moving into other areas of government support, including social services, corrections, child protection, library services, hospitals and rest homes, public health services, planning and zoning, economic development, parks and recreation, water quality, and solid waste management. Relief for the poor is generally provided by the federal and state governments through the income maintenance programs.

County Board of Commissioners

County boards are elected by district, serve a four-year term, and are responsible for the operation of the county and the delivery of county services. The number of commissioners on a county board is five. Counties with a population of over 100,000 people may, by board resolution, increase the size of the county board from five to seven members. Six counties—Anoka, Dakota, Hennepin, Olmsted, Ramsey and St. Louis—have boards consisting of seven members.

Election and Appointment of County Officials

During the Jacksonian Era and after, it became the practice of county government to increase the number of elective county offices. Appointed positions were changed into elected ones and new elected offices were developed. This caused the list of elected officials to grow from a few such as the coroner and sheriff, to many, including election of the auditor, recorder, treasurer, surveyor, clerk of court, watershed district directors, judge of probate, assessors and attorney.

Since the mid-1960's, counties and the state have gradually reduced the number of elective county offices. Hennepin and Ramsey counties were the first to be given organizational reform by special legislation. Today, the Legislature has allowed counties to appoint the positions of county auditor, treasurer and recorder, on an individual basis. However, the positions of county sheriff, county attorney and watershed district directors, as well as the governing board, continue to be elective positions. In addition, Dakota, Olmsted and St. Louis counties appoint the position of county recorder. (The county auditor/treasurer continues to be an elective position.)

In 1987, enabling legislation was passed to allow Ramsey County to become a home rule charter county. Ramsey County has established the home rule charter, operates under the guidance of the charter and is the only home rule charter county in Minnesota.

In the early 1970's, clerk of courts (now court administrators), county coroners and county surveyors became appointed positions. In 1973, the Optional Forms of County Government was passed. While this offers several major options for the modernization of county government, most counties have instead made structural changes by seeking special legislation.

In recent years, 36 counties have moved to combine the position of county auditor and county treasurer into one elected position.

MINNESOTA COUNTY GOVERNMENT STRUCTURE OVERVIEW

Counties with combined elected auditor/treasurer position.... 36

Counties with broad reorganizational powers 6

Counties that appoint the county recorder 20

Counties with a county administrator position 34

Counties with a county coordinator position 22

Counties with an auditor/administrator position 3

Counties with seven governing board members 6

Source: Association of Minnesota Counties

FOR YOUR INFORMATION

Professional County Management

Over the last 30 years, county boards across the state have recognized the need to expand into professional management for the county, mostly as a result of increasing demands placed on counties for the delivery of services.

Three forms of professional management currently exist in Minnesota statute: county administrator, county coordinator and county auditor-administrator.

County Administrator

Under the county administrator plan, the administrator is the head of the county for the management of the county affairs placed in the administrator's charge. If required by the county board, the administrator is the supervisor of all county institutions and agencies, and of non-elected department heads. The administrator also is responsible for the preparation and execution of the county budget, including a long range capital expenditure plan, and serves as the purchasing agent for the county. As of September 2000, 33 counties had established the position of county administrator (Ramsey County uses the title of county manager). The county administrator serves at the pleasure of the county board.

County Coordinator

The county coordinator plan is much like the county administrator plan except that the coordinator generally does not have a supervisory role over county department heads, elected or appointed. If required by the county board, the county coordinator must submit an annual budget to the county board and manage all affairs of the county which the county board has assigned to the position. Currently, 22 counties have the position of county coordinator. The county coordinator serves at the pleasure of the county board.

OPTIONAL FORMS OF COUNTY GOVERNMENT

Minnesota Statutes, Chapter 375A

Allows for the following plans of organization:

- Elected Executive Plan
- County Manager Plan
- At-Large Chair Plan
- County Administrator Plan
- County Auditor-Administrator Plan

Allows for the following organizational options for certain county offices:

- Provides for appointment of county auditor, treasurer, sheriff or recorder by county-wide referendum.
- Provides for the office of county civil counsel by county board action.
- Provides for the consolidation of the county auditor and county treasurer by county board action or county-wide referendum.

Allows for the following miscellaneous plans:

- Provides for the establishment of a county government study commission by county board action or county voter petition.

County Auditor-Administrator

Three counties have adopted the county auditor-administrator plan, where, in addition to carrying out the duties of the auditor's office, the auditor may also be assigned all duties of the county administrator as outlined in the "county administrator" section above. The county auditor-administrator remains an elective position.

Other County Management

The remaining counties generally assign central administrative tasks to a department head within the county, most often the county auditor. In those counties, no central administrative plan has been adopted; rather the duties of central administration falls to the office which has the most contact with the county board. (Of those counties, two counties have a position called "secretary to the board." That position does not include budget preparation or any supervisory role.)

Association of Minnesota Counties' Legislative Position

The Association of Minnesota Counties has long held the legislative position that county boards should be granted the necessary flexibility to organize the structure of their county to meet the needs of citizens today in the 21st century. Many counties have found that "doing business as usual" no longer works when citizens are demanding more from government while calling for a freeze on tax increases. The Association of Minnesota Counties also believes that, as technology plays a more visible role in the delivery of county services, the structure of county government must also change.

Because of this, the Association of Minnesota Counties continues to support flexibility for counties in the administration and delivery of services. ■

Sources: *Cities, Counties and Towns and State-Local Relations*, January 1990, Gary R. Currie, Legislative Analyst.

House Research Information Brief, Revised July 1994, "Optional Forms of County Government," Gary R. Currie, Legislative Analyst.

Revised April 2008



125 Charles Avenue

Saint Paul, MN 55103-2108

Main Line/Switchboard: 651.224.3344 Fax: 651.224.6540

www.mncounties.org

2013 Minnesota Statutes

375A.06 COUNTY ADMINISTRATOR.

Subdivision 1. **Appointment and qualification.** In any county which is not operating under either the elected county executive plan, the county manager plan, or the auditor-administrator plan, the office of county administrator may be established. The county board may appoint and employ the administrator upon such terms and conditions as it deems advisable and is authorized to appropriate funds and provide suitable office space for the office. The administrator shall be chosen solely on the basis of training, experience, and administrative qualifications and need not be a resident of the county at the time of appointment. The administrator shall be appointed for an indefinite period and may be removed by the county board at any time, but after the administrator has served as administrator for one year the administrator may demand written charges and a public hearing on the charges before the county board prior to the date when final removal takes effect. Pending such hearing and removal, the county board may suspend the administrator from office. The county board may designate some properly qualified person to perform the duties of the administrator during absence or disability. The county board shall set a salary and may provide for a termination allowance.

Subd. 2. **Other officers may be appointed.** The county board may appoint as county administrator any county officer or employee deemed to be qualified by reason of training, experience and administrative qualifications. If a county officer or employee is appointed county administrator, the officer or employee shall resign office and terminate its responsibilities before assuming the office of county administrator.

Subd. 3. **Abolishing office of administrator.** If the office of county administrator is abolished, any duties and responsibilities previously assigned to the county administrator shall be vested in the officer or department which had responsibility for the function previous to the transfer of the function to the county administrator.

Subd. 4. **Administrator, powers and duties.** The county administrator shall be the administrative head of the county and shall be responsible for the proper administration of the affairs of the county placed in the administrator's charge. The administrator shall exercise general supervision over all county institutions and agencies and, with the approval of the county board, coordinate the various activities of the county and unify the management of its affairs. If required by the county board, the administrator may act as the head of any department, the appointment of which is made by the county board, provided the administrator has the qualifications required by law. Responsibilities shall include, but are not limited to, the following duties:

- (a) hire qualified staff to assist the administrator in the performance of duties as approved by the board;
- (b) provide for the execution of all ordinances, resolutions and orders of the board and all laws of the state required to be enforced through the county board, by the administrator or by officers who are under the administrator's direction and supervision;
- (c) appoint, suspend, and remove with the approval of the county board all county personnel whose appointment, suspension or removal is a function of the county board under general law and make such appointments with the approval of the county board to additional offices, boards, committees and commissions both advisory and otherwise as the county board may direct;
- (d) provide for county purchases including purchases of service as directed by the county board and pursuant to purchasing regulations established by the board;
- (e) prepare and submit to the county board a proposed annual budget and long-range capital expenditure program for such period as the county board may direct, each of which shall include detailed estimates of revenue and expenditures and enforce the provisions of the budget when adopted by the county board;
- (f) attend all meetings of the county board and recommend measures for adoption as the administrator deems advisable or expedient;
- (g) examine the books and papers of officers and departments of the county as directed by the county board and report the findings to the county board, keep the county board fully advised as to the financial condition and needs of the county and make such other reports from time to time as required by the board or the administrator deems advisable.

2013 Minnesota Statutes

375.49 COUNTY COORDINATOR DUTIES; CONSIDERED DEPARTMENT HEAD.

Subdivision 1. **County board to prescribe.** (a) The county board shall prescribe the duties of the county coordinator.

(b) Insofar as required by the county board, the county coordinator is responsible to the board for the proper administration and management of any assigned duty and for these purposes is considered the head of a department.

Subd. 2. **Possible duties and responsibilities.** (a) The county coordinator may be assigned any of the following duties and responsibilities:

(1) to manage any or all of the affairs of the county which the county board has authority to control;

(2) to examine regularly the books, papers and accounts of each department, office, and agency of the county under the control of the county board and to report to the board the condition in which the county coordinator finds them and other information as the board directs;

(3) to submit to the board recommendations concerning the affairs of the county, its future financial needs, and its offices, departments and agencies as the county coordinator considers proper;

(4) to see that all orders, resolutions and regulations of the county board are faithfully executed;

(5) to initiate and present a proposed annual budget to the county board for its review and consideration; and

(6) to serve as clerk of the county board.

(b) When a resolution is adopted directing the county coordinator to assume the responsibilities of clerk of the board, the county auditor shall no longer be held responsible for the duties as clerk to the board imposed by section 384.09.

Subd. 3. **Except Hennepin County.** This section does not apply to Hennepin County.

History: 1967 c 585 s 2; 1973 c 542 s 14; 1979 c 198 art 4 s 13; 1984 c 629 s 2; 1985 c 109 s 7

For Reference
only

COUNTY ADMINISTRATOR EMPLOYMENT AGREEMENT

Page 1 of 3

The Board of Commissioners of Aitkin County, Minnesota (hereinafter referred to as the "County" or "County Board") enters into this agreement with Patrick Wussow (hereinafter referred to as the "County Administrator" or "Employee"). The County and the County Administrator agree as follows:

1. Applicable Statute: The agreement is entered into by and between the County and the County Administrator pursuant to the provisions of M.S. 375A.06.
2. Duties: The County Administrator, under the direction of the County Board, shall be responsible for all of the duties as contained in the Aitkin County Job Description for County Administrator (Appendix A), including any amendments to the job description as may be made from time to time by the County Board. The County Administrator shall also serve and be responsible for duties as described in M.S. 375A.06.
3. Salary: The County Administrator's salary shall be at the rate of \$81,706 (grade G, step 6) for the year 2007, pr-rated from the first day of employment.
 - a. During the month of January of each year, the County Administrator will be evaluated by the County Board, and upon satisfactory performance, the Administrator's salary shall be adjusted in accordance with the County's uniform compensation schedule.
 - b. The employee's anniversary date shall be January 1 of the year hired.
4. Vacation: The County Administrator shall begin at the time of employment with 10 days of accrued vacation, to be reimbursed as the employee accumulates vacation days during the first year of employment. The employee is credited with 6 years of service for vacation purposes and thereafter vacation days shall be administered in accordance with county policy. The employee may not carry over more than the employee's accumulation rate at any time.
5. Holidays: The County Administrator shall have holidays in accordance with county policy.
6. Relocation Expenses: The County shall provide a lump sum payment of \$2,500.00 to the employee for relocation expenses, to be paid on or about October 1, 2007.
7. Deferred Compensation: The County Administrator is eligible to voluntarily participate in the deferred compensation program provided to Aitkin County employees.
8. Health Insurance: Health insurance coverage will be provided in accordance with the County's insurance policy. The employee and employer contributions shall be calculated in the same manner as defined in the agreement between Aitkin County and AFSCME Council 65.

AITKIN COUNTY

MAY 09 2013

HUMAN RESOURCES

COUNTY ADMINISTRATOR EMPLOYMENT AGREEMENT

Page 2 of 3

9. Life Insurance: The County agrees to provide and pay for a life insurance policy of \$15,000 for the employee, and to provide life insurance coverage in the amount of \$10,000 for their spouse and dependents to age 19.
10. Sick Leave: Sick leave shall be administered in accordance with county policy. The employee shall earn sick leave at the rate of one (1) day for each full month of service. Employee is allowed to accumulate up to a maximum of 720 hours (90 working days) of sick leave. Upon separation, the employee shall not be paid for any unused sick leave.
11. Duration: The agreement shall commence on the first day of employment (August 1, 2007) and shall remain in full force and effect unless the County Administrator resigns or the County Board terminates the County Administrator pursuant to the laws of the State of Minnesota.

In the event that the employee is terminated, the County Board agrees to provide severance as follows:

Full Months of Service	Months of Severance
0-12	0
13-36	3
37+	6

In calculating the amount of severance, the County will pay a lump sum payment equal to the employee's aggregate salary, holidays, and vacation during the appropriate number of months. In the event the County Administrator is terminated because of an illegal act regardless of whether any legal remedies are pursued or whether any conviction results, the County Administrator shall not be entitled to any severance pay.

The County Administrator agrees to provide the County Board not less than thirty (30) calendar days of notice in the event of a resignation. When the County Administrator leaves the employment of the County in good standing, he shall receive all vacation earned up to the last day of employment.

12. Evaluation: The County Administrator shall be formally evaluated annually by the County Board in accordance to the County's evaluation process.
13. Leave of Absence: All leaves shall be handled in accordance with County policy.
14. Funeral Leave: Employee shall be granted funeral leave in accordance with County policy.
15. Jury Duty: Employee shall be granted leave for jury duty in accordance with County policy.


COUNTY ADMINISTRATOR EMPLOYMENT AGREEMENT

- 16. Other Terms and Conditions: All provisions of the County relating to working conditions as they now exist or hereafter may be amended, also shall apply to the employee as they would to other employees of Aitkin County.

- 17. General Provisions:
 - a. The text herein shall constitute the entire agreement between the parties.

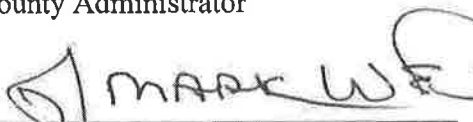
 - b. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the County of Aitkin and Employee have caused this agreement to be signed and executed, both in duplicate, the day and year first above written.



Patrick Wussow
County Administrator

May 7, 2013
Date



J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

May 9, 2013
Date

2014 Board Meeting Schedule

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

FEBRUARY						
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23	24	25	26	27	28	

MARCH						
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30	31					

APRIL						
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27	28	29	30			

MAY						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
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22	23	24	25	26	27	28
29	30					

JULY						
S	M	T	W	T	F	S
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27	28	29	30	31		

AUGUST						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30				

OCTOBER						
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26	27	28	29	30	31	

NOVEMBER						
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30						

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

Board Meeting Dates
 Holidays - County Offices Closed
 Conflicts: Tuesday, November 11th is a Holiday, and
 Tuesday, December 9th - AMC Annual Conference may be in session

If the recruitment is coordinated internally, following is a sample of what the application packet and selection criteria may look like, subject to any modifications made by the County Board.

Draft

Name: _____

**Aitkin County
County Administrator
Supplemental Application Form**

Points are assigned to each category.

"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County"

1. Do you have a Master's degree in Public Administration, Business Administration, Public Finance, Political Science or a related field? Specify:	Yes	No
2. Do you have a Bachelor's degree in Public Administration, Business Administration, Public Finance, Political Science or a related field? Specify:	Yes	No
3. Do you have a minimum of 8 years progressively responsible work experience, five of which have been served in an administrative or managerial capacity in a multi-function service organization? Include details on the application form.	Yes	No
4. Do you have training or experience in budget preparation, presentation, and analysis? If yes, describe, including name and location of the organization(s), and the size of the budget(s) you prepared during your tenure for the most recent fiscal year(s):	Yes	No
5. Do you have a valid Minnesota driver's license?	Yes	No
6. Do you have experience in a County Administrator or City Administrator position? If yes, describe, including name and location of the organization, total number of employees in the organization, your dates of employment and position title:	Yes	No
7. Do you have experience supervising Department Head level positions? If yes, describe, including the type and number of department head level positions supervised. Include positions where you were responsible for completing their performance evaluations and had the authority to undertake or effectively recommend a majority of the following supervisory functions in the interests of the employer: hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of department heads, direction of the work of department heads, or adjustment of grievances on behalf of the employer. Exclude positions where you served as a peer to fellow department heads, providing guidance or recommendations.	Yes	No
8. If you answered no to #7, do you have experience supervising non-Department Head level positions, including supervisors and line staff? If yes, describe, including the type and number of positions supervised.	Yes	No

Name: _____

9. Do you have experience in preparing or giving legislative testimony? If yes, describe.	Yes	No
10. Do you have experience preparing and finalizing Board or Council agendas and minutes, either independently or through delegation? If yes, describe.	Yes	No
11. Do you have experience spearheading or coordinating economic development programs and initiatives in close cooperation with the business community and governmental organizations? If yes, describe.	Yes	No
12. Do you have experience managing and long-range planning for an organization's buildings and infrastructure? If yes, describe, including any building projects or extensive structural remodeling that you coordinated.	Yes	No
13. Do you have experience working with the media (TV, radio, newspaper) and serving as a public spokesperson for an organization? If yes, describe.	Yes	No
14. Do you have experience working with the Minnesota Government Data Practices Act and/or serving as the Responsible Authority?	Yes	No
15. Do you have labor negotiations experience? If yes, describe, including the approximate number of collective bargaining agreements you negotiated in the past five (5) years.	Yes	No
16. Do you have experience drafting and implementing major organizational policies and procedures? If yes, describe.	Yes	No
17. Rate your computer and typing skills. <i>[may gather more descriptive info from IT]</i> Outstanding (50 w.p.m.+) Average (30 w.p.m.+) Limited		
18. Have you previously been employed by Aitkin County? If yes, identify the dates of employment and position title(s).	Yes	No
19. Are you applying for Veterans Preference points? <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Disabled Veteran	Yes	No

- Total points possible = 100
- Finalists with the most points get interviewed.

AITKIN COUNTY APPLICATION FOR EMPLOYMENT

AITKIN COUNTY HUMAN RESOURCES DEPARTMENT

217 Second Street NW Room 134, Aitkin, MN 56431

Phone: 218-927-7306

Fax: 218-927-7374

Important Facts About Information On Your Application

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private, that is, it may be released only to you or to agencies where you may be considered for employment except as necessary for tax purposes or as otherwise required by state or federal law. (M.S. § 13.43, Subd. 2)

- **IMPORTANT! Be sure to complete all parts of the application.** Please be sure to read the job description and any special instructions carefully before you complete this application.
- Points are awarded for education and experience based upon the information in this application, so be sure to complete all sections in detail. Interviews are then granted based upon total points received.
- Complete a separate application for each job. Type or print clearly in dark ink. Applications in pencil will not be accepted. Legible photocopies and faxed copies are acceptable.
- **Resumes will not be accepted in lieu of a completed application.** Please do not submit resumes, work samples or letters of recommendation with the application; however, you may do so at the time of an interview if you wish.
- Your application and all attachments become the property of Aitkin County and will not be returned.
- We cannot be responsible for failure of other agencies or postal services to forward applications by the deadline. **Applications will not be accepted after the closing date/time (Central Time) of the job announcement.**

◆ Keep a copy of your completed application ◆

PLEASE TYPE OR PRINT IN DARK INK.

Title of Position you are applying for:	Applying for:	<i>FOR OFFICE USE</i>
	Full Time _____	
	Part Time _____	
Last Name: _____	First Name: _____	Middle Name: _____
Mailing Address: _____	City: _____	State & Zip Code: _____
Please include area code for each number provided.	Have you previously been employed by Aitkin County?	
Home Telephone Number: _____	If yes, date: _____	
Cell Phone Number: _____	Position: _____	
Work Phone Number: _____		
E-Mail Address: _____	<i>FOR OFFICE USE</i>	
	Application Number: _____	

AITKIN COUNTY APPLICATION FOR EMPLOYMENT

1) Your employment may involve occasional use of a public vehicle.
 Do you have a valid driver's license? Yes No
 If yes, what class? A B C D Endorsements: _____

2) Education. Did you graduate or receive a GED?
 Yes No

Names & locations of colleges, universities, technical schools	Did you graduate?	Certificate/Degree	Course of study
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

3) Office Equipment/Computer Experience (only considered if a requirement for the job). For the Office Equipment/Computer software you have used below, please **rate your proficiency on a scale of 1–5**, 1 being a beginner and 5 being an expert:

Windows Microsoft Office Word Processing Spreadsheets
 AS 400 Fax Photocopier Telephone
 Other: _____ Typing Speed: _____ wpm

4) Relevant current professional memberships, registrations, or licenses. Include date first issued.

5) Describe any additional experience or training that qualifies you for this job.

6) Job-Relevant Volunteer and Unpaid Work Experience

Kind of Volunteer Activity (Do not specify organization)	Major Responsibilities	Number of Hours/Month	Years/Months Involved

For office use only – application #:

7) Employment History. Experience and training ratings are determined by this information.
PLEASE BE COMPLETE. List your present or most recent experience first.

Employment Firm:

Mailing Address:

Telephone #:

Your Title:

Supervisor's Name:

Number & type of positions you supervised:

Principal Responsibilities – Be Complete

Length of Employment

From _____
 Month Day Year

To _____
 Month Day Year

Total _____
 Years Months

Hours per Week _____

Reason for Leaving

May we contact this employer?

Yes No

If no, explain:

Current salary or wage:

\$ _____

Employment Firm:

Mailing Address:

Telephone #: _____

Your Title:

Supervisor's Name:

Number & type of positions you supervised:

Principal Responsibilities – Be Complete

Length of Employment

From _____
Month Day Year

To _____
Month Day Year

Total _____
Years Months

Hours per Week _____

Reason for Leaving

May we contact this employer?

Yes No

If no, explain:

Employment Firm:

Mailing Address:

Telephone #:

Your Title:

Supervisor's Name:

Number & type of positions you supervised:

Principal Responsibilities – Be Complete

Length of Employment

From _____
Month Day Year

To _____
Month Day Year

Total _____
Years Months

Hours per Week _____

Reason for Leaving

May we contact this employer?

Yes No

If no, explain:

Employment Firm:

Mailing Address:

Telephone #:

Your Title:

Supervisor's Name:

Number & type of positions you supervised:

Principal Responsibilities – Be Complete

Length of Employment

From _____
Month Day Year

To _____
Month Day Year

Total _____
Years Months

Hours per Week _____

Reason for Leaving

May we contact this employer?

Yes No

If no, explain:

EQUAL EMPLOYMENT OPPORTUNITY

Aitkin County will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

EMPLOYMENT VERIFICATION

In accordance with the Immigration Reform and Control Act of 1986, this employer hires only U.S. Citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

CRIMINAL BACKGROUND INFORMATION

This employer will request information regarding criminal history in the event that you become a finalist for the position which you are applying. For certain positions, criminal background information will be requested during the application stage. This employer will conduct a criminal background check on all individuals upon making a contingent job offer. No offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to this employer and formal approval by the appointing authority.

If you are hired for this position, you will be required to undergo a physical examination at this employer's expense to determine whether or not you are able to perform the duties of this position in an effective and safe manner, and whether or not accommodations are necessary for you.

SIGNATURE

I understand this employer has the right to verify information provided in the application. If there are any misrepresentations on this application or my resume or made by me in an interview, which may be discovered now or anytime in the future, I may be discharged for cause without severance pay of any kind. False information or misrepresentation may also subject me to the penalty provisions of M.S. § 43A.39.

In connection with this application for employment, I authorize this employer and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance (such as transcripts). Moreover, I hereby release this employer and any agent acting on its behalf from any and all liability by reason by requesting such information from any person.

- Yes
- Yes, but not present employer until a job is offered.
- No (we may be unable to hire you without this information).

I declare that any and all statements in this application or information provided are true and complete and hereby acknowledge that I have read and understand the information contained herein.

DATE: _____ SIGNATURE (Do Not Print): _____

For office use only – application #:

References

Please PRINT

Please provide three *Personal References* (other than relatives or employers)

Name: _____ Telephone #: _____

Email Address: _____ Fax # _____

Complete Mailing Address: _____

Name: _____ Telephone #: _____

Email Address: _____ Fax # _____

Complete Mailing Address: _____

Name: _____ Telephone #: _____

Email Address: _____ Fax # _____

Complete Mailing Address: _____

Please provide three *Employment References* (most recent employer first)

Company Name: _____

Email Address: _____ Fax # _____

Contact Person: _____ Telephone #: _____

Complete Mailing Address: _____

Company Name: _____

Email Address: _____ Fax # _____

Contact Person: _____ Telephone #: _____

Complete Mailing Address: _____

Company Name: _____

Email Address: _____ Fax # _____

Contact Person: _____ Telephone #: _____

Complete Mailing Address: _____

VETERAN'S PREFERENCE POINTS SUPPLEMENT

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statute 197.455. To be eligible for veteran's preference points you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of disability is not able to qualify.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's service points without it.

If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

ARE YOU APPLYING FOR VETERAN'S BONUS POINTS? <input type="checkbox"/> YES <input type="checkbox"/> NO

<i>If you answered yes, you must complete the form below. Your DD214 or other documentation must be seven (7) calendar days after the application deadline for the position.</i>
--

YOU MUST SUPPLY A COPY OF YOUR DD214. DISABLED VETERANS MUST ALSO SUPPLY FORM SF 15 OR AN EQUIVALENT LETTER FROM A SERVICE RETIREMENT BOARD. ELIGIBLE SPOUSES APPLYING FOR PREFERENCE POINTS MUST SUPPLY THEIR MARRIAGE CERTIFICATE, THE VETERAN'S DD214 AND SF 15 OR DEATH CERTIFICATE.

VETERAN'S PREFERENCE POINTS APPLICATION			
Veteran: _____ Self _____ Spouse	If Spouse, veteran's name:		
Branch of Service:	Period of Active Duty From: _____ To: _____		
Rank at Discharge:	Type of Discharge:	Date of Final Discharge:	Service Number:
Are you receiving or eligible for a military pension?		Do you have a compensation service-related disability?	
Preference requested: <input type="checkbox"/> Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Spouse of Disable Veteran <input type="checkbox"/> Spouse of Deceased Veteran			

Supporting documentation: <input type="checkbox"/> is attached <input type="checkbox"/> will be submitted within 7 days.

For office use only – application #:



HOME

SERVICES

Leadership Assessments

Coaching and Individual Development

Organizational Development

Executive/Board Consultation

Job Analysis and Research Programs

Career/Vocational Services

Public Safety Services

Special Programs

ABOUT US

CONSULTING TEAM

F. A. Q.

CONTACT

Leadership Assessments

Martin-McAllister customizes each assessment process--both for the client organization and the position for which the assessment is required. We are committed to employing a highly refined and custom-fashioned interview in the assessment process. We choose instruments that yield the largest share of information possible so that individuals are not given more documents to complete than are actually necessary.

We provide the following levels of assessments for both pre-employment and developmental evaluations:

- Leadership Evaluation
- Senior Leadership Evaluation
- Officer-Level and High-Level Executive Evaluations

Assessments can be conducted in our office or at the client's location. We provide rapid turnaround of both oral and written results to the client organization. We also encourage including feedback conferences with candidates once a hiring decision has been made so that they can review the results of the assessment and receive useful coaching suggestions.



• Martin-McAllister Consulting Psychologists, Inc. • 80 South 8th Street, Suite 3900 • Minneapolis, MN 55402 • Phone: (612) 338-8461
 Fax: (612) 349-6759 • info@martinmcallister.com • [Directions](#) •