

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS February 11, 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 five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 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 28, 2014 – February 10, 2014**
 - B) **Approve 1/28/14 County Board Minutes**
 - C) **Approve Consumption & Display Permit – Minnewawa Sportsmen's Club**
 - D) **Approve Resolution – Exempt Permit LG220 NWTF Dead Moose River Longbeards**
 - E) **Approve Request to Fill Forest Advisory Committee Vacancy**
 - F) **Approve Fire Protection Contract with City of McGrath**
 - G) **Approve Resolution – Publication Alternatives**
 - H) **Approve SSTS Inspection Contract**
 - I) **Approve January Manual Warrants**
 - J) **Approve Commissioner Warrants**
 - K) **Approve Updating Aitkin County Credit Card Purchasing Policy**
 - L) **Approve Resolution – Central Minnesota Housing Partnership**
 - M) **Approve Equipment Purchase – Road & Bridge**
 - N) **Authorize Sale of Surplus Equipment – Road & Bridge**
 - O) **Approve 2/5/14 County Board Workshop Minutes**
- 9:05 3) **Beth Leaf, CARE Executive Director**
- A) **CARE Update**
- 9:30 4) **Steve Hughes, Aitkin County SWCD Manager**
- A) **Approve Resolution – Continued Support of SFIA**
- 9:40 5) **John Welle, County Engineer**
- A) **Approve Resolution – 2012 Local Road & Bridge Disaster Relief Agreement**
 - B) **Approve Out of State Request**
- 10:00 6) **Kirk Peysar, County Auditor**
- A) **10:00 a.m. Public Hearing – Assembly Ordinance**

- 10:10 7) Lori Grams, Treasurer**
A) 4th Quarter Investment Report
- 10:20 8) Ross Wagner, Economic Development & Forest Industry Coordinator**
A) Approve 2014 Tourism & Promotion Budget
- 10:40 Break**
- 10:45 9) Roxy Traxler, Interim County Administrator**
A) Motor Pool Report – Bill Thompson, Building Maintenance Supervisor
B) MRCC Priorities
- 11:15 10) Board Discussion**
Mark Wedel – Airport
Laurie Westerlund – Extension, Mille Lacs Watershed
Don Niemi –
Brian Napstad -
Anne Marcotte – MRCC, Economic Development, H&HS Advisory
- 12:00 Adjourn**

The Aitkin County Board of Commissioners met this 28th 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, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

CALL TO ORDER

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the January 28, 2014 amended agenda. Items 2K) Approve Out of State Travel Request – Human Resources Dept.; and 2L) Approve Resolution – Conservation Easements for Wetland Mitigation were removed from the Consent Agenda and placed on the Regular Agenda as Items 4D) and 4F) respectively. Item 4E) Approve Out of State Travel Request – Scott Rian, LLCC was added to the Regular Agenda.

APPROVED AGENDA

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
January 28, 2014**

**HEALTH &
HUMAN
SERVICES
BOARD**

I. Attendance

The Aitkin County Board of Commissioners met this 28th day of January, 2014, at 9:03 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners Anne Marcotte, Brian Napstad, Don Niemi, and Laurie Westerlund; and others present included: County Administrator Patrick Wussow; H&HS Director Tom Burke; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Kathy Ryan, Fiscal Supervisor; Sue Tange, Social Service Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, and Cheryl Meld, H&HS Advisory Committee Members; and Nanci Sauerbrei, Aitkin Independent Age.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried; the vote was to approve the Agenda as mailed/posted.

III. Review December 17, 2013 Health & Human Service Board Minutes

Motion by Commissioner Niemi, seconded by Commissioner Marcotte, and carried, the vote was to approve the December 17, 2013, Health & Human Services Board Meeting Minutes.

IV. Review Bills

Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried, the vote was to approve the bills as presented this date.

V. General/Miscellaneous Information

- A. MNChoices Update** – Tom Burke updated the Board that the start date has been moved back to April 14th and problems are still anticipated.
- B. MNSURE Update** – Eileen Foss updated the Board that MNSURE is going through successfully for some people whereas others are still experiencing problems.
- C. Building Remodeling Project** – Tom Burke discussed the current project of moving the water lab from the PH area to the basement to free up an office for

one of our new staff. He is also looking at possibly remodeling the basement to include a meeting room. A proposed plan will be developed and presented to the facilities committee.

VI. Administrative Reports:

A. Financial & Transportation Reports – Kathy Ryan reviewed the reports noting she included the 2013 yearend financial report.

VII. Joint Powers Board Reports:

A. Tri-County Community Health Services Board (CHS) – Commissioner Westerlund / Tom Burke – Dec. 12th, 2013 Meeting Minutes. It was noted that the Board is looking at hiring a part-time Administrator and have been advertising in the Aitkin, Itasca, Koochiching, and Duluth newspapers as well as posting it through MDH and LPH. Tom noted there have been a lot of changes on the Board with folks from both Aitkin and Itasca leaving. He looks forward to working with new people with new ideas on the Board.

VIII. Committee Reports from Commissioners

A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte meeting updates from Committee Members: Cheryl Meld & Roberta Elvecrog Draft minutes of the January 8, 2014 meeting. Cheryl Meld noted that there was a very informative Red Cross services presentation. She noted the committee anticipates playing a role in gathering community input for the Community Health Assessments in 2014 and they will be setting goals at the next meeting. Commissioner Marcotte noted that the By-laws probably need to be updated since H&HS has not been doing Annual Plans for many years. (It technically needs to be a legislative change to the Statutes.)

B. AEOA / NEMOJT Committee Updates – Commissioner Napstad noted that Commissioner Niemi has been appointed to the AEOA Committee and will be attending the next meeting to be held the third Wednesday of February. Commissioner Napstad reported on the January 8th, 2014, NEMOJT meeting. He discussed the report he received from Michelle Ufford with respect to the presence of the Workforce staff and outside businesses in the Aitkin high school noting it was only once and not near enough involvement. Roberta Elvecrog noted that Kari Paulsen is in the Aitkin School on a regular basis and there are numerous job fairs and employers providing presentations and job shadowing.

C. CJI (Children’s Justice Initiative) – Commissioner Westerlund /Sue Tange noted that the last meeting was held on January 2nd with very few members present due to the holidays.

The Statistical Reports for 2013 for Income Maintenance, Social Services and Public Health were included in this packet.

Next Meeting – February 25, 2014

Break: 10:08 a.m. to 10:19 a.m.

**HHS BOARD
ADJOURNED**

BREAK

<p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: January 14, 2014 – January 27, 2014; B) Approve County Board Minutes: January 14, 2014; C) Approve Resolution – Exempt Permit Form LG220 Ruffed Grouse Society; D) Approve Request to Fill Committee Vacancies; E) Approve Auditor Warrants – December Sales & Use Tax: General Fund \$1,347.76, Road & Bridge \$3,002.04, Health & Human Services \$41.68, State \$6,559.50, Forest Development \$130.26, Long Lake Conservation Center \$58.61, Parks \$83.17 for a total of \$11,223.02; F) Approve Auditor Warrants – Real Estate Tax Settlement Payments: Agency \$520,209.61; G) Approve Commissioner Warrants: General Fund \$487,638.86, Road & Bridge \$55,991.48, Special Revenue \$132.67, Health & Human Services \$1,009.40, State \$5.80, Trust \$18,116.86, Forest Development \$663.31, Agency \$3,188.30, Long Lake Conservation Center \$12,751.49, Parks \$8,589.08 for a total of \$588,087.25; H) Approve Recycling Agreement Extensions; I) Approve Resolution – Solid Waste Management Plan; J) Approve Pay Equity Report</p>	<p>REGULAR BOARD RECONVENED</p> <p>CONSENT AGENDA</p>
<p>Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to approve resolution – Exempt Permit Form LG220 Ruffed Grouse Society:</p> <p>BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Ruffed Grouse Society – Aitkin Chapter, at the following location – The Landing, which has an address of 170 Southgate Drive, Aitkin, MN 56431 – Aitkin Township. (Note: Date of activity for Raffle – September 11, 2014)</p>	<p>RESOLUTION 012814-009 FORM LG220 OF THE RUFFED GROUSE SOCIETY</p> <p>COMMITTEE APPOINTMENT - LIBRARY BOARD</p>
<p>Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to reappoint Linda Hommes to a three year term on the East Central Regional Library Board.</p> <p>Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to approve Recycling Agreement extensions with Garrison Disposal and J&H Transfer through December 31, 2015.</p> <p>Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to approve resolution – Solid Waste Management Plan:</p> <p>WHEREAS, the legislature of the State of Minnesota requires that Minnesota's counties develop a Solid Waste Management Plan in accordance with Minn. Stat. §§ 115A.46; 115A.417, 115A.551; subds. 6-7. 115A.552 , 115A.557, subd 2-3,115A.63; 115A.84; 115A.914, 115A.96, Subd. 6-7; 115A.917, 115A.97 Minn. Rules 9215 and all other applicable statutes and rules; and</p> <p>WHEREAS, Aitkin County recognizes the need and responsibility to plan for and practice environmentally sound methods of managing their solid waste stream; and</p> <p>WHEREAS, in 1989, the legislature of the State of Minnesota enacted legislation to require that Solid Waste Management Plans be amended to include the requirements in Minn. Stat.</p>	<p>RECYCLING AGREEMENT EXTENSIONS</p> <p>RESOLUTION 012814-010 SOLID WASTE MANAGEMENT PLAN</p>

AITKIN COUNTY BOARD

January 28, 2014

<p>§§115A.551, 115A.914, and 115A.96, Subd. 6 (1991); and</p> <p>WHEREAS, Aitkin County recognizes the need to plan for and implement waste reduction, recycling, yard waste composting, special waste management strategies, and processing of MSW.</p> <p>NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby approves and adopts Aitkin County Solid Waste Management Plan and supporting documentation dated November 25, 2013.</p> <p>BE IT THEREFORE FURTHER RESOLVED, that the Aitkin County Board submits this document to the Minnesota Pollution Control Agency for final approval pursuant to applicable Minnesota laws and rules.</p> <p>Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve additional expenditures required to meet the State Board of Assessor's revised Jurisdictional License Levels: Training and Education \$4,000.00; Overnight Meals \$500.00; and Gasoline \$200.00, but to hold off on releasing funds until an update is given to the Board by Mike Dangers on any legislative action that may be taken on this issue.</p> <p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to schedule the 2014 Board of Appeal and Equalization on Tuesday, June 17, 2014 at 4:00 p.m. in the Boardroom of the Aitkin County Courthouse.</p> <p>Paul Steinman, Vice President Springsted Incorporated gave a power point presentation to the Board on Bond Essentials for Minnesota Local Governments.</p>	<p>ASSESSORS LICENSE LEVEL CHANGES</p> <p>BAE MEETING SCHEDULED</p> <p>BONDING PRESENTATION</p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve request to authorize the County Board Chair sign a letter authorizing Central Planes Aviation aerial spray to control army tent caterpillars under a congested area permit for the FAA and Department of Agriculture.</p> <p>Patrick Wussow, County Administrator and Bobbie Danielson, Human Resources Manager presented Personnel Committee recommendations to the Board.</p> <p>Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to accept the proposal of Springsted Incorporated to provide executive recruitment services for the position of County Administrator, at a cost not-to-exceed \$14,000.00.</p> <p>Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, (4-1 Wedel) to appoint Roxanne Traxler, Mille Lacs County Administrator as the Interim County Administrator for Aitkin County at a cost of \$4,767.00 per month, payable to Mille Lacs County.</p>	<p>CENTRAL PLANES AVIATION</p> <p>PERSONNEL COMMITTEE</p> <p>RECRUITMENT SERVICES</p> <p>INTERIM COUNTY ADMINISTRATOR</p>

<p>Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to approve out of state travel request for Bobbie Danielson, Human Resources Manager to attend 2014 New Trustee Institute/Teamsters Health Fund Management Trustee Conference in Lake Buena Vista, Florida February 16, 2014 through February 19, 2014. The only cost to the County is staff time.</p> <p>Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to approve out of state travel request for Scott Rian, Business and Marketing Director at Long Lake Conservation Center to Alabama for the purpose of picking up a climbing wall. The only cost to the County is staff time.</p> <p>Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to approve resolution – Conservation Easements for Wetland Mitigation on Tax-Forfeited Lands:</p> <p>WHEREAS, MN session laws 2006 - Chapter 236 Article 1 sec 37 allows conservation easements for wetland mitigation on tax-forfeited lands in St. Louis County.</p> <p>THEREFORE, the Aitkin County Board of Commissioners supports legislation that extends this authorization to all MN Counties.</p> <p>The Board reported on the following:</p> <p>Commissioner Brian Napstad</p> <ul style="list-style-type: none"> • NCLUCB • BWSR-Wetlands • MHB 	<p>OUT OF STATE TRAVEL REQUEST HUMAN RESOURCES</p> <p>OUT OF STATE TRAVEL REQUEST SCOTT RIAN - LLCC</p> <p>RESOLUTION 012814-011 CONSERVATION EASEMENTS FOR WETLAND MITIGATION</p> <p>BOARD DISCUSSION</p>
<p>Commissioner Don Niemi</p> <ul style="list-style-type: none"> • ARDC • Lakes & Pines <p>Commissioner Anne Marcotte</p> <ul style="list-style-type: none"> • NCLUCB • BWSR-Wetlands • Township Quarterly Mtg. • Land Dept. LLCC • AMC Leadership <p>Commissioner Marcotte left at 12:46 p.m.</p> <p>Commissioner Laurie Westerlund</p> <ul style="list-style-type: none"> • CMCC • ACAT • DAC • AMC Leadership 	<p>MARCOTTE LEFT</p>

<ul style="list-style-type: none">• P&Z <p>Commissioner Mark Wedel</p> <ul style="list-style-type: none">• CMCC <p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0 Marcotte absent) to schedule a Committee of the Whole meeting at 2:00 p.m. on Wednesday, February 5, 2014 in the Boardroom at the Aitkin County Courthouse, to meet the newly appointed Aitkin County Interim County Administrator – Roxy Traxler, Mille Lacs County Administrator. No action will be taken.</p> <p>Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried (4-0 Marcotte absent), all members voting yes to adjourn the meeting at 1:19 p.m. until Tuesday, February 11, 2014 at 9:00 p.m.</p>	<p>COMMITTEE OF THE WHOLE MEETING SCHEDULED</p> <p>ADJOURN</p>
<hr/> <p>J. Mark Wedel, Chairperson Aitkin County Board of Commissioners</p> <hr/> <p>Roxy Traxler, Interim County Administrator</p>	

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



To: Chairperson, Aitkin County Board of Commissioners Date: January 23, 2014

Via: Patrick Wussow, County Administrator

From: Sally M. Huhta, Deputy Auditor

Title of Item:

Consumption & Display Permit – Minnewawa Sportsmen's Club

Requested Meeting Date: February 11, 2014 Estimated Presentation Time: n/a

Presenter: _____

Type of Action Requested (check all that apply)

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

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) Proposed Motion

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.

For: County Board meeting of February 11, 2014.

Motion by Commissioner x, seconded by Commissioner x, and carried, all members voting yes to approve the following Renewal of Consumption & Display (Set Up) Permit:

Minnewawa Sportsmen's Club Inc., d/b/a **Minnewawa Sportsmen's Club** – Shamrock Township

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



To: Chairperson, Aitkin County Board of Commissioners Date: 02/04/2014

Via: Patrick Wussow, County Administrator

From: Sally M. Huhta

Title of Item:

LG220 – Application for Exempt Permit – NWTF Dead Moose River Longbeards

Requested Meeting Date: 02/11/2014 Estimated Presentation Time: N/A

Presenter: _____

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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)

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

ADOPTED February 11, 2014

By Commissioner: xx

021114-0xx

Exempt Permit LG220 NWTF Dead Moose River Longbeards

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the NWTF Dead Moose River Longbeards, at the following location – Jackson’s Hole, which has an address of 36232 Kestrel Ave., McGregor, MN 55760 – Salo Township. (Note: Date of activity for Raffle – March 22, 2014)

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 11th day of February 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 11th day of February A.D., 2014

KIRK PEYSAR, County Auditor

BY _____, Deputy

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-14

Via: Patrick Wussow, County Administrator

From: Sue Bingham, Administrative Assistant

Title of Item:

Request to Fill Committee Opening

Requested Meeting Date: 2-11-14 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 motion
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners
FROM: Sue Bingham, Administrative Assistant
RE: Committee Appointments
DATE: February 4, 2014

There is one opening on the following committee:

Forest Advisory:

District 3 – One application received, Robert Palmer

It is staff's recommendation that the County Board appoint Robert Palmer to the Forest Advisory Committee. A copy of his application is included for your review.

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Forest advisory Committee

AITKIN COUNTY COMMISSIONER DISTRICT 3

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

I have been interested in forestry + feel this would be a good fit. I like to see a well managed forest. . .

I served on our Township Board in Wagner township approx. 8 yrs, also have been the President of our Big Pine Lakes association for 12 yrs

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

Palmer
Signature of Applicant

1/30/2014
Date

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

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

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

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

NAME OF APPLICANT: Robert Palmer

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



To: Chairperson, Aitkin County Board of Commissioners Date: January 31, 2014

Via: Patrick Wussow, County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

Fire Protection Contract with City of McGrath

Requested Meeting Date: Next available Estimated Presentation Time: n/a

Presenter: Kirk Peysar

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

Revenue line account # that funds this item is: _____

Expenditure line account # for this item is: 04-422-6801

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

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

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

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

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



Supporting Attachment(s)

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

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

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

January 31, 2014

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: 2014 Fire Protection contract with City of McGrath

City of McGrath has submitted a renewal contract to provide fire protection to the unorganized township 45-24 (Jewett). The allocation of fire protection cost is as follows:
45-24 \$434.19

Request to authorize signatures to the 2014 Fire Protection contract with City of McGrath Township for the unorganized township.

CONTRACT FOR TOWNSHIP FIRE PROTECTION

This agreement, made and entered into this 1st day of Jan 2014 by and between the City of McGrath, Aitkin County, Minnesota and the Township of Unorganized Aitkin County, Minnesota.
45-24

Whereas, the second party, deeming it advisable to have available for the benefit of the residents of said Township, services of the McGrath Fire Dept. and electors Township have pursuant to law, provided a fund for furnishing of such service and

Whereas, City by appropriate action authorized it's Mayor and Clerk to enter into contract with Township.

Now therefore, it is mutually agreed between parties, that for a period of 1 years from and after the date herof, the Fire Dept. of McGrath will answer any and all fire calls of the residents in the following sections 45-24 of Township and will respond to such calls with suitable fire fighting apparatus to render all assistance possible in the saving of life and property. In the event of two calls, first call shall have priority and the second call shall be answered as soon as possible, it being understood that McGrath has other contracts, and it beinf further understood that the property within City shall have first call on the services of the Fire Dept.

In consideration of such services, second party agrees to pay the sum of \$ 434.19 , payable in advance.

It is understood and agreed however that in the event that road and weather conditions be such that the fire run cannot be made with reasonable safety to men and equipment, the decision of the Fire Chief or other Fire Dept. official being final in such event, that said City shall not be liable in any way to Township, or to any person, firm, or corporation for failure of the Dept. to attend a fire or to extinguish a fire or for any damage to or loss of goods.

In consideration of such services, parties served agree to pay \$250.00 per fire run.

It is understood and agreed that this contract shall continue in effect for a period of not more than 1 year with the privilege of canceling by either party with a written notice wihtin thirty days.

CONTRACT DATE Jan 1 2014 to Jan 1 2015

In witness whereof, the respective parties have caused this instrument to be executed by respective officers thereof.

CITY OF McGRATH

TOWNSHIP of Unorg 45-24

Mayor

Chairman

Clerk

Clerk

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Support Resolution – Publication Alternatives

Requested Meeting Date: 2-11-14 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 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.

Sue Bingham

From: Patrick Wussow [patrick.wussow@co.aitkin.mn.us]
Sent: Tuesday, January 28, 2014 9:32 AM
To: Sue Bingham
Subject: Fwd: Request for Resolutions: Support of Publication Alternatives for Local Governments
Attachments: ATT00011.docx; ATT00014.htm

Follow Up Flag: Follow up
Flag Status: Flagged

For the February agenda

Sent from my iPad

Begin forwarded message:

From: "Berentson, Beau" <bberentson@mncounties.org>
Date: January 28, 2014 9:20:30 AM CST
To: "Berentson, Beau" <bberentson@mncounties.org>
Subject: Request for Resolutions: Support of Publication Alternatives for Local Governments

AMC General Government Policy Committee members and county staff –

The Association of Minnesota Counties has long supported legislation that would provide local governments more flexibility to use websites to meet state-mandated publishing requirements.

Last session, legislation was introduced ([HF1286/SF1152](#)) that would allow (but not require) local governments to use their official websites to publish official notices, proceedings and summaries. While the bill was introduced late in the session in 2013 and not given a committee hearing, it will continue to be considered during the 2014 Legislative Session. AMC is working with the League of Minnesota Cities and other local government organizations to build support for this bill, especially in the context of Governor Dayton's call for 2014 to be an "unsession," in which the Legislature makes government "better, faster, simpler, and more efficient" while eliminating "old and outdated rules."

AMC is asking all counties to consider passing resolutions in support of H.F. 1286/S.F. 1152 so that we can show the Legislature that this is an issue with broad support across Minnesota. The League of Minnesota Cities is asking the same of its member cities.

Attached is a draft resolution, which can be edited and modified by county boards as needed. If your county chooses to pass a resolution in support of this legislation, we recommend that you share a copy of that resolution with your legislators. AMC is also interested in tracking passage of these resolutions, so please also e-mail a copy to bberentson@mncounties.org.

Thank you, and please let me know if you have any questions.

Beau Berentson
General Government Policy Analyst
Association of Minnesota Counties
Office: (651) 789-4343
Cell: (651) 303-4933
bberentson@mncounties.org

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

ADOPTED February 11, 2014

By Commissioner: xx

021114-0xx

Publication Alternatives

WHEREAS, counties are currently required by law to publish public notices in a designated official newspaper for the county (Minn. Stat. § 331A); and

WHEREAS, counties are committed to providing information to citizens and increasing access to information about county operations and business; and

WHEREAS, citizens expect and demand information in an immediate format; and

WHEREAS, counties have limited resources and must utilize tax dollars in the most efficient way possible; and

WHEREAS, counties should have the authority to determine the best and most efficient method of communicating information to citizens based on citizen expectations; and

WHEREAS, counties are continuously improving and investing in technology to reach more citizens in a timely manner; and

WHEREAS, utilizing county websites to publish public notices would eliminate the time and costly burden of publishing in newspapers; and

WHEREAS, county websites are increasingly the first place citizens look for information about their counties; and

WHEREAS, the ability of county websites to provide citizens with up-to-date, detailed information exceeds that of print media

NOW THEREFORE BE IT RESOLVED, that the Aitkin County Board of Commissioners supports HF 1286 and SF 1152, legislation now before the 2014 legislature that would allow counties to publish certain public notices on their websites instead of, or in addition to, in an official newspaper.

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 11th day of February 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 11th day of February A.D., 2014

KIRK PEYSAR, County Auditor

BY _____, Deputy

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



To: Chairperson, Aitkin County Board of Commissioners Date: January 28, 2014

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

SSTS Inspection Contract

Requested Meeting Date: February 11, 2014 Estimated Presentation Time: Consent Agenda

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

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

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



Supporting Attachment(s)

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

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

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 28, 2014
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: SSTS Contract Inspector

Due to conflicts of interest and other matters over the past year, I informed our current Contract Inspector that I would be proposing a new contract inspector for year 2014. Attached is a proposed contract for inspection services with Martin Joyce Septic Services, LLC. Martin is a licensed Advanced Inspector with the MPCA. The Advanced Inspector license allows for inspections of systems larger than 2500 gallon per day, which at the present time we would have to subcontract these inspections with another licensed business. Martin also has a staff member who is a licensed soil scientist, which is an added benefit to contract. I have inquired from other counties and the MPCA regarding Martins work and he is highly recommended by all. There is no rate increase from the 2013 contract. I recommend the Board approve entering into a contract with Martin Joyce Septic Services, LLC for SSTS and permit inspections for the year 2014 at a rate of \$325.00 per day (enclosed is a copy of the contract).

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

enclosure

c:\ctybrd\ctybrd2014

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

This contract, dated February 11, 2014 is made between the following parties:

County of Aitkin
209 2nd St NW Rm 100
Aitkin, MN 56431

And

Martin Joyce Septic Service, LLC (Independent Contractor
Located At : 27604 Co. Rd. 3, Merrifield, MN 56465)

1. **SERVICES.** Aitkin County has adopted an ordinance to provide for the proper design, location, installation, use and maintenance of subsurface sewage treatment systems (SSTS) entitled the Aitkin County Subsurface Sewage Treatment System Ordinance and as required by Minnesota Rules Chapter 7080-7083 and must enforce the provisions of the Ordinance through the services of a qualified employee or licensed SSTS Inspector. The licensed independent SSTS Inspector contractor is responsible for inspections of installations of SSTS in Aitkin County. Aitkin County under the authority of Minnesota Statutes, 103F Minnesota Regulations, Parts 6120.2500 – 6120.3900, and the planning and zoning enabling legislation in Minnesota Statutes Chapter 394, has adopted zoning ordinances to promote the health, safety and general welfare of the inhabitants by dividing the County into zones and regulating therein the uses of land and the construction of all structures.

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

- A. Obtain copies of the Aitkin County permits and related documents including an approved site evaluation and an approved design for all SSTS inspections prior to inspecting. Aitkin County will supply copies of permits and related documents.
- B. Inspect new and replacement SSTS for full compliance with "Aitkin County's Subsurface Sewage Treatment System Ordinance."
- C. Complete to the satisfaction of the Aitkin County Planning and Zoning Department all inspection forms, certificate of compliance or notice of noncompliance and submit to Aitkin County Planning and Zoning Department within five (5) days of the final inspection. This includes all soils information, verification of clean sand and any other information pertinent to the completion of the inspection form in its entirety. The independent contractor is responsible and will be held accountable for sewer inspections and all other relevant information.

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

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

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

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

H. The independent subsurface sewage treatment system inspector contractor will work together with the Aitkin County Planning and Zoning Department to provide thorough and fair enforcement of the Aitkin County Subsurface Sewage Treatment System Ordinance, Zoning Ordinance and Shoreland Management Ordinance. If during an inspection an item of noncompliance is not corrected the independent subsurface sewage treatment system inspector contractor shall immediately notify the Aitkin County Planning and Zoning Office and shall not authorize backfilling of the SSTS.

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

2. **INSURANCE:**

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

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

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

Explosion, collapse and underground must be included.

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

3. **INSPECTION SCHEDULE:** The independent contractor shall be responsible for setting their own schedule and provide a copy of said schedule on a daily basis to the Planning and Zoning Department for approval.
4. **MAINTAIN LICENSURE:** The independent contractor shall secure any and all state licenses that may be required in order to perform the services as contemplated by the inspection duties assigned to him/her and shall comply with all other Federal, State and Local rules, regulations and ordinances as required of a Subsurface Sewage Treatment System Inspector under the rules by the State of Minnesota (Chapter 7080-7083). If the required State License is rendered invalid for any reason the independent contractor shall not conduct any inspections.
5. **CONFLICT OF INTEREST:** The independent contractor shall not inspect an installation if the installer is related to or an employee of the contractor. The independent contractor shall not perform compliance inspections on existing systems or site evaluations and designs during the term of the contract, unless the compliance inspection, site evaluation or design is to fulfill requirements of the contract.
6. **INDEPENDENT CONTRACTOR STATUS:** Aitkin County shall consider individuals who sign this contract as independent contractors and not employees of the County. No statement contained in this contract shall be construed so as to find Contractor to be an employee of the county. The independent contractor acknowledges that he/she shall not be construed as an employee of the County. The independent contractor will not be entitled to workers compensation in the event of his injury while performing inspection duties, shall not be entitled to unemployment compensation in the event of the termination of this contract, shall not have Federal or State income tax, FICA and FUTA withheld from the payments made hereunder, shall not receive any employer match in social security, and shall not be entitled to any County benefit package available to the County employees. The independent contractor shall hold or have applied for a Federal Employee Identification Number and shall supply to Aitkin County the Federal Employee Identification Numbers or a copy of the application. Independent Contractor acknowledges and agrees that it is his/her sole obligation to comply with the applicable provisions of all Federal and State tax laws.

7. **RELEASE AND INDEMNITY:** The independent contractor agrees to defend, indemnify, and hold Aitkin County, its employees and officials harmless from any claims rising out of an act of omission on the part of the independent contractor. In the event of any disputes or disagreements encountered by the independent contractor with property owners or contractors/installers, the Planning and Zoning staff agree to assist and confirm the work of the Independent Contractor.
8. **TERM:** The term of this contract shall be from May 12, 2014 and run until November 7, 2014. The independent contractor or the County may terminate this agreement after 30 days upon written notice of said termination. The County may terminate the agreement at any time without notice if the independent contractor fails to perform his/her duties satisfactorily or fails to demonstrate sufficient knowledge of local and state rules, regulations and ordinances or fails to exhibit a professional attitude. In the event Aitkin County terminates this contract, a written explanation of why will be provided to the contractor.
9. **COMPENSATION:** The County shall pay the independent contractor a flat fee of \$325.00 per day. This fee does not include travel time to and from the County from the contractor's place of residence or business. The County shall compensate the independent contractor on a bi-weekly basis provided that written invoices have been submitted to and accepted by the Planning and Zoning Department.
10. **ASSIGNMENT:** The independent contractor shall not assign this agreement without prior written consent of the County. This non-assignment clause shall not prohibit the independent contractor from hiring, at his/her discretion, such assistants as may be required in the fulfillment and completion of the inspections and reports as contemplated under this agreement. Any assistants shall be deemed to be employees of the independent contractor, payable by the independent contractor.
11. **NOTICES:** All notices given or sent pursuant to this contract shall be sent by United States mail, addressed to the respective party at the address as set forth in the heading of this agreement, or at such other address as the parties may designate in writing from time to time.
12. **DATA PRACTICES:** All data collected, created, received, maintained, or disseminated for any purposes by the activities of Independent Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now.
13. **RECORDS AVAILABILITY AND RETENTION:** Pursuant to Minn. Statute 16C.05, Subd. 5, the Independent Contractor agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall

have access to and the right to examine, audit, except, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Independent Contractor and involve transactions relating to the Contract.

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

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

COUNTY OF AITKIN

DATE February 11, 2014 BY _____
BOARD CHAIRPERSON

DATE February 11, 2014 BY _____
ENVIRONMENTAL SERVICES
DIRECTOR

DATE February 11, 2014 BY _____
INDEPENDENT CONTRACTOR

DKB1
02/04/2014 9:32AM

Aitkin County

WARRANT REGISTER



January 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>
964	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	4,277.08	Claims Paid	01- 044- 904- 0000- 6360	12/23/13	12/27/13
		Warrant # 964 Total	4,277.08	Date 1/2/14			
965	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431	235.11	credit of fraudulent charge	01- 042- 000- 0000- 6405		
			470.22	credit of fraudulent charge	01- 042- 000- 0000- 6405		
			150.00	online Total Training	01- 049- 000- 0000- 6208		
			322.99	HCBS & licensing outreach	05- 430- 700- 4800- 6405		
			228.99	Ergotron Dual Stacking Arm	01- 120- 000- 0000- 6625	Amazon	
			84.00	DSM- 5 Desk Reference	05- 430- 700- 4800- 6405	Amazon	
			248.06	IT Books	01- 049- 000- 0000- 6208	Barnes/Nobles	
			67.50	critter food	19- 522- 000- 0000- 6416	BugCompany	
			49.85	1 mouse paw (left)	01- 120- 000- 0000- 6625	Cellpages	
			279.00	NPELRA Cert.Program- Danielson	01- 052- 000- 0000- 6241	CrownPlaza	
						2/6/14	2/6/14
			123.14	Hotel/Concrete field class	03- 302- 000- 0000- 6296	Days Inn	
			3.05	glitter glue pens	01- 253- 000- 0000- 6405	12/17/13	12/19/13
			99.33	Hotel/ARDC transp.mtg- Marcott	01- 001- 000- 0000- 6332	Family Dollar	
						Fitgers	
						12/18/13	12/19/13
			411.63	Hotel/AMC conference	01- 391- 000- 0000- 6332	Hyatt	
						12/8/13	12/10/13
			8.45	SHIP- ASD - meal	05- 400- 450- 0451- 6330	McD's	
			397.82	carpet for indoor archery	19- 522- 000- 0000- 6416	Menards	
			33.20	Stamp & Stamp Ink	01- 090- 000- 0000- 6625	Rubberstamps	
			32.95	HHW Rubber Boots	01- 122- 000- 0000- 6405	Schuler	
			155.62	SHIP- ASD TRNG- HOTEL	05- 400- 450- 0451- 6330	The Commons	
						12/11/13	12/12/13
			127.10	Eikon Swipe USB Reader	01- 090- 000- 0000- 6625	UPEK	
			82.98	jail supplies	01- 252- 000- 0000- 6405	WalMart	
			75.60	Groceries	01- 252- 000- 0000- 6418	WalMart	
			59.44	commissary supplies	01- 252- 252- 0000- 6405	WalMart	
			1,066.78	16 Door Cluster Maibox	01- 111- 000- 0000- 6605	Weblife	

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>
	965	Total	3,402.15	Date 1/2/14			
966	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			4,713.02	Claims Paid	01-044-904-0000-6360		
						12/30/13	1/3/14
		Warrant # 966 Total	4,713.02	Date 1/8/14			
967	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431					
			21,765.63	December Deed Tax	09-000-000-0000-2025		
			19,626.54	December Mortgage Reg.	09-000-000-0000-2026		
		Warrant # 967 Total	41,392.17	Date 1/9/14			
968	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			1,189.08	09- 1- 095600 NSF Per 1	13-943-000-0000-2004	Eklund	
		Warrant # 968 Total	1,189.08	Date 1/10/14			
969	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			54.66	December credit card fee	19-522-000-0000-6217		
		Warrant # 969 Total	54.66	Date 1/10/14			
970	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			4,507.73	Claims Paid	01-044-904-0000-6360		
						1/6/14	1/10/14
		Warrant # 970 Total	4,507.73	Date 1/15/14			
971	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431					
			25.00	renew monthly data plan	01-049-000-0000-6231		
			250.68	credit for vendor charge error	01-391-000-0000-6405		
			50.45	Flags	03-301-000-0000-6400		
			168.47	Geocaching wooden nickles	21-520-000-0000-6405		
			125.00	IEEE MEMBERSHIP	01-049-000-0000-6208	40347691	

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>
			119.68	glucose test strips	01-252-000-0000-6262	amazon.com	
			137.21	credit for vendor charge error	01-001-000-0000-6332	Hotel	
			50.00	yrs of svc gift card	01-044-000-0000-6299	Kirk Peysor	
			50.00	yrs of svc gift card	01-044-000-0000-6299	Marlene Sarff	
			209.97	GoDaddy license	21-520-000-0000-6405	RT Vision	
			54.28	PHONE CARD	05-430-710-3040-6020	SA#51263637	
			87.95	AMPLIFIED PHONE	05-430-760-3410-6075	SA#51271825	
			199.00	staff to supe wrkshp- Gansen	01-122-000-0000-6208	St Cloud	
						3/11/14	3/11/14
			498.20	preposted envelopes	01-252-252-0000-6405	USPS	
	Warrant #	971	Total	1,250.11	Date 1/16/14		
972	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			5,785.82	Claims Paid	01-044-904-0000-6360		
	Warrant #	972	Total	5,785.82	Date 1/22/14	1/13/14	1/17/14
973	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			72,861.67	State General Tax	09-000-000-0000-2058		
	Warrant #	973	Total	72,861.67	Date 1/22/14		
974	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			463.00	60-0-001803 NSF per 1	13-943-000-0000-2004	White	
	Warrant #	974	Total	463.00	Date 1/28/14		
975	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			7,419.50	Claims Paid	01-044-904-0000-6360		
	Warrant #	975	Total	7,419.50	Date 1/29/14	1/20/14	1/24/14
44520	111	Aitkin Co Soil & Water 130 SOUTHGATE DRIVE AITKIN, MN 56431					
			49,017.00	1st 1/2 2014 Appropriation	01-600-552-0000-6801		
			2,400.00	1st 1/2 2014 Ag Inspection	01-600-553-0000-6231		

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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>
		Warrant # 44520	Total	71,422.50	Date 1/7/14		
44521	90762	Aitkin Co License Center 2 2ND ST NW AITKIN, MN 56431		8.50	10' boat registration	03-303-000-0000-6590	
		Warrant # 44521	Total	8.50	Date 1/8/14		
44522	170	Aitkin Motor Company 108 2ND ST NE AITKIN, MN 56431		18,124.25	2012 Ford Escape	01-043-000-0000-6620	
		Warrant # 44522	Total	18,124.25	Date 1/13/14		
44523	12282	Dechantal Excavating, LLC 12209 State Highway 18 Brainerd, MN 56401		9,620.00	Demo home 188th Ln McGregor	01-044-000-0000-6231	
		Warrant # 44523	Total	9,620.00	Date 1/13/14		
44524	4867	Tri-City Paving Inc BOX 326 LITTLE FALLS, MN 56345		51,990.99	Final Payment	03-303-000-0000-6262	01-60-02
		Warrant # 44524	Total	51,990.99	Date 1/13/14		
44525	90762	Aitkin Co License Center 2 2ND ST NW AITKIN, MN 56431		4.00	add'l fee for #125 plate	03-303-000-0000-6590	
		Warrant # 44525	Total	4.00	Date 1/17/14		
57198	4988	Viking Industrial Center 4730 GRAND AVENUE DULUTH, MN 55807		314.40	invoice paid twice	03-303-000-0000-6523	
		Warrant # 57198	Total	314.40	Date 1/22/14		
90743	10492	Lakeside Counseling 45176 215TH LANE AITKIN, MN 56431		295.79	redep.#90743-wrong vendor	05-400-430-0408-6405	

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Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>		<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>		<u>Total</u>	<u>Amount</u>	<u>OBO#</u>	<u>From Date</u>	<u>To Date</u>
	90743			295.79 - Date 1/27/14			
			Final Total..	297,876.04	59	Transactions	

Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	108,786.02	General Fund
3	51,862.68	Road & Bridge
5	417.50	Health & Human Services
9	114,253.84	State
10	20,005.50	Trust
13	1,652.08	Taxes & Penalties
19	519.98	Long Lake Conservation Center
21	378.44	Parks
	297,876.04	TOTAL

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	DEPT			Commissioners		
248	Association Of Mn Counties 01-001-000-0000-6241		175.00	AMC Leadership Reg.-Marcotte	38794	Registration Fee
	01-001-000-0000-6241		175.00	AMC Leadership Reg.-Westerlund	38794	Registration Fee
248	Association Of Mn Counties		350.00	2 Transactions		
10200	Marcotte/Anne Marie 01-001-000-0000-6340		13.33	MEALS/AMC CONFERENCE	1/22-1/23	Meals (Overnight)
	01-001-000-0000-6330		337.12	MILEAGE REIMB.-JANUARY	602@.56	Transportation & Travel & Parking
10200	Marcotte/Anne Marie		350.45	2 Transactions		
10895	Westerlund/Laurie Ann 01-001-000-0000-6330		264.32	JANUARY MILEAGE	472@.56	Transportation & Travel & Parking
10895	Westerlund/Laurie Ann		264.32	1 Transactions		
1	DEPT Total:		964.77	Commissioners	3 Vendors	5 Transactions
12	DEPT			Court Administration		
2810	Larson/Shari S 01-012-000-0000-6232		2,993.75	January Fees		Attorney Services
	01-012-000-0000-6232		346.64	January costs		Attorney Services
2810	Larson/Shari S		3,340.39	2 Transactions		
12	DEPT Total:		3,340.39	Court Administration	1 Vendors	2 Transactions
40	DEPT			Auditor		
86222	Aitkin Independent Age 01-040-000-0000-6230		107.25	2014 Summary Budget	1014	Printing, Publishing & Adv
	01-040-000-0000-6230		37.13	Notice of Large Assembly hrg	1014	Printing, Publishing & Adv
	01-040-021-0000-6230		40.00	License Center Serv/Dir	1014	Printing, Publishing & Adv
86222	Aitkin Independent Age		184.38	3 Transactions		
2099	Harmon/Elizabeth 01-040-000-0000-6330		27.60	user group meeting mileage	60@.46	Transportation & Travel
2099	Harmon/Elizabeth		27.60	1 Transactions		
2386	Information Systems Corp 01-040-000-0000-6231		495.00	12 month plasmon maint	6081	Services, Labor, Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2386	Information Systems Corp		495.00	04/12/2014 04/11/2015 1 Transactions		
3871	People's Security Co. Inc, 01-040-021-0000-6231		251.88	annual monitor fees/security 02/01/2014 01/31/2015	123834	Services, Labor, Contracts
3871	People's Security Co. Inc,		251.88	1 Transactions		
3267	Peysar/Kirk 01-040-000-0000-6332		226.26	Hotel/MACO conference 11/14/2014 11/16/2014	1/14-17,2014	Hotels / Motels
	01-040-000-0000-6330		146.72	Mileage/MACO conference	262@.56	Transportation & Travel
	01-040-000-0000-6330		33.60	MILEAGE-MCIS MEETING-BRD 01/30/2014 01/30/2014	60@.56	Transportation & Travel
3267	Peysar/Kirk		406.58	3 Transactions		
12287	Skattum/Brett 01-040-021-0000-6231		8.00	WASHING WINDOWS	575511	Services, Labor, Contracts
12287	Skattum/Brett		8.00	1 Transactions		
86235	The Office Shop Inc 01-040-021-0000-6405		5.99	clock batteries, correct fluid	270190-0	Office & Computer Supplies
86235	The Office Shop Inc		5.99	1 Transactions		
40	DEPT Total:		1,379.43	Auditor	7 Vendors	11 Transactions
42	DEPT			Treasurer		
9878	Hughes/Julie 01-042-000-0000-6330		27.60	mileage for user group mtg	60@.46	Transportation & Travel
9878	Hughes/Julie		27.60	1 Transactions		
2386	Information Systems Corp 01-042-000-0000-6231		495.00	12 month plasmon maint 04/12/2014 04/11/2015	6081	Services, Labor, Contracts
2386	Information Systems Corp		495.00	1 Transactions		
4233	S & T Office Products Inc 01-042-000-0000-6405		12.79	office supplies	01QE4771	Office & Computer Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
4233	S & T Office Products Inc		12.79		1 Transactions	
42	DEPT Total:		535.39	Treasurer	3 Vendors	3 Transactions
43	DEPT			Assessor		
10452	AT&T Mobility 01-043-000-0000-6250		214.91	monthly wireless	287250162187	Telephone
10452	AT&T Mobility		214.91		1 Transactions	
86235	The Office Shop Inc 01-043-000-0000-6405		144.99	office supplies	952177-0	Office, Film & Computer Supplies
	01-043-000-0000-6405		6.29	office supplies	952177-1	Office, Film & Computer Supplies
86235	The Office Shop Inc		151.28		2 Transactions	
43	DEPT Total:		366.19	Assessor	2 Vendors	3 Transactions
44	DEPT			Central Services		
1491	Dutch's Electric, Inc 01-044-000-0000-6600		9,402.05	Wiring for tower site ARMER	21673	Capital Outlay
1491	Dutch's Electric, Inc		9,402.05		1 Transactions	
11715	Granite Electronics 01-044-000-0000-6600		957.18	ARMER GRE building work	249032	Capital Outlay
11715	Granite Electronics		957.18		1 Transactions	
86235	The Office Shop Inc 01-044-000-0000-6231		165.12	copy overages	270210-0	Services, Labor, Contracts
	01-044-000-0000-6231		1,176.00	contract charges-copier 01/28/2014 01/27/2015	270337-0	Services, Labor, Contracts
86235	The Office Shop Inc		1,341.12		2 Transactions	
5777	U.S. Bank 01-044-000-0000-6231		425.00	Advance admin fees 01/01/2014 12/31/2014	3593456	Services, Labor, Contracts
5777	U.S. Bank		425.00		1 Transactions	
5295	Ziegler Inc 01-044-000-0000-6600		15,911.00	Generator shelter tower ARMER	E8918201	Capital Outlay

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 #	
5295 Ziegler Inc		15,911.00	1 Transactions	
44 DEPT Total:		28,036.35	Central Services	5 Vendors 6 Transactions
45 DEPT			Motor Pool	
6128 Tire Barn				
01-045-000-0000-6302		157.95	New battery in #35-Sable	26709 Car Maintenance
6128 Tire Barn		157.95	1 Transactions	
45 DEPT Total:		157.95	Motor Pool	1 Vendors 1 Transactions
49 DEPT			Information Technologies	
11430 Barracuda Networks Inc				
01-049-000-0000-6231		300.00	Yosemite maintenance renewal	204952 Programming, Services, Contracts
11430 Barracuda Networks Inc		300.00	1 Transactions	
4233 S & T Office Products Inc				
01-049-000-0000-6405		40.08	office supplies	01QE4772 Office Supplies (Non Computer)
4233 S & T Office Products Inc		40.08	1 Transactions	
49 DEPT Total:		340.08	Information Technologies	2 Vendors 2 Transactions
52 DEPT			Administration/Personnel Dept	
5398 CDW Government, Inc				
01-052-000-0000-6625		348.04	MS GSA Office Pro Plus 2013	JC10849 Office Equipment
5398 CDW Government, Inc		348.04	1 Transactions	
10313 Lenovo (United States) Inc.				
01-052-000-0000-6625		279.00	3 YR WARRANTY FOR LAPTOP	6222445191 Office Equipment
01-052-000-0000-6625		45.94	CASE & MOUSE FOR LAPTOP	6222449294 Office Equipment
01-052-000-0000-6625		1,732.72	1 LAPTOP FOR BOBBIE	6222494719 Office Equipment
10313 Lenovo (United States) Inc.		2,057.66	3 Transactions	
12048 McDowell Agency, Inc./The				
01-052-000-0000-6234		25.00	BACKGROUND SCREENING	49938 Background Check Fee
12048 McDowell Agency, Inc./The		25.00	1 Transactions	
10521 MCHRNA				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-052-000-0000-6240		100.00	2014 DUES FOR HR MANAGER		Dues & Subscriptions
10521	MCHRMA		100.00	1 Transactions		
86235	The Office Shop Inc 01-052-000-0000-6405		10.46	push pins,erasers,creamer	953245-0	Office & Computer Supplies
86235	The Office Shop Inc		10.46	1 Transactions		
10294	Wussow/Patrick 01-052-000-0000-6330		21.28	mileage to Glen for meeting	38@.56	Transportation & Travel & Parking
10294	Wussow/Patrick		21.28	1 Transactions		
52	DEPT Total:		2,562.44	Administration/Personnel Dept	6 Vendors	8 Transactions
60	DEPT			Elections		
6098	Synergy Graphics Inc 01-060-000-0000-6405		330.43	township ballots for 3/11/14	4795	Office & Computer Supplies
6098	Synergy Graphics Inc		330.43	1 Transactions		
60	DEPT Total:		330.43	Elections	1 Vendors	1 Transactions
90	DEPT			Attorney		
117	Aitkin County Sheriff 01-090-000-0000-6250		31.03	Jim Ratz cell phone 01/11/2014	14-0023 02/10/2014	Telephone
117	Aitkin County Sheriff		31.03	1 Transactions		
340	Anoka Co Sheriff 01-090-000-0000-6234		70.00	subpoena 01CR13758	13006055	Co Sheriff Services
340	Anoka Co Sheriff		70.00	1 Transactions		
457	Bachman Printing Companies 01-090-000-0000-6230		268.20	Respondent's brief	53102	Printing, Publishing & Adv
457	Bachman Printing Companies		268.20	1 Transactions		
783	Canon Financial Services, Inc 01-090-000-0000-6405		340.67	contract charges-015	13500871	Office & Computer Supplies
783	Canon Financial Services, Inc		340.67	1 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		
1180 Crow Wing Co Sheriff's Office				
01-090-000-0000-6234		75.00	subpoena 01CR12800	117 Co Sheriff Services
01-090-000-0000-6234		75.00	SUBPOENA 01CR13413	65 Co Sheriff Services
1180 Crow Wing Co Sheriff's Office		150.00		2 Transactions
10855 Culligan				
01-090-000-0000-6213	P	169.68	water supply	150X00671800 Drug & Forfeiture Ms387.213
10855 Culligan		169.68		1 Transactions
7810 Isanti County Sheriff's Office				
01-090-000-0000-6234	P	40.00	subpoena 01CR13231	8934 Co Sheriff Services
7810 Isanti County Sheriff's Office		40.00		1 Transactions
2390 Itasca Co Sheriff				
01-090-000-0000-6234		220.00	SUBPOENA 20140129	3754 Co Sheriff Services
2390 Itasca Co Sheriff		220.00		1 Transactions
3195 MCCC				
01-090-000-0000-6213		4,000.00	part of 2014 Dues	2Y1401235 Drug & Forfeiture Ms387.213
01-090-000-0000-6405		5,650.00	part of 2014 Dues	2Y1401235 Office & Computer Supplies
3195 MCCC		9,650.00		2 Transactions
6039 Motherway/Michele				
01-090-000-0000-6213		12.99	BCA e-charging trng refreshmen	CUB Drug & Forfeiture Ms387.213
6039 Motherway/Michele		12.99		1 Transactions
9489 Redwood Toxicology Laboratory, Inc				
01-090-000-0000-6213	P	118.00	UA Reimbursement	122891201312 Drug & Forfeiture Ms387.213
9489 Redwood Toxicology Laboratory, Inc		118.00		1 Transactions
4139 Roggenkamp-Rakotz/Lisa M				
01-090-000-0000-6333		33.60	mileage-Brd court 1/21/14	60@.56 Crt.Related Travel Expenses
01-090-000-0000-6333		33.60	mileage-Brd court 1/24/14	60@.56 Crt.Related Travel Expenses
01-090-000-0000-6333		33.60	mileage-Brd court 2/04/14	60@.56 Crt.Related Travel Expenses
4139 Roggenkamp-Rakotz/Lisa M		100.80		3 Transactions
86235 The Office Shop Inc				
01-090-000-0000-6625		1,020.47	contract charges	270192-0 Office Equipment

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
86235	The Office Shop Inc		1,020.47		1 Transactions	
5173	West Payment Center 01-090-000-0000-6406		691.25	MN practice series	828836411-1	Law Publ. & Subscriptions
5173	West Payment Center		691.25		1 Transactions	
90	DEPT Total:		12,883.09	Attorney	14 Vendors	18 Transactions
100	DEPT			Recorder		
2386	Information Systems Corp 01-100-000-0000-6231		495.00	12 month plasmon maint 04/12/2014 04/11/2015	6081	Services, Labor, Contracts
2386	Information Systems Corp		495.00		1 Transactions	
100	DEPT Total:		495.00	Recorder	1 Vendors	1 Transactions
110	DEPT			Courthouse Maintenance		
86222	Aitkin Independent Age 01-110-000-0000-6230		145.24	call-in custodian ad	1483	Printing, Publishing & Adv
86222	Aitkin Independent Age		145.24		1 Transactions	
12106	Antoine Electric 01-110-000-0000-6231		155.33	emergency lighting courtroom	14001	Services, Labor, Contracts
	01-110-000-0000-6231		136.00	trouble shoot boiler room swit	14011	Services, Labor, Contracts
	01-110-000-0000-6231		374.07	lamps	14012	Services, Labor, Contracts
	01-110-000-0000-6231		116.48	WATER HEATER REPAIR	14017	Services, Labor, Contracts
12106	Antoine Electric		781.88		4 Transactions	
2186	Hillyard Inc - Kansas City 01-110-000-0000-6422		479.75	soap,liners,ice melter,brush	601004453	Janitorial Supplies
	01-110-000-0000-6422		7.97	hub side brush	601008164	Janitorial Supplies
2186	Hillyard Inc - Kansas City		487.72		2 Transactions	
9692	Minnesota Energy Resources Corporation 01-110-000-0000-6254		3,160.58	GAS-COURTHOUSE	4323328-7	Utilities & Heating
	01-110-000-0000-6254		15.50	GAS-LA TOOL BLDG HOOKUP	4911601-5	Utilities & Heating
9692	Minnesota Energy Resources Corporation		3,176.08		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
3950	Public Utilities					
	01-110-000-0000-6254		509.71	Jail West Annex	0200000510000	Utilities & Heating
	01-110-000-0000-6254		159.48	CH Building Coordinator	0200050109016	Utilities & Heating
	01-110-000-0000-6254		121.17	Glarco	0200050186004	Utilities & Heating
	01-110-000-0000-6254		16.26	Old County Garage	0200050202003	Utilities & Heating
	01-110-000-0000-6254		1,808.18	Courthouse	0300000509007	Utilities & Heating
	01-110-000-0000-6254		128.78	LA Tool Building	0300050188007	Utilities & Heating
3950	Public Utilities		2,743.58	6 Transactions		
86235	The Office Shop Inc					
	01-110-000-0000-6422		24.99	CHARGER-RADIO SHACK	270185-0	Janitorial Supplies
86235	The Office Shop Inc		24.99	1 Transactions		
110	DEPT Total:		7,359.49	Courthouse Maintenance	6 Vendors	16 Transactions
120	DEPT			Service Officer		
2448	Janzen/Carroll Mark					
	01-120-000-0000-6350		50.00	Drive vet van - Mpls	1/8/2014	Per Diem
2448	Janzen/Carroll Mark		50.00	1 Transactions		
10567	Lake Country Auto Center Of Aitkin					
	01-120-000-0000-6302		254.99	left rear hub assembly on van	16498	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		254.99	1 Transactions		
5767	Lamke/Dennis					
	01-120-000-0000-6350		50.00	Drive vet van - St Cloud	1/27/2014	Per Diem
5767	Lamke/Dennis		50.00	1 Transactions		
10313	Lenovo (United States) Inc.					
	01-120-000-0000-6405		1,367.88	1 THINKPAD LAP TOP	6222429574	Office & Computer Supplies
10313	Lenovo (United States) Inc.		1,367.88	1 Transactions		
10234	Miller/Conrad					
	01-120-000-0000-6350		50.00	Drive Vet Van - Mpls	1/10/2014	Per Diem
	01-120-000-0000-6350		50.00	Drive Vet Van - Mpls	1/30/2014	Per Diem
10234	Miller/Conrad		100.00	2 Transactions		
10677	Olsen/Gerald D					
	01-120-000-0000-6350		50.00	Drive Vet Van - Mpls	1/8/2014	Per Diem

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
10677 Olsen/Gerald D		50.00	1 Transactions	
3912 Peterson/Richard				
01-120-000-0000-6350		50.00	Drive Vet Van - St Cloud	1/7/2014 Per Diem
3912 Peterson/Richard		50.00	1 Transactions	
86235 The Office Shop Inc				
01-120-000-0000-6405		98.18	Fastener,Toner	952270-0 Office & Computer Supplies
01-120-000-0000-6405		20.00	folders, stapler	952737-0 Office & Computer Supplies
86235 The Office Shop Inc		118.18	2 Transactions	
6097 Verizon Wireless				
01-120-000-0000-6250		13.64	vet van cell phone	880690364 Telephone
6097 Verizon Wireless		13.64	1 Transactions	
10882 Wark/Charles F.				
01-120-000-0000-6350		50.00	Drive Vet Van - Mpls	1/14/2014 Per Diem
01-120-000-0000-6350		50.00	Drive Vet Van - St Cloud	1/17/2014 Per Diem
10882 Wark/Charles F.		100.00	2 Transactions	
11970 Wikelius/Charles				
01-120-000-0000-6350		50.00	Drive Vet Van - St Cloud	1/13/2014 Per Diem
11970 Wikelius/Charles		50.00	1 Transactions	
5960 Wilmo/Wesley S.				
01-120-000-0000-6350		50.00	Drive Vet Van - St Cloud	1/31/2014 Per Diem
5960 Wilmo/Wesley S.		50.00	1 Transactions	
9255 Witt/Warren				
01-120-000-0000-6350		50.00	Drive Vet Van - St Cloud	1/21/2014 Per Diem
9255 Witt/Warren		50.00	1 Transactions	
9063 Workman/Jeff				
01-120-000-0000-6350		50.00	Drive Vet Van - Mpls	1/22/2014 Per Diem
01-120-000-0000-6350		50.00	Drive Vet Van - Brainerd	1/24/2014 Per Diem
9063 Workman/Jeff		100.00	2 Transactions	
120 DEPT Total:		2,404.69	Service Officer	14 Vendors 18 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
122	DEPT			Planning & Zoning		
89471	Aitkin Co 4-H Council 01-122-000-0000-6405		200.00	5 plat books-for BOA members	2/4/14	Office, Computer, Film, & Field Supplies
	01-122-000-0000-6405		80.00	2 plat books-for PC members	2/4/14	Office, Computer, Film, & Field Supplies
89471	Aitkin Co 4-H Council		280.00	2 Transactions		
111	Aitkin Co Soil & Water 01-122-000-0000-5135		1,000.00	received by P&Z in error		Planning & Zoning Permits
111	Aitkin Co Soil & Water		1,000.00	1 Transactions		
783	Canon Financial Services, Inc 01-122-000-0000-6231		338.92	copier contract-017	13434720	Services, Labor, Contracts, Programming
783	Canon Financial Services, Inc		338.92	1 Transactions		
11988	Harwarth/Robert 01-122-000-0000-6350		35.00	PC Meeting	1/27/14	Per Diem
	01-122-038-0000-6330		103.04	mileage for PC mtg & Onsites	184@.56	Boa/Pc Mileage
	01-122-000-0000-6350		10.00	Onsite	40107C	Per Diem
	01-122-000-0000-6350		10.00	Onsite	40125C	Per Diem
	01-122-000-0000-6350		10.00	Onsite	40129C	Per Diem
11988	Harwarth/Robert		168.04	5 Transactions		
11990	Lange/David 01-122-000-0000-6350		35.00	PC meeting	1/27/14	Per Diem
	01-122-038-0000-6330		115.92	mileage for PC mtg & onsites	207@.56	Boa/Pc Mileage
	01-122-000-0000-6350		10.00	onsite	40107C	Per Diem
	01-122-000-0000-6350		10.00	onsite	40125C	Per Diem
	01-122-000-0000-6350		10.00	onsite	40129C	Per Diem
11990	Lange/David		180.92	5 Transactions		
8374	Lueck/Dale 01-122-000-0000-6350		35.00	PC meeting	1/27/14	Per Diem
	01-122-038-0000-6330		89.60	mileage for PC mtg & onsites	160@.56	Boa/Pc Mileage
	01-122-000-0000-6350		10.00	onsite	40107C	Per Diem
	01-122-000-0000-6350		10.00	onsite	40125C	Per Diem
	01-122-000-0000-6350		10.00	onsite	40129C	Per Diem
8374	Lueck/Dale		154.60	5 Transactions		
5516	Paquette/Jeremy M					

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 #	
01-122-000-0000-6350		35.00	PC Meeting	1/27/14 Per Diem
01-122-038-0000-6330		100.24	PC & Onsites mileage	179@.56 Boa/Pc Mileage
01-122-000-0000-6350		10.00	onsite	CARLSON,MATT Per Diem
01-122-000-0000-6350		10.00	onsite	MAY,STEPHEN Per Diem
01-122-000-0000-6350		10.00	onsite	SWEDBERG,S Per Diem
5516 Paquette/Jeremy M		165.24		5 Transactions
86235 The Office Shop Inc				
01-122-000-0000-6405		14.00	3-tab folders	953355-0 Office, Computer, Film, & Field Supplies
86235 The Office Shop Inc		14.00		1 Transactions
6097 Verizon Wireless				
01-122-000-0000-6250		39.87	monthly cell phone charges	380690138 Telephone
6097 Verizon Wireless		39.87		1 Transactions
10895 Westerlund/Laurie Ann				
01-122-038-0000-6330		85.12	PC & onsites mileage	152@.56 Boa/Pc Mileage
01-122-000-0000-6350		10.00	ONSITE	40107C Per Diem
01-122-000-0000-6350		10.00	ONSITE	40125C Per Diem
10895 Westerlund/Laurie Ann		105.12		3 Transactions
122 DEPT Total:		2,446.71	Planning & Zoning	10 Vendors 29 Transactions
200 DEPT			Enforcement	
5322 A & M AUTO OF MCGREGOR				
01-200-000-0000-6302		40.32	oil change #216	041894 Car Maintenance
01-200-000-0000-6302		48.99	oil change #218	041916 Car Maintenance
5322 A & M AUTO OF MCGREGOR		89.31		2 Transactions
117 Aitkin County Sheriff				
01-200-003-0000-6241		20.00	S.Cook Registr.-Cornerhouse	Registration Fee
117 Aitkin County Sheriff		20.00		1 Transactions
170 Aitkin Motor Company				
01-200-000-0000-6302		67.31	oil change, tire rotate-Explor	239302 Car Maintenance
170 Aitkin Motor Company		67.31		1 Transactions
11960 ASAP Towing				
01-200-000-0000-6359		190.00	tow Jeep 14-0386	2/3/14 Wrecker Service

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
11960	ASAP Towing		190.00		1 Transactions	
12445	Brandl Chevrolet, Buick, GM					
	01-200-000-0000-6302		140.03	#221 replace accelerator pedal	205761	Car Maintenance
	01-200-000-0000-6302		189.31	#224-check codes,oil change	206079	Car Maintenance
12445	Brandl Chevrolet, Buick, GM		329.34		2 Transactions	
5398	CDW Government, Inc					
	01-200-000-0000-6610		702.87	Cisco wireless access compon.	JH06595	Equipment & Radios
	01-200-000-0000-6610		84.75	Cisco wireless access compon.	JH70907	Equipment & Radios
5398	CDW Government, Inc		787.62		2 Transactions	
964	Chief Supply Corp					
	01-200-000-0000-6405		119.95	Gloves	381355	Office Supplies
964	Chief Supply Corp		119.95		1 Transactions	
1339	Dennis Auto Body & Auto Sales					
	01-200-000-0000-6359		140.00	tow squad # 224 engine failure	1/29/14	Wrecker Service
1339	Dennis Auto Body & Auto Sales		140.00		1 Transactions	
9642	Fleet Services					
	01-200-000-0000-6511		6,367.25	JANUARY GAS	0424007043961	Gas And Oil
9642	Fleet Services		6,367.25		1 Transactions	
4641	Holiday Credit Office					
	01-200-000-0000-6511		310.97	JANUARY GAS	1400000288942	Gas And Oil
4641	Holiday Credit Office		310.97		1 Transactions	
5756	KEEPRS, Inc					
	01-200-000-0000-6410		202.20	#218 uniform shirts	235833	Clothing Allowance
5756	KEEPRS, Inc		202.20		1 Transactions	
10567	Lake Country Auto Center Of Aitkin					
	01-200-000-0000-6302		69.29	Oil change, tire rotation #207	16480	Car Maintenance
	01-200-000-0000-6302		69.29	Oil change, tire rotation #209	16491	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		138.58		2 Transactions	
3100	McGregor Oil					
	01-200-000-0000-6511		11.17	gas #220	AITKINSH	Gas And Oil

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
3100	McGregor Oil		11.17		1 Transactions	
13006	Ray Allen Manufacturing, LLC 01-200-019-0000-6409		534.53	CANINE TRAINING SUPPLIES	300715	Supplies
	01-200-019-0000-6409		979.99	CANINE TRAINING SUPPLIES	300715-2	Supplies
13006	Ray Allen Manufacturing, LLC		1,514.52		2 Transactions	
12110	Revelin, LLC 01-200-000-0000-6314		800.00	Vehicle outfitting 208,203,210	74	Radio Maint
12110	Revelin, LLC		800.00		1 Transactions	
4233	S & T Office Products Inc 01-200-000-0000-6405		39.37	Office Supplies	01QE9479	Office Supplies
4233	S & T Office Products Inc		39.37		1 Transactions	
10878	Sew Much & More 01-200-000-0000-6205		10.01	UPS	575642	Postage
	01-200-000-0000-6205		13.50	UPS	961957	Postage
	01-200-000-0000-6205		13.04	UPS	961981	Postage
10878	Sew Much & More		36.55		3 Transactions	
13005	Tactical Solutions 01-200-000-0000-6231		42.00	#225 diag.stalker radar	4163	Services & Labor (Incl Contracts)
13005	Tactical Solutions		42.00		1 Transactions	
6128	Tire Barn 01-200-000-0000-6302		82.42	Oil change, wipers, tires 220	26596	Car Maintenance
6128	Tire Barn		82.42		1 Transactions	
200	DEPT Total:		11,288.56	Enforcement	19 Vendors	26 Transactions
202	DEPT			Boat & Water		
117	Aitkin County Sheriff 01-202-000-0000-6374		16.00	to lic.ctr-Trailer tabs	2/4/14	Auto & Trailer License
117	Aitkin County Sheriff		16.00		1 Transactions	
3950	Public Utilities 01-202-000-0000-6254		16.26	Boat & Water	0200063119006	Utilities

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
3950	Public Utilities		16.26		1 Transactions	
202	DEPT Total:		32.26	Boat & Water	2 Vendors	2 Transactions
203	DEPT			Snowmobile		
117	Aitkin County Sheriff 01-203-000-0000-6374		16.00	to lic.ctr-Trailer tabs	2/4/14	Auto & Trailer License
117	Aitkin County Sheriff		16.00		1 Transactions	
9642	Fleet Services 01-203-000-0000-6511		793.07	JANUARY GAS	0424007043961	Gas And Oil
9642	Fleet Services		793.07		1 Transactions	
6038	Mississippi Landing 01-203-000-0000-6511		83.49	GAS FOR #217	612917	Gas And Oil
6038	Mississippi Landing		83.49		1 Transactions	
203	DEPT Total:		892.56	Snowmobile	3 Vendors	3 Transactions
252	DEPT			Corrections		
116	Aitkin Feed & Farm Supply Inc 01-252-000-0000-6590		293.51	softener pellets	95929	Repair & Maintenance Supplies
116	Aitkin Feed & Farm Supply Inc		293.51		1 Transactions	
12106	Antoine Electric 01-252-000-0000-6590		78.46	ballast Gym area, sally port	14003	Repair & Maintenance Supplies
12106	Antoine Electric		78.46		1 Transactions	
710	Brainerd Dispatch 01-252-252-0000-6405		199.88	Jail subscription	BRA12754	Prisoner Welfare
710	Brainerd Dispatch		199.88		1 Transactions	
163	Charter Communications 01-252-252-0000-6405		42.00	Cable TV	83523056600060	Prisoner Welfare
163	Charter Communications		42.00		1 Transactions	
964	Chief Supply Corp 01-252-000-0000-6405		119.95	Gloves	381355	Office & Computer Supplies

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		
964 Chief Supply Corp		119.95	1 Transactions	
5583 Crawford Supply Company				
01-252-252-0000-6408		274.74	Commissary supplies	358792 Commissary Supplies
5583 Crawford Supply Company		274.74	1 Transactions	
88628 Dalco				
01-252-000-0000-6422		303.07	Paper products for jail	2701551 Janitorial Supplies
88628 Dalco		303.07	1 Transactions	
1485 Duluth News Tribune				
01-252-252-0000-6405		677.04	inmate subscription	178086274 Prisoner Welfare
1485 Duluth News Tribune		677.04	1 Transactions	
1491 Dutch's Electric, Inc				
01-252-000-0000-6590	P	106.61	change ballast in entry	21444 Repair & Maintenance Supplies
1491 Dutch's Electric, Inc		106.61	1 Transactions	
1598 Ferrara's Htg Air Cond & Refrig Inc				
01-252-000-0000-6610		2,147.40	walk in cooler compressor	6924 Equipment
01-252-000-0000-6590		292.70	Walk in cooler repairs/maint	6935 Repair & Maintenance Supplies
01-252-000-0000-6590		105.00	Low pressure jail freezer	6940 Repair & Maintenance Supplies
01-252-000-0000-6590		255.00	Prev maint for range, oven	6941 Repair & Maintenance Supplies
1598 Ferrara's Htg Air Cond & Refrig Inc		2,800.10	4 Transactions	
9642 Fleet Services				
01-252-000-0000-6330		324.66	JANUARY GAS	0424007043961 Prisoner Transportation & Travel
01-252-000-0000-6511		116.63	JANUARY GAS	0424007043961 Gas And Oil
9642 Fleet Services		441.29	2 Transactions	
2186 Hillyard Inc - Kansas City				
01-252-000-0000-6422		556.31	janitorial	601004509 Janitorial Supplies
2186 Hillyard Inc - Kansas City		556.31	1 Transactions	
11889 Honeywell International Inc.				
01-252-000-0000-6590		912.94	Diagnose/replace air damper	5228077483 Repair & Maintenance Supplies
11889 Honeywell International Inc.		912.94	1 Transactions	
5503 Keefe Supply Company				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	Amount			
01-252-252-0000-6405	48.72	commissary supplies	358835	Prisoner Welfare
5503 Keefe Supply Company	48.72	1 Transactions		
10567 Lake Country Auto Center Of Aitkin				
01-252-000-0000-6302	56.20	Oil change, tire rotation #316	16439	Car Maintenance
10567 Lake Country Auto Center Of Aitkin	56.20	1 Transactions		
9692 Minnesota Energy Resources Corporation				
01-252-000-0000-6254	331.87	GAS-STB BUILDING	4058862-6	Utilities & Heating
01-252-000-0000-6254	616.83	GAS-JAIL	4244670-8	Utilities & Heating
01-252-000-0000-6254	3,694.88	GAS-JAIL	4334475-3	Utilities & Heating
9692 Minnesota Energy Resources Corporation	4,643.58	3 Transactions		
3371 Minnesota Sheriffs' Association				
01-252-003-0000-6241	20.00	REGISTR.-MSA/MEDICARE LAWS	044560	School Registration Fee
3371 Minnesota Sheriffs' Association	20.00	1 Transactions		
3789 Pan-O-Gold Baking Company				
01-252-000-0000-6418	119.61	GROCERIES	010024402321	Groceries
01-252-000-0000-6418	130.45	GROCERIES	010024403040	Groceries
3789 Pan-O-Gold Baking Company	250.06	2 Transactions		
3950 Public Utilities				
01-252-000-0000-6254	70.14	Sheriff Emerg. Storage Garage	0200000507004	Utilities & Heating
01-252-000-0000-6254	4,506.91	New Jail 2	0300000511002	Utilities & Heating
01-252-000-0000-6254	1,767.69	New Jail	0300000512016	Utilities & Heating
3950 Public Utilities	6,344.74	3 Transactions		
10771 Regional Diagnostic Radiology				
01-252-000-0000-6262	33.25	INMATE MED.CARE	RDR183174	Medical Expenses & Supplies - Inmates
10771 Regional Diagnostic Radiology	33.25	1 Transactions		
4070 Riley Auto Supply				
01-252-000-0000-6590	167.32	Belts for air handling system	544560	Repair & Maintenance Supplies
4070 Riley Auto Supply	167.32	1 Transactions		
84172 Riverwood Healthcare Center				
01-252-000-0000-6262	224.40	INMATE MED.CARE	V6679385	Medical Expenses & Supplies - Inmates
01-252-000-0000-6262	224.40	INMATE MED.CARE	V6720452	Medical Expenses & Supplies - Inmates

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
84172	Riverwood Healthcare Center		448.80		2 Transactions	
4233	S & T Office Products Inc 01-252-000-0000-6405		39.37	Office Supplies	01QE9479	Office & Computer Supplies
4233	S & T Office Products Inc		39.37		1 Transactions	
4681	Streichers 01-252-000-0000-6410		8.99	name plate M.Peterson	I1072104	Clothing Allowance
4681	Streichers		8.99		1 Transactions	
4761	Sysco Minnesota Inc 01-252-000-0000-6418		2,599.83	GROCERIES	401230264	Groceries
	01-252-000-0000-6418		2,287.21	GROCERIES	401300290	Groceries
4761	Sysco Minnesota Inc		4,887.04		2 Transactions	
11539	Traveler's Fare 01-252-000-0000-6330		75.00	change flight fee-pickup inmat	20004490	Prisoner Transportation & Travel
	01-252-000-0000-6330		474.00	Airfare to pick up inmate	81748	Prisoner Transportation & Travel
	01-252-000-0000-6330		918.00	Airfare to pick up inmate	81749	Prisoner Transportation & Travel
	01-252-000-0000-6330		1,304.00	Airfare to pick up inmate	81805	Prisoner Transportation & Travel
11539	Traveler's Fare		2,771.00		4 Transactions	
5126	White/Karla D. 01-252-000-0000-6330		82.80	mileage/Radio Adv.Mtg-Duluth	180@.46	Prisoner Transportation & Travel
5126	White/Karla D.		82.80		1 Transactions	
252	DEPT Total:		26,607.77	Corrections	27 Vendors	41 Transactions
253	DEPT			Aitkin Co Community Corrections		
117	Aitkin County Sheriff 01-253-000-0000-6374		66.00	to lic.ctr-Trailer tabs	2/4/14	Auto & Trailer License
117	Aitkin County Sheriff		66.00		1 Transactions	
12927	Midwest Machinery Co. 01-253-000-0000-6405		77.59	chainsaw parts & oil	796950	Operating Supplies
12927	Midwest Machinery Co.		77.59		1 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		
253 DEPT Total:		143.59	Aitkin Co Community Corrections	2 Vendors 2 Transactions
255 DEPT			General Crime Victim Grant	
13007 Bandow Auto Salvage				
01-255-031-0000-5840		300.00	repair victims car-partial pay	Emergency Fund Money
13007 Bandow Auto Salvage		300.00		1 Transactions
255 DEPT Total:		300.00	General Crime Victim Grant	1 Vendors 1 Transactions
280 DEPT			Emergency Management	
201 Amem				
01-280-000-0000-6240		100.00	Turner Membership Dues	8760521EAF Dues
			01/24/2014 01/24/2015	
01-280-000-0000-6240		100.00	White Membership Dues	D029C611A8 Dues
			01/24/2014 01/24/2015	
201 Amem		200.00		2 Transactions
90081 ARDC				
01-280-000-0000-6231		5,100.00	Mitig.Plan update-2 of 5 insta	2779 Services, Labor, Etc
90081 ARDC		5,100.00		1 Transactions
4870 Turner/Scott A.				
01-280-000-0000-6330		69.92	mileage-MnFCP mtg Duluth	152@.46 Transportation & Travel & Parking
4870 Turner/Scott A.		69.92		1 Transactions
280 DEPT Total:		5,369.92	Emergency Management	3 Vendors 4 Transactions
390 DEPT			Environmental Health (FBL)	
12486 Leitinger/Michelle				
01-390-000-0000-6330		12.00	Parking - Workshop	Transportation & Travel & Parking
01-390-000-0000-6340		36.82	Meals - Workshop	Meals
12486 Leitinger/Michelle		48.82		2 Transactions
390 DEPT Total:		48.82	Environmental Health (FBL)	1 Vendors 2 Transactions
391 DEPT			Solid Waste	
1754 Garrison Disposal Company, Inc				
01-391-060-0000-6360	P	4,158.17	Monthly recycling	Dec 2013 Recycling Contract

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
1754	Garrison Disposal Company, Inc		4,158.17		1 Transactions	
2340	Hyytinen Hardware Hank 01-391-000-0000-6405		199.99	heater for McGregor Transf.sta	1162093	Office & Film Supplies
2340	Hyytinen Hardware Hank		199.99		1 Transactions	
4010	Rasley Oil Company 01-391-000-0000-6511		55.68	January fuel	AITCOZOS	Gas And Oil
4010	Rasley Oil Company		55.68		1 Transactions	
6097	Verizon Wireless 01-391-000-0000-6250		48.43	monthly cell phone charges	286252299	Telephone
6097	Verizon Wireless		48.43		1 Transactions	
391	DEPT Total:		4,462.27	Solid Waste	4 Vendors	4 Transactions
601	DEPT			Extension		
89471	Aitkin Co 4-H Council 01-601-551-0000-5840		400.00	sales from Rec.office R.385	4358-4367	4-H Plat Book Sales
	01-601-551-0000-5840		160.00	sales from License Ctr R.386	4397-4400	4-H Plat Book Sales
	01-601-551-0000-5840		120.00	sales from License Ctr R.387	4401,4405-4406	4-H Plat Book Sales
	01-601-551-0000-5840		400.00	sales from Rec.office R.388	4410-4419	4-H Plat Book Sales
89471	Aitkin Co 4-H Council		1,080.00		4 Transactions	
10850	Carlson/David 01-601-000-0000-6350		35.00	Extension Committee	2/3/2014	Per Diem
	01-601-000-0000-6360		22.40	Mileage extension committee	40@.56	Extension Comm Expenses (Not Per Diem)
10850	Carlson/David		57.40		2 Transactions	
9440	Dotzler/Sharon A 01-601-000-0000-6350		35.00	Extension committee	2/3/2014	Per Diem
9440	Dotzler/Sharon A		35.00		1 Transactions	
91345	Elvecrog/Roberta C 01-601-000-0000-6350		35.00	Extension Committee	2/3/2014	Per Diem
91345	Elvecrog/Roberta C		35.00		1 Transactions	
12045	Janzen/Joy 01-601-000-0000-6360		10.08	Mileage extension committee	18@.56	Extension Comm Expenses (Not Per Diem)

DKB1
 2/10/14 11:34AM
 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01-601-000-0000-6350		35.00	Extension committee	2/3/2014	Per Diem
12045 Janzen/Joy		45.08		2 Transactions	
90853 Mickelson/Bonnie H					
01-601-000-0000-6350		35.00	Extension Committee	2/3/2014	Per Diem
90853 Mickelson/Bonnie H		35.00		1 Transactions	
601 DEPT Total:		1,287.48	Extension	6 Vendors	11 Transactions
700 DEPT			Promotion,AEOA Tran,Airport,RC&D,T		
12707 NMMA					
01-700-909-0000-6801		447.50	Sportshow Booth space-2nd 1/2	78010	Appropriations-Grant
12707 NMMA		447.50		1 Transactions	
700 DEPT Total:		447.50	Promotion,AEOA Tran,Airport,RC&D,T	1 Vendors	1 Transactions
1 Fund Total:		114,483.13	General Fund		221 Transactions

DKB1
2/10/14 11:34AM
3 Road & Bridge

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
301	DEPT			R&B Administration		
3963	Quale/Michael J 03-301-000-0000-6296		74.89	MILEAGE 012214		Meeting Expense/Physicals
3963	Quale/Michael J		74.89		1 Transactions	
9261	RTVision, Inc. 03-301-000-0000-6300		788.00	EAPPROVAL 020314	11675	Service Contracts
9261	RTVision, Inc.		788.00		1 Transactions	
86235	The Office Shop Inc 03-301-000-0000-6400		81.00	DRY ERASE BOARD 012414	952756	Supplies And Materials
	03-301-000-0000-6400		9.95	FOLIO 012414	952758	Supplies And Materials
86235	The Office Shop Inc		90.95		2 Transactions	
301	DEPT Total:		953.84	R&B Administration	3 Vendors	4 Transactions
302	DEPT			R&B Engineering/Construction		
8525	Mn Dept Of Transportation 03-302-000-0000-6449		55.00	TRAFFIC CONTROL 010514		Rd/Br Engr. Supplies
8525	Mn Dept Of Transportation		55.00		1 Transactions	
302	DEPT Total:		55.00	R&B Engineering/Construction	1 Vendors	1 Transactions
303	DEPT			R&B Highway Maintenance		
12106	Antoine Electric 03-303-000-0000-6298		131.92	LIGHTS 011914	14002	Shop Maintenance
12106	Antoine Electric		131.92		1 Transactions	
86467	Auto Value Aitkin 03-303-000-0000-6590		257.95	BRAKE DRUM 013114	40039078	Repair & Maintenance Supplies
	03-303-000-0000-6590		19.98	REAR BRAKE 013114	40039097	Repair & Maintenance Supplies
	03-303-000-0000-6590		6.00	ADJUSTER 013114	40039120	Repair & Maintenance Supplies
	03-303-000-0000-6590		107.99	CONNECTOR 013114	40039120	Repair & Maintenance Supplies
	03-303-000-0000-6590		14.17	FILTER 013114	40039120	Repair & Maintenance Supplies
	03-303-000-0000-6590		111.99	BATTERY 013114	40039218	Repair & Maintenance Supplies
	03-303-000-0000-6590		56.33	MASTER CYLINDER 013114	40039218	Repair & Maintenance Supplies
	03-303-000-0000-6590		14.00-	BATTERY 013114	40039270	Repair & Maintenance Supplies
	03-303-000-0000-6590		7.78-	MASTER CYLINDER 013114	40039270	Repair & Maintenance Supplies

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			Paid On Bhf #	
86467 Auto Value Aitkin		187.23	FILTERS 013114	40040188 Repair & Maintenance Supplies
		739.86	10 Transactions	
8674 Boyer Trucks		149.23	SWITCH 012114	139409 Repair & Maintenance Supplies
8674 Boyer Trucks		149.23	1 Transactions	
7060 Federated Co-Ops Inc.		2,102.41	MCGREGOR 012714	34685 Shop Fuel
7060 Federated Co-Ops Inc.		2,102.41	1 Transactions	
8622 Frontier		51.15	JACOBSON 012814	2187526591 Telephone
		57.34	MCGREGOR 012814	2187684481 Telephone
		45.49	PALISADE 012814	2188452607 Telephone
		70.71	MCGRATH 012814	3205923580 Telephone
8622 Frontier		224.69	4 Transactions	
1959 H & L Mesabi Inc		459.12	PLOW BOLTS 012314	89769 Misc Bldg & Shop Supplies
1959 H & L Mesabi Inc		459.12	1 Transactions	
7525 Hometown Bldg Supply		15.09	SIGN TABLE 020414	52265 Signs & Posts
7525 Hometown Bldg Supply		15.09	1 Transactions	
2340 Hyytinen Hardware Hank		4.19	MASONRY 012814	1161367 Misc Bldg & Shop Supplies
		24.98	FILL VALVE 012814	1161633 Misc Bldg & Shop Supplies
		40.77	SIGNS 012814	1162315 Signs & Posts
		26.99	THERMOMETER 012814	1162316 Misc Bldg & Shop Supplies
		39.49	MAILBOX 012814	1162317 Signs & Posts
2340 Hyytinen Hardware Hank		136.42	5 Transactions	
2763 J & H Transfer Station-Lakes Sanitary		93.89	AITKIN 020314	74559 Utilities
		57.65	PALISADE 020314	74560 Utilities
2763 J & H Transfer Station-Lakes Sanitary		151.54	2 Transactions	

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			Paid On Bhf #	
91187 Lake Country Power				
03-303-000-0000-6254		70.71	CSAH 14 012814	141979801 Utilities
03-303-000-0000-6254		59.05	CSAH 6 012814	141979901 Utilities
91187 Lake Country Power		129.76		2 Transactions
10824 Maney International Inc				
03-303-000-0000-6590		319.20	ASA 012814	655302 Repair & Maintenance Supplies
10824 Maney International Inc		319.20		1 Transactions
3555 Newman Signs				
03-303-000-0000-6516		73.17	SIGN OVERLAY 012814	270496 Signs & Posts
3555 Newman Signs		73.17		1 Transactions
8618 North American Salt Co				
03-303-000-0000-6518		1,940.94	DEICING SALT 012914	71107695 De-Icing Salt
03-303-000-0000-6518		5,691.53	DEICING SALT 012914	71109244 De-Icing Salt
03-303-000-0000-6518		5,866.11	DEICING SALT 012914	71113352 De-Icing Salt
03-303-000-0000-6518		1,879.04	DEICING SALT 012914	71114793 De-Icing Salt
03-303-000-0000-6518		5,853.73	DEICING SALT 012914	71115995 De-Icing Salt
8618 North American Salt Co		21,231.35		5 Transactions
8436 Northland Parts				
03-303-000-0000-6523		15.78	SUPPLEMENT 010814	273938 Misc Bldg & Shop Supplies
8436 Northland Parts		15.78		1 Transactions
10720 Nuss Truck & Equipment				
03-303-000-0000-6590		268.64	FILTERS 020314	3118640 Repair & Maintenance Supplies
03-303-000-0000-6590		319.02	GLASS 020314	3118640 Repair & Maintenance Supplies
03-303-000-0000-6590		14.99	SIDE GRILL 020314	3118642 Repair & Maintenance Supplies
10720 Nuss Truck & Equipment		602.65		3 Transactions
8777 Overhead Door Co				
03-303-000-0000-6298		407.00	FIXTURE 010914	25134 Shop Maintenance
8777 Overhead Door Co		407.00		1 Transactions
3760 Palisade Cooperative Oil Assoc				
03-303-000-0000-6590		16.86	HOSE 010614	271536 Repair & Maintenance Supplies
03-303-000-0000-6513		54.72	GASOLINE 010614	271925 Motor Fuel & Lubricants

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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 #	
3760 Palisade Cooperative Oil Assoc		71.58	2 Transactions	
3950 Public Utilities				
03-303-000-0000-6254		38.02	HWY 210 AND CR 28 012814	0200059455006 Utilities
03-303-000-0000-6254		67.03	AITKIN SHOP 012814	0200063335002 Utilities
03-303-000-0000-6254		44.07	HWY 210 AND CSAH 12 012814	020006338000 Utilities
03-303-000-0000-6254		108.90	HWY 47 AND CSAH 12 012814	0200064092005 Utilities
3950 Public Utilities		258.02	4 Transactions	
4010 Rasley Oil Company				
03-303-000-0000-6513		27.48	GASOLINE 013114	11810 Motor Fuel & Lubricants
03-303-000-0000-6513		36.68	GASOLINE 013114	11811 Motor Fuel & Lubricants
03-303-000-0000-6513		54.34	GASOLINE 013114	12237 Motor Fuel & Lubricants
03-303-000-0000-6513		46.61	GASOLINE 013114	12249 Motor Fuel & Lubricants
03-303-000-0000-6513		67.68	GASOLINE 013114	12838 Motor Fuel & Lubricants
03-303-000-0000-6513		66.96	GASOLINE 013114	12841 Motor Fuel & Lubricants
03-303-000-0000-6513		61.86	GASOLINE 013114	24558 Motor Fuel & Lubricants
03-303-000-0000-6513		18.84	GASOLINE 013114	27463 Motor Fuel & Lubricants
03-303-000-0000-6513		105.95	GASOLINE 013114	27467 Motor Fuel & Lubricants
03-303-000-0000-6513		68.65	GASOLINE 013114	27478 Motor Fuel & Lubricants
03-303-000-0000-6513		68.89	GASOLINE 013114	27481 Motor Fuel & Lubricants
03-303-000-0000-6513		42.36	GASOLINE 013114	27532 Motor Fuel & Lubricants
03-303-000-0000-6513		24.45	GASOLINE 013114	28230 Motor Fuel & Lubricants
03-303-000-0000-6513		45.98	GASOLINE 013114	28483 Motor Fuel & Lubricants
03-303-000-0000-6513		61.71	GASOLINE 013114	28527 Motor Fuel & Lubricants
03-303-000-0000-6513		46.86	GASOLINE 013114	28661 Motor Fuel & Lubricants
03-303-000-0000-6513		64.26	GASOLINE 013114	28666 Motor Fuel & Lubricants
03-303-000-0000-6513		54.19	GASOLINE 013114	28692 Motor Fuel & Lubricants
03-303-000-0000-6513		85.55	GASOLINE 013114	28734 Motor Fuel & Lubricants
03-303-000-0000-6513		64.06	GASOLINE 013114	28739 Motor Fuel & Lubricants
03-303-000-0000-6513		40.16	GASOLINE 013114	28774 Motor Fuel & Lubricants
03-303-000-0000-6513		62.49	GASOLINE 013114	28836 Motor Fuel & Lubricants
03-303-000-0000-6513		66.61	GASOLINE 013114	28869 Motor Fuel & Lubricants
03-303-000-0000-6513		81.59	GASOLINE 013114	28880 Motor Fuel & Lubricants
03-303-000-0000-6513		73.49	GASOLINE 013114	28959 Motor Fuel & Lubricants
03-303-000-0000-6513		45.67	GASOLINE 013114	28974 Motor Fuel & Lubricants
03-303-000-0000-6513		78.67	GASOLINE 013114	28985 Motor Fuel & Lubricants
03-303-000-0000-6513		39.68	GASOLINE 013114	29020 Motor Fuel & Lubricants
03-303-000-0000-6513		87.39	GASOLINE 013114	29112 Motor Fuel & Lubricants

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
03-303-000-0000-6513		48.23	GASOLINE 013114	29119 Motor Fuel & Lubricants
03-303-000-0000-6513		44.30	GASOLINE 013114	29471 Motor Fuel & Lubricants
03-303-000-0000-6513		58.49	GASOLINE 013114	29913 Motor Fuel & Lubricants
03-303-000-0000-6513		82.58	GASOLINE 013114	29960 Motor Fuel & Lubricants
4010 Rasley Oil Company		1,922.71		33 Transactions
4070 Riley Auto Supply				
03-303-000-0000-6590		138.90	BEARING 013114	544111 Repair & Maintenance Supplies
03-303-000-0000-6590		188.10	BRAKE DRUM 013114	544111 Repair & Maintenance Supplies
03-303-000-0000-6590		21.04-	CREDIT TAX 013114	544172 Repair & Maintenance Supplies
03-303-000-0000-6590		59.96	ADAPTER 013114	544259 Repair & Maintenance Supplies
03-303-000-0000-6523		45.49	SET 013114	544260 Misc Bldg & Shop Supplies
03-303-000-0000-6590		46.67	FLEX PIPE 013114	544282 Repair & Maintenance Supplies
03-303-000-0000-6590		404.73	DRIER 013114	544315 Repair & Maintenance Supplies
03-303-000-0000-6590		219.96	BRAKE 013114	544338 Repair & Maintenance Supplies
03-303-000-0000-6523		100.74	ADDITIVE 013114	544342 Misc Bldg & Shop Supplies
03-303-000-0000-6590		175.98	BRAKE 013114	544360 Repair & Maintenance Supplies
03-303-000-0000-6590		100.15	CHAMBER 013114	544385 Repair & Maintenance Supplies
03-303-000-0000-6590		17.91	HARNESS 013114	544413 Repair & Maintenance Supplies
03-303-000-0000-6590		17.99	LIGHT 013114	544480 Repair & Maintenance Supplies
03-303-000-0000-6590		6.38	BULB 013114	544542 Repair & Maintenance Supplies
03-303-000-0000-6523		25.16	FILTER 013114	544596 Misc Bldg & Shop Supplies
03-303-000-0000-6590		114.98	FITTING 013114	544614 Repair & Maintenance Supplies
03-303-000-0000-6590		35.37	HOSE 013114	544674 Repair & Maintenance Supplies
03-303-000-0000-6590		42.87	FLEX PIPE 013114	544719 Repair & Maintenance Supplies
03-303-000-0000-6523		90.72	FLUID 013114	544845 Misc Bldg & Shop Supplies
03-303-000-0000-6590		18.00-	CORE 013114	544846 Repair & Maintenance Supplies
03-303-000-0000-6590		23.98	BULB 013114	544870 Repair & Maintenance Supplies
03-303-000-0000-6590		73.93	FITTING 013114	544885 Repair & Maintenance Supplies
4070 Riley Auto Supply		1,890.93		22 Transactions
8279 Winzer Corporation				
03-303-000-0000-6523		304.43	SHOP SUPPLIESS 011614	4928442 Misc Bldg & Shop Supplies
8279 Winzer Corporation		304.43		1 Transactions
5295 Ziegler Inc				
03-303-000-0000-6590		841.24	EDGES 012514	190034398 Repair & Maintenance Supplies
03-303-000-0000-6590		78.80	FILTERS 012514	190034399 Repair & Maintenance Supplies

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	5295 Ziegler Inc		2 Transactions		
303	DEPT Total:		R&B Highway Maintenance	22 Vendors	104 Transactions
3	Fund Total:		Road & Bridge		109 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		
10313	Lenovo (United States) Inc. 05-400-440-0410-6405		3.24	1 MOUSE-DIRECTOR	6222397455	Supplies-Computer/Office/Meeting
	05-400-440-0410-6405		3.91	1 CARRYING CASE-DIRECTOR	6222405823	Supplies-Computer/Office/Meeting
	05-400-440-0410-6625		205.19	1-THINKPAD T440,DIRECTOR	6222429574	Furniture, Fixtures, Etc.
10313	Lenovo (United States) Inc.		212.34	3 Transactions		
400	DEPT Total:		212.34	Public Health Department	1 Vendors	3 Transactions
420	DEPT			Income Maintenance		
10313	Lenovo (United States) Inc. 05-420-600-4800-6405		8.42	1 MOUSE-DIRECTOR	6222397455	Supplies-Computer/Office/Meeting
	05-420-600-4800-6405		10.18	1 CARRYING CASE-DIRECTOR	6222405823	Supplies-Computer/Office/Meeting
	05-420-600-4800-6625		533.47	1-THINKPAD T440,DIRECTOR	6222429574	Office & Other Equipment
10313	Lenovo (United States) Inc.		552.07	3 Transactions		
420	DEPT Total:		552.07	Income Maintenance	1 Vendors	3 Transactions
430	DEPT			Social Services		
10313	Lenovo (United States) Inc. 05-430-700-4800-6405		9.94	1 MOUSE-DIRECTOR	6222397455	Supplies-Computer/Office/Meeting
	05-430-700-4800-6405		129.60	6-MICE-HCBS	6222397455	Supplies-Computer/Office/Meeting
	05-430-700-4800-6405		12.01	1 CARRYING CASE-DIRECTOR	6222405823	Supplies-Computer/Office/Meeting
	05-430-700-4800-6405		156.60	6 CARRYING CASES-HCBS	6222405823	Supplies-Computer/Office/Meeting
	05-430-700-4800-6625		629.22	1-THINKPAD T440,DIRECTOR	6222429574	Office & Other Equipment
	05-430-700-4800-6625		8,207.28	6-THINKPAD T440 HCBS	6222429574	Office & Other Equipment
10313	Lenovo (United States) Inc.		9,144.65	6 Transactions		
430	DEPT Total:		9,144.65	Social Services	1 Vendors	6 Transactions
5	Fund Total:		9,909.06	Health & Human Services		12 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
0	DEPT			Undesignated	
	4580 Mn Dept Of Finance				
	09-000-000-0000-2030		180.00	January marriage license fees	State Fees, Assessments & Surcharges
	4580 Mn Dept Of Finance		180.00	1 Transactions	
0	DEPT Total:		180.00	Undesignated	1 Vendors 1 Transactions
9	Fund Total:		180.00	State	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
923	DEPT			Forfeited Tax Sales		
170	Aitkin Motor Company 10-923-000-0000-6590		574.67	LOF, Tires #799	FOCS239315	Repair & Maintenance Supplies
170	Aitkin Motor Company		574.67	1 Transactions		
4233	S & T Office Products Inc 10-923-000-0000-6405		1.84	Binder clips	01QE6711	Office Supplies
4233	S & T Office Products Inc		1.84	1 Transactions		
86235	The Office Shop Inc 10-923-000-0000-6405		622.43	Copies	270193	Office Supplies
	10-923-000-0000-6405		51.00	Polyester paper, legacy	952736	Office Supplies
86235	The Office Shop Inc		673.43	2 Transactions		
6128	Tire Barn 10-923-000-0000-6590		43.85	LOF #460	26664	Repair & Maintenance Supplies
6128	Tire Barn		43.85	1 Transactions		
923	DEPT Total:		1,293.79	Forfeited Tax Sales	4 Vendors	5 Transactions
10	Fund Total:		1,293.79	Trust		5 Transactions

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925	DEPT		Reforestation			
50	Aitkin Body Shop, Inc 11-925-000-0000-6590		165.20	Mirror #452	57983	Repair & Maintenance Supplies
50	Aitkin Body Shop, Inc		165.20	1 Transactions		
195	Aitkin Tire Shop 11-925-000-0000-6590		218.18	LOF #445	53008	Repair & Maintenance Supplies
195	Aitkin Tire Shop		218.18	1 Transactions		
5398	CDW Government, Inc 11-925-000-0000-6405		223.19	Monitor for Greg	JK46589	Office Supplies
5398	CDW Government, Inc		223.19	1 Transactions		
91022	Courtemanche/Richard 11-925-000-0000-6330		70.38	Mileage	153@.46	Transportation & Travel
91022	Courtemanche/Richard		70.38	1 Transactions		
88880	Datacomm Computers & Networks Inc 11-925-000-0000-6405		1,105.00	Computer System - Greg	7151	Office Supplies
	11-925-000-0000-6405		905.00	Computer System - Mark	7151	Office Supplies
88880	Datacomm Computers & Networks Inc		2,010.00	2 Transactions		
12927	Midwest Machinery Co. 11-925-000-0000-6590		32.99	Oil 2T	788237	Repair & Maintenance Supplies
12927	Midwest Machinery Co.		32.99	1 Transactions		
3390	Minnesota Uc Fund 11-925-000-0000-6267	O	1,450.93	2013 4th Q-Brian Christensen	07972219	Unemployment Compensation
	11-925-000-0000-6267	O	845.00	2013 4th Q-Trenton O'Brien	07972219	Unemployment Compensation
3390	Minnesota Uc Fund		2,295.93	2 Transactions		
925	DEPT Total:		5,015.87	Reforestation	7 Vendors	9 Transactions
11	Fund Total:		5,015.87	Forest Development		9 Transactions

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521 DEPT		LLCC Administration		
11419 Beaudry Propane				
19-521-000-0000-6254		Propane, Inst Coord Residence	649470	Utilities
19-521-000-0000-6254		Propane, Director's Residence	649471	Utilities
19-521-000-0000-6254		Propane, Dining Hall	649472	Utilities
11419 Beaudry Propane				
		3 Transactions		
8622 Frontier				
19-521-000-0000-6250		Phone & long distance	21876846531119	Telephone
8622 Frontier				
		1 Transactions		
2763 J & H Transfer Station-Lakes Sanitary				
19-521-000-0000-6255		Garbage service	74898	Garbage
2763 J & H Transfer Station-Lakes Sanitary				
		1 Transactions		
5750 Sam's Club				
19-521-000-0000-6400		Supplies	84132013422335	Commissary Items
19-521-000-0000-6405		Supplies	84132013422335	Office & Computer Supplies
5750 Sam's Club				
		2 Transactions		
4425 Shirts Plus				
19-521-000-0000-6400		Hooded sweatshirts, t-shirts	60709	Commissary Items
19-521-000-0000-6400		Caps	60710	Commissary Items
19-521-000-0000-6400		Insulated travel mugs	60711	Commissary Items
4425 Shirts Plus				
		3 Transactions		
521 DEPT Total:		4,224.88	LLCC Administration	5 Vendors
				10 Transactions
522 DEPT		LLCC Education		
3390 Minnesota Uc Fund				
19-522-000-0000-6267	O	2013 4th Q-Sally Bruesewitz	07972219	Unemployment Compensation
19-522-000-0000-6267	O	2013 4th Q-Tanya Swanson	07972219	Unemployment Compensation
3390 Minnesota Uc Fund				
		2 Transactions		
5750 Sam's Club				
19-522-000-0000-6416		Supplies	84132013422335	Education Supplies
5750 Sam's Club				
		1 Transactions		

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No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
522 DEPT Total:		813.96	LLCC Education	2 Vendors	3 Transactions
523 DEPT			LLCC Food		
5998 Appert's Foodservice 19-523-000-0000-6418		566.66	Groceries	2058289	Groceries-Students
5998 Appert's Foodservice		566.66		1 Transactions	
3390 Minnesota Uc Fund 19-523-000-0000-6267	O	453.00	2013 4th Q-Wanda Essen	07972219	Unemployment Compensation
3390 Minnesota Uc Fund		453.00		1 Transactions	
4968 Upper Lakes Foods, Inc 19-523-000-0000-6420		137.50	Supplies	280118	Food Service Supplies
19-523-000-0000-6418		819.60	Groceries	282279	Groceries-Students
19-523-000-0000-6420		9.20	Supplies	282279	Food Service Supplies
4968 Upper Lakes Foods, Inc		966.30		3 Transactions	
523 DEPT Total:		1,985.96	LLCC Food	3 Vendors	5 Transactions
524 DEPT			LLCC Maintenance		
1491 Dutch's Electric, Inc 19-524-000-0000-6590		694.55	Misc Repairs	21520	Repair & Maintenance Supplies
19-524-000-0000-6590		554.61	Marcum House work	21527	Repair & Maintenance Supplies
1491 Dutch's Electric, Inc		1,249.16		2 Transactions	
3390 Minnesota Uc Fund 19-524-000-0000-6267	O	745.00	2013 4th Q-Scott Biscoe	07972219	Unemployment Compensation
3390 Minnesota Uc Fund		745.00		1 Transactions	
524 DEPT Total:		1,994.16	LLCC Maintenance	2 Vendors	3 Transactions
19 Fund Total:		9,018.96	Long Lake Conservation Center		21 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
520	DEPT			Parks		
13008	East Side Oil Companies, Inc 21-520-000-0000-6590		27.50	Used Oil Filters	R49023	Repair & Maintenance Supplies
13008	East Side Oil Companies, Inc		27.50		1 Transactions	
1754	Garrison Disposal Company, Inc 21-520-000-0000-6254		45.44	January Garbage pickup	8177061	Utilities
1754	Garrison Disposal Company, Inc		45.44		1 Transactions	
2340	Hyytinen Hardware Hank 21-520-000-0000-6590		4.74	Masks	1161711	Repair & Maintenance Supplies
	21-520-000-0000-6590		14.49	Thinner, windshield deicer	1162519	Repair & Maintenance Supplies
	21-520-000-0000-6590		12.31	Wrench, washers, lags, locknut	1162519	Repair & Maintenance Supplies
	21-520-000-0000-6590		7.31	Hardware for groomer	1162519	Repair & Maintenance Supplies
	21-520-000-0000-6590		14.62	Hinges, nuts ski drag	1162519	Repair & Maintenance Supplies
	21-520-000-0000-6590		42.29	Post Pounder	1162527	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		95.76		6 Transactions	
2991	Malmo Market 21-520-000-0000-6511		306.47	January gas		Gas & Oil
2991	Malmo Market		306.47		1 Transactions	
3950	Public Utilities 21-520-000-0000-6254		273.33	Land Dept	0200000348003	Utilities
	21-520-000-0000-6254		37.80	Mississippi Access	0200063077005	Utilities
3950	Public Utilities		311.13		2 Transactions	
4010	Rasley Oil Company 21-520-000-0000-6511		782.94	January gas	AITCOL&PS	Gas & Oil
4010	Rasley Oil Company		782.94		1 Transactions	
9261	RTVision, Inc. 21-520-000-0000-6231		1,020.00	Maint of Parks System CGrd 04/01/2014 04/01/2015	11670	Services, Labor, Contracts
	21-520-000-0000-6231		255.00	campgrd. system taxable portio	11670	Services, Labor, Contracts
9261	RTVision, Inc.		1,275.00		2 Transactions	
4233	S & T Office Products Inc 21-520-000-0000-6405		11.61	File frame	01QE4709	Office Supplies

DKB1
 2/10/14 11:34AM
 21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4233	S & T Office Products Inc		11.61		1 Transactions	
10168	Yellowstone Track Systems, Inc. 21-520-000-0000-6590		102.00	Pair snow wings ski drag	6845	Repair & Maintenance Supplies
10168	Yellowstone Track Systems, Inc.		102.00		1 Transactions	
520	DEPT Total:		2,957.85	Parks	9 Vendors	16 Transactions
21	Fund Total:		2,957.85	Parks		16 Transactions
	Final Total:		176,124.40	207 Vendors	394 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	114,483.13	General Fund
	3	33,265.74	Road & Bridge
	5	9,909.06	Health & Human Services
	9	180.00	State
	10	1,293.79	Trust
	11	5,015.87	Forest Development
	19	9,018.96	Long Lake Conservation Center
	21	2,957.85	Parks
	All Funds	176,124.40	Total

Approved by,

.....

.....

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Aitkin County Credit Card Purchasing Policy

Requested Meeting Date: 2-11-14 Estimated Presentation Time: n/a

Presenter: _____

Type of Action Requested (check all that apply)

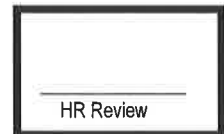
- For info only, no action requested
- Approve under Consent Agenda
- For discussion with possible action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Aitkin County Credit Card Purchasing Policy

DATE: February 4, 2014

Staff proposes updating the attached Aitkin County Credit Card Policy be amended to reflect the Treasurer's Office, not Central Services, is responsible for the Credit Card program.

Staff also suggests allowing the County Treasurer sign the Request for Credit Card in the County Administrator's absence. There are occasions when requests come through for credit cards, or changes to credit cards, and the County Administrator is unavailable. This would allow the Treasurer's Office to move the requests through more efficiently, and in a timely manner.

Action requested: Approve amending Aitkin County Credit Purchasing Policy to reflect Treasurer's Office, in place of Central Services, and to authorize County Treasurer sign Request for Credit Card in the County Administrator's absence.

ARTICLE 8 ORGANIZATION STANDARDS AND RULES

SUBJECT: 8.14 CREDIT CARD PURCHASING POLICY

Effective: 11/28/00

PURPOSE:

The purpose of this policy and procedure is to provide detailed information regarding the use of credit cards assigned to selected Aitkin County employees to purchase goods and services for Aitkin County.

A. SCOPE:

This policy and procedure applies to all County divisions and agencies that have selected employees to use credit cards.

B. GENERAL:

The purchasing policy and procedure recognizes the establishment of a Aitkin County Central Services and further recognizes that the County Administrator may delegate to other specific individuals the responsibility for the performance of some credit duties at a departmental level.

C. BACKGROUND:

The County has used various methods to purchase goods and services. To improve acquisition cycle time, to establish a more efficient, cost-effective method of requisitioning, purchasing, and payment for small dollar transactions, Central Services is initiating a credit card program to replace the existing methods of reimbursements for merchandise purchases. A number of unique controls have been developed for a program that does not exist in a traditional credit card environment. These controls ensure that the card can be used only for specific purposes and within specific dollar limits. In addition, purchase information will be provided in sufficient detail to allow for verification by the approving official before payment is made to the vendor.

D. CREDIT CARD PURCHASING POLICY AND PROCEDURE:

This policy is intended to accomplish the following:

- To ensure that credit cards are used in accordance with Aitkin County policies.
- To ensure internal controls for authorized credit.
- To ensure that the County bears no legal liability from inappropriate use.
- To provide a convenient credit method and reduction of paperwork.
- To empower employees, increase productivity, flexibility, and efficiency.

Credit Card Authorization

1. The card will have the County's name, individual's name, County service code, and expiration date.
2. The credit card vendor will have no individual cardholder information other than the County's mailing address; no personal credit records, social security numbers, or other personal information is maintained.
3. Purchase information is transmitted electronically to the card issuer for authorization.

All transactions require authorization regardless of the amount. Since the County, not the individual employee, will pay for the purchases made with the credit card, additional controls have been added to these accounts. When the merchant seeks authorization for the purchase, the credit card system will check each individual cardholder's single daily purchase limit and 30-day limit before authorization for that transaction is granted.

Cardholder Spending Limits

The delegation of authority that has been provided to each cardholder sets the maximum dollar amount for each Single Daily Purchase Limit, and a total for all purchases made with a credit card within a given 30 Day Limit billing cycle. Each time a cardholder makes a purchase with their credit card, these limits will be checked, and the authorization request will be approved or declined. The Aitkin County limits are as follows:

- Single Daily Purchase Limit - \$999.99 and no greater than the Aitkin County Board approved capital asset amount of \$1,000.00
- Thirty Day Limit - \$5,000.00

Department Heads may establish lower limits for their cardholders.

Occasionally, a unique situation may require a purchase exceeding the cardholders' limits. These purchases will not be allowed on the Department's credit card; however they will be considered capital asset purchases and require the formal approval of the County Board.

Use of Credit Card

1. The credit card shall be used for County business purchases only.
2. The credit card has a broad range of acceptance by retailers, service stations, and travel services.
3. Cardholder responsibility - The credit card is issued in the name of a specific cardholder with their name embossed on the card. No other person is authorized to use the card.
4. Conditions for use - Use of the card shall be under the following conditions:
 - The total of a single daily purchase may be comprised of multiple items and cannot exceed \$999.99 and no greater than the Aitkin County Board approved capital asset amount of \$1,000.00.
 - Purchase authorization will be denied if the single daily purchase limit is exceeded.
 - Purchases over the counter - all items purchased over the counter must be immediately available and cannot be backordered.

- Telephone Orders - all items purchased by telephone must be carefully monitored to be sure of prompt delivery prior to payment.
5. Clearly instruct the vendor to include the following delivery information:
 - Cardholder name
 - Department
 - Building name and room number
 - Street Address
 - City
 - State
 - Nine-Digit Zip Code
 6. A telephone log should be used to document or record telephone credit card orders. The log should be held until the monthly billing statement is received and reconciled. The log should then be included with the billing statement and forwarded to accounts payable.
 7. It is the cardholder's responsibility to notify the merchant if items appear on the statement, but shipment has not been received.

Documentation, Reconciliation, and Payment Procedures

1. Documentation must be retained as proof of purchase whenever using the credit card.
2. For purchases over the counter, the cardholder must obtain a customer copy of the charge slip, reconcile the monthly statement, and submit it to Accounts Payable with the monthly statement. These documents will be used to verify purchases shown on the cardholder's monthly statement.
3. If, for some reason, the cardholder is missing documentation of the transaction, they must attach an explanation that includes a description of the item, date of purchase, merchant's name, and the reason for missing documentation.
4. The telephone log, customer copies of charge slips, and monthly statement will be reconciled by the department and forwarded to the Auditor's office for payment within seven (7) working days or within the terms and conditions of the vendor.
5. The department head must review all documentation and ensure that all purchases are valid and appropriate prior to approving the claims for payment.

Requests for Credit Cards

1. The department head/manager and County Administrator must approve credit cards.
2. All requests for a credit card will be done by submitting a Request for Credit Card form (Attachment 8B).
3. The form will be processed by Central Services with the credit card provider.

4. Upon issuance of the credit card, the cardholder will personally sign for their credit card.
5. The Central Services Department will distribute the credit card and add to the cardholder's personnel inventory list.

Inventory of Credit Cards

On an annual basis the County Auditor will conduct a physical inventory of credit cards and provide a report to the County Board.

Lost/Stolen Credit Cards

Contact information of the credit card issuer will be provided to the cardholder. Should any employee lose or have their credit card stolen, it is their responsibility to immediately notify, within 24 hours, the credit card issuer and the Central Services Department.

Disputes Regarding Credit Cards

In case of a dispute with a vendor, the cardholder must complete, within five working days, a Cardholder Statement of Questioned/Disputed Item form (Attachment 8C).

Attachment 8B

REQUEST FOR CREDIT CARD

TO: Central Services
FROM: (Department/Agency)
RE: Request for Credit Card

The following employee is authorized to be issued an Aitkin County Credit Card for the department/service code indicated.

Full Name (print): _____

Sample Signature: _____

Title: _____

Department: _____

Service Code: _____

Single Purchase Limit (not to exceed \$999.99): \$50.00 \$100.00 \$250.00
 \$500.00 \$999.99

30-Day Limit (not to exceed \$5,000.00): \$250 \$500 \$750
 \$1000 \$2500 \$5000

Restrictions (other restrictions not in Aitkin County policy and procedures):

- | | |
|---|---|
| <input type="checkbox"/> Gas/oil/Roadside service | <input type="checkbox"/> Departmental Supplies |
| <input type="checkbox"/> Hotel/Motel/Meals | <input type="checkbox"/> Travel: Reservations – Airline/Hotel |

Signature of Department Head/Manager

Date

County Administrator

Date

Attachment 8C

CARDHOLDER STATEMENT OF QUESTIONED/DISPUTED ITEM

TO: Central Services
THROUGH: (Approving Department Head or Manager)
FROM: (Cardholder)
RE: Questioned Item on Credit Card Statement

The following item(s) listed on Statement of Account is disputed.

Date of Statement of Account:

Item(s) Disputed:

Reason: (Provide information as to why item(s) does not meet your requirements. Indicate actions requested of merchant, reasons merchant refused to correct dispute, and any other information that is available to assist Central Services to negotiate dispute.)

Action Requested: - Return item and obtain credit
- Exchange for same item
- Exchange for different model, brand, etc. with applicable deduction/increase in cost. (This action will require prior approval from cardholder if cost increase is required.)

Other comments:

Signature of Cardholder

Date

Signature of Department Head/Manager

Date

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-5-14

Via: Patrick Wussow, County Administrator

From: Ross Wagner, Economic Development & Forest Industry Coordinator

Title of Item:

Resolution for Central MN Housing Partnership, Rental Rehab Loan Program

Requested Meeting Date: 2-11-14 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.

Aitkin County Economic Development & Forest Industry Coordinator

Aitkin County Courthouse

Ross Wagner

217 Second Street N.W.

Aitkin, MN 56431

Phone: 218/927-7305

Fax: 218/927-7374

TO: Aitkin County Board of Commissioners, and Aitkin County Administrator

FROM: Ross Wagner, Economic Development & Forest Industry Coordinator

DATE: February 5, 2014

SUBJECT: Resolution for Central Minnesota Housing Partnership, Rental Rehab Loan Program

In November 2011, the Central Minnesota Housing Partnership (CMHP) received approval from the Aitkin County Board of Commissioners to administer the Rental Rehabilitation Deferred Loan Program (RRDL) in Aitkin County (original resolution attached). The Minnesota Housing Finance Agency created the pilot program and funded it for a period of two years. The state legislature has now approved an allocation to fund the program for an additional two years. As a quick refresher, the RRDL program provides 0%, deferred loans to owners of affordable rental properties to be used to complete needed repairs to their property.

At this time, all participating RRDL administrators are being required by the Minnesota Housing Finance Agency to receive renewed approval from the board of commissioners of each county they would like to continue to offer the program in. As an experienced administrator, CMHP is requesting the Aitkin County Board of Commissioners to provide this renewal approval through the attached resolution. This will allow CMHP to continue to provide Rental Rehabilitation Deferred Loan funding in Aitkin County.

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

ADOPTED February 11, 2014

By Commissioner: xx

021114-0xx

Central Minnesota Housing Partnership

WHEREAS, Aitkin County has made significant progress in meeting the need for housing rehabilitation in the cities and rural areas of the county, and

WHEREAS, an unmet need remains for the repair and rehabilitation of rental housing units, and

WHEREAS, the Rental Rehabilitation Deferred Loan program sponsored by Minnesota Housing (MHFA) may provide a means for rehabilitating rental housing units in Aitkin County.

NOW THEREFORE BE IT RESOLVED, that the Central Minnesota Housing Partnership is hereby authorized to submit an "Application for Administrative Authority" to MHFA for participation in the Rental Rehabilitation Deferred Loan program, and the Central Minnesota Housing Partnership is designated as the administrative body for implementing this program in Aitkin County.

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 11th day of February 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 11th day of February A.D., 2014

KIRK PEYSAR, County Auditor

BY _____, Deputy

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-14

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Equipment Purchase

Requested Meeting Date: 2-11-14 Estimated Presentation Time: Consent Agenda

Presenter: NA

Type of Action Requested (check all that apply)

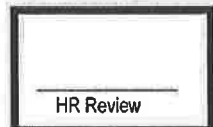
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- 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: 6600

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution (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:

Equipment Purchase

Summary:

\$18,000 is budgeted in the 2014 Capital Equipment and Facilities Budget to replace an existing trailer, Unit #31. Minnesota State Contract Release T-603(5) was used to compare pricing for three-axle deck-over type trailers for Felling, Towmaster, and Trail King models with a minimum load capacity of 45,000 pounds.

From the enclosed bid comparison sheet, the Felling FT 45 is the lowest cost trailer at a total cost of \$20,585. The other two models are not available with a 45,000 pound capacity, therefore the 50,000 pound capacity trailers were used for comparison.

Based on the pricing, authorization is requested to purchase the Felling FT 45 trailer from Felling Trailers, Inc. of Sauk Centre, Minnesota for a price of \$20,585. Although this purchase is approximately \$2,600 over the budgeted amount, approximately \$3,000 to \$4,000 of revenue is expected from sale of the existing trailer.

Deck -over trailer price comparisons.

Vendor	Felling Trailer Sauk Centre, MN	Towmaster Litchfield, MN	Ziegler, Inc Bloomington, MN
	Felling FT 45	Towmaster T50	Trail King TK 50
Base Price	\$19,093.00	\$21,237.25	\$29,793.60
Capacity #	45,000 lbs.	50,000 lbs.	50,000 lbs
Deck length	24 feet	24 feet	25 feet
Deck width	104 inches	104 inches	104 inches
Beavertail	5 feet	5 feet	5 feet
# of axles	3	3	3
Tire size	215/75R 17.5	215/75R 17.5	215/75R 17.5
Deck mat'l	Wood	Wood	Wood
Options:			
Air brake	\$583.00	Stan.	Stan.
Dual jacks	\$356.00	\$395.00	N/A
wired to county	\$0	Stan.	Stan.
Spare tire	\$553.00	\$525.00	\$410.00
Total	\$20,585.00	\$22,157.25	\$30,203.60

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-14

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Authorize Sale of Surplus Equipment

Requested Meeting Date: 2-11-14 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
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- Request by member of the public to be heard
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- Adopt Ordinance Revision
- 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)

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- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: January 7, 2014

Consent Agenda Item:

Authorize Sale of Surplus Equipment

Summary:

Authorization is requested to sell the following equipment through an online auction service.

1. V-Plow for recently traded Cat 140 Motor Grader
2. Unit #31, trailer (or other fleet trailer if in worse condition), if previous trailer purchase is authorized

AITKIN COUNTY BOARD – WORKSHOP

February 5, 2014

The Aitkin County Board of Commissioners met this 5th day of February, 2014 at 2:06 p.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham. Roxy Traxler, Scott Turner, Jim Ratz, Steve Bennett, Diane Lafferty, Lori Grams, Terry Neff, Kirk Peysar, Mark Jacobs, and Ross Wagner were also present.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the February 5, 2014 agenda.

Roxy Traxler, Mille Lacs County Administrator, introduced herself to the County Board and to the Department Heads. Roxy will be the Interim Aitkin County Administrator while Aitkin County looks for a permanent Administrator.

Dave Unmacht, Vice President Springsted Incorporated and the Board held a telephone conference to begin the process of hiring a new County Administrator.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to adjourn the meeting at 3:27 p.m.

CALL TO ORDER

**APPROVE
AGENDA**

**INTERIM
ADMINISTRATOR**

**SPRINGSTED .
TELEPHONE
CONFERENCE**

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Roxy Traxler, Interim County Administrator

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

CARE Update

Requested Meeting Date: 2-11-14 Estimated Presentation Time: 25 min.

Presenter: Beth Leaf, Executive Director and Marilyn Ocepek, AEOA

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

From: Beth Leaf [<mailto:aitkincountycare@gmail.com>]
Sent: Friday, December 27, 2013 12:30 PM
To: patrick.wussow@co.aitkin.mn.us
Subject: CARE Information for County Board Meeting

Patrick:

Aitkin County CARE, Inc. would appreciate the opportunity to provide an update to the Commissioner's at an upcoming board meeting.

The topics covered would include:

- Status of CARE Initiatives through YE 2013
- Future service initiatives for 2014/2015
- Flood recovery wrap up

If possible, we would like 15 minutes on the agenda on February 11th or alternatively on January 28th.

Marilyn Ocepek, service provider with AEOA has also indicated an interest in providing more detailed information on the Meals on Wheels program. This would require an additional 10 minutes of time.

Thank you for your consideration of this request.

Best Regards,

Beth Leaf

Aitkin County CARE, Inc.
218-927-1383
877-810-7776 (toll free)
PO Box 212, Aitkin, MN 56431

Our Mission: To enhance and promote the independence, dignity, value, and well-being of older and disabled adults and those who care for them.



2013 Annual Report



Mission: To enhance and promote the independence, dignity, value and well-being of older and disabled adults and those who care for them.

Vision: To be the leader in providing innovative and quality services to older and disabled adults.

2013 Accomplishments & Impact

Providing Quality Senior Services

- Served 620 families during the year through 11 different programs; 41% increase over 2012
- Implemented chore, transportation and care consulting programs in 2012; funding through 2014 secured
- Implemented evidence-based programs: Matter of Balance and Powerful Tools for Caregivers
- Received the Charities Review Council "Seal of Approval"

Strengthening Caregiver Programs

- Provided 2623 hours of respite for 28 families; hospice respite program added.
- Provided an additional 21 caregivers and 24 individuals with care consulting services.
- Memory loss support group member participation grew 18% in Aitkin and McGregor; additional group in Aitkin for 2014
- Secured Class 245D licensure from the State of Minnesota; updated training and policies

Enhancing Community Collaboration

- Coordinated volunteer activities for flood relief efforts and participated in the Regional Long Term Recovery Committee
- Hosted "Bridges Out of Poverty" with Jodi Pfarr (100+ attendees)
- Paired 80 "Grand-Friends" with elementary students from McGregor and Aitkin

Board of Directors:

Ihleen Williams, President
William Pavlik, Vice President
Renee Larson, Treasurer
JoLynn Kullhem, Secretary
Dan Turner
Val Thompson
Laurie Westerlund
Sandi Reem

Staff Members:

Beth Leaf, Executive Director
Betty Jacobs, Program Coordinator
Tricia Martin, CARE Consultant
Callie Taylor, CARE Consultant
Respite Staff & Nursing Oversight
(7 part-time)

"CARE is committed to helping our seniors; providing high quality programs and caring, compassionate services..."

Ihleen Williams
Board Chair





How the Books Look...

Since obtaining its 501c3, CARE has developed a more diversified set of funding sources and increased community support. As programs experience growth and priorities are refined, the underlying fiscal health of the organization remains strong.

Financial Position 2013 *

Current Assets	
Cash	22,950
Money Market	25,005
Receivables	<u>2,603</u>
Total Assets	50,558

Current Liabilities & Equity	
Current Liabilities	405
Temp. Restricted Net Assets	1,500
Equity	37,485
Net Income	<u>11,168</u>
Total Equity & Liabilities	50,558

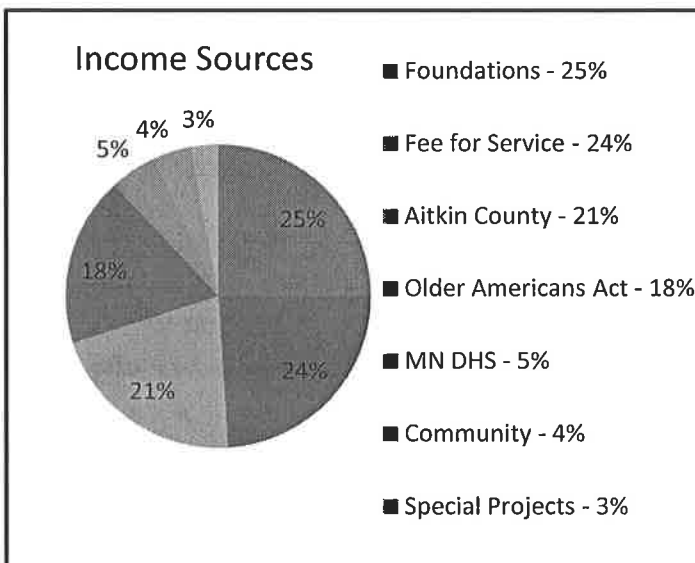
Statement of Income & Expense *

Support & Revenue	
Contributions, Gifts & Grants	147,272
Program Service Revenue	49,685
Fiscal Agent	3,500
Flood Relief	<u>2,105</u>
Total Support & Revenue	202,562

Expenses	
Program	(Est. 88%)
General Management	(Est. 7%)
Fundraising	(Est. 5%)
Total Expenses	191,394

Net Assets	
Beginning of Year	38,984
End of Year	<u>50,152</u>
Change in Net Assets	11,168

*Financial reporting and functional expense breakdown to be finalized with IRS 990EZ filing





Programs Offered:

- **NAPS** – A free food distribution program for income eligible seniors
- **Meals on Wheels**
 - Hot meals are delivered within the city of Aitkin
 - Frozen meal delivery throughout Aitkin County
- **Care for the Caregiver** – Trained respite workers provide in home respite services for caregivers
- **Memory Loss Support** – Monthly support groups are held for caregivers dealing with memory loss
- **Care Consulting** – Individualized care plans are developed for individuals and families needing assistance
- **ANGEL CARE** – Referral and assistance with light housekeeping, minor home maintenance and seasonal chores and transportation
- **Newspaper on Tape** – The Aitkin Independent Age is available on audio tape for people with visual disabilities
- **RSVP Bone Builders** – Trained volunteers lead exercise classes designed to help seniors build healthy bones and reduce the risk of falling
- **Care Education** – Evidence based educational programs designed to promote healthy living are provided to seniors
- **Grand-Friends** – Senior citizens provide a pen-pal relationship with an elementary student

Program & Funding Partners:

- Aitkin County
- ANGELS of McGregor
- ARDC Arrowhead Area Agency on Aging as a part of the Title III Older Americans Act
- Arrowhead Economic Opportunity Agency
- Lutheran Social Services
- Minnesota Department of Human Services
- Retired Senior Volunteer Program
- USDA Commodity Supplemental Food Program
- Local Business and Community Groups
- Otto Bremer Foundation
- Mille Lacs Energy Cooperative
- Northland Foundation
- Riverwood Foundation
- Faith and Community; Aitkin Lions, Bethesda Lutheran Church, Tamarack Snow Flyers, United Methodist Church, CARE Board & Staff and Individual Community Members

Thank you!





Looking Ahead to 2014...

☛ “Smart Growth”

- Strategic growth of existing programs; serving more clients with minimal overhead and infrastructure costs
- Survey client needs to identify service gaps and target additional collaborative opportunities; expanding services only where needs assessment dictate

☛ Program Excellence

- Focus on customer experience and well-being
- Value and reward volunteers
- Ensure compliance with 245D licensure & program policies
- Create efficiencies through technology
 - ✓ Case management system
 - ✓ Secure messaging

Client Feedback:

“CARE offers many services, all under one umbrella, which makes it much easier than when I was searching...Our community is so fortunate to have this organization...I am grateful.”



503 Minnesota Ave. North
P. O. Box 212
Aitkin, MN 56431
218.927.1383/877.810.7776
aitkincountycare@gmail.com
www.aitkincountycare.com





CARE

COORDINATING AREA RESOURCES EFFECTIVELY

Flood Recovery Summary:

- ✿ Partnered with local community groups and outside relief agencies for volunteer services and flood recovery efforts
- ✿ Acted as the liaison for the Regional Flood Recovery Committee (LTRC)
- ✿ Provided fiscal agency support for flood recovery funds donated from community groups and individuals
- ✿ Provided ongoing case management support for local recovery efforts
- ✿ Supported Camp Noah held at First Lutheran Church
- ✿ Coordinated recovery forums in McGregor and Aitkin designed to connect community members with support organizations
- ✿ Continuing to provide support for mental health grant provided through MN DHS

Statistics:

- ✿ 118 families received assistance from local funds (CARE)
 - 83 families received initial recovery assistance with sandbagging, muck out and clean up
 - 53 families received ongoing assistance and/or reconstruction
- ✿ 67 families received assistance from regional funds (LSS)
- ✿ 9 Quickstart Loans were granted in Aitkin - \$205,380
- ✿ Total assistance provided regionally - \$37M



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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Continued Support of SFIA

Requested Meeting Date: 2-11-14 Estimated Presentation Time: _____

Presenter: Steve Hughes, Aitkin County SWCD Manager

Type of Action Requested (check all that apply)

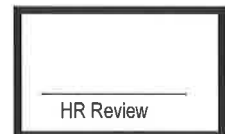
- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
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AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Sue Bingham, Administrative Assistant

RE: Continued Support of SFIA

DATE: February 4, 2014

Steve Hughes, Aitkin County SWCD Manager is requesting County Board approval for the attached resolution offering continued support of SFIA. Steve also included an SFIA Talking Points handout for your review, and will be here to answer any questions you may have.

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

ADOPTED February 11, 2014

By Commissioner: xx

021114-0xx

Continued Support of SFIA

WHEREAS, healthy forests benefit wildlife, air quality, water quality, tourism, and jobs; and

WHEREAS, forest management is best performed on parcels that are 20 acres in size or larger; and

WHEREAS, the Sustainable Forest Incentive Act (SFIA) offers a small monetary incentive for landowners to follow their Forest Stewardship Plans and retain their forested property; and

WHEREAS, Local SWCD's could be contracted to annually ensure compliance with SFIA covenants.

THEREFORE, BE IT RESOLVED, that the MASWCD lobby for and support the continuation of SFIA by the State of MN.

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 11th day of February 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 11th day of February A.D., 2014

KIRK PEYSAR, County Auditor

BY _____, Deputy

SFIA Talking Points

- The SFIA program was designed to help alleviate the burden of property taxes for forest landowners who have a current Forest Stewardship Plan and are following it, are not delinquent in their taxes, and agree not to subdivide or develop their property. It is essentially a conservation easement at a very reasonable price to the state.
 - People are not getting rich off the SFIA program. Albeit far from scientific, a random search of 10 forest landowners in Aitkin County revealed an average property tax of \$8.42 per acre, less than the \$7.00 per acre the SFIA program pays.
 - The SFIA program encourages the retention of larger blocks of contiguous forestland. Fact – larger blocks of forests are easier to manage, cheaper to manage, and provide habitat needs for many species of wildlife listed as rare, threatened, and/or endangered. Migratory songbirds are an example of this.
 - SFIA, because it requires a Forest Stewardship Plan, promotes sustainable forest management. Fact – studies have shown that sustainable forest management is one of the best ways to protect water quality. Many of these forested watersheds are not yet impaired – “An ounce of prevention...”
 - Sustainable forestry also provides better habitat for wildlife, which is important for tourism and the lake-recreation-forest economy we have in northern Minnesota.
 - Violations to the covenant have been rare. The intent and integrity of the program are intact and should continue to be.
-
- It is true some people sign up for a Forest Stewardship Plan simply to become eligible for the SFIA program. However, having a plan developed for your property is not free and can cost the landowner up to \$10 per acre. Landowners with “skin in the game” are more likely to follow the recommendations in their plan. Plans also need to be updated every ten years, which is another expense the landowner must bare.
 - If needed, Soil and Water Conservation Districts can be contracted to monitor landowner compliance. Work like this is currently being done by SWCDs for Reinvest in Minnesota (RIM) easements.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-14

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: 2012 Local Road and Bridge Disaster Relief Grant Agreement

Requested Meeting Date: 2-11-14 Estimated Presentation Time: 10 minutes

Presenter: John Welle

Type of Action Requested (check all that apply)

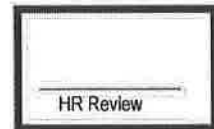
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- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute
- Approve under Routine 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: 5848
- Expenditure line account # for this item is: 6600

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
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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:

2012 Local Road and Bridge Disaster Relief Grant Agreement

Summary:

As a result of 2012 flood damage, Aitkin County received \$284,126.37 of Federal Highway Emergency Relief funds for damage on various major collector routes in Aitkin County, which represented 80% of the repair cost. The remaining 20% of the repair cost, or \$71,031.59, and \$16,207.20 of engineering costs for these repairs, totaling \$87,238.79, will be paid from state disaster bonds through the above referenced agreement. The following resolution is needed to execute this agreement.

Resolution:

**For Agreement to State Transportation Fund
Local Road and Bridge Disaster Relief (LRBDR), Account 267
SP 001-601-019, SP 001-603-013, SP 001-603-015, SP 001-604-011, SP 001-606-016,
SP 001-606-018, SP 001-612-015, SP 001-612-017, SP 001-614-013, SP 001-622-008
Grant Terms and Conditions**

WHEREAS, The County of Aitkin has applied to the Commissioner of Transportation for a Grant from the Minnesota State Transportation Fund for construction of the following projects: SP 001-601-019, SP 001-603-013, SP 001-603-015, SP 001-604-011, SP 001-606-016, SP 001-606-018, SP 001-612-015, SP 001-612-017, SP 001-614-013, SP 001-622-008.

WHEREAS, the Commissioner of Transportation has given notice that funding for this local road and bridge disaster projects are available; and

WHEREAS, The amount of the Grant has been determined to be \$87,238.79,

NOW, THEREFORE BE IT RESOLVED, That the County of Aitkin does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.52 and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the road project, but not required

NOW, THEREFORE BE IT RESOLVED, That the Aitkin County Engineer is authorized to execute the Agreement and any amendments to the Agreement.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-14

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: National Association of County Engineers (NACE) Conference attendance

Requested Meeting Date: 2-11-14 Estimated Presentation Time: 10 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: 5001, 5852
- Expenditure line account # for this item is: 6241, 6296

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

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



Supporting Attachment(s)

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- 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:

National Association of County Engineers (NACE) Conference attendance

Summary:

This year, the NACE conference is being held in Baton Rouge, Louisiana from April 12th through April 17th. As the current Vice President of the Minnesota County Engineers Association, I am involved in a number of events at this conference and therefore request authorization to attend this out-of-state event at a cost of \$575 for conference registration, \$645 plus taxes and fees for lodging, and approximately \$600 for airfare and/or car rental.

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



To: Chairperson, Aitkin County Board of Commissioners Date: February 4, 2014

Via: Patrick Wussow, County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

Public hearing/Adoption of Assembly Ordinance changes

Requested Meeting Date: Feb 11th Estimated Presentation Time: _____

Presenter: Kirk Peysar

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



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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
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) memo

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

Kirk Peysar
Aitkin County Auditor
Aitkin County Courthouse
209 2nd Street NW – Room 202
Aitkin, MN 56431
Phone: (218) 927-7354
Email: kpeysar@co.aitkin.mn.us

Date: February 4, 2014

To: Aitkin County Board of Commissioners

From: Kirk Peysar, County Auditor

Re: Public Hearing for Assembly Ordinance changes (M.S. 375.40)

Attached is the draft amended Assembly Ordinance as presented by the Ordinance Committee to be presented at Tuesday's public hearing.

If there are no further concerns with the changes or other changes, I request the Board consider adoption the same day.

If you have any questions prior to Tuesday's meeting, please give me a call.

Thank you.

AITKIN COUNTY ASSEMBLY ORDINANCE
_____, 2014

WHEREAS, the assembly within unincorporated areas of Aitkin County of large number of people for extended periods of time creates special problems in maintaining order, the enforcement of law, and the protection of public health, safety and welfare;

WHEREAS, these problems place extraordinary burdens upon the health, fire, police, transportation, and utility services provided in the ordinary and usual course of events, and upon the citizens and taxpayers of Aitkin County;

WHEREAS, it is accordingly necessary that provisions be made for the regulation, control and planning of such assemblies; and

WHEREAS, pursuant to the authority vested in it by Minnesota Statutes section 375.40, the Aitkin County Board of Commissioners desires to license and regulate the assemblage of large numbers of persons not held within the incorporated limits of a city;

NOW, THEREFORE, the County Board of Aitkin County, Minnesota, hereby ordains:

1. No person or persons, partnership, company, association, society, group, firm or corporation shall conduct, permit, maintain, operate, promote, organize, manage, or advertise, nor sell or give tickets of admission to, a show, exhibition or assembly of any nature (hereinafter called assembly) for which it is planned or may reasonable be expected that 300 or more persons attending the assembly may remain, or may be permitted to remain, upon the site, lot, field, lake, or tract of land (hereinafter called premises) upon which the exhibition, show, or assembly is conducted for more than eight consecutive hours excluding events permitted by the Sheriff pursuant to Minnesota Statute section 86B.121, unless specifically excepted by this Ordinance.
2. The applicant for license shall make application in writing, or, if a corporation, or any other formally and legally established entity, is the applicant, by its president, chief executive officer, or secretary, filed with the County Auditor not less than thirty (30) days prior to the proposed beginning date of the assembly and shall set forth (see Appendix A for the plan guidance form):
 - (a) The full name, age, residence, and mailing address of the applicant, or names and addresses of all the partners if applicant is a partnership, or the names and addresses of the officers and all persons owning more than ten percent (10%) of the stock of the corporation if the applicant is a corporation.
 - (b) A legal description of the premises upon which it is proposed to conduct the assembly, with the names and addresses of all persons owning an interest in the premises, stating the nature of the interest.
 - (c) The nature and purpose of the assembly, the proposed beginning date and the period during which the assembly will be conducted, and a detailed statement of the manner in which it will be conducted.
 - (d) The maximum number of persons which the applicant will permit to assemble on the premises at any time during the assembly, which number shall be stated as a condition of any license which may be issued.

(e) The plans of the applicant to limit and control admission to the premises to the maximum number of persons stated in the license and for controlling and parking vehicles of persons assembling on the premises.

(f) Description of existing facilities, and plans for proposed construction and alteration of, sewage, garbage and waste disposal systems, toilets, urinals, sinks, wash basins, drains; the source of water supply and plans for water distribution on the premises and methods of fire protection to be used during such assembly.

(g) The proposed method of lighting the structures and premises during the assembly.

(h) The number, location, and power of amplifiers and speakers, and the plans for sound control during the assembly, if applicable. No event shall utilize amplified sound between the hours of 1:00 AM and 8:00 AM. No event shall utilize fireworks between the hours of 12:01 AM and 8:00 AM.

(i) Plans for maintenance of security and order on the premises, including the proposed number, deployment, and hours of availability of security guards upon the premises prior to, during, and immediately after the close of the assembly. The plan must be approved by the Aitkin County Sheriff and or designee. (see Appendix A, item #8 for guidance).

(j) Plans for the preparation and distribution of food and refreshments upon the premises.

(k) Plans for medical services, including buildings therefore, the names and hours of availability of physicians and nurses, and provisions for ambulance and other emergency services (see Appendix A, item 9 for guidance).

3. The application shall be accompanied by a license fee in the amount of \$500.00, together with bond in the penal sum of \$25,000.00 with sureties to be approved by the County of Aitkin conditioned that the licensee:

(a) carries out all of the plans and keeps and performs all of the conditions of the application and license,

(b) maintain order on the premises,

(c) leave the premises in neat and respectable condition,

(d) indemnify and hold harmless the County of Aitkin, its officers, agents, and employees, from any liability or causes of action arising in any way from the conduct of the assembly, evidenced by a certificate of insurance in the minimum amounts of municipal tort limits and a named additional insured.

(e) the bond shall provide that any person damaged by the breach of any condition of the bond may maintain an action within ninety (90) days after the event concludes in his own name to recover his damage, after first giving written notice to the County of Aitkin, or the County of Aitkin may maintain an action in its own name for the benefit of the persons damaged. In the event that approval of the application shall be denied by the County Board of Commissioners, the fee shall be returned.

(f) if no action has been filed, the bond shall be released ninety (90) days after the event concludes.

4. Within ten days of filing of application, the county shall consider the application:

(a) If the application is denied the County shall inform the applicant in writing of the reasons for denying the applications; if the objection can be corrected or cured, the applicant may amend the application and resubmit it for approval.

(b) If the application is approved, the applicant shall be given an approval

report which shall permit the applicant to proceed according to the plans stated in the application, provided, however, that such approval shall not relieve the applicant from compliance with all applicable statutes, ordinances, and regulations.

(c) Plans and written statements submitted in an approved application shall be deemed a condition of the approval report and of any license issued pursuant thereto, whether or not stated in the report or license.

5. Not less than ten days prior to the start of the assembly the applicant shall file with the County Auditor the following:
 - (a) A report showing completion of all requirements necessary to comply with the application for license, or in the event that such remain incomplete, evidence satisfactory to the County that completion will be had prior to the scheduled commencement of the assembly. Upon receipt of such report and after making such investigation and inspection of the premises as it may deem proper, and finding that all plans and requirement stated in the application have been or will be complied with, the County shall issue a license. The license shall at all times permit law enforcement officers and agents and officers of the County to enter upon the premises upon which the assembly is to be, or is being, conducted.
6. No licensee shall sell tickets to, nor permit to assemble, more than the number of persons stated in the license.
7. The license may be revoked at any time if any of the conditions of the approval report or license are not performed or complied with, or cease to be performed or complied with. The County shall forthwith upon revocation serve upon the licensee notice they have failed to comply with the license; upon satisfactory proof of compliance, the County Board, may, in its discretion, reinstate said license.
8. If the license shall be denied or revoked, the applicant and all persons under the applicant's direction and control shall forthwith cease and desist from all acts for the promotion, advertisement, organization, and operation of the assembly, and shall do all things necessary to advise persons who may intend to assemble of the refusal or revocation of license, and shall do all things necessary to disperse persons who may have assembled upon the premises.
9. In considering applications for license, the county board shall consider the character of the applicant, the nature of the assembly, the place thereof, the length of time during which it is to be conducted, and the adequacy of facilities for the protection of the public peace, health, safety, and welfare to be provided on the premises and in the area of the assembly, and plans to secure compliance with the conditions of the license.
10. This ordinance shall not require a license for assembly at an established and permanent stadium, auditorium, arena, Aitkin County licensed food, beverage and lodging facility, or place of worship where the reasonably anticipated assembly does not exceed the maximum seating capacity of the structure by more than 250 persons. The County Board of Commissioners may waive any of the requirements of subdivision 3 of this ordinance for applications from a Town proposing to conduct a community festival.
11. Any person, partnership, company, society, group, firm, corporation or association, and any entity's individual officers, partners, or members, violating or failing to comply

with the provisions of this Ordinance shall be guilty of a misdemeanor for each and every violation, and for each and every day a violation is permitted to exist, it shall be deemed a separate offense. The County Attorney may institute in the name of the county any appropriate actions or proceedings for the enforcement of this ordinance and the conditions of licenses issued pursuant to it. The promotion, conduct, operation or maintenance of an assembly in violation of this ordinance or any license issued pursuant to it is hereby declared a public nuisance.

12. If any section or part of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions hereof.
13. This ordinance shall become effective upon its adoption and publication according to law.

Adopted this _____ day of _____ by the County Board of Commissioners, County of Aitkin, Minnesota

Chairperson of the Board _____

Attest: _____

Kirk Peysar
Aitkin County Auditor

Approved as to Form: _____

James Ratz
Aitkin County Attorney

Effective Date: _____

APPENDIX A

AITKIN COUNTY SUPPLEMENTAL ASSEMBLY GUIDANCE FORM

This form is to assist the applicant in completing the application. The following guidelines will be used by County Staff in reviewing the application to ensure the assembly is protecting the public health, safety and general welfare, and meeting minimum county standards.

1. General liability insurance, naming Aitkin County as an additional insured under the policy, covering any injury or damage caused by or resulting from the conducting of the assembly licensed under this ordinance, in the minimum amount of five hundred thousand dollars (\$500,000.00) for injuries to, damages to and/or death of any one person and one million five hundred thousand dollars (\$1,500,000.00) for total injuries and/or damages arising from any one occurrence. The Board has the authority to require higher liability limits (including the MCIT recommended general aggregate liability insurance minimum of \$3,000,000.00) or waive the insurance requirements.
2. The plan for portable water must meet all federal state and local requirements for sanitary quality, sufficient to provide drinking water for the maximum number of people to be assembled at the rate of at least one gallon per person per day.
3. The sewage plan must describe the existing onsite facilities (septic systems, latrines, toilets, urinals, sinks, etc.). Separate enclosed toilets for males and females at a minimum ratio of 2 per 100 people. Toilets are to be conveniently located throughout the grounds. Indicate who will be providing and maintaining the toilets.
4. The plan for solid waste disposal must be sufficient to dispose of the solid waste at the rate of at least 2.5 lbs. of solid waste per person per day, which is equivalent to 1 cubic yard per 140 people per day. Indicate locations of containers and method of collecting each day.
5. The plan for food preparation and distribution must list the names of the food vendors along with their telephone number. All food vendors must obtain a license from the Aitkin County Environmental Services Department unless already licensed by the Minnesota Department of Health.
6. The parking plan must have sufficient onsite parking for the maximum number of persons licensed to assemble at a minimum rate of 1 parking space per 5 people.
7. The plan to limit and control admission must show the location and describe the barrier or fence that will be used, which must be sufficient in height and strength to prevent people in excess of the maximum number from gaining access to the assembly.
8. The plan for security must be approved by the Aitkin County Sheriff or designee. This may include having the appropriate security staffing levels for the anticipated attendance and/or paying for extra law enforcement services due to the increased calls for service.
9. The plan for medical services shall be, at a minimum, the following:

100 to 499 persons	1 licensed practical nurse (LPN) and, 1 properly equipped on-call ambulance
500 to 4999	1 registered nurse (RN), and 1 properly equipped on-call ambulance
*5000 or more	1 physician, 1 RN, 1 properly equipped on-call ambulance

together with an enclosed, covered structure where adequate medical treatment may be rendered, containing separately enclosed treatment rooms for each physician.

*increments of 5,000 persons or fractions thereof above 5000 persons require said personnel for each increment.

c:\ordinance\draftassembly2014

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1/23/2014

Via: Patrick Wussow, County Administrator

From: Lori Grams *4*

Title of Item:

4th Quarter Investment Report

Requested Meeting Date: 2/11/2014 Estimated Presentation Time: 10 minutes

Presenter: Lori Grams, County Treasurer

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)

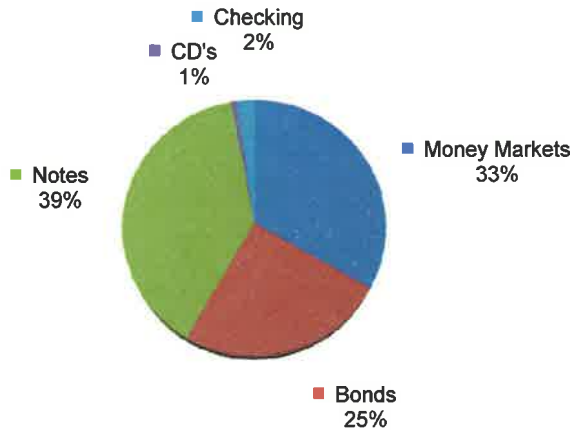
- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- 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

DECEMBER 2013

INVESTMENT PORTFOLIO DIVERSIFICATION

PORTFOLIO

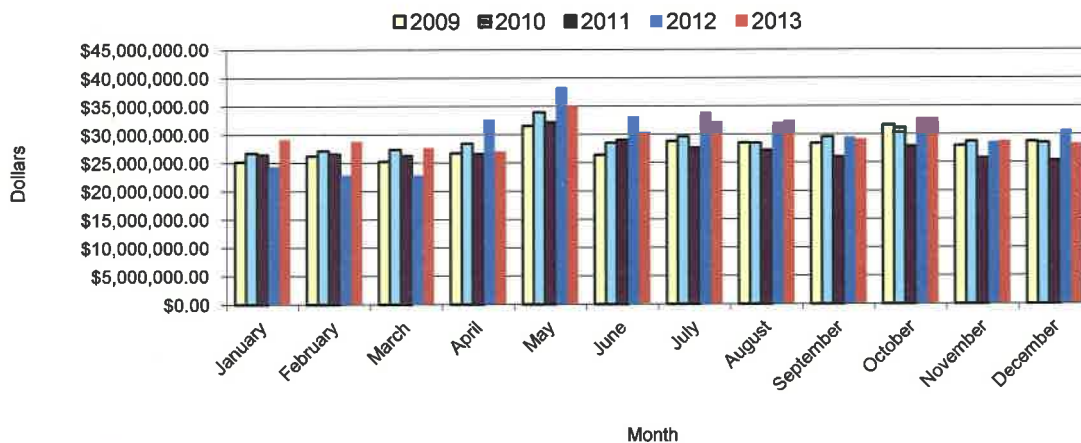
Money Markets	\$9,450,765.06
Bonds	\$7,051,514.14
Notes	\$10,995,876.39
CD's	\$225,000.00
Checking	\$609,285.97
Total	\$28,332,441.56



PORTFOLIO BALANCE

	2009	2010	2011	2012	2013
January	\$25,194,388.78	\$26,731,514.66	\$26,414,041.13	\$24,367,549.40	\$29,088,294.41
February	\$26,188,647.90	\$27,106,213.10	\$26,547,115.00	\$22,873,046.63	\$28,763,352.90
March	\$25,239,433.34	\$27,319,533.28	\$26,288,864.37	\$22,854,934.11	\$27,609,036.85
April	\$26,722,004.25	\$28,410,235.28	\$26,536,253.86	\$32,720,309.44	\$26,982,507.80
May	\$31,535,384.44	\$33,936,657.66	\$32,170,929.96	\$38,314,598.16	\$35,123,488.24
June	\$26,371,848.84	\$28,513,599.15	\$29,058,120.68	\$33,155,604.57	\$30,534,488.26
July	\$28,819,409.17	\$29,590,832.38	\$27,638,077.10	\$33,946,246.47	\$32,269,580.09
August	\$28,541,750.41	\$28,461,956.29	\$27,200,515.06	\$32,141,928.59	\$32,424,958.90
September	\$28,411,312.58	\$29,575,813.54	\$25,975,141.17	\$29,568,924.83	\$29,111,435.84
October	\$31,669,517.19	\$31,220,715.67	\$27,828,872.25	\$32,703,656.18	\$32,689,893.97
November	\$27,959,080.25	\$28,694,285.12	\$25,775,604.86	\$28,619,875.28	\$28,738,753.69
December	\$28,709,618.19	\$28,479,935.82	\$25,325,566.17	\$30,798,195.43	\$28,332,441.56
Average Balance	\$27,946,866.28	\$29,003,441.00	\$27,229,925.13	\$30,172,072.42	\$30,139,019.38

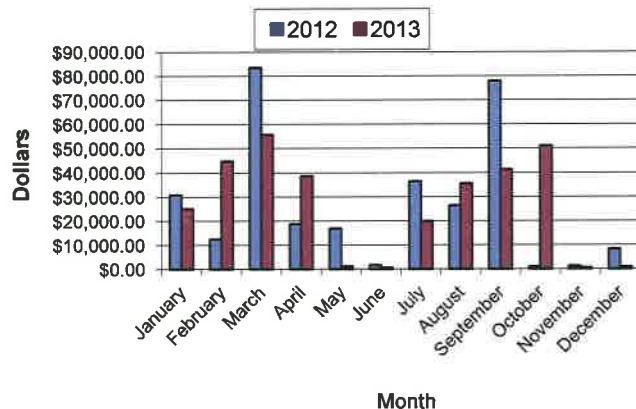
PORTFOLIO BALANCE



INTEREST EARNED

	2012	2013
January	\$30,742.41	\$25,110.50
February	\$12,328.44	\$44,781.58
March	\$83,440.09	\$55,604.94
April	\$18,700.83	\$38,627.26
May	\$16,880.42	\$1,076.56
June	\$1,647.07	\$608.37
July	\$36,317.81	\$19,903.30
August	\$26,478.67	\$35,486.57
September	\$77,830.49	\$41,269.92
October	\$1,028.51	\$50,944.03
November	\$1,255.95	\$565.46
December	\$8,242.37	\$851.93
Total	\$314,893.06	\$314,830.42

INTEREST EARNED



Interest Earned

2011	\$322,490.59
2010	\$530,362.75
2009	\$633,133.99

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2/5/14

Via: Patrick Wussow, County Administrator

From: Ross Wagner, Economic Development & Forest Industry Coordinator

Title of Item: 2014 Tourism and Promotion Budget

Requested Meeting Date: 2/11/14 Estimated Presentation Time: 20 Minutes

Presenter: Ross Wagner

Type of Action Requested (check all that apply)

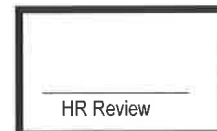
- For info only, no action requested Approve under Routine Business
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position Approve under Consent Agenda
- 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) 2014 Budget & 2013 Actuals

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 Economic Development & Forest Industry Coordinator

Aitkin County Courthouse

Ross Wagner

217 Second Street N.W.

Aitkin, MN 56431

Phone: 218/927-7305

Fax: 218/927-7374

TO: Aitkin County Board of Commissioners

FROM: Ross Wagner, Economic Development & Forest Industry Coordinator



DATE: February 5, 2014

SUBJECT: 2014 Tourism and Promotion Budget

Please find attached the proposed Aitkin County Tourism and Promotions Budget for 2014. The Economic Development Committee has reviewed and discussed the budget and recommends passage as presented. The budget is similar to 2013 and reflects the total amount appropriated of \$12,800.00. Some differences over 2013 include expanding the Tourism Promotion Grants to include an emphasis on Trail Enhancements, assist in the efforts to promote Lake Mille Lacs as “not just for fishing” and a larger emphasis on distributing Aitkin County Trail Maps.

Also attached is the 2013 budget with actual expenditure comparisons.

Aitkin County Tourism and Promotion Fund Budget 2014

Aitkin County has reduced the Aitkin County Tourism Promotion Budget from \$20,000 to \$12,800 and added the stipulation that funds be spent for county wide type promotions that benefit the county as a whole. For event promotions only new events or activities will receive funding.

	<u>2014</u>	<u>2013</u>
Aitkin County Northwood's ATV Trail Total	<u>\$4,300.00</u>	<u>\$5,000.00</u>
<ul style="list-style-type: none"> • Minnesota ATVentures, Explore MN Edition with 50,000 circulation, 6 monthly ads MN Off Road • Outdoor News, 14 1/8 page ads. • Other Advertising, ATV Publications and Websites • Geo Cache Challenge & Misc. 	\$2,000.00 \$1,300.00 \$ 500.00 \$ 500.00	
Total Promotion and Development Grants	<u>\$6,000.00</u>	<u>\$5,000.00</u>
<ul style="list-style-type: none"> • Tourism Promotion & Development Grants • Mille Lacs Tourism Promotions • Trail Enhancement Grants 	\$3,000.00 \$1,000.00 \$2,000.00	
County Wide Promotions	<u>\$1,500.00</u>	<u>\$2,800.00</u>
<ul style="list-style-type: none"> • Discover Rack distribution of Fun Guide • Promote County as a destination • Display Booth at NW Sports Show 	\$ 250.00 \$ 450.00 \$ 800.00	
ATV and Trail Map Distribution	<u>\$1,000.00</u>	
TOTAL BUDGET	<u>\$12,800.00</u>	<u>\$12,800.00</u>

Aitkin County Tourism and Promotion Fund Budget 2013

Aitkin County has reduced the Aitkin County Tourism Promotion Budget from \$20,000 to \$12,800 and added the stipulation that funds be spent for county wide type promotions that benefit the county as a whole. For event promotions only new events or activities will receive funding.

		<u>Actual</u>
Aitkin County Northwood's ATV Trail Total	<u>\$5,000.00</u>	<u>\$6,216.50</u>
<ul style="list-style-type: none"> • Minnesota ATVentures, Explore MN Edition with 50,000 circulation, 6 monthly ads MN Off Road • Outdoor News, 14 1/8 page ads. • Other Advertising, ATV Publications and Websites • Northwood's ATV Trail Workshops (2) • Miscellaneous; Mailings, Web Updates, Geo Cache 	<ul style="list-style-type: none"> \$2,470.00 \$1,320.00 \$500.00 \$500.00 \$210.00 	<ul style="list-style-type: none"> 3,524.75 2,240.00 0 104.00 347.75
Tourism Promotion Grants for New Events, 2 @ \$2,500	<u>\$5,000.00</u>	<u>3,698.84</u>
<ul style="list-style-type: none"> • Applications accepted twice yearly • Activities that bring or keep people in county • Not just advertising a parade or fireworks • No changes to who is eligible • Suggested maximum grant \$1,000, allow more • Committee makes recommendations to Board 		
County Wide Promotions	<u>\$2,800.00</u>	<u>\$2,859.60</u>
<ul style="list-style-type: none"> • Discover Rack distribution of Fun Guide • Promote County as a destination • Display Booth at NW Sports Show 	<ul style="list-style-type: none"> \$750.00 \$1,050.00 \$1,000.00 	<ul style="list-style-type: none"> 540.00 665.00 1,654.60*
TOTAL BUDGET	<u>\$12,800.00</u>	<u>\$12,774.94</u>

*Includes \$447.50 Payment Towards 2014 Show

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-31-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Motor Pool

Requested Meeting Date: 2-11-14 Estimated Presentation Time: _____

Presenter: Bill Thompson, Building Maintenance Supervisor

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Sue Bingham, Administrative Assistant

RE: Motor Pool

DATE: January 31, 2014

In January of 2009 staff presented Motor Pool information to the County Board. At that time the Board felt the information was appropriate to be reviewed annually.

Attached for your review is all of the current information on our Motor Pool vehicles, along with year-end reports from 2011, 2012, and 2013.

During Tuesday's County Board meeting staff will discuss the details and answer any questions you may have.

2013 Motor Pool

Vehicle	Date Acquired	Mileage @ Purchase	2012 Year End Mileage	2013 Year End Mileage	Miles Driven 2013
#1 - 2006 Ford 500	4/7/2009	73,155	158,630	176,408	17,778
#2 - 2009 Chevy Cobalt	4/15/2010	26,616	65,266	77,389	12,123
#4 - 2010 Chevy Impala	11/4/2010	29,062	71,389	95,196	23,807
#30 - 2009 Chevy Impala	4/29/2010	12,176	66,451	87,266	20,815
#33- 1999 Ford Contour	9/17/2003	14,331	103,464	106,514	3,050
#34 - 2006 Ford Focus	10/19/2007	31,055	94,018	102,638	8,620
#35 - 2007 Mercury Sable	10/19/2007	71,381	151,173	157,170	5,997
#36 - 2006 Saturn	10/22/2007	33,940	107,005	113,509	6,504
#41 - 2000 Ford Taurus	7/21/2004	28,776	133,111	139,752	6,641
#60 - 2007 Town & Country	4/20/2010	29,185	50,860	59,011	8,151
#62 - 1999 Dodge Caravan	6/14/2006	34,689	69,860	75,485	5,625
#64 - 2011 Chevy Malibu	12/14/2011	21,286	38,920	54,949	16,029

Motor Pool - Major Expenses - 2013

Car #1, 2006 Ford 500		
Date	Repair	Cost
8/1/13	2 Control Arms w/Ball Joints & alignment	707.08
	Total	707.08

Car #35, 2002 Mercury Sable		
Date	Repair	Cost
3/27/2013	Replace cracked sparkplug	283.66
10/1/2013	Found short in wiring to fuse 29	195.52
	Total	479.18

Car #36, 2006 Saturn		
Date	Repair	Cost
9/27/13	New front brake rotors & pads, clean & adjust rear brakes	262.09
10/2/13	New sparkplugs & fuel filter	184.94
	Total	447.03

Car #60, 2007 Chrysler Town & Country Van		
Date	Repair	Cost
6/5/13	Outer tie rod end, 2 wheel alignment	185.19
	Total	185.19

Total Major Expenses 2,581.87

Vehicles No Longer in Motor Pool

No vehicles were replaced in 2013

Milage driven by department.

Department	Miles		
Assessor	0		
Attorney	0		
Auditor	758		
Administration	4046		
Extension	0		
Highway	297		
Economic Dev	6759		
Land	1006		1.7%
Land - Dan	740		
Land - Tom	616		
LLCC-Admin	6128		
LLCC - Education			
Commissioner	1760		
Maintenance	101		
IT	5		
P&Z/Solid Waste	132		
Recorder	108		
Sheriff/STS	3953		
Treasurer	1		
Veterans Service	2696		
CMCC	11502		
Human Services	94558		70%
Dept not listed	154		
Total	135320		

Departments are billed back for Motor Pool Services.

Custodial time charge back is 5% total Wages & Benefits (See below)

Supervisors time charge back is 5% total Wages & Benefits.

Maintenance costs for vehicles.

Find the total Charge back for the Human Services and Land based on percentage of motor pool use by the department.

	Salary	FICA*	PERA**	Health	Life	total	Motor Pool Share
Custodian #1	48,853.70	\$3,737.31	\$3,541.89	\$7,896.50	\$25.00	64,054.40	\$3,202.72
Custodian #2	35,172.54	\$2,690.70	\$2,550.01	\$7,896.50	\$63.00	48,372.75	\$2,418.64
Custodian #3	25,098.00	\$1,920.00	\$1,819.61	\$7,896.50	\$41.00	36,775.10	\$1,838.76
Custodian #4							
Custodian #5							
CS (Motor Pool)	36,229.00	\$2,771.52	\$2,626.60	\$7,896.50	\$63.00	49,586.62	\$4,958.66
Administrator	98,193.27	\$7,511.79	\$7,119.01	\$7,896.50	\$63.00	120,783.57	\$6,039.18
Total	\$243,546.51	\$18,631.31	\$17,657.12	\$39,482.50	\$255.00	319,572.44	\$18,457.95

Other Costs Vehicle Upkeep

Vehicle Maintenance	6,575.00	Employee total	\$18,457.95
Vehicle Insurance	4,882.00	Vehicle Upkeep	\$14,204.00
Licenses, Taxes	\$0.00	Total	\$32,661.95
Car Equipment & Other	\$2,747.00		
New Vehicle	\$0.00		
Other Cost Vehicle Upkeep Total	\$14,204.00		

FICA Rate	7.65%	HS = 70%***	\$22,823.30
PERA Rate	7.25% Employer Rate	Land = 1.7%****	\$570.11

Health and Life Insurance is amount paid by employer for year - see auditors office for payroll break up

* FICA rate includes Medicare & will automatically calculate, if the percentage changes, change it in the cell formula

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Bill Back 2013

If Staff drove their own vehicles @ 56.5 cents/mile:
\$76,455.80

Milage driven by department.

Department	Miles		
Assessor	396		
Attorney	0		
Auditor	64		
Administration	4706		
Extension	0		
Highway	255		
Economic Dev	4856		
Land	2160		3.0%
Land - Dan	1277		
Land - Tom	354		
LLCC-Admin	4894		
LLCC - Education			
Commissioner	2929		
Maintenance	234		
IT	12		
P&Z/Solid Waste	420		
Recorder	59		
Sheriff/STS	7984		
Treasurer	66		
Veterans Service	1647		
CMCC	542		
Human Services	91349		73%
Dept not listed	433		
Total	124637		

Departments are billed back for Motor Pool Services.

Custodial time charge back is 5% total Wages & Benefits (See below)

Supervisors time charge back is 5% total Wages & Benefits.

Maintenance costs for vehicles.

Find the total Charge back for the Human Services and Land based on percentage of motor pool use by the department.

	Salary	FICA*	PERA**	Health	Life	total	Motor Pool Share
Custodian #1	47,507.76	\$3,634.34	\$3,444.31	\$7,531.50	\$36.00	62,153.92	\$3,107.70
Custodian #2	35,500.97	\$2,715.82	\$2,573.82	\$7,531.50	\$76.00	48,398.11	\$2,419.91
Custodian #3	28,403.18	\$2,172.84	\$2,059.23	\$10,462.68	\$55.00	43,152.93	\$2,157.65
Custodian #4	2,518.46	\$192.66	\$182.59	\$1,906.50	\$5.00	4,805.21	\$240.26
Custodian #5	0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
CS (Vacant)	0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Administrator	97,434.84	\$7,453.77	\$7,064.03	\$7,531.50	\$73.00	119,557.13	\$5,977.86
Total	\$211,365.21	\$16,169.44	\$15,323.98	\$34,963.68	\$245.00	278,067.31	\$13,903.37

Other Costs Vehicle Upkeep

Vehicle Maintenance	9,472.00	Employee total	\$13,903.37
Vehicle Insurance	5,528.00	Vehicle Upkeep	\$15,226.00
Licenses, Taxes	\$176.00	Total	\$29,129.37
Car Equipment	\$50.00		
New Vehicle	\$0.00		
Other Cost Vehicle Upkeep Total	\$15,226.00		

FICA Rate	7.65%	HS = 73%***	\$21,349.51
PERA Rate	7.25% Employer Rate	Land = 3.0%****	\$886.01

Health and Life Insurance is amount paid by employer for year - see auditors office for payroll break up

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Bill Back 2012

If Staff drove their own vehicles @ 55.5 cents/mile:

\$69,173.54

Milage driven by department.

Department	Miles		
Assessor	267		
Attorney	0		
Auditor	825.5		
Administration	6285		
Extension	0		
Highway	1001		
Economic Dev	4919		
Land	2344		3.3%
Land - Dan	2498		
Land - Tom	65		
LLCC-Admin	5421		
LLCC - Education			
Commissioner	1564		
Maintenance	391		
MIS	5		
Planning & Zoning	185		
Recorder	189		
Sheriff	5897		
Treasurer	168.5		
Veterans Service	2506		
Human Services	112719		76%
Dept not listed	421		
Total	147671		

Departments are billed back for Motor Pool Services.

Custodial time charge back is 5% total Wages & Benefits (See below)

Supervisors time charge back is 5% total Wages & Benefits.

Maintenance costs for vehicles.

Find the total Charge back for the Human Services and Land based on percentage of motor pool use by the department.

	Salary	FICA*	PERA**	Health	Life	total	Motor Pool Share
Custodian #1	45,080.36	\$3,448.65	\$3,268.33	\$7,632.00	\$73.20	59,502.53	\$2,975.13
Custodian #2	33,454.46	\$2,559.27	\$2,425.45	\$7,632.00	\$36.00	46,107.17	\$2,305.36
Custodian #3	34,028.80	\$2,603.20	\$2,467.09	\$14,145.12	\$73.20	53,317.41	\$2,665.87
Custodian #4	29,660.80	\$2,269.05	\$2,150.41	\$7,632.00	\$36.00	41,748.26	\$2,087.41
Custodian #5	0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
CS (Vacant)	0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Administrator	88,859.29	\$6,797.74	\$6,442.30	\$7,632.00	\$73.20	109,804.52	\$5,490.23
Total	\$231,083.71	\$17,677.90	\$16,753.57	\$44,673.12	\$291.60	310,479.90	\$15,524.00

Other Costs Vehicle Upkeep

Vehicle Maintenance	7,995.00	Employee total	\$15,524.00
Vehicle Insurance	5,936.00	Vehicle Upkeep	\$26,974.00
Licenses, Taxes	\$0.00	Total	\$42,498.00
Car Equipment	\$810.00		
New Vehicle	\$12,233.00		
Other Cost Vehicle Upkeep Total	\$26,974.00		

FICA Rate	7.65%	HS = 76%***	\$32,439.22
PERA Rate	7.25% Employer Rate	Land = 3.3%****	\$1,412.18

Health and Life Insurance is amount paid by employer for year - see auditors office for payroll break up

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**** Land will automatically calculate, if the percentage changes, change it in the cell with the heading

Bill Back 2011

If Staff drove their own vehicles @ 55.5 cents/mile:
\$81,957.41

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

MRCC Priorities

Requested Meeting Date: 2-11-14 Estimated Presentation Time: _____

Presenter: Roxy Traxler, Interim County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

From: Dan Larson <dan27@frontiernet.net>
Date: February 3, 2014 7:11:35 PM CST
Subject: MRCC Priorities

MRCC Members:

We are in the process of prioritizing issues the MRCC will address in the 2014 Legislative Session. We ask you to go over the attached list with your board, **and prioritize the top seven most critical issues to your county beginning with the most important.** *The list is the outcome of the discussion at the MRCC board meeting on Thursday. The MN Assn. of County Land Commissioners legislative goals for the session were offered in total, and I have added that list as a second attachment.*

After discussion, please e-mail your approved list to me – **subject line MRCC Priorities.** We are on a tight timeline and responses need to be compiled - *so please do this soon.*

We will finalize the MRCC priority list at the next MRCC board meeting on Feb. 25th, in St. Paul.

Thanks for your attention to this!

Dan Larson
MRCC Administrator
612-210-2493

Sue Bingham

From: Patrick Wussow [patrick.wussow@co.aitkin.mn.us]
Sent: Tuesday, February 04, 2014 9:21 AM
To: Sue Bingham
Subject: Fwd: MRCC Priorities - ADDENDUM
Attachments: Legislative Issues 1-28-14.docx; ATT00049.htm

Sent from my iPad

Begin forwarded message:

From: Dan Larson <dan27@frontiernet.net>
Date: February 4, 2014 8:57:27 AM CST
Subject: Re: MRCC Priorities - ADDENDUM

MRCC Members:

I regret to admit I neglected to include the attached document in the message I sent yesterday. This is a list of issues submitted by McLeod County department heads. Please add this to any discussion your board has on priorities. Some of the issues coincide with those on the MRCC list - but there are some new ones we hope you will consider.

Other issues that have been forwarded include:

- Simplifying complex human service eligibility process
- Reform probation services funding
- Support MAGIC Act
- Strengthen / Streamline Local Public Health Act

Apologies for this oversight.

MRCC Members:

We are in the process of prioritizing issues the MRCC will address in the 2014 Legislative Session. We ask you to go over the list and attachment with your board, **and prioritize the top seven most critical issues to your county beginning with the most important.**

After discussion, please e-mail your approved list to me – **subject line MRCC Priorities.** We are on a tight timeline and responses need to be compiled - so please do this soon.

We will finalize the MRCC priority list at the next MRCC board meeting on Feb. 25th.

- 1) **One to one mitigation on road projects** in wetland areas. Advocate for a higher bonding level than the Governor's recommendation of \$10 million for Local Road Improvement Program. Mn/DOT recommended \$100 million. We're working on a justifiable number to recommend.
- 2) **Protect Greater MN Parks and Trails Legacy funding** from metro effort to change the funding formula.
- 3) **More bonding for Local Road Improvement Program** than the Governor's bonding recommendation of \$10 million. Mn/DOT recommended \$100 million. We're working to build the case for a higher recommendation.
- 4) **Comprehensive transportation funding** passage.
- 5) **Renewable Energy** – wind credits, other.
- 6) **Wetland mitigation relief outside the watershed** service area.
- 7) **Exempt assessors from continuing education** requirement imposed in 2013, for counties with populations below (70,000?).
- 8) **Workforce Housing Assistance** - Contractors can't build affordable housing cheaply enough to make a profit.
- 9) **Clean Water Act** – The EPA has undertaken a process to revise the "waters of the U.S." definition within the Clean Water Act. The proposed regulation is currently undergoing interagency review at the Office of Management & Budget.
- 10) **Relax property tax late fees.**
- 11) **Continue MA payments for inmates** in county jails (we are clarifying if this issue has already been addressed).
- 12) **DHS must provide multiple provider options** to counties for client needs.
- 13) **Northern Counties Land Use Board priorities:** Invasive Species, Shoreland ordinance, SSPI, Conservation Easement, One Plan, One Watershed District.
- 14) **Land Commissioner Priorities:** *See attachment

Mark Jacobs
Aitkin County
Land Commissioner



To: County Board
CC: County Administrator
Date: 1/24/2014
Re: MACLC Legislative Goals

2014 Legislative Goals

Below are the initiatives that the MN Land Commissioners intend to pursue this legislative session. If approved, these items will increase efficiency, revenue potential, and clear up gray areas in statute.

If you have questions or concerns, please relate them to me.

1. **Allowing all counties the authority to convey conservation easements on tax-forfeit lands.** *(Currently only St.Louis County has the authority)*
2. **Amending MS 94.3495 by removing the trust fund land from exemption, changing who does the appraisals to the local governing body, and removing the 40-year reversionary stipulation.** *(Land exchanges involving trust fund land require costly appraisals when compared to other State lands and currently the County can't sell land acquired from the State for a period of 40-years!)*
3. **Amending MS 282.018 to allow riparian lands that are a lot of record in a platted subdivision at the time of forfeiture to be sold same as lots 150 feet or less.** *(if a riparian lot in a plat with >150' of frontage forfeits, it requires legislative approval to sell)*
4. **Amending MS 282.04 by changing the informal timber permit maximum limit from \$3,000 to 500 cords, removing the \$200.00 threshold for scaling products from an informal permit** *(DNR already has a 500-cord volume limit; a dollar limit is subject to fluctuation and therefore is less stable)*
5. **Removing the public auction requirement of gravel leases valued over \$12,000.** *(This is an old law that has limited the use of our gravel pits on large road projects)*

Thank you.

2014 Legislative issues submitted by Department Heads

Administration

1. Incorporating or expanding the local government sale tax exemption to include joint powers boards where the majority of members on an individual basis are already tax exempt. There should be an incentive to participate in collaborative efforts not a punishment in the form of having to pay sales tax. MN Statute 297A.
2. Workers' Compensation has been expanded to include post-traumatic stress disorder. This is the first time that workers' compensation has been expanded to include mental only injuries and increase Workers' Compensation costs for Counties. In an effort to better manage these costs it would be more appropriate to have claims grouped together based on a per incident basis rather than a number of claims based on a per employees basis. MN Statute 176.
3. Currently the County needs to seek special legislation, publish a resolution, conduct a public comment period, adopt the resolution by 80% and then within 30 days a petition signed by 10% would require a regular or special election if the County wishes to change the ROWE Officers (Auditor, Attorney, Sheriff and Recorder) from elected to appointed. This process is cumbersome, time consuming and may be costly. MN Statute 375A.
4. Seeking relief from the mandate that the County publish meeting minutes and other official County business in a local newspaper. Fewer and fewer people are relying on the printed newspaper for their news and information source with that in mind the County would like to be able to use their current website for posting of official County business or have the State designate a centralized website for posting of information relative to County business. Mn Statute 331A. (Request has been made to identify costs the County incurs for this).
5. Seek relief from the Drivers Privacy and Protection Act (DPPA) Federal law which has resulted in numerous individuals filing lawsuits against McLeod County for unauthorized look up of driver license data by County staff. These individuals are seeking compensation in the amount of \$2,500 for each unauthorized look up and Counties are incurring considerable cost to defend.

Assessors Office

1. No issues to submit

Highway Department

1. Increased Transportation Funding:
 - MCHD supports increases in long term, sustainable, transportation user fees that are dedicated to the Highway User Tax Distribution Fund (HUTDF) for transportation purposes could include:
 - Gas Tax including indexing or other inflationary increases
 - Motor Vehicle Registration fees
 - Motor Vehicle Sales Tax
 - Leased Vehicle Sales Tax dedication
 - Gross Receipts Tax on petroleum distribution
 - General Sales Tax Increases
 - MCHD recommends that if there is significant new transportation revenue, all transportation revenue directed to the County State Aid Highway Fund, regardless of source (excluding the leased vehicle sales tax), be split with 68% distributed according to the apportionment sum formula and 32% distributed using the excess sum formula. This recommendation would only be enacted in conjunction with significant new transportation revenue.
 - MCHD supports providing transportation revenue through traditional general and trunk highway bonding programs to address:
 - Local Bridge program
 - Funding for the Local Road Improvement Program including:
 - Routes for Regional Significance
 - Rural Road Safety
 - Railroad Grade Crossing safety funding
 - Local Road Wetland Replacement program
 - Greater MN Transit
 - Safe routes to school
 - Trunk highway bonding for priority trunk highway infrastructure
 - MCHD supports efforts to capture revenue from all highway users, including hybrid or electrical vehicles
2. Other Issues:
 - MCHD opposes any reductions, either temporary or permanent, in transportation funding programs including the gas tax, the Local Road Improvement Program (LRIP), Local Option taxes, tab fees, etc.
 - MCHD opposes the diversion of Highway User Tax Distribution Fund revenues to non-highway purposes.
 - MCHD opposes increased funding of ATV and snowmobile trails out of the Highway User Tax Distribution Fund
 - MCHD supports a portion of the funds raised by the 3/8 percent sales tax for the Clean Water, Land and Legacy Constitutional Amendment be authorized to reimburse local road authorities for expenses incurred in implementing new NPDES and other environmental permitting requirements for road and bridge construction activities.
 - MCHD Supports the streamlining of Federal Aid Project implementation by enabling MnDOT to host "Fund Swapping" to allow Federal Aid Funds to be bundled to larger projects and/or larger local agencies who then give up an amount of state aid dollars to the ATP process.
 - MCHD supports efforts to clarify the requirements when advertising for bid a highway project to clearly allow Counties the ability to establish web advertising in lieu of print publication as the only required official notice to bidders. (331A.03)

- MCHD supports revision to Minnesota Statutes 177 so that Prevailing Wages and Truck Rental Rates will be frozen on the date of Advertisement for Bids to prevent bid amendments and confusion by all involved regarding wage requirements for the project.
- MCHD supports efforts to use new technology for the purpose of creating asset inventory. The expense of some new technology often exceeds the capabilities of local governments, so partnering with State and/or Federal agencies should be encouraged. The benefit of geospatial data to create and manage transportation asset management tools is a critical cost component for local governments.

Information Technology Department

1. No issues to submit

Parks Department

1. Support legacy funding for Greater MN Parks and Trails

Recorders Office

1. No issues to submit

Solid Waste Department

1. Increase Solid Waste Grant and Loan Program to enable counties to meet State mandates by the MPCA
2. Increase SCORE Funding
3. Appeal Metro Waste Restriction
4. Reduce duplication of reporting requirements
5. Support Solid Waste Planning jurisdiction for counties willing to take all the “risk” associated with State mandates relative to processing/receiving HHW and SW Recycling activities.
6. Center product stewardship legislation around existing government waste and recycling programs.

Veterans Services

1. No issues to submit