

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



To: Chairperson, Aitkin County Board of Commissioners Date: March 3, 2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager

Title of Item: Bobbie Danielson
Closed Session Under MN Statute 13D. 03 Subd. 1 (b) Labor Negotiations

Requested Meeting Date: 3-11-2014 Estimated Presentation Time: _____

Presenter: Bobbie Danielson, HR Manager

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute 13D.03 Subd. 1 (b) Labor Negotiations

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)

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS March 11, 2014 – BOARD AGENDA

- 9:00 1) Roxy Traxler, Interim County Administrator**
A) Closed Session Under MN Statute 13D.03 Subd. 1 (b) Labor Negotiations
- 10:00 Break**
- 10:15 2) 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.
- 3) 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 February 25, 2014 – March 10, 2014
 - B) Approve 2/25/14 County Board Minutes
 - C) Approve Commissioner Warrants
 - D) Approve Auditor Warrants – Town Road Allotment Gas Tax
 - E) Approve February Manual Warrants
 - F) Approve Fire Protection Contract with City of Palisade
 - G) Approve 2013 Audit Engagement Letter
 - H) Approve Affidavit of Lost Warrant – Health & Human Services
 - I) Approve Vehicle Purchase – Sheriff's Dept.
 - J) Approve Springsted Contract
 - K) Approve Certificate of Support – City of Aitkin
- 10:17 4) Scott Turner, Sheriff**
A) Public Safety Overview, Trends - Power Point Presentation
B) ARMER Project – End Stages
1. Dispatcher Workstation
2. McGregor School Bi-Directional Amplifier
- 10:50 5) Kirk Peysar, County Auditor**
A) Approve Resolution – Liquor License Glen Store & Grill
- 10:55 6) Roxy Traxler, Interim County Administrator**
A) Approve JCNRB Resolution for \$300,000
B) County Administrator Search Update
C) Interim County Administrator Projects

11:25 7) Board Discussion
Mark Wedel – Airport, Historical Society, EDA
Laurie Westerlund – AMC
Don Niemi – AMC
Brian Napstad - AMC
Anne Marcotte – AMC, Economic Development

12:00 Adjourn

The Aitkin County Board of Commissioners met this 25th day of February, 2014 at 9:01 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, Interim County Administrator Roxy Traxler, and Administrative Assistant Sue Bingham.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the February 25, 2014 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
February 25, 2014**

CALL TO ORDER

**APPROVED
AGENDA**

**HEALTH &
HUMAN
SERVICES
BOARD**

I. Attendance

The Aitkin County Board of Commissioners met this 25th day of February, 2014, at 9:02 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: Interim County Administrator Roxy Traxler; H&HS Director Tom Burke; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Sue Tange, Social Service Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, and Jim Carlson, H&HS Advisory Committee Members; Bob Harwarth, Citizen; Brenda Butterfield, H&HS Staff member/AFSCME President; and Nanci Sauerbrei, Aitkin Independent Age.

II. Approval of Health & Human Services Board Agenda

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

III. Review January 28, 2014 Health & Human Service Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried, the vote was to approve the January 28, 2014, Health & Human Services Board Meeting Minutes.

IV. Review Bills

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

V. General/Miscellaneous Information

A. Nothing added at this meeting

VI. FYI:

A. Northeast Healthcare Preparedness Coalition (NHPC) Participation Agreement

B. Vulnerable Adult Maltreatment Reports Letter/E-Mail – Reviewed this item & questions were answered. Additional information requested includes a report as to how many VA cases are handled per year, along with a definition of VA explaining the various types of VA situations.

C. Local Recertification Process/Application – Nystroms/Family Support Services, Inc. (FSSI is the sister company to Nystroms.)

VII. Contracts:

- A. HCBS Waiver/AC Service Purchase Agreements between Aitkin County Health & Human Services and:**
1. **Activstyle Medical Supply, Minneapolis – 1/1/14 – 12/31/16**
 2. **APA Medical Equipment Co., Minneapolis – 1/1/14 – 12/31/16**
 3. **Aitkin Medical Supply, Aitkin – 1/1/14 – 12/31/17**
 4. **Brainerd Medical Supply, Brainerd – 1/1/14 – 12/31/17**
 5. **Essentia Health Medical Equipment, Duluth – 1/1/14 – 12/31/16**
 6. **Globe Drug & Medical Equipment, Grand Rapids – 1/1/14 - 12/31/16**
 7. **Home Medical Products & Services, Hurley, WI – 1/1/14 – 12/31/16**
 8. **Lake Superior Medical Equipment, Duluth – 1/1/14 – 12/31/16**
 9. **United Seating & Mobility (dba Numotion), Grand Rapids – 1/1/14-12/31/17**
 10. **PAL Medical System, Grand Rapids – 1/1/14 – 12/31/17**
 11. **Lifeline System (Phillips Lifeline), Framingham, MA– 1/1/14–12/31/15**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried, the vote was to approve the HCBS Waiver/AC Service Purchase Agreements between Aitkin County Health & Human Services and:

1. **Activstyle Medical Supply, Minneapolis – 1/1/14 – 12/31/16**
2. **APA Medical Equipment Co., Minneapolis – 1/1/14 – 12/31/16**
3. **Aitkin Medical Supply, Aitkin – 1/1/14 – 12/31/17**
4. **Brainerd Medical Supply, Brainerd – 1/1/14 – 12/31/17**
5. **Essentia Health Medical Equipment, Duluth – 1/1/14 – 12/31/16**
6. **Globe Drug & Medical Equipment, Grand Rapids – 1/1/14 - 12/31/16**
7. **Home Medical Products & Services, Hurley, WI – 1/1/14 – 12/31/16**
8. **Lake Superior Medical Equipment, Duluth – 1/1/14 – 12/31/16**
9. **United Seating & Mobility (dba Numotion), Grand Rapids – 1/1/14-12/31/17**
10. **PAL Medical System, Grand Rapids – 1/1/14 – 12/31/17**
11. **Lifeline System (Phillips Lifeline), Framingham, MA– 1/1/14–12/31/15**

VIII. Administrative Reports:

- A. Financial & Transportation Reports** were reviewed and Tom Burke noted all is going well.

IX. Committee Reports from Commissioners

- A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Jim Carlson & Katie Nelson Draft minutes of the February 5, 2014 meeting. Jim Carlson reviewed a handout of the Operation Christmas program for 2013. He also noted the Advisory Committee will be setting goals and the Committee will serve the McGregor Community Meal on March 19th.
- B. AEOA Committee Updates-** Commissioner Niemi gave an overview of his first meeting on the committee noting there are 340 full & part-time staff in Virginia and they serve seven counties which is approximately 18,000 square miles. AEOA originated in 1965 as a non-profit to provide basic services to low-income families with a focus on housing rehabilitation/weatherization.
- C. NEMOJT Committee Updates** – Commissioner Napstad noted there has not been a meeting since his last report to the Board.
- D. CJI (Children’s Justice Initiative)** – Commissioner Westerlund was unable to attend. Sue Tange noted the judge makes the agenda and they discussed various topics.

E. Health Report – Commissioner Marcotte referred to the Health Report that came out for the State of Minnesota and asked for an updated report from H&HS for Aitkin County.

Next Meeting – March 25, 2014

Break: 10:02 a.m. to 10:21 a.m.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: February 11, 2014 – February 24, 2014; B) Approve County Board Minutes: February 11, 2014; C) Accept \$50 Donation to STS – Elaine Kienitz; D) Approve Cooperative Service Agreement between County of Aitkin and County of Mille Lacs for County Administrator Services; E) Approve Auditor Warrants – January Sales & Use Tax: General Fund \$506.98, Road & Bridge \$1,649.38, Health & Human Services \$27.99, State \$4,907.50, Trust \$12.91, Forest Development \$-0.38, Long Lake Conservation Center \$105.47, Parks \$10.69 for a total of \$7,220.54; F) Approve Commissioner Warrants: General Fund \$107,883.82, Road & Bridge \$37,977.57, Health & Human Services \$982.44, Trust \$5,486.76, Forest Development \$1,880.12, Long Lake Conservation Center \$11,423.50, Parks \$3,340.76 for a total of \$168,974.97; G) Approve Equipment Purchase, Trailer – Road & Bridge; H) Approve Equipment Purchase, Pickup Truck – Road & Bridge; I) Schedule Public Comment Period for Proposed SSTS Ordinance

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve purchase of Towmaster T-50 trailer from Towmaster in Litchfield, at a cost of \$22,157.25, and to rescind February 11th authorization to purchase Felling FT 45 trailer at a cost of \$20,585.00 from Felling Trailers, Inc. of Sauk Center.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve Road & Bridge purchase of 2014 Ford F150 Extended Cab pickup from Aitkin Motor at a cost of \$23,996.00, and to authorize sale of existing pickup truck, Unit #444.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve publishing the proposed SSTS Ordinance in the Aitkin Independent Age to begin 30 day public comment period, and to schedule the public hearing on April 7, 2014 before the Aitkin County Planning Commission. The final draft will come before the Board for adoption on April 22, 2014.

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – Repeal or Modify MN Assessor Licensure Mandate:

WHEREAS, Minnesota Statute 270C.9901 was enacted during the 2013 legislative session; and

**HHS BOARD
ADJOURNED**

BREAK

**REGULAR BOARD
RECONVENED**

**CONSENT
AGENDA**

**ROAD & BRIDGE
EQUIPMENT
PURCHASE,
TRAILER**

**ROAD & BRIDGE
EQUIPMENT
PURCHASE,
PICKUP TRUCK**

**SSTS
ORDINANCE –
PUBLIC
COMMENT
PERIOD**

**RESOLUTION
022514-017
REPEAL OR**

WHEREAS, this Statute requires all licensed assessment personnel to attain the Accredited Minnesota Assessor license if they conduct field inspections of property; and

**MODIFY MN
ASSESSOR
LICENSURE
MANDATE**

WHEREAS, the field assessment of many properties throughout Minnesota and Aitkin County does not require the level of expertise needed to attain the Accredited Minnesota Assessor license; and

WHEREAS, many assessment field personnel throughout the State and Aitkin County do not currently hold the Accredited Minnesota Assessor license; and

WHEREAS, this provision places a financial burden on local governments throughout Minnesota; and

WHEREAS, there are no State funds appropriated for this provision.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners supports the repeal of Minnesota Statute 270C.9901.

Kirk Peysar, County Auditor presented the Assembly Ordinance with requested modifications to the Board. Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to make one minor modification, publish the Ordinance twice as required by statute, and to adopt the updated Assembly Ordinance.

**ASSEMBLY
ORDINANCE**

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

**PERSONNEL
COMMITTEE**

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to approve filling one full-time Forestry/Parks Technician position. This replaces the Park Foreman position which is currently vacant.

**FORESTRY/PARKS
TECHNICIAN**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve filling one full-time Correctional Officer position, and any corresponding vacancy. This position is vacant due to a resignation.

**CORRECTIONAL
OFFICER**

Roxy Traxler, Interim County Administrator updated the Board on the County Administrator hiring process. The Board will discuss the interviewing process during the March 11th Board meeting.

**COUNTY
ADMINISTRATOR
HIRING PROCESS**

The Board reported on the following:

**BOARD
DISCUSSION**

Commissioner Brian Napstad

- **Ordinance**
- **MHB**

Commissioner Don Niemi

- **ARDC**
- **AEOA**
- **Lakes & Pines**

- **Snake River Watershed**

Commissioner Anne Marcotte

- **ACA**

Commissioner Laurie Westerlund

- **CMCC**
- **HRA**

Commissioner Mark Wedel

- **CMCC**
- **Sobriety Court**
- **Toward Zero Death**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 12:23 p.m. until Tuesday, March 11, 2014 at 9:00 p.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Roxy Traxler, Interim County Administrator

DKB1
3/10/14 8:44AM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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		
10200	Marcotte/Anne Marie 01-001-000-0000-6330		246.40	February Miles 01/30/2014 02/25/2014	440@.56	Transportation & Travel & Parking
10200	Marcotte/Anne Marie		246.40	1 Transactions		
3590	Niemi/Donald 01-001-000-0000-6330		88.48	mileage-Mora/S.River,Lakes Pin 02/24/2014 02/24/2014	158@.56	Transportation & Travel & Parking
3590	Niemi/Donald		88.48	1 Transactions		
10895	Westerlund/Laurie Ann 01-001-000-0000-6330		99.68	February mileage	178@.56	Transportation & Travel & Parking
10895	Westerlund/Laurie Ann		99.68	1 Transactions		
1	DEPT Total:		434.56	Commissioners	3 Vendors	3 Transactions
12	DEPT			Court Administration		
2650	Kingsley/Marlene E 01-012-000-0000-6252 01-012-000-0000-6252		40.00 20.00	Court Visitor Fees PR131165 mileage PR131165	2/5/14 2/5/14	Witnesses Witnesses
2650	Kingsley/Marlene E		60.00	2 Transactions		
3699	O'Hara Jr., Ltd./William D. 01-012-000-0000-6232		45.00	FEES-PR13687	18445	Attorney Services
3699	O'Hara Jr., Ltd./William D.		45.00	1 Transactions		
12	DEPT Total:		105.00	Court Administration	2 Vendors	3 Transactions
40	DEPT			Auditor		
1457	CPS Technology Solutions, Inc 01-040-000-0000-6231 01-040-000-0000-6231		60.50 26.40	March maintenance contract March maintenance contract	365232 365232	Services, Labor, Contracts Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		86.90	2 Transactions		
86235	The Office Shop Inc 01-040-021-0000-6405 01-040-000-0000-6231		11.99 260.31	AA 36 Pk Enercell Contract Charges IR6265	270659-0 270769-0	Office & Computer Supplies Services, Labor, Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
01-040-000-0000-6405		Labels,6x9 envelopes,paper pad	955224-0	Office & Computer Supplies
86235 The Office Shop Inc		3 Transactions		
40 DEPT Total:	410.77	Auditor	2 Vendors	5 Transactions
42 DEPT		Treasurer		
86222 Aitkin Independent Age		subscription	1622	Office & Computer Supplies
01-042-000-0000-6405	32.00			
86222 Aitkin Independent Age	32.00	1 Transactions		
42 DEPT Total:	32.00	Treasurer	1 Vendors	1 Transactions
43 DEPT		Assessor		
5322 A & M AUTO OF MCGREGOR		mounted spare on 2012 Ford	42030	Car Maintenance
01-043-000-0000-6302	20.80			
5322 A & M AUTO OF MCGREGOR	20.80	1 Transactions		
170 Aitkin Motor Company		spare key for Escape	104067	Office, Film & Computer Supplies
01-043-000-0000-6405	3.95			
170 Aitkin Motor Company	3.95	1 Transactions		
10452 AT&T Mobility		monthly wireless fees	287250162187	Telephone
01-043-000-0000-6250	210.15	01/18/2014 02/17/2014		
10452 AT&T Mobility	210.15	1 Transactions		
1457 CPS Technology Solutions, Inc		March maintenance contract	365232	Services, Labor, Contracts
01-043-000-0000-6231	46.20			
1457 CPS Technology Solutions, Inc	46.20	1 Transactions		
86235 The Office Shop Inc		Binders/pens/white out	953837-0	Office, Film & Computer Supplies
01-043-000-0000-6405	22.58			
01-043-000-0000-6405	81.12	Binder	953837-1	Office, Film & Computer Supplies
86235 The Office Shop Inc	103.70	2 Transactions		
6128 Tire Barn		ignition coil for 2004 escape	26881	Car Maintenance
01-043-000-0000-6302	178.16			

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
6128	Tire Barn		178.16		1 Transactions	
4927	Turnock/Franklin Allen 01-043-000-0000-6359		75.00	pull Jim Hicks from ditch	2/19/14	Wrecker Service
4927	Turnock/Franklin Allen		75.00		1 Transactions	
43	DEPT Total:		637.96	Assessor	7 Vendors	8 Transactions
44	DEPT			Central Services		
1491	Dutch's Electric, Inc 01-044-000-0000-6600 01-044-000-0000-6600		235.59 2,118.96	Quadna site-Hook up Rack syste wiring S Aitkin tower site	21802 21803	Capital Outlay Capital Outlay
1491	Dutch's Electric, Inc		2,354.55		2 Transactions	
11715	Granite Electronics 01-044-000-0000-6600		2,887.04	Quadna Tower Work	248550	Capital Outlay
11715	Granite Electronics		2,887.04		1 Transactions	
2386	Information Systems Corp 01-044-196-0000-6625		1,945.00	Copier maintenance agreement 05/02/2014 05/01/2015	6161	Recorders Equip Fund Exp. 357.18 Subd 4
2386	Information Systems Corp		1,945.00		1 Transactions	
5892	McGregor Printing & Graphics, Inc 01-044-000-0000-6405		800.49	8000 Time Off Request Forms	15594	Office & Computer Supplies
5892	McGregor Printing & Graphics, Inc		800.49		1 Transactions	
44	DEPT Total:		7,987.08	Central Services	4 Vendors	5 Transactions
45	DEPT			Motor Pool		
10567	Lake Country Auto Center Of Aitkin 01-045-000-0000-6302		410.30	hub assembly/LOF 2002 Sable	16653	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		410.30		1 Transactions	
6128	Tire Barn 01-045-000-0000-6302 01-045-000-0000-6302		56.97 37.50	wiper blades for Town & Countr Diagnostics-Ford Five Hundred	26909 26928	Car Maintenance Car Maintenance

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
6128 Tire Barn		94.47	2 Transactions		
45 DEPT Total:		504.77	Motor Pool	2 Vendors	3 Transactions
49 DEPT			Information Technologies		
4901 Town Of Glen Clerk 01-049-000-0000-5525		4.74	refund sales tax paid	tax exempt	Label & Listing Sales
4901 Town Of Glen Clerk		4.74		1 Transactions	
49 DEPT Total:		4.74	Information Technologies	1 Vendors	1 Transactions
52 DEPT			Administration/Personnel Dept		
12048 McDowell Agency, Inc./The 01-052-000-0000-6234		130.00	Background Screening	50366	Background Check Fee
01-052-000-0000-6234		137.00	Background Screening	50748	Background Check Fee
12048 McDowell Agency, Inc./The		267.00		2 Transactions	
4425 Shirts Plus 01-052-000-0000-6405		7.50	Roxy Traxler Desk Name Plate	60760	Office & Computer Supplies
4425 Shirts Plus		7.50		1 Transactions	
86235 The Office Shop Inc 01-052-000-0000-6405		11.98	2 boxes of manilla folders	955417-0	Office & Computer Supplies
86235 The Office Shop Inc		11.98		1 Transactions	
52 DEPT Total:		286.48	Administration/Personnel Dept	3 Vendors	4 Transactions
60 DEPT			Elections		
1160 Craguns Conference Center 01-060-000-0000-6340		68.75	meals/election training 5/7/14	5@13.75	Meals
01-060-000-0000-6340		68.75	meals/election training 5/8/14	5@13.75	Meals
1160 Craguns Conference Center		137.50		2 Transactions	
60 DEPT Total:		137.50	Elections	1 Vendors	2 Transactions
90 DEPT			Attorney		
117 Aitkin County Sheriff 01-090-000-0000-6250		31.03	Verizon cell phone-J. Ratz	14-0044	Telephone

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
117 Aitkin County Sheriff		31.03	02/11/2014 03/10/2014 1 Transactions	
1180 Crow Wing Co Sheriff's Office				
01-090-000-0000-6234		75.00	subpoena 01CR12800 203	Co Sheriff Services
01-090-000-0000-6234		75.00	subpoena 01CR12800 204	Co Sheriff Services
01-090-000-0000-6234		75.00	subpoena-01CR12800-Wise 210	Co Sheriff Services
01-090-000-0000-6234		75.00	subpoena CR12800 221	Co Sheriff Services
1180 Crow Wing Co Sheriff's Office		300.00	4 Transactions	
2390 Itasca Co Sheriff				
01-090-000-0000-6234		55.00	subpoena 20140199 3780	Co Sheriff Services
2390 Itasca Co Sheriff		55.00	1 Transactions	
3363 Minnesota State Bar Association				
01-090-000-0000-6406		82.00	2014 MN Judges Crim.Benchbook 621003	Law Publ. & Subscriptions
3363 Minnesota State Bar Association		82.00	1 Transactions	
3273 Mn Co Attorneys Assn				
01-090-000-0000-6406		40.00	County Attorney Directory 18158240	Law Publ. & Subscriptions
3273 Mn Co Attorneys Assn		40.00	1 Transactions	
8454 Ramsey County Sheriff				
01-090-000-0000-6234		60.00	subpoena 01CR12800 2014000801	Co Sheriff Services
01-090-000-0000-6234		38.40	subpoena 01CR131043 2014000905	Co Sheriff Services
8454 Ramsey County Sheriff		98.40	2 Transactions	
86235 The Office Shop Inc				
01-090-000-0000-6625		265.05	Canon IRC5035 final billing 270696-0	Office Equipment
86235 The Office Shop Inc		265.05	1 Transactions	
5062 Washington Co Sheriffs Office				
01-090-000-0000-6234		65.00	subpoena K.Nelson 1140375	Co Sheriff Services
5062 Washington Co Sheriffs Office		65.00	1 Transactions	
5173 West Payment Center				
01-090-000-0000-6406		871.00	MN Family Law 2014 Pamphlet 829023111	Law Publ. & Subscriptions
5173 West Payment Center		871.00	1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
90	DEPT Total:		1,807.48	Attorney	9 Vendors	13 Transactions
100	DEPT			Recorder		
86235	The Office Shop Inc 01-100-000-0000-6405		20.85	office supplies	270632-0	Office & Computer Supplies
86235	The Office Shop Inc		20.85		1 Transactions	
100	DEPT Total:		20.85	Recorder	1 Vendors	1 Transactions
110	DEPT			Courthouse Maintenance		
86222	Aitkin Independent Age 01-110-000-0000-6230		146.06	Sub. Call in Custodian	1483	Printing, Publishing & Adv
86222	Aitkin Independent Age		146.06		1 Transactions	
8239	Ameripride Linen & Apparel Services 01-110-000-0000-6422		45.93	tissue,towels,soap,mop&tool	2200465217	Janitorial Supplies
	01-110-000-0000-6422		45.93	tissue,towels, soap,mop/tool	2200485515	Janitorial Supplies
8239	Ameripride Linen & Apparel Services		91.86		2 Transactions	
964	Chief Supply Corp 01-110-000-0000-6422		177.89	20 boxes of gloves	402795	Janitorial Supplies
964	Chief Supply Corp		177.89		1 Transactions	
89399	DCI Industries Of Gainesville Inc 01-110-000-0000-6422		93.88	Foaming Disinfectant	40947	Janitorial Supplies
89399	DCI Industries Of Gainesville Inc		93.88		1 Transactions	
2186	Hillyard Inc - Kansas City 01-110-000-0000-6422		369.22	liners,ice melt,cleaners	601038922	Janitorial Supplies
2186	Hillyard Inc - Kansas City		369.22		1 Transactions	
2340	Hyytinen Hardware Hank 01-110-000-0000-6422		18.97	De-icer, Bacteria Treatment	1162436	Janitorial Supplies
	01-110-000-0000-6590		28.99	latex white gel	1162591	Repair & Maintenance
	01-110-000-0000-6590		44.96	carpet adhesive,corner braces	1162784	Repair & Maintenance
	01-110-000-0000-6590		13.16	handles, barrel bolts	1162812	Repair & Maintenance
	01-110-000-0000-6590		8.17	met screws, screws	1162863	Repair & Maintenance
	01-110-000-0000-6590		3.19	Palmer Insl Staple	1163667	Repair & Maintenance

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 #	
01-110-000-0000-6422		29.97	sealing tape, batteries	1163682 Janitorial Supplies
01-110-000-0000-6590		13.16-	Handles/barrel bolts	1164267 Repair & Maintenance
01-110-000-0000-6590		6.78	scroll edge	1164268 Repair & Maintenance
01-110-000-0000-6590		6.78-	return scroll edge	1164549 Repair & Maintenance
01-110-000-0000-6590		15.08	clean out cap, flue stop fits	1165392 Repair & Maintenance
01-110-000-0000-6590		25.69	fire extinguisher, ear plugs	1165500 Repair & Maintenance
2340 Hyytinen Hardware Hank		175.02	12 Transactions	
2644 Krause Lock & Key				
01-110-000-0000-6231		162.00	rekeyed planning & zoning	79821 Services, Labor, Contracts
2644 Krause Lock & Key		162.00	1 Transactions	
12927 Midwest Machinery Co.				
01-110-000-0000-6590		43.06	SHIELD	802750 Repair & Maintenance
01-110-000-0000-6590		43.06-	RETURN SHIELD	802750 Repair & Maintenance
01-110-000-0000-6590		93.38	UNIVERSAL DRIVESHAFT	805441 Repair & Maintenance
12927 Midwest Machinery Co.		93.38	3 Transactions	
3950 Public Utilities				
01-110-000-0000-6254		1,619.09	Courthouse	Utilities & Heating
01-110-000-0000-6254		16.66	Old County Garage	Utilities & Heating
01-110-000-0000-6254		591.69	West Annex	Utilities & Heating
01-110-000-0000-6254		237.25	CH Building Coordinator	Utilities & Heating
01-110-000-0000-6254		115.64	Glarco Building	Utilities & Heating
01-110-000-0000-6254		75.81	LA Tool Building	Utilities & Heating
3950 Public Utilities		2,656.14	6 Transactions	
4010 Rasley Oil Company				
01-110-000-0000-6511		21.46	Fuel-Unit #445	20709 Gas And Oil
01-110-000-0000-6511		31.19	Fuel #445	25505 Gas And Oil
4010 Rasley Oil Company		52.65	2 Transactions	
86235 The Office Shop Inc				
01-110-000-0000-6405		69.98	2 Desk jet cartridges	270654-0 Office Supplies
86235 The Office Shop Inc		69.98	1 Transactions	
110 DEPT Total:		4,088.08	Courthouse Maintenance	11 Vendors 31 Transactions

120 DEPT

Service Officer

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4641 Holiday Credit Office 01-120-000-0000-6511		393.13	February Gas-Vet Van	1400000136034	Gas And Oil
4641 Holiday Credit Office		393.13	1 Transactions		
2448 Janzen/Carroll Mark 01-120-000-0000-6350		50.00	Drive Van 02/12/2014 02/12/2014	Brainerd	Per Diem
01-120-000-0000-6350		50.00	Drive Van 02/04/2014 02/04/2014	Mpls	Per Diem
2448 Janzen/Carroll Mark		100.00	2 Transactions		
10234 Miller/Conrad 01-120-000-0000-6350		50.00	Drive Van 02/21/2014 02/21/2014	St Cloud	Per Diem
01-120-000-0000-6350		50.00	Drive Van 02/27/2014 02/27/2014	St Cloud	Per Diem
10234 Miller/Conrad		100.00	2 Transactions		
10677 Olsen/Gerald D 01-120-000-0000-6350		50.00	Drive Van 02/25/2014 02/25/2014	St Cloud	Per Diem
10677 Olsen/Gerald D		50.00	1 Transactions		
3912 Peterson/Richard 01-120-000-0000-6350		50.00	Drive Van 02/18/2014 02/18/2014	Mpls	Per Diem
3912 Peterson/Richard		50.00	1 Transactions		
86235 The Office Shop Inc 01-120-000-0000-6405		306.00	3 Pack Toner	954585-0	Office & Computer Supplies
86235 The Office Shop Inc		306.00	1 Transactions		
6097 Verizon Wireless 01-120-000-0000-6250		15.69	vet van cell phone 01/21/2014 02/20/2014	880690364	Telephone
6097 Verizon Wireless		15.69	1 Transactions		
10882 Wark/Charles F. 01-120-000-0000-6350		50.00	Drive Vet Van	Mpls	Per Diem

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-120-000-0000-6350		50.00	02/10/2014 Drive Vet Van	02/10/2014 St Cloud	Per Diem
	01-120-000-0000-6350		50.00	02/11/2014 Drive Vet Van	02/11/2014 St Cloud	Per Diem
10882	Wark/Charles F.		150.00	02/19/2014	02/19/2014 3 Transactions	
11970	Wikelius/Charles 01-120-000-0000-6350		50.00	02/13/2014 Drive Vet Van	02/13/2014 St Cloud	Per Diem
11970	Wikelius/Charles		50.00		02/13/2014 1 Transactions	
5960	Wilmo/Wesley S. 01-120-000-0000-6350		50.00	02/07/2014 Drive Vet Van	02/07/2014 St Cloud	Per Diem
	01-120-000-0000-6350		50.00	02/27/2014 Drive Vet Van	02/27/2014 St Cloud	Per Diem
5960	Wilmo/Wesley S.		100.00		02/27/2014 2 Transactions	
120	DEPT Total:		1,314.82	Service Officer	10 Vendors	15 Transactions
122	DEPT			Planning & Zoning		
86222	Aitkin Independent Age 01-122-000-0000-6230		229.53	PC 2-24,3-17 BOA 3-5 & postpon	1482	Printing, Publishing & Adv
86222	Aitkin Independent Age		229.53		1 Transactions	
11988	Harwarth/Robert 01-122-038-0000-6330		70.56	PC/onsite mileage	126@.56	Boa/Pc Mileage
	01-122-000-0000-6350		35.00	PC Meeting	2/24/14	Per Diem
	01-122-000-0000-6350		10.00	Onsite	40139I	Per Diem
	01-122-000-0000-6350		10.00	Onsite	40140I	Per Diem
11988	Harwarth/Robert		125.56		4 Transactions	
4641	Holiday Credit Office 01-122-000-0000-6511		66.30	February fuel charges	1400000135321	Gas And Oil
4641	Holiday Credit Office		66.30		1 Transactions	
8374	Lueck/Dale 01-122-038-0000-6330		75.04	PC/Onsites mileage	134@.56	Boa/Pc Mileage

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	01-122-000-0000-6350		35.00	PC Meeting	2/24/14	Per Diem
	01-122-000-0000-6350		10.00	Onsite	40139I	Per Diem
	01-122-000-0000-6350		10.00	Onsite	40140I	Per Diem
8374	Lueck/Dale		130.04		4 Transactions	
5516	Paquette/Jeremy M					
	01-122-038-0000-6330		91.84	PC/Onsites mileage	164@.56	Boa/Pc Mileage
	01-122-000-0000-6350		35.00	PC Meeting	2/24/14	Per Diem
	01-122-000-0000-6350		10.00	Onsite	Deason	Per Diem
	01-122-000-0000-6350		10.00	Onsite	Uline	Per Diem
5516	Paquette/Jeremy M		146.84		4 Transactions	
3479	Sovde/Becky					
	01-122-000-0000-6405		7.31	Drawer pulls reimbursement	2/24/14	Office, Computer, Film, & Field Supplies
3479	Sovde/Becky		7.31		1 Transactions	
86235	The Office Shop Inc					
	01-122-000-0000-6405		237.55	copy overage fee 21595@.011	270211-0	Office, Computer, Film, & Field Supplies
	01-122-000-0000-6231		936.00	yearly copier contract	270339-0	Services, Labor, Contracts, Programming
86235	The Office Shop Inc		1,173.55		2 Transactions	
6097	Verizon Wireless					
	01-122-000-0000-6250		40.22	cell phone charges	380690138	Telephone
				01/14/2014	02/13/2014	
6097	Verizon Wireless		40.22		1 Transactions	
10895	Westerlund/Laurie Ann					
	01-122-038-0000-6330		101.36	PC/Onsite mileage	181@.56	Boa/Pc Mileage
	01-122-000-0000-6350		10.00	Onsite	40139I	Per Diem
	01-122-000-0000-6350		10.00	Onsite	40140I	Per Diem
10895	Westerlund/Laurie Ann		121.36		3 Transactions	
122	DEPT Total:		2,040.71	Planning & Zoning	9 Vendors	21 Transactions
200	DEPT			Enforcement		
90510	4 Imprint, Inc.					
	01-200-000-0000-6405		361.60	ACSO pens	3219629	Office Supplies
90510	4 Imprint, Inc.		361.60		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
89471	Aitkin Co 4-H Council 01-200-000-0000-6405		920.00	(23) 2013 plat books	4503-4525	Office Supplies
89471	Aitkin Co 4-H Council		920.00	1 Transactions		
117	Aitkin County Sheriff 01-200-000-0000-6374		15.00	Jeeps Tab renewal-Lic.Ctr		Auto & Trailer License
117	Aitkin County Sheriff		15.00	1 Transactions		
86222	Aitkin Independent Age 01-200-000-0000-6230		736.90	notice of execution sale-Siess	1088	Printing, Publishing & Adv
86222	Aitkin Independent Age		736.90	1 Transactions		
10475	Creative Product Sourcing,Inc 01-200-000-0000-6405		139.55	2014 DARE program supplies	70566	Office Supplies
10475	Creative Product Sourcing,Inc		139.55	1 Transactions		
1491	Dutch's Electric, Inc 01-200-000-0000-6231		1,425.00	install lights in impound bdg	21793	Services & Labor (Incl Contracts)
1491	Dutch's Electric, Inc		1,425.00	1 Transactions		
4641	Holiday Credit Office 01-200-000-0000-6511		328.17	gas	1400000288942	Gas And Oil
4641	Holiday Credit Office		328.17	1 Transactions		
2340	Hyytinen Hardware Hank 01-200-000-0000-6405		13.99	battery	1163856	Office Supplies
2340	Hyytinen Hardware Hank		13.99	1 Transactions		
3263	K&M Signs Inc. 01-200-000-0000-6231		68.00	SQUAD NUMBERS 220,222	9911	Services & Labor (Incl Contracts)
3263	K&M Signs Inc.		68.00	1 Transactions		
5756	KEEPRS, Inc 01-200-019-0000-6610		15.99	REFURBISH K-9 BADGE	236802	Equipment
5756	KEEPRS, Inc		15.99	1 Transactions		
10567	Lake Country Auto Center Of Aitkin 01-200-000-0000-6302		62.73	right high/low beam #207	16640	Car Maintenance
	01-200-000-0000-6302		507.86	Jeep-window regulator, etc.	16676	Car Maintenance

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
10567	Lake Country Auto Center Of Aitkin		570.59		2 Transactions	
3100	McGregor Oil 01-200-000-0000-6511		0.01	CARRIED FORWARD	AITKINSH	Gas And Oil
3100	McGregor Oil		0.01		1 Transactions	
6038	Mississippi Landing 01-200-000-0000-6511		39.69	Gas #209	612919	Gas And Oil
	01-200-000-0000-6511		34.50	GAS #209	612920	Gas And Oil
	01-200-000-0000-6511		31.34	GAS #209	612921	Gas And Oil
6038	Mississippi Landing		105.53		3 Transactions	
13019	Olson/Drew & Krista 01-200-000-0000-5533		5.00	refund dup alarm renewal pymt		Alarm System
13019	Olson/Drew & Krista		5.00		1 Transactions	
4010	Rasley Oil Company 01-200-000-0000-6511		137.95	bond Refund R.1763	13268	Gas And Oil
4010	Rasley Oil Company		137.95		1 Transactions	
13006	Ray Allen Manufacturing, LLC 01-200-019-0000-6409		51.98	BADGE HOLDER, PILLOW	302352	Supplies
13006	Ray Allen Manufacturing, LLC		51.98		1 Transactions	
84172	Riverwood Healthcare Center 01-200-000-0000-6231		18.70	PRATT, C.	V6749006	Services & Labor (Incl Contracts)
84172	Riverwood Healthcare Center		18.70		1 Transactions	
4233	S & T Office Products Inc 01-200-000-0000-6405		59.43	office supplies	01QG1473	Office Supplies
4233	S & T Office Products Inc		59.43		1 Transactions	
4681	Streichers 01-200-000-0000-6409		54.98	paddle holster #222	I1076775	Deputy Supplies
4681	Streichers		54.98		1 Transactions	
90805	Temco 01-200-019-0000-6231		100.00	fabricate K-9 door panel	16891	Services, Labor, Contracts

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
90805	Temco		100.00		1 Transactions	
86235	The Office Shop Inc					
	01-200-000-0000-6405		8.99	USB cable	270621-0	Office Supplies
	01-200-000-0000-6405		22.29	laminare sheets	270718-0	Office Supplies
	01-200-000-0000-6405		5.65	coil for radar remote #224	270728-0	Office Supplies
86235	The Office Shop Inc		36.93		3 Transactions	
4930	Uniforms Unlimited Inc					
	01-200-000-0000-6610		805.54	body armor #207	193494	Equipment & Radios
4930	Uniforms Unlimited Inc		805.54		1 Transactions	
6097	Verizon Wireless					
	01-200-000-0000-6250		628.54	cellular phone	286090412	Telephone
				01/11/2014	02/10/2014	
6097	Verizon Wireless		628.54		1 Transactions	
200	DEPT Total:		6,599.38	Enforcement	23 Vendors	28 Transactions
202	DEPT			Boat & Water		
	3950 Public Utilities					
	01-202-000-0000-6254		14.71	Boat & Water		Utilities
	3950 Public Utilities		14.71		1 Transactions	
202	DEPT Total:		14.71	Boat & Water	1 Vendors	1 Transactions
203	DEPT			Snowmobile		
	5322 A & M AUTO OF MCGREGOR					
	01-203-000-0000-6302		70.42	oil change,rotate tires #217	041779	Car Maintenance
	5322 A & M AUTO OF MCGREGOR		70.42		1 Transactions	
	3100 McGregor Oil					
	01-203-000-0000-6511		22.95	gas #217-47992	AITKINSH	Gas And Oil
	3100 McGregor Oil		22.95		1 Transactions	
	6038 Mississippi Landing					
	01-203-000-0000-6511		17.76	Gas #217	612918	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
6038	Mississippi Landing		17.76		1 Transactions	
3760	Palisade Cooperative Oil Assoc 01-203-000-0000-6511		4.04	gas #217	ACSHERI	Gas And Oil
3760	Palisade Cooperative Oil Assoc		4.04		1 Transactions	
6097	Verizon Wireless 01-203-000-0000-6250		50.42	cellular phone 01/11/2014	286090412	Telephone
6097	Verizon Wireless		50.42		1 Transactions	
203	DEPT Total:		165.59	Snowmobile	5 Vendors	5 Transactions
252	DEPT			Corrections		
163	Charter Communications 01-252-252-0000-6405		42.13	Cable TV		Prisoner Welfare
163	Charter Communications		42.13		1 Transactions	
5583	Crawford Supply Company 01-252-252-0000-6408		174.96	commissary supplies	376966	Commissary Supplies
5583	Crawford Supply Company		174.96		1 Transactions	
88628	Dalco 01-252-000-0000-6422		406.54	jail paper products	2712731	Janitorial Supplies
88628	Dalco		406.54		1 Transactions	
1598	Ferrara's Htg Air Cond & Refrig Inc 01-252-000-0000-6590		355.56	pilot hood,thermocouple/Range	6984	Repair & Maintenance Supplies
1598	Ferrara's Htg Air Cond & Refrig Inc		355.56		1 Transactions	
2186	Hillyard Inc - Kansas City 01-252-000-0000-6422		523.61	janitorial	601038959	Janitorial Supplies
	01-252-000-0000-6405		71.60	gloves	601038960	Office & Computer Supplies
2186	Hillyard Inc - Kansas City		595.21		2 Transactions	
5756	KEEPRS, Inc 01-252-000-0000-6410		119.73	UNIFORM SHIRTS-HEGMAN	237986	Clothing Allowance
5756	KEEPRS, Inc		119.73		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		
3789	Pan-O-Gold Baking Company				
	01-252-000-0000-6418		13.32	010024404512	Groceries
	01-252-000-0000-6418		164.86	010024405128	Groceries
	01-252-000-0000-6418		145.14	010024405813	Groceries
3789	Pan-O-Gold Baking Company		323.32		3 Transactions
3950	Public Utilities				
	01-252-000-0000-6254		67.27		Sheriff's storage garage
	01-252-000-0000-6254		1,210.86		New Jail
	01-252-000-0000-6254		4,656.58		New Jail 2
3950	Public Utilities		5,934.71		3 Transactions
9499	Reliance Telephone Systems, Inc				
	01-252-252-0000-6406		1,500.00	D-12210	phone cards
9499	Reliance Telephone Systems, Inc		1,500.00		1 Transactions
12930	River Oaks Dental				
	01-252-000-0000-6262		265.00	002071	dental work-Jacobson,N
12930	River Oaks Dental		265.00		1 Transactions
84172	Riverwood Healthcare Center				
	01-252-000-0000-6262		224.40	V6667356	inmate care-Pratt, L.
84172	Riverwood Healthcare Center		224.40		1 Transactions
4233	S & T Office Products Inc				
	01-252-000-0000-6405		59.42	01QG1473	office supplies
4233	S & T Office Products Inc		59.42		1 Transactions
4761	Sysco Minnesota Inc				
	01-252-000-0000-6418		2,728.89	402200932	Groceries
	01-252-000-0000-6418		2,691.11	402271379	Groceries
4761	Sysco Minnesota Inc		5,420.00		2 Transactions
11608	Thrifty White Pharmacy-Mcgregor				
	01-252-000-0000-6262		1,712.93	52914536063080	February Prescriptions
	01-252-000-0000-6262		1,598.66	52914536063080	January Prescriptions
11608	Thrifty White Pharmacy-Mcgregor		3,311.59		2 Transactions
6097	Verizon Wireless				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		01-252-000-0000-6250		62.35	cellular phone	01/11/2014 02/10/2014	286090412		Telephone	
6097	Verizon Wireless			62.35		1 Transactions				
252	DEPT Total:			18,794.92	Corrections		15 Vendors		22 Transactions	
253	DEPT				Aitkin Co Community Corrections					
11180	Fastenal Company	01-253-000-0000-6405		26.40	ear plugs		164254MNBAX		Operating Supplies	
11180	Fastenal Company			26.40		1 Transactions				
2340	Hyytinen Hardware Hank	01-253-000-0000-6405		28.99	BOOTS		1161497		Operating Supplies	
		01-253-000-0000-6405		87.55	DOWEL,SHELF BRACKETS		1162841		Operating Supplies	
		01-253-000-0000-6405		149.99	BIB OVERALLS		1163260		Operating Supplies	
		01-253-000-0000-6405		107.98	INSULATED OVERALL/JACKET		1163467		Operating Supplies	
		01-253-000-0000-6405		54.99	BIB OVERALL		1164382		Operating Supplies	
2340	Hyytinen Hardware Hank			429.50		5 Transactions				
10567	Lake Country Auto Center Of Aitkin	01-253-000-0000-6302		55.50	STS van/tire rpr,remove dr hdl		16697		Car Maintenance	
		01-253-000-0000-6302		35.32	OIL CHANGE #222		16707		Car Maintenance	
10567	Lake Country Auto Center Of Aitkin			90.82		2 Transactions				
12927	Midwest Machinery Co.	01-253-000-0000-6405		30.94	chainsaw oil, quick lock pin		802396		Operating Supplies	
12927	Midwest Machinery Co.			30.94		1 Transactions				
4010	Rasley Oil Company	01-253-000-0000-6511		549.67	FEBRUARY GAS		AITCOSHERS		Gas And Oil	
4010	Rasley Oil Company			549.67		1 Transactions				
6128	Tire Barn	01-253-000-0000-6302		39.54	oil change-STS Van		26941		Car Maintenance	
6128	Tire Barn			39.54		1 Transactions				
253	DEPT Total:			1,166.87	Aitkin Co Community Corrections		6 Vendors		11 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
254	DEPT			Enhanced 911 System		
8694	Mn Dept Of Transportation 01-254-000-0000-6231		3,545.52	2014 ARMER Motorola SUAll	193493	Services, Labor, Contracts
8694	Mn Dept Of Transportation		3,545.52	1 Transactions		
254	DEPT Total:		3,545.52	Enhanced 911 System	1 Vendors	1 Transactions
257	DEPT			Sobriety Court		
3810	Paulbeck's County Market 01-257-022-0000-6406		18.40	Graduation Supplies	927-7299	Sobriety Crt Expenses
3810	Paulbeck's County Market		18.40	1 Transactions		
4634	Rialto Theatre 01-257-022-0000-6406		200.00	50 movie passes	345575	Sobriety Crt Expenses
4634	Rialto Theatre		200.00	1 Transactions		
86235	The Office Shop Inc 01-257-022-0000-6406		3.39	Office Supplies	270005-0	Sobriety Crt Expenses
	01-257-022-0000-6406		4.80	Office Supplies	952507-0	Sobriety Crt Expenses
	01-257-022-0000-6406		3.00	Office Supplies	952600-0	Sobriety Crt Expenses
	01-257-022-0000-6406		89.46	Office Supplies	953116-0	Sobriety Crt Expenses
	01-257-022-0000-6406		15.36	Office Supplies	953128-0	Sobriety Crt Expenses
86235	The Office Shop Inc		116.01	5 Transactions		
257	DEPT Total:		334.41	Sobriety Court	3 Vendors	7 Transactions
390	DEPT			Environmental Health (FBL)		
4641	Holiday Credit Office 01-390-000-0000-6511		70.01	February fuel charges	1400000135321	Gas And Oil
4641	Holiday Credit Office		70.01	1 Transactions		
12486	Leitinger/Michelle 01-390-000-0000-6405		6.38	Alcohol swabs reimbursement		Office, Film, And Field Supplies
12486	Leitinger/Michelle		6.38	1 Transactions		
10313	Lenovo (United States) Inc. 01-390-000-0000-6405		48.20	mouse & carrying case	6222557658	Office, Film, And Field Supplies
	01-390-000-0000-6231		246.40	3yr protection for Thinkpad	6222606287	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
10313	Lenovo (United States) Inc.	01-390-000-0000-6625		1,155.15	Thinkpad for M.Leitinger		6222606287	Office Equipment & Other Equipment	
				1,449.75		3 Transactions			
86235	The Office Shop Inc	01-390-000-0000-6405		11.94	Battery & Xerox paper		270734-0	Office, Film, And Field Supplies	
		01-390-000-0000-6405		37.50	laminate posters		270740-0	Office, Film, And Field Supplies	
86235	The Office Shop Inc			49.44		2 Transactions			
390	DEPT Total:			1,575.58	Environmental Health (FBL)		4 Vendors		7 Transactions
391	DEPT				Solid Waste				
1754	Garrison Disposal Company, Inc	01-391-060-0000-6360		4,846.04	January Recycling			Recycling Contract	
1754	Garrison Disposal Company, Inc			4,846.04		1 Transactions			
4641	Holiday Credit Office	01-391-000-0000-6511		48.70	February fuel charges		1400000135321	Gas And Oil	
4641	Holiday Credit Office			48.70		1 Transactions			
391	DEPT Total:			4,894.74	Solid Waste		2 Vendors		2 Transactions
392	DEPT				Water Wells				
405	A.W. Research Laboratories, Inc.	01-392-000-0000-6231		120.00	Water Tests		10340	Services, Labor, Contracts	
		01-392-000-0000-6231		66.00	Water Tests		10343	Services, Labor, Contracts	
		01-392-000-0000-6231		80.00	water tests		10361	Services, Labor, Contracts	
		01-392-000-0000-6231		40.00	water tests		10374	Services, Labor, Contracts	
405	A.W. Research Laboratories, Inc.			306.00		4 Transactions			
12486	Leitinger/Michelle	01-392-000-0000-6405		6.38	Alcohol swabs reimbursement			Office & Film Supplies	
12486	Leitinger/Michelle			6.38		1 Transactions			
392	DEPT Total:			312.38	Water Wells		2 Vendors		5 Transactions
601	DEPT				Extension				
89471	Aitkin Co 4-H Council	01-601-551-0000-5840		40.00	Sales-license center R.389		#4407	4-H Plat Book Sales	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		01-601-551-0000-5840		80.00	Sales-license center R.391		#4408-4409		4-H Plat Book Sales	
		01-601-551-0000-5840		400.00	Sales-Recorders Office R.393		#4420-4429		4-H Plat Book Sales	
		01-601-551-0000-5840		40.00	Sales-license center R.392		#4444		4-H Plat Book Sales	
89471	Aitkin Co 4-H Council			560.00		4 Transactions				
5398	CDW Government, Inc									
		01-601-000-0000-6405		223.19	LED 24 WIDE		JS38195		Office Supplies	
5398	CDW Government, Inc			223.19		1 Transactions				
10313	Lenovo (United States) Inc.									
		01-601-000-0000-6405		29.95	CASE Backpack		6222577233		Office Supplies	
		01-601-000-0000-6405		24.00	MOUSE scrollpoint		6222578801		Office Supplies	
10313	Lenovo (United States) Inc.			53.95		2 Transactions				
601	DEPT Total:			837.14	Extension		3 Vendors		7 Transactions	
1	Fund Total:			58,054.04	General Fund				212 Transactions	

DKB1
3/10/14 8:44AM
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		
8175	Centurylink 03-301-000-0000-6250		31.43	FAX - HWY OFFICE 031414 02/11/2014 03/10/2014		Telephone
8175	Centurylink		31.43		1 Transactions	
10855	Culligan 03-301-000-0000-6400		16.00	WATER BOTTLE 031414	341890	Supplies And Materials
10855	Culligan		16.00		1 Transactions	
11406	Innovative Office Solutions 03-301-000-0000-6400		147.32	CALCULATOR 031414	476008	Supplies And Materials
11406	Innovative Office Solutions		147.32		1 Transactions	
301	DEPT Total:		194.75	R&B Administration	3 Vendors	3 Transactions
303	DEPT			R&B Highway Maintenance		
50	Aitkin Body Shop, Inc 03-303-000-0000-6523		60.00	REPAIR 031414	58122	Misc Bldg & Shop Supplies
50	Aitkin Body Shop, Inc		60.00		1 Transactions	
195	Aitkin Tire Shop 03-303-000-0000-6590		10.00	REPAIR 031414	53077	Repair & Maintenance Supplies
	03-303-000-0000-6590		20.00	REPAIR 031414	53078	Repair & Maintenance Supplies
195	Aitkin Tire Shop		30.00		2 Transactions	
8239	Ameripride Linen & Apparel Services 03-303-000-0000-6523		52.95	SHOP LAUNDRY 031414	2200467709	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		44.41	SHOP LAUNDRY 031414	2200480446	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		44.41	SHOP LAUNDRY 031414	2200483116	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		87.86	SHOP LAUNDRY 031414	2200485548	Misc Bldg & Shop Supplies
8239	Ameripride Linen & Apparel Services		229.63		4 Transactions	
12106	Antoine Electric 03-303-000-0000-6298		141.93	EMERGENCY LIGHTS 031414	13462	Shop Maintenance
	03-303-000-0000-6298		141.93	EMERGENCY LIGHTS 031414	13462	Shop Maintenance
12106	Antoine Electric		283.86		2 Transactions	
86467	Auto Value Aitkin					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03-303-000-0000-6590	89.99	SNOW PLOW LIGHT 031414	40040567	Repair & Maintenance Supplies
03-303-000-0000-6590	2.49	SPREADER 031414	40040600	Repair & Maintenance Supplies
03-303-000-0000-6590	12.99	COUNTER 031414	40040601	Repair & Maintenance Supplies
03-303-000-0000-6590	103.98	PLOW LIGHT 031414	40040687	Repair & Maintenance Supplies
03-303-000-0000-6590	1.99	POWER STEERING 031414	40041117	Repair & Maintenance Supplies
03-303-000-0000-6590	81.90	OIL FILTERS 031414	40041248	Repair & Maintenance Supplies
03-303-000-0000-6590	24.98	WIPERS 031414	40041403	Repair & Maintenance Supplies
86467 Auto Value Aitkin	318.32			7 Transactions
8674 Boyer Trucks				
03-303-000-0000-6590	174.56	INDICATOR 031414	140840R	Repair & Maintenance Supplies
03-303-000-0000-6590	272.48	COMPRESSOR 031414	829858	Repair & Maintenance Supplies
8674 Boyer Trucks	447.04			2 Transactions
1200 Cummings Oil, Inc				
03-303-000-0000-6513	16,022.40	MCGREGOR 031414	37827	Motor Fuel & Lubricants
03-303-000-0000-6513	7,702.40	MCGRATH 031414	37828	Motor Fuel & Lubricants
1200 Cummings Oil, Inc	23,724.80			2 Transactions
9326 Dehn Oil				
03-303-000-0000-6513	24,199.24	AITKIN 031414	25043158	Motor Fuel & Lubricants
9326 Dehn Oil	24,199.24			1 Transactions
7920 Dixon Mechanical Electric, LLP				
03-303-000-0000-6590	326.26	ALTERNATOR 031414	15376	Repair & Maintenance Supplies
7920 Dixon Mechanical Electric, LLP	326.26			1 Transactions
1491 Dutch's Electric, Inc				
03-303-000-0000-6516	225.50	REPAIR 031414	21791	Signs & Posts
1491 Dutch's Electric, Inc	225.50			1 Transactions
7935 East Central Energy				
03-303-000-0000-6254	173.32	POWER - MCGRATH 031414	70415419	Utilities
7935 East Central Energy	173.32			1 Transactions
7060 Federated Co-Ops Inc.				
03-303-000-0000-6297	909.49	MCGRATH 031414	111004	Shop Fuel
03-303-000-0000-6297	1,679.40	JACOBSON 031414	12155	Shop Fuel
03-303-000-0000-6297	839.54	MCGRATH 031414	20756	Shop Fuel

DKB1
 3/10/14 8:44AM
 3 Road & Bridge

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
7060 Federated Co-Ops Inc.		MCGREGOR 031414	36988	Shop Fuel
		4 Transactions		
8622 Frontier		JACOBSON 031414	2187526591	Telephone
03-303-000-0000-6250	44.71	MCGREGOR 031414	2187684481	Telephone
03-303-000-0000-6250	48.00	PALISADE 031414	2188452607	Telephone
03-303-000-0000-6250	42.75	MCGRATH 031414	3205923580	Telephone
8622 Frontier	195.63			
		4 Transactions		
1754 Garrison Disposal Company, Inc		GARBAGE 031414	8178293	Utilities
03-303-000-0000-6254	15.00	GARBAGE 031414	8178293	Utilities
03-303-000-0000-6254	40.00	MCGREGOR 031414	8178688	Utilities
03-303-000-0000-6254	78.22			
1754 Garrison Disposal Company, Inc	133.22			
		3 Transactions		
1880 Gravelle Plumbing & Heating, Inc		SLIP CAP 031414	5376	Repair & Maintenance Supplies
03-303-000-0000-6590	100.60			
1880 Gravelle Plumbing & Heating, Inc	100.60			
		1 Transactions		
1959 H & L Mesabi Inc		PLOW BOLTS 031414	90281	Misc Bldg & Shop Supplies
03-303-000-0000-6523	444.22			
1959 H & L Mesabi Inc	444.22			
		1 Transactions		
2763 J & H Transfer Station-Lakes Sanitary		AITKIN 031414	75545	Utilities
03-303-000-0000-6254	93.89	PALISADE 031414	75546	Utilities
03-303-000-0000-6254	57.65			
2763 J & H Transfer Station-Lakes Sanitary	151.54			
		2 Transactions		
8101 Kris Engineering Inc		SYSTEM 031414	23339	Repair & Maintenance Supplies
03-303-000-0000-6590	3,429.92			
8101 Kris Engineering Inc	3,429.92			
		1 Transactions		
91187 Lake Country Power		CSAH 14 031414	141979801	Utilities
03-303-000-0000-6254	68.77	CSAH 6 031414	141979901	Utilities
03-303-000-0000-6254	59.43			
91187 Lake Country Power	128.20			
		2 Transactions		
12626 Lubrication Technologies, Inc.				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
03-303-000-0000-6513		1,204.92	MOTOR OIL 031414	2310436 Motor Fuel & Lubricants
03-303-000-0000-6523		1,436.75	FUEL ADDITIVE 031414	2310436 Misc Bldg & Shop Supplies
03-303-000-0000-6523		1,819.27	FUEL ADDITIVE 031414	2316455 Misc Bldg & Shop Supplies
03-303-000-0000-6523		1,942.08-	FUEL ADDITIVE 031414	525761 Misc Bldg & Shop Supplies
12626 Lubrication Technologies, Inc.		2,518.86		4 Transactions
2991 Malmo Market				
03-303-000-0000-6523		9.17	DISHSOAP 031414	20462 Misc Bldg & Shop Supplies
03-303-000-0000-6513		75.52	GASOLINE 031414	34784 Motor Fuel & Lubricants
03-303-000-0000-6513		62.41	GASOLINE 031414	37132 Motor Fuel & Lubricants
03-303-000-0000-6513		70.21	GASOLINE 031414	37189 Motor Fuel & Lubricants
2991 Malmo Market		217.31		4 Transactions
10824 Maney International Inc				
03-303-000-0000-6590		277.78	EXTENSION 031414	657917 Repair & Maintenance Supplies
03-303-000-0000-6590		277.78	EXTENSION 031414	657917 Repair & Maintenance Supplies
10824 Maney International Inc		555.56		2 Transactions
5917 Mike's Bobcat Service				
03-303-000-0000-6825		400.00	PLOWING 031414	Maintenance Agreements
5917 Mike's Bobcat Service		400.00		1 Transactions
8540 Minnesota Department Of Public Safety				
03-303-000-0000-6298		25.00	HAZ CHEMICAL FEE 031414	Shop Maintenance
03-303-000-0000-6298		25.00	HAZ CHEMICAL FEE 031414	Shop Maintenance
03-303-000-0000-6298		25.00	HAZ CHEMICAL FEE 031414	Shop Maintenance
03-303-000-0000-6298		25.00	HAZ CHEMICAL FEE 031414	Shop Maintenance
03-303-000-0000-6298		25.00	HAZ CHEMICAL FEE 031414	Shop Maintenance
03-303-000-0000-6298		25.00	HAZ CHEMICAL FEE 031414	Shop Maintenance
8540 Minnesota Department Of Public Safety		150.00		6 Transactions
8618 North American Salt Co				
03-303-000-0000-6518		7,625.28	DE ICING SALT 031414	71122876 De-Icing Salt
8618 North American Salt Co		7,625.28		1 Transactions
10701 Northern Safety Technology Inc				
03-303-000-0000-6590		144.99	FLASHER 031414	35603 Repair & Maintenance Supplies
10701 Northern Safety Technology Inc		144.99		1 Transactions

DKB1
 3/10/14 8:44AM
 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
8691	Northland Hydraulic Service 03-303-000-0000-6590		1,500.00	LABOR 031414	7016	Repair & Maintenance Supplies
8691	Northland Hydraulic Service		1,500.00		1 Transactions	
8436	Northland Parts 03-303-000-0000-6523		49.99	CHAMBER 031414	275025	Misc Bldg & Shop Supplies
	03-303-000-0000-6590		19.49	MIRROR 031414	275071	Repair & Maintenance Supplies
	03-303-000-0000-6523		24.98	CABLE 031414	275230	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		20.69	SOCKET 031414	275305	Misc Bldg & Shop Supplies
8436	Northland Parts		115.15		4 Transactions	
10720	Nuss Truck & Equipment 03-303-000-0000-6590		397.50	PUMP 031414	3119296	Repair & Maintenance Supplies
	03-303-000-0000-6590		240.39	BEARING 031414	3119392	Repair & Maintenance Supplies
10720	Nuss Truck & Equipment		637.89		2 Transactions	
3760	Palisade Cooperative Oil Assoc 03-303-000-0000-6513		58.59	GASOLINE 031414	275769	Motor Fuel & Lubricants
3760	Palisade Cooperative Oil Assoc		58.59		1 Transactions	
10128	Peterson Towing Company 03-303-000-0000-6590		312.50	TOWING 031414	28272	Repair & Maintenance Supplies
10128	Peterson Towing Company		312.50		1 Transactions	
8537	Powerplan OIB 03-303-000-0000-6590		2,383.71	PAD 031414	948043	Repair & Maintenance Supplies
	03-303-000-0000-6590		271.75	PIN 031414	950420	Repair & Maintenance Supplies
	03-303-000-0000-6590		519.38	PIN 031414	953026	Repair & Maintenance Supplies
	03-303-000-0000-6590		561.37-	BUSHING 031414	953186	Repair & Maintenance Supplies
	03-303-000-0000-6590		277.95	MANUAL 031414	956757	Repair & Maintenance Supplies
	03-303-000-0000-6590		914.64	EDGE 031414	960798	Repair & Maintenance Supplies
8537	Powerplan OIB		3,806.06		6 Transactions	
3950	Public Utilities 03-303-000-0000-6254		42.64	HWY 210 AND CSAH 28 031414	02000594550	Utilities
	03-303-000-0000-6254		47.28	AITKIN SHOP WATER 031414	02000633350	Utilities
	03-303-000-0000-6254		36.38	HWY 210 AND CSAH 12 031414	02000633880	Utilities
	03-303-000-0000-6254		90.72	HWY 47 AND CSAH 12 031414	02006409200	Utilities

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
3950 Public Utilities			4 Transactions	
	217.02			
4010 Rasley Oil Company				
03-303-000-0000-6513	41.43	GASOLINE 031414	11859	Motor Fuel & Lubricants
03-303-000-0000-6513	25.82	GASOLINE 031414	11865	Motor Fuel & Lubricants
03-303-000-0000-6513	78.27	GASOLINE 031414	11878	Motor Fuel & Lubricants
03-303-000-0000-6513	55.83	GASOLINE 031414	12155	Motor Fuel & Lubricants
03-303-000-0000-6513	86.83	GASOLINE 031414	12276	Motor Fuel & Lubricants
03-303-000-0000-6513	23.16	GASOLINE 031414	12329	Motor Fuel & Lubricants
03-303-000-0000-6513	66.93	GASOLINE 031414	12347	Motor Fuel & Lubricants
03-303-000-0000-6513	68.34	GASOLINE 031414	12359	Motor Fuel & Lubricants
03-303-000-0000-6513	49.73	GASOLINE 031414	12360	Motor Fuel & Lubricants
03-303-000-0000-6513	35.53	GASOLINE 031414	12390	Motor Fuel & Lubricants
03-303-000-0000-6513	49.55	GASOLINE 031414	12414	Motor Fuel & Lubricants
03-303-000-0000-6513	44.33	GASOLINE 031414	12447	Motor Fuel & Lubricants
03-303-000-0000-6513	43.54	GASOLINE 031414	12461	Motor Fuel & Lubricants
03-303-000-0000-6513	82.16	GASOLINE 031414	12482	Motor Fuel & Lubricants
03-303-000-0000-6513	63.67	GASOLINE 031414	12520	Motor Fuel & Lubricants
03-303-000-0000-6513	85.32	GASOLINE 031414	12548	Motor Fuel & Lubricants
03-303-000-0000-6513	52.71	GASOLINE 031414	12611	Motor Fuel & Lubricants
03-303-000-0000-6513	32.99	GASOLINE 031414	20505	Motor Fuel & Lubricants
03-303-000-0000-6513	22.88	GASOLINE 031414	20527	Motor Fuel & Lubricants
03-303-000-0000-6513	53.90	GASOLINE 031414	20716	Motor Fuel & Lubricants
03-303-000-0000-6513	67.74	GASOLINE 031414	20764	Motor Fuel & Lubricants
03-303-000-0000-6513	42.77	GASOLINE 031414	20785	Motor Fuel & Lubricants
03-303-000-0000-6513	86.09	GASOLINE 031414	20789	Motor Fuel & Lubricants
03-303-000-0000-6513	83.39	GASOLINE 031414	20917	Motor Fuel & Lubricants
03-303-000-0000-6513	66.35	GASOLINE 031414	20922	Motor Fuel & Lubricants
03-303-000-0000-6513	46.87	GASOLINE 031414	20938	Motor Fuel & Lubricants
03-303-000-0000-6513	64.80	GASOLINE 031414	20960	Motor Fuel & Lubricants
03-303-000-0000-6513	79.27	GASOLINE 031414	20969	Motor Fuel & Lubricants
03-303-000-0000-6513	121.87	GASOLINE 031414	21010	Motor Fuel & Lubricants
03-303-000-0000-6513	91.30	GASOLINE 031414	21029	Motor Fuel & Lubricants
03-303-000-0000-6513	55.61	GASOLINE 031414	25482	Motor Fuel & Lubricants
03-303-000-0000-6513	63.91	GASOLINE 031414	25547	Motor Fuel & Lubricants
03-303-000-0000-6513	29.25	GASOLINE 031414	28303	Motor Fuel & Lubricants
03-303-000-0000-6513	40.33	GASOLINE 031414	28313	Motor Fuel & Lubricants
03-303-000-0000-6513	101.21	GASOLINE 031414	28317	Motor Fuel & Lubricants
03-303-000-0000-6513	40.89	GASOLINE 031414	28339	Motor Fuel & Lubricants

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4010 Rasley Oil Company		GASOLINE 031414	28361	Motor Fuel & Lubricants
	71.12			
	2,215.69	37 Transactions		
4070 Riley Auto Supply		STOPLIGHT SWITCH 031414	545008	Repair & Maintenance Supplies
03-303-000-0000-6590	15.99			
03-303-000-0000-6523	63.96	MIRROR 031414	545031	Misc Bldg & Shop Supplies
03-303-000-0000-6590	5.99	ELECTRIC BATTERY 031414	545043	Repair & Maintenance Supplies
03-303-000-0000-6523	42.73	IMPACT SOCKET 031414	545140	Misc Bldg & Shop Supplies
03-303-000-0000-6523	21.99	THREADLOCK 031414	545241	Misc Bldg & Shop Supplies
03-303-000-0000-6590	34.12	HOSE FITTINGS 031414	545290	Repair & Maintenance Supplies
03-303-000-0000-6590	80.73	HOSE FITTINGS 031414	545306	Repair & Maintenance Supplies
03-303-000-0000-6523	8.56	SHIPPING 031414	545343	Misc Bldg & Shop Supplies
03-303-000-0000-6590	18.95	HOSE FITTINGS 031414	545373	Repair & Maintenance Supplies
03-303-000-0000-6523	46.76	FUEL FILTERS 031414	545484	Misc Bldg & Shop Supplies
03-303-000-0000-6590	9.99	HEADLIGHT BULB 031414	545519	Repair & Maintenance Supplies
03-303-000-0000-6523	4.78	HOSE 031414	545541	Misc Bldg & Shop Supplies
03-303-000-0000-6523	24.90	STRAPS 031414	545648	Misc Bldg & Shop Supplies
03-303-000-0000-6523	109.67	STRAPS 031414	545679	Misc Bldg & Shop Supplies
03-303-000-0000-6590	131.06	BRAKE 031414	545712	Repair & Maintenance Supplies
03-303-000-0000-6590	42.16	BELT 031414	545745	Repair & Maintenance Supplies
03-303-000-0000-6590	84.94	HOSE FITTINGS 031414	545757	Repair & Maintenance Supplies
4070 Riley Auto Supply	747.28	17 Transactions		
90805 Temco		HEX NUT 031414	16951	Repair & Maintenance Supplies
03-303-000-0000-6590	13.50			
90805 Temco	13.50	1 Transactions		
4988 Viking Industrial Center		GLOVES 031414	1010411	Misc Bldg & Shop Supplies
03-303-000-0000-6523	171.23			
4988 Viking Industrial Center	171.23	1 Transactions		
5295 Ziegler Inc		RETURN 031414	190003390	Repair & Maintenance Supplies
03-303-000-0000-6590	587.23-			
03-303-000-0000-6590	49.45-	RETURN 031414	190003391	Repair & Maintenance Supplies
03-303-000-0000-6590	163.06-	RETURN 031414	190003392	Repair & Maintenance Supplies
03-303-000-0000-6590	1,442.33	HYDRAULIC CONTROL VALVE 031414	190010353	Repair & Maintenance Supplies
03-303-000-0000-6590	1,628.50	LABOR 031414	190010353	Repair & Maintenance Supplies
03-303-000-0000-6590	946.35	PINS AND RODS 031414	190034861	Repair & Maintenance Supplies
03-303-000-0000-6590	850.83	ROD 031414	190034954	Repair & Maintenance Supplies

DKB1
 3/10/14 8:44AM
 3 Road & Bridge

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
			Invoice #	Account/Formula Description	
			Paid On Bhf #	On Behalf of Name	
03-303-000-0000-6590		91.60	KIT SEAL 031414	190034955	Repair & Maintenance Supplies
03-303-000-0000-6590		69.90	BOLTS AND NUTS 031414	190034956	Repair & Maintenance Supplies
03-303-000-0000-6590		277.03	PIN 031414	190035033	Repair & Maintenance Supplies
03-303-000-0000-6590		98.06	LATCH 031414	190035064	Repair & Maintenance Supplies
03-303-000-0000-6590		530.00	CUTTING EDGES 031414	190035152	Repair & Maintenance Supplies
03-303-000-0000-6590		20.14	PAWL 031414	190035153	Repair & Maintenance Supplies
03-303-000-0000-6590		38.60	SEAL 031414	190035182	Repair & Maintenance Supplies
03-303-000-0000-6590		28.64	BOLT AND NUT 031414	190035183	Repair & Maintenance Supplies
5295 Ziegler Inc		5,222.24			15 Transactions
303 DEPT Total:		85,728.74	R&B Highway Maintenance	38 Vendors	151 Transactions
307 DEPT			R&B Capital Infrastructure		
48 Aitkin Co Abstract Company					
03-307-000-0000-6260		15.00	SP 001610022 031414	45888	Professional Services
48 Aitkin Co Abstract Company		15.00			1 Transactions
8716 SEH					
03-307-000-0000-6260		351.88	WETLAND DELINEATION CSA 031414	277865	Professional Services
8716 SEH		351.88			1 Transactions
307 DEPT Total:		366.88	R&B Capital Infrastructure	2 Vendors	2 Transactions
308 DEPT			R&B Equipment & Facilities		
8491 ACS, Inc					
03-308-000-0000-6600		9,084.38	NEW ROADS SOFTWARE 031414	950210	Capital Outlay-Facilities
8491 ACS, Inc		9,084.38			1 Transactions
308 DEPT Total:		9,084.38	R&B Equipment & Facilities	1 Vendors	1 Transactions
3 Fund Total:		95,374.75	Road & Bridge		157 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
400	DEPT			Public Health Department		
1457	CPS Technology Solutions, Inc 05-400-440-0410-6231		10.56	March maintenance contract	365232	Services Or Contracts
1457	CPS Technology Solutions, Inc		10.56	1 Transactions		
10313	Lenovo (United States) Inc. 05-400-440-0410-6625		1,401.55	Thinkpad & 3yr protection plan	6222606287	Furniture, Fixtures, Etc.
10313	Lenovo (United States) Inc.		1,401.55	1 Transactions		
400	DEPT Total:		1,412.11	Public Health Department	2 Vendors	2 Transactions
420	DEPT			Income Maintenance		
1457	CPS Technology Solutions, Inc 05-420-600-4800-6231		27.46	March maintenance contract	365232	Services Or Contracts
	05-420-640-4800-6231		35.20	March maintenance contract	365232	Services Or Contracts
1457	CPS Technology Solutions, Inc		62.66	2 Transactions		
420	DEPT Total:		62.66	Income Maintenance	1 Vendors	2 Transactions
430	DEPT			Social Services		
1457	CPS Technology Solutions, Inc 05-430-700-4800-6231		32.38	March maintenance contract	365232	Services Or Contracts
1457	CPS Technology Solutions, Inc		32.38	1 Transactions		
10313	Lenovo (United States) Inc. 05-430-700-4800-6405		67.40	2 mice & 1 carrying case	6222557658	Supplies-Computer/Office/Meeting
	05-430-700-4800-6625		1,401.55	Thinkpad & 3yr protection plan	6222606287	Office & Other Equipment
10313	Lenovo (United States) Inc.		1,468.95	2 Transactions		
430	DEPT Total:		1,501.33	Social Services	2 Vendors	3 Transactions
5	Fund Total:		2,976.10	Health & Human Services		7 Transactions

DKB1
 3/10/14 8:44AM
 9 State

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
0	DEPT			Undesignated	
	4580 Mn Dept Of Finance				
	09-000-000-0000-2030		180.00	February 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

DKB1
3/10/14 8:44AM
10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
900	DEPT			Timber Permit Bonds		
584	Blandin Paper Co 10-900-000-0000-2300		1,967.50	bond refund R.1770	12958	Timber Permit Bonds
584	Blandin Paper Co		1,967.50	1 Transactions		
9939	Brekke/Dell 10-900-000-0000-2300		456.00	Bond Refund R.1757	13404	Timber Permit Bonds
9939	Brekke/Dell		456.00	1 Transactions		
11286	Carlson Timber Products 10-900-000-0000-2300		3,593.86	bond refund R.1797	13113	Timber Permit Bonds
11286	Carlson Timber Products		3,593.86	1 Transactions		
13021	Hart/Michael 10-900-000-0000-2300		311.40	Bond Refund R.1490	12915	Timber Permit Bonds
13021	Hart/Michael		311.40	1 Transactions		
2424	Jobe/Pete 10-900-000-0000-2300		243.00	Bond Refund R.1768	13220	Timber Permit Bonds
	10-900-000-0000-2300		184.82	Bond Refund R.1747	13260	Timber Permit Bonds
2424	Jobe/Pete		427.82	2 Transactions		
3937	Potlatch Corp 10-900-000-0000-2300		1,839.00	Bond Refund R.1684	13229	Timber Permit Bonds
3937	Potlatch Corp		1,839.00	1 Transactions		
11574	Timber Transport-Curt Raveill 10-900-000-0000-2300		571.67	bond refund R.1807	12860	Timber Permit Bonds
11574	Timber Transport-Curt Raveill		571.67	1 Transactions		
4994	Venhuizen Bros 10-900-000-0000-2300		429.25	bond refund R.1749	13455	Timber Permit Bonds
4994	Venhuizen Bros		429.25	1 Transactions		
5109	Westerlund Sawmill 10-900-000-0000-2300		840.10	bond Refund R.1763	13268	Timber Permit Bonds
5109	Westerlund Sawmill		840.10	1 Transactions		

DKB1
 3/10/14 8:44AM
 10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
900 DEPT Total:		10,436.60	Timber Permit Bonds	9 Vendors 10 Transactions
923 DEPT			Forfeited Tax Sales	
170 Aitkin Motor Company 10-923-000-0000-6590		75.31	LOF	239417 Repair & Maintenance Supplies
170 Aitkin Motor Company		75.31		1 Transactions
584 Blandin Paper Co 10-923-000-0000-6820		6,334.15	overappraised refund	12958 Refunds & Reimbursements
584 Blandin Paper Co		6,334.15		1 Transactions
11286 Carlson Timber Products 10-923-000-0000-6820		0.03	overpaid refund	13113 Refunds & Reimbursements
11286 Carlson Timber Products		0.03		1 Transactions
2340 Hyytinen Hardware Hank 10-923-000-0000-6590		3.19	brake fluid 779	1165247 Repair & Maintenance Supplies
2340 Hyytinen Hardware Hank		3.19		1 Transactions
4233 S & T Office Products Inc 10-923-000-0000-6405		3.99	red ink pad for permit tickets	01QG0509 Office Supplies
4233 S & T Office Products Inc		3.99		1 Transactions
6128 Tire Barn 10-923-000-0000-6590		43.09	LOF	26921 Repair & Maintenance Supplies
6128 Tire Barn		43.09		1 Transactions
923 DEPT Total:		6,459.76	Forfeited Tax Sales	6 Vendors 6 Transactions
10 Fund Total:		16,896.36	Trust	16 Transactions

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 #	
924 DEPT				
91022 Courtemanche/Richard				
11-924-000-0000-6330		48.76	106@.46	Transportation & Travel
91022 Courtemanche/Richard		48.76	1 Transactions	
924 DEPT Total:		48.76	1 Vendors	1 Transactions
925 DEPT				
11051 Department of Human Services				
11-925-000-0000-6406		644.50	4964	Field Supplies
11051 Department of Human Services		644.50	1 Transactions	
2410 Jacobs/Mark H				
11-925-000-0000-6330		48.76	106@.46	Transportation & Travel
11-925-000-0000-6330		129.26	281@46	Transportation & Travel
2410 Jacobs/Mark H		178.02	2 Transactions	
4070 Riley Auto Supply				
11-925-000-0000-6590		24.00-	544513	Repair & Maintenance Supplies
11-925-000-0000-6590		9.99	544959	Repair & Maintenance Supplies
11-925-000-0000-6590		21.99	545082	Repair & Maintenance Supplies
11-925-000-0000-6590		9.99	545385	Repair & Maintenance Supplies
11-925-000-0000-6590		9.99	545568	Repair & Maintenance Supplies
4070 Riley Auto Supply		27.96	5 Transactions	
925 DEPT Total:		850.48	3 Vendors	8 Transactions
11 Fund Total:		899.24		9 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
521	DEPT			LLCC Administration		
85003	Aitkin County DAC 19-521-000-0000-6231		280.00	January cleaning service		Services, Labor, Contracts
85003	Aitkin County DAC		280.00		1 Transactions	
11419	Beaudry Propane 19-521-000-0000-6254		236.08	Propane-Director Residence	653098	Utilities
	19-521-000-0000-6254		191.88	Propane-Dining Hall	653099	Utilities
	19-521-000-0000-6254		215.84	Propane-Instr.Cood.Residence	653100	Utilities
11419	Beaudry Propane		643.80		3 Transactions	
1211	Croatt Enterprises Inc 19-521-000-0000-6254		10,400.00	130 cords Firewood	130@80.00	Utilities
1211	Croatt Enterprises Inc		10,400.00		1 Transactions	
8622	Frontier 19-521-000-0000-6250		446.25	service & long distance 02/22/2014 03/21/2014	2187684653	Telephone
8622	Frontier		446.25		1 Transactions	
4425	Shirts Plus 19-521-000-0000-6400		699.05	144 water bottles	60716	Commissary Items
	19-521-000-0000-6400		119.40	12 beanies	60750	Commissary Items
	19-521-000-0000-6400		240.00	120 bandannas	60751	Commissary Items
	19-521-000-0000-6400		477.00	48 T's, 12 LS T's	60752	Commissary Items
4425	Shirts Plus		1,535.45		4 Transactions	
86235	The Office Shop Inc 19-521-000-0000-6405		3.65	sealing tape	270605-0	Office & Computer Supplies
	19-521-000-0000-6405		39.88	time cards & NCR paper	954436-0	Office & Computer Supplies
86235	The Office Shop Inc		43.53		2 Transactions	
521	DEPT Total:		13,349.03	LLCC Administration	6 Vendors	12 Transactions
522	DEPT			LLCC Education		
116	Aitkin Feed & Farm Supply Inc 19-522-000-0000-6416		34.95	mouse food	96026	Education Supplies
116	Aitkin Feed & Farm Supply Inc		34.95		1 Transactions	

Aitkin County



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
522 DEPT Total:		LLCC Education	1 Vendors	1 Transactions
523 DEPT		LLCC Food		
86222 Aitkin Independent Age 19-523-000-0000-6230		PT Cook	1483	Printing, Publishing & Adv
86222 Aitkin Independent Age			1 Transactions	
5998 Appert's Foodservice 19-523-000-0000-6418		Groceries	2073036	Groceries-Students
19-523-000-0000-6420		Groceries	2073036	Food Service Supplies
5998 Appert's Foodservice			2 Transactions	
1475 Duffney Refrigeration, Inc 19-523-000-0000-6590		Walk-in Cooler Service	32715	Repair & Maintenance Supplies
19-523-000-0000-6590		Walk-in Cooler Service	32717	Repair & Maintenance Supplies
1475 Duffney Refrigeration, Inc			2 Transactions	
5662 McGregor Dairy, Inc 19-523-000-0000-6418		GROCERIES	21944	Groceries-Students
19-523-000-0000-6418		GROCERIES	21951	Groceries-Students
5662 McGregor Dairy, Inc			2 Transactions	
2190 Northern Star Food Equipment 19-523-000-0000-6590		Dishwasher parts	DC763537	Repair & Maintenance Supplies
2190 Northern Star Food Equipment			1 Transactions	
4968 Upper Lakes Foods, Inc 19-523-000-0000-6418		groceries	290731-00	Groceries-Students
19-523-000-0000-6420		supplies	290731-00	Food Service Supplies
19-523-000-0000-6418		groceries	290969-00	Groceries-Students
19-523-000-0000-6418		groceries	292706-00	Groceries-Students
19-523-000-0000-6420		supplies	292706-00	Food Service Supplies
19-523-000-0000-6418		groceries	294163-00	Groceries-Students
4968 Upper Lakes Foods, Inc			6 Transactions	
523 DEPT Total:		LLCC Food	6 Vendors	14 Transactions
524 DEPT		LLCC Maintenance		

DKB1
 3/10/14 8:44AM
 19 Long Lake Conservation C

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
2186	Hillyard Inc - Kansas City 19-524-000-0000-6422	648.59	maintenance supplies	601035671	Janitorial Services/Supplies
2186	Hillyard Inc - Kansas City	648.59	1 Transactions		
5005	Village Electric Motor Shop 19-524-000-0000-6590	399.60	heat pump repair	16327	Repair & Maintenance Supplies
5005	Village Electric Motor Shop	399.60	1 Transactions		
524	DEPT Total:	1,048.19	LLCC Maintenance	2 Vendors	2 Transactions
19	Fund Total:	18,456.86	Long Lake Conservation Center		29 Transactions

Aitkin County



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		
188	Aitkin Sno-Drifters Snowmobile 21-520-000-0000-6802		7,282.10	2nd benchmark GIA monies	R.1833	Trail Grants-State
188	Aitkin Sno-Drifters Snowmobile		7,282.10	1 Transactions		
91022	Courtemanche/Richard 21-520-000-0000-6330		32.20	mileage ITV mtg in Brainerd 03/06/2014 03/06/2014	70@.46	Transportation & Travel
91022	Courtemanche/Richard		32.20	1 Transactions		
1754	Garrison Disposal Company, Inc 21-520-000-0000-6254		46.61	Feb.garbage pickup	8178363	Utilities
	21-520-000-0000-6254		370.89	10 yd dumpster	8178363	Utilities
1754	Garrison Disposal Company, Inc		417.50	2 Transactions		
2060	Haypoint Jackpine Savages 21-520-000-0000-6802		12,412.90	2nd benchmark payment	R.#1835	Trail Grants-State
2060	Haypoint Jackpine Savages		12,412.90	1 Transactions		
4641	Holiday Credit Office 21-520-000-0000-6511		89.35	gas	1400000134961	Gas & Oil
4641	Holiday Credit Office		89.35	1 Transactions		
2340	Hyytinen Hardware Hank 21-520-000-0000-6590		8.51	hardware for piston bully	1165110	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		8.51	1 Transactions		
3176	Mille Lacs Trails, Inc. 21-520-000-0000-6802		11,049.40	2nd benchmark GIA monies	R.1833	Trail Grants-State
3176	Mille Lacs Trails, Inc.		11,049.40	1 Transactions		
3780	Palisade Supersledders Inc. 21-520-000-0000-6802		7,635.60	2nd benchmark GIA monies	R.1835	Trail Grants-State
3780	Palisade Supersledders Inc.		7,635.60	1 Transactions		
3950	Public Utilities 21-520-000-0000-6254		207.63	Land Department		Utilities
	21-520-000-0000-6254		37.33	Mississippi Access		Utilities

DKB1
 3/10/14 8:44AM
 21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3950	Public Utilities			244.96		2 Transactions	
4010	Rasley Oil Company 21-520-000-0000-6511			531.76	February Gas	AITCOL&PS	Gas & Oil
4010	Rasley Oil Company			531.76		1 Transactions	
4800	Tamarack Sno-Flyers 21-520-000-0000-6802			15,675.20	2nd benchmark GIA monies	Rec.1833	Trail Grants-State
4800	Tamarack Sno-Flyers			15,675.20		1 Transactions	
4654	Westerlund Cenex 21-520-000-0000-6511			102.92	Gas 799	15381	Gas & Oil
4654	Westerlund Cenex			102.92		1 Transactions	
520	DEPT Total:			55,482.40	Parks	12 Vendors	14 Transactions
21	Fund Total:			55,482.40	Parks		14 Transactions
	Final Total:			248,319.75	227 Vendors	445 Transactions	

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	58,054.04	General Fund
	3	95,374.75	Road & Bridge
	5	2,976.10	Health & Human Services
	9	180.00	State
	10	16,896.36	Trust
	11	899.24	Forest Development
	19	18,456.86	Long Lake Conservation Center
	21	55,482.40	Parks
	All Funds	248,319.75	Total

Approved by,

.....

.....



Aitkin County

DKB1
2/25/14 3:22PM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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			

Town Road Allotment - Gas Tax

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 AUDITOR'S VOUCHERS ENTRIES

DKB1
2/25/14 3:22PM
3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
303	DEPT			R&B Highway Maintenance		
7000	Town Of Aitkin Treasurer 03-303-000-0000-6830		16,339.77	Gas Tax Paid in 2014		Twp Road Allotment Gas Tax
7000	Town Of Aitkin Treasurer		16,339.77		1 Transactions	
7001	Town Of Ball Bluff Treasurer 03-303-000-0000-6830		7,448.10	Gas Tax Paid in 2014		Twp Road Allotment Gas Tax
7001	Town Of Ball Bluff Treasurer		7,448.10		1 Transactions	
7002	Town Of Balsam Treasurer 03-303-000-0000-6830		2,735.04	Gas Tax Paid in 2014		Twp Road Allotment Gas Tax
7002	Town Of Balsam Treasurer		2,735.04		1 Transactions	
7003	Town Of Beaver Treasurer 03-303-000-0000-6830		5,327.84	Gas Tax Paid in 2014		Twp Road Allotment Gas Tax
7003	Town Of Beaver Treasurer		5,327.84		1 Transactions	
7004	Town Of Clark Treasurer 03-303-000-0000-6830		7,902.97	Gas Tax Paid in 2014		Twp Road Allotment Gas Tax
7004	Town Of Clark Treasurer		7,902.97		1 Transactions	
7005	Town Of Cornish Treasurer 03-303-000-0000-6830		3,703.61	Gas Tax Paid in 2014		Twp Road Allotment Gas Tax
7005	Town Of Cornish Treasurer		3,703.61		1 Transactions	
7006	Town Of Farm Island Treasurer 03-303-000-0000-6830		19,546.37	Gas Tax Paid in 2014		Twp Road Allotment Gas Tax
7006	Town Of Farm Island Treasurer		19,546.37		1 Transactions	
7007	Town Of Fleming Treasurer 03-303-000-0000-6830		17,691.92	Gas Tax Paid in 2014		Twp Road Allotment Gas Tax
7007	Town Of Fleming Treasurer		17,691.92		1 Transactions	
7008	Town Of Glen Treasurer 03-303-000-0000-6830		13,146.01	Gas Tax Paid in 2014		Twp Road Allotment Gas Tax
7008	Town Of Glen Treasurer		13,146.01		1 Transactions	
7009	Town Of Haugen Treasurer 03-303-000-0000-6830		6,465.05	Gas Tax Paid in 2014		Twp Road Allotment Gas Tax

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/25/14 3:22PM
3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
7009 Town Of Haugen Treasurer		6,465.05	1 Transactions	
7010 Town Of Hazelton Treasurer				
03-303-000-0000-6830		15,933.97	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7010 Town Of Hazelton Treasurer		15,933.97	1 Transactions	
4879 Town Of Hill Lake Clerk- Treas				
03-303-000-0000-6830		9,393.85	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
4879 Town Of Hill Lake Clerk- Treas		9,393.85	1 Transactions	
7011 Town Of Idun Treasurer				
03-303-000-0000-6830		6,930.63	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7011 Town Of Idun Treasurer		6,930.63	1 Transactions	
7012 Town Of Jevne Treasurer				
03-303-000-0000-6830		8,840.27	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7012 Town Of Jevne Treasurer		8,840.27	1 Transactions	
7013 Town Of Kimberly Treasurer				
03-303-000-0000-6830		8,360.26	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7013 Town Of Kimberly Treasurer		8,360.26	1 Transactions	
7014 Town Of Lakeside Treasurer				
03-303-000-0000-6830		12,903.46	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7014 Town Of Lakeside Treasurer		12,903.46	1 Transactions	
7015 Town Of Lee Treasurer				
03-303-000-0000-6830		3,599.87	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7015 Town Of Lee Treasurer		3,599.87	1 Transactions	
7016 Town Of Libby Treasurer				
03-303-000-0000-6830		2,935.98	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7016 Town Of Libby Treasurer		2,935.98	1 Transactions	
7017 Town Of Logan Treasurer				
03-303-000-0000-6830		8,342.51	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7017 Town Of Logan Treasurer		8,342.51	1 Transactions	
7018 Town Of Macville Treasurer				

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/25/14 3:22PM
3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
7018 Town Of Macville Treasurer		6,442.00	1 Transactions	Twp Road Allotment Gas Tax
7019 Town Of Malmo Treasurer		9,143.78	1 Transactions	Twp Road Allotment Gas Tax
7019 Town Of Malmo Treasurer		9,143.78	1 Transactions	Twp Road Allotment Gas Tax
7020 Town Of Mcgregor - Treasurer		3,654.02	1 Transactions	Twp Road Allotment Gas Tax
7020 Town Of Mcgregor - Treasurer		3,654.02	1 Transactions	Twp Road Allotment Gas Tax
7021 Town Of Millward Treasurer		3,892.90	1 Transactions	Twp Road Allotment Gas Tax
7021 Town Of Millward Treasurer		3,892.90	1 Transactions	Twp Road Allotment Gas Tax
7022 Town Of Morrison Treasurer		7,404.50	1 Transactions	Twp Road Allotment Gas Tax
7022 Town Of Morrison Treasurer		7,404.50	1 Transactions	Twp Road Allotment Gas Tax
7023 Town Of Nordland Treasurer		20,280.14	1 Transactions	Twp Road Allotment Gas Tax
7023 Town Of Nordland Treasurer		20,280.14	1 Transactions	Twp Road Allotment Gas Tax
7024 Town Of Pliny Treasurer		4,030.12	1 Transactions	Twp Road Allotment Gas Tax
7024 Town Of Pliny Treasurer		4,030.12	1 Transactions	Twp Road Allotment Gas Tax
7025 Town Of Rice River Treasurer		6,653.32	1 Transactions	Twp Road Allotment Gas Tax
7025 Town Of Rice River Treasurer		6,653.32	1 Transactions	Twp Road Allotment Gas Tax
7026 Town Of Salo Treasurer		5,483.54	1 Transactions	Twp Road Allotment Gas Tax
7026 Town Of Salo Treasurer		5,483.54	1 Transactions	Twp Road Allotment Gas Tax
7027 Town Of Seavey Treasurer		3,565.50	1 Transactions	Twp Road Allotment Gas Tax
7027 Town Of Seavey Treasurer		3,565.50	1 Transactions	Twp Road Allotment Gas Tax

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/25/14 3:22PM
3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
7028 Town Of Shamrock Treasurer 03-303-000-0000-6830		25,251.84	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7028 Town Of Shamrock Treasurer		25,251.84	1 Transactions	
7029 Town Of Spalding Treasurer 03-303-000-0000-6830		7,348.79	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7029 Town Of Spalding Treasurer		7,348.79	1 Transactions	
7030 Town Of Spencer Treasurer 03-303-000-0000-6830		11,174.90	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7030 Town Of Spencer Treasurer		11,174.90	1 Transactions	
7031 Town Of Turner Treasurer 03-303-000-0000-6830		5,030.34	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7031 Town Of Turner Treasurer		5,030.34	1 Transactions	
7032 Town Of Verdon Treasurer 03-303-000-0000-6830		4,288.04	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7032 Town Of Verdon Treasurer		4,288.04	1 Transactions	
7033 Town Of Wagner Treasurer 03-303-000-0000-6830		8,305.18	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7033 Town Of Wagner Treasurer		8,305.18	1 Transactions	
7034 Town Of Waukenabo Treasurer 03-303-000-0000-6830		8,147.87	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7034 Town Of Waukenabo Treasurer		8,147.87	1 Transactions	
7035 Town Of Wealthwood Treasurer 03-303-000-0000-6830		6,621.18	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7035 Town Of Wealthwood Treasurer		6,621.18	1 Transactions	
7036 Town Of White Pine Treasurer 03-303-000-0000-6830		2,410.00	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7036 Town Of White Pine Treasurer		2,410.00	1 Transactions	
7037 Town Of Williams Treasurer 03-303-000-0000-6830		6,278.84	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax

DKB1
 2/25/14 3:22PM
 3 Road & Bridge

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
7037	Town Of Williams Treasurer		6,278.84	1 Transactions	
7038	Town Of Workman Treasurer				
	03- 303- 000- 0000- 6830		7,076.52	Gas Tax Paid in 2014	Twp Road Allotment Gas Tax
7038	Town Of Workman Treasurer		7,076.52	1 Transactions	
303	DEPT Total:		340,030.80	R&B Highway Maintenance	40 Vendors 40 Transactions
3	Fund Total:		340,030.80	Road & Bridge	40 Transactions
	Final Total:		340,030.80	40 Vendors	40 Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	340,030.80	Road & Bridge
All Funds		340,030.80	Total

Approved by,

.....

.....

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>
976	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	7,213.78	CLAIMS PAID	01-044-904-0000-6360		
		Warrant # 976 Total	7,213.78	Date 2/5/14		1/27/14	1/31/14
977	780	Bremer Bank MORTGAGE-DEED TAX AITKIN, MN 56431	8,580.29	January State Deed Tax	09-000-000-0000-2025		
		Warrant # 977 Total	13,578.87	January Mtg Registry tax	09-000-000-0000-2026		
			22,159.16	Date 2/6/14			
978	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	75.48	credit card fee	19-522-000-0000-6217		
		Warrant # 978 Total	75.48	Date 2/10/14			
979	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	6,343.25	CLAIMS PAID	01-044-904-0000-6360		
		Warrant # 979 Total	6,343.25	Date 2/12/14		2/3/14	2/7/14
980	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431	50.00	text book for class-Jim Hicks	01-043-000-0000-6208		
			118.84	Prop.Assess.Value textbooks	01-043-000-0000-6208		
			25.00	monthly data plan renewal	01-049-000-0000-6231		
			310.23	car rental/cab fare-TX transpo	01-252-000-0000-6330		
			112.95	Hotel/TX inmate transport	01-252-000-0000-6332		
			43.33	meals/TX inmate transport	01-252-000-0000-6340		
			325.00	Reg/EM Mgmt conf-Turner	01-280-003-0000-6241		
			140.00	road supplies-warning flags	03-303-000-0000-6521		
			186.60	MCH-breastfeeding supplies	05-400-430-0408-6405		
			14.94	FAP-Labels	05-400-430-0408-6405		
			31.26	Incorrect Chip-Credit coming	05-400-440-0410-6231		

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
								<u>From Date</u>	<u>To Date</u>
			801.36	Carbon monoxide & smoke alarm			05-400-440-0410-6405		
			387.60	Smoke alarms			05-400-440-0410-6405		
			29.85	- return Politics in Minnesota			05-400-440-0410-6405		
			81.28	Incorrect Chip-Credit coming			05-420-600-4800-6231		
			77.61	- return Politics in Minnesota			05-420-600-4800-6405		
			95.87	Incorrect Chip-Credit coming			05-430-700-4800-6231		
			91.54	- return Politics in Minnesota			05-430-700-4800-6405		
			109.24	DSM-Desk reference (2)			05-430-700-4800-6405		
			168.64	Child Protect-Reference Books			05-430-700-4800-6405		
			3.44	- tax credit for previous charge			05-430-710-3040-6020		
			247.98	Script for client SA#51283424			05-430-710-3180-6020		
			59.91	Cleaning supplies SA#51396245			05-430-710-3650-6027		
			26.72	Triple P-Food/LunchSA#5131543			05-430-710-3661-6020		
			42.75	Triple P-Food SA#51315543			05-430-710-3661-6020		
			172.42	weighted blanket SA#51295339			05-430-740-3300-6020		
			45.00	screen protector for SurveyGPS			11-924-000-0000-6406		
			49.99	case for new cell phone			11-924-000-0000-6406		
			46.00	100 stamps			19-521-000-0000-6205		
			127.00	electric service training Reg.			19-521-000-0000-6230		
								1/15/14	1/17/14
			112.00	hotel/electic svc training			19-521-000-0000-6332		
								1/15/14	1/17/14
			7.25	parking			19-521-000-0000-6330	1/16/14	
			10.00	parking			19-521-000-0000-6330	1/17/14	
			6.68	AMC meal-A.Marcotte			01-001-000-0000-6340	1/23/14	
			57.50	SAF meeting-Kangas			11-924-000-0000-6208	1/24/14	
			25.00	SAF meeting-Courtemanche			11-924-000-0000-6208	1/24/14	
			310.25	radio programming & part			19-521-000-0000-6231	1/24/14	
			15.32	meal/Client visit-St Peter			05-430-700-4800-6330	1/29/14	
			84.99	Hotel/Client visit-St Peter			05-430-700-4800-6330	1/29/14	
			4.81	- tax refund on auger purchase			03-302-000-0000-6449	1/31/14	
			11.89	day meal for site visits			01-711-000-0000-6108	2/4/14	
			52.50	gas for site visits-Savanna Pa			01-711-000-0000-6511	2/4/14	
			168.88	Hotel/AMC training-Marcotte			01-001-000-0000-6332	Alexandria	
								1/23/14	1/24/14
			84.44	hotel/AMC Trng -Laurie Westerl			01-001-000-0000-6332	Alexandria	
								1/23/14	1/24/14
			42.99	wireless mobile trackball			01-120-000-0000-6625	Amazon	

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>From Date</u>	<u>PO #</u>	<u>To Date</u>
			86.04	lancets			01-252-000-0000-6262	Amazon			
			44.99	HP LaserJet print cartridge			01-390-000-0000-6405	Amazon			
			5.48	office supplies			19-521-000-0000-6405	Amazon			
			33.83	medical supplies			19-522-000-0000-6430	Amazon			
			133.50	2 appraising textbooks/guides			01-043-000-0000-6208	appraisal inst			
			140.00	Reg.Fee-Geriatric care conf.			05-430-700-4800-6208	B Carlson			
			35.32	critter food			19-522-000-0000-6416	Bug Company			
			35.32	critter food			19-522-000-0000-6416	Bug Company			
			80.00	MAAO membership renewal			01-043-000-0000-6240	Burman			
			127.14	snow shoes			03-302-000-0000-6449	Coleman's			
			80.00	MAAO membership renewal			01-043-000-0000-6240	Dangers			
			85.00	MAAO registration-class			01-043-000-0000-6208	Darcy Moore			
									7/16/14		7/16/14
			179.00	Excel advanced trng-Danielson			01-052-000-0000-6241	Duluth			
									3/14/14		3/14/14
			99.33	Hotel/health fund/NESCO mtgs			01-052-000-0000-6332	Duluth			
									1/22/14		1/22/14
			57.40	Gas			19-524-000-0000-6511	Elk River			
			80.00	MAAO Membership			01-043-000-0000-6240	HICKS			
			28.78	metal nose busing set for rout			21-520-000-0000-6450	home depot			
			380.00	MAAO registration-class			01-043-000-0000-6208	Jim hicks			
									8/11/14		8/15/14
			480.00	MAAO registration-class			01-043-000-0000-6208	Jim hicks			
									9/15/14		9/19/14
			282.00	6 refurbished phones			01-044-046-0000-6625	KC Phone Guys			
			42.30	6 refurbished phones			05-400-440-0410-6405	KC Phone Guys			
			109.98	6 refurbished phones			05-420-600-4800-6405	KC Phone Guys			
			129.72	6 refurbished phones			05-430-700-4800-6405	KC Phone Guys			
			80.00	MAAO Membership			01-043-000-0000-6240	LADD			
			380.00	MN assessment admin course			01-043-000-0000-6208	Lori Tibbetts			
									10/6/14		10/9/14
			140.00	Reg.Fee-Geriatric care conf.			05-430-700-4800-6208	M Peterson			
			358.36	belt/tensioner xport impala			01-252-000-0000-6302	Miller Chev			
			80.00	MAAO Membership			01-043-000-0000-6240	Moore			
			80.00	MAAO membership renewal			01-043-000-0000-6240	Olson			
			10.67	epoxy			19-522-000-0000-6416	One Stop			
			74.80	Lazer Auger			03-302-000-0000-6449	Reeds			
			380.00	MAAO registration-class			01-043-000-0000-6208	S.Westerlund			

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>
			480.00	MAAO registration-class	01-043-000-0000-6208	S.Westerlund	8/15/14
			380.00	MAAO registration-class	01-043-000-0000-6208	S.Westerlund	9/19/14
			80.00	MAAO Membership	01-043-000-0000-6240	SANBECK	7/24/14
			80.00	MAAO Membership	01-043-000-0000-6240	TIBBETTS	
			85.00	MAAO registration-class	01-043-000-0000-6208	Tom Sanbeck	7/16/14
			34.00	1 yr subscription	01-120-000-0000-6405	Voyageur Press	
			102.15	jail supplies	01-252-000-0000-6405	walmart	
			38.64	jail supplies	01-252-000-0000-6405	walmart	
			184.49	groceries	01-252-000-0000-6418	walmart	
			127.46	groceries	01-252-000-0000-6418	walmart	
			39.00	puzzle books, Valentine cards	01-252-252-0000-6405	walmart	
			25.32	commissary supplies	01-252-252-0000-6405	walmart	
			269.10	Tender Care Hydrogel Pad	05-400-430-0408-6405	Walmart	
			184.86	Therashells-Breas Shells	05-400-430-0408-6405	Walmart	
			156.18	cluster mailbox add'l expense	01-111-000-0000-6605	Weblife Store	
			80.00	MAAO Membership	01-043-000-0000-6240	WESTERLUND	
			90.97	hotel/Aquatic Workshop-Leiting	01-390-000-0000-6332	White Bear Lk	1/22/14
							1/22/14
	Warrant #	980	Total	11,378.48	Date 2/13/14		
981	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			3,001.50	Claims Paid	01-044-904-0000-6360	ACH	2/14/14
	Warrant #	981	Total	3,001.50	Date 2/19/14		
982	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			375.00	NSF Check-Lucky's Landing	01-390-000-0000-5136	Food License	
	Warrant #	982	Total	375.00	Date 2/24/14		
983	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			170.32	04-0-010800 NSF per 1	13-943-000-0000-2004	Ukura	

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>
			225.18	04-0-009600 NSF per 1	13-943-000-0000-2004	Ukura	
			444.63	04-0-011100 NSF per 1	13-943-000-0000-2004	Ukura	
			217.29	04-0-028800 NSF per 1	13-943-000-0000-2004	Ukura	
			194.92	04-0-027400 NSF per 1	13-943-000-0000-2004	Ukura	
	Warrant #	983	Total	1,252.34	Date 2/25/14		
984	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			3,588.04	Claims Paid	01-044-904-0000-6360		
	Warrant #	984	Total	3,588.04	Date 2/26/14	2/17/14	2/21/14
985	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431					
			44.99	- return defective print cartrid	01-390-000-0000-6405		
			146.00	Cookbooks-Family Base Svc	05-430-700-4800-6405	#9408	
			1,800.00	log splitter	19-524-000-0000-6600	80734	
			30.59	Plantronics headset bundle	05-400-440-0410-6405	Agency	
			79.53	Plantronics headset bundle	05-420-600-4800-6405	Agency	
			93.80	Plantronics headset bundle	05-430-700-4800-6405	Agency	
			35.32	critter supplies	19-522-000-0000-6416	Bug Company	
			35.32	critter supplies	19-522-000-0000-6416	Bug Company	
			212.96	Hotel/EM Mgmt Conf.-Turner	01-280-003-0000-6332	Cntry Inn	
						2/10/14	2/12/14
			67.00	splitting maul chopping tool	01-253-000-0000-6405	ebay	
			156.32	two anti-fatigue mats	01-122-000-0000-6405	Genuine Joe	
			147.94	Faux wood Blinds	01-110-000-0000-6590	HomeDepot	
			79.90	surge protector for wireless	01-252-000-0000-6610	L-com Global	
			65.00	summer camp ad	19-521-000-0000-6230	Pioneer Press	
			327.06	NWT-Hotel	05-420-600-4800-6330	Roseville	
						2/3/14	2/6/14
			39.54	Clothes for Client SA#51495748	05-430-710-3640-6020	Shopko	
			84.99	screen guard & otterbox	11-924-000-0000-6406	Verizon	
	Warrant #	985	Total	3,356.28	Date 2/27/14		
44526	4867	Tri-City Paving Inc BOX 326 LITTLE FALLS, MN 56345					

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 # 44526	Total	12,200.68	PARTIAL PAYMENT	03-307-000-0000-6262	0161214
				12,200.68	Date 2/4/14		
44527	90762	Aitkin Co License Center 2 2ND ST NW AITKIN, MN 56431					
		Warrant # 44527	Total	11.00	duplicate tabs for maint.truck	01-110-000-0000-6374	
				11.00	Date 2/6/14		
44528	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164-0193					
		Warrant # 44528	Total	150.00	2014 Q 2-3-Sara Math	05-400-440-0410-6149	
				390.00	2014 Q 2-3-Sara Math	05-420-600-4800-6149	
				460.00	2014 Q 2-3-Sara Math	05-430-700-4800-6149	
				1,000.00	Date 2/10/14		
44529	9026	MII Life/Select Account P.O. BOX 64193 SAINT PAUL, MN 55164-0193					
		Warrant # 44529	Total	689.69	JAN-FEB PARTICIPANT FEES	01-044-904-0000-6231	979364
				689.69	Date 2/12/14		
44530	11562	National Assoc.Of County Engineers 25 MASS.AVENUE NW,SUITE 580 WASHINGTON, DC 20001					
		Warrant # 44530	Total	575.00	NAT'L CONF.-JOHN WELLE	03-301-000-0000-6296	4/13/14
				575.00	Date 2/12/14		4/14/14
44531	8800	Mille Lacs Band Of Ojibwe 43408 OODENA DRIVE ONAMIA, MN 56359					
		Warrant # 44531	Total	826.00	30-1-063600 ADJ. PER 2	13-943-000-0000-2004	BAND
				770.00	30-1-063600 ADJ. PER 2	13-943-000-0000-2004	BAND
				710.00	30-1-063600 ADJ. PER 2	13-943-000-0000-2004	BAND
				2,306.00	Date 2/13/14		
44532	11472	Corelogic Real Estate Tax Service REFUND DEPARTMENT PO BOX 961250 FORT WORTH, TX 76161-9887					

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 # 44532 Total	20.00	29-1-128400 overpay per 1	13-943-000-0000-2004	sveningson	
			20.00	Date 2/13/14			
44533	13012	First American Title Company 125 Little Canada Road W., Suite 100 Little Canada, MN 55117					
		Warrant # 44533 Total	20.00	35-0-010803 overpay per 1	13-943-000-0000-2004	Kraemer	
			20.00	Date 2/13/14			
44534	10540	Drahosh/David 43010 CONIFER STREET AITKIN, MN 56431					
		Warrant # 44534 Total	152.00	11-0-072903 Adjustment per 1	13-943-000-0000-2004	Drahosh	
			166.00	11-0-072903 Adjustment per 1	13-943-000-0000-2004	Drahosh	
			172.00	11-0-072903 Adjustment per 1	13-943-000-0000-2004	Drahosh	
			490.00	Date 2/14/14			
44535	22	Aitkin Area Chamber of Commerce PO Box 127 AITKIN, MN 56431					
		Warrant # 44535 Total	150.00	Aitkin Bucks for SC Grads	01-257-022-0000-6406	493669	
			150.00	Date 2/20/14		2/20/14	2/20/14
44536	13017	Helinsky/Terrance or Kari PO Box 761 Wyoming, MN 55092					
		Warrant # 44536 Total	202.00	35-1-076700 Adjust.-per 1	13-943-000-0000-2004	Helinsky	
			185.27	35-1-076700 Adjust.-per 1	13-943-000-0000-2004	Helinsky	
			441.18	35-1-076700 Adjust.-per 1	13-943-000-0000-2004	Helinsky	
			828.45	Date 2/20/14			
44537	11655	Impact Proven Solutions ATTN:LAURA BARBER 4600 LYNDAL AVE MINNEAPOLIS, MN 55412-1441					
		Warrant # 44537 Total	4,250.00	Postage-Tax Notices	01-040-000-0000-6205	04	
			4,250.00	Postage-Valuation Notices	01-043-000-0000-6205	04	
			8,500.00	Date 2/20/14			
44538	9692	Minnesota Energy Resources Corporation					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
						<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
		PO BOX 70022						
		PRESCOTT, AZ 86304-7022						
			259.79	Gas-STS		01-252-000-0000-6254	4058862-6	
			583.03	Gas-Jail		01-252-000-0000-6254	4244670-8	
			3,647.44	Gas-Jail		01-252-000-0000-6254	4334475-3	
		Warrant # 44538	Total	4,490.26	Date 2/25/14			
44539	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164-0193						
			3,128.00	2014 Contrib.-Kim Larson		05-430-700-4820-6149	Family	
			1,000.00	2014 Contrib.-Amy Wyant		05-400-440-0411-6149	Single	
		Warrant # 44539	Total	4,128.00	Date 2/26/14			
44541	393	Isd 1 Aitkin-Treasurer ATTN: BERNIE NOVAK-SUPT. 306 2ND STREET NW AITKIN, MN 56431						
			147,239.00	1st 1/2 Taconite		12-932-000-0000-2047		
		Warrant # 44541	Total	147,239.00	Date 4/27/14			
44542	90762	Aitkin Co License Center 2 2ND ST NW AITKIN, MN 56431						
			16.00	tabs-2012 Ford		01-043-000-0000-6374		
			16.00	tabs-2002 Ford		01-043-000-0000-6374		
			16.00	tabs-2004 Chev		01-043-000-0000-6374		
			16.00	tabs-2004 Ford		01-043-000-0000-6374		
			16.00	tabs-2007 Jeep		01-043-000-0000-6374		
		Warrant # 44542	Total	80.00	Date 2/28/14			
57470	6079	Nistler-Kowitz Logging, Inc 25263 420TH LANE MCGREGOR, MN 55760						
			767.82	- Paid to vendor twice		10-900-000-0000-2300		
		Warrant # 57470	Total	767.82	- Date 2/18/14			

DKB1
03/06/2014

8:53AM

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
		Final Total...	240,703.57	157	Transactions		

Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	41,765.81	General Fund
3	13,112.81	Road & Bridge
5	9,184.92	Health & Human Services
9	22,159.16	State
10	767.82 -	Trust
11	262.48	Forest Development
12	147,239.00	Agency
13	4,916.79	Taxes & Penalties
19	2,801.64	Long Lake Conservation Center
21	28.78	Parks
	240,703.57	TOTAL

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



To: Chairperson, Aitkin County Board of Commissioners Date: February 26, 2014,
Via: Roxy Traxler, Interim County Administrator
From: Kirk Peysar, County Auditor

Title of Item:

2015 Fire Protection Contract with City of Palisade

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

February 26, 2014

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: 2015 Fire Protection contract with the City of Palisade

The City of Palisade has submitted a renewal contract to provide fire protection to the 5 neighboring unorganized townships. The allocation of fire protection costs are as follows: 50-26 \$1,277; 51-25 \$205; 49-27 \$ 4,596; 50-27 \$251; and 50-25 \$1,350.

Request to authorize signatures to the 2015 Fire Protection contract with the City Palisade for the unorganized townships.

Agreement for Fire Protection

THIS AGREEMENT, MADE and entered into this 6th day of **February**, 2014 by and between the **City of Palisade**, a Municipal corporation of Aitkin County, MN and the **Townships of Unorganized**, a Municipal corporation of Aitkin County, MN.

WHEREAS, the second party, deeming it advisable to have available for the benefit of the residents of said Township, services of the first party's Fire Department, and the Electors of said Town having pursuant to law, provided a fund for the furnishing of said service and

WHEREAS, the first party has by appropriate action authorized its Mayor and Council Members to enter into a contract with the second party for the furnishing of said service.

NOW, THEREFORE, It is mutually agreed between the parties hereto, that for a period of **ONE YEAR** from and after the date hereof, the Fire Department of the first party will answer any and all fire calls of the residents in the following sections of **Unorganized Townships** and will respond to such calls with suitable fire fighting apparatus manned by at least three members of the Palisade Fire Department, who will render all assistance possible in the saving of life and property. In consideration of said services, second party agrees to pay as follows;

50-26; \$1,277, 51-25; \$205, 49-27; \$4,596, 50-27; \$251, 50-25; \$1,350 total Due & payable by July 1, 2015 \$7,679

It is understood and agreed however, that at times weather and road conditions through the various seasons of the year can and no doubt will interfere in the rendering of such service, in which event, failure to furnish the service herein agreed upon, shall not be taken to be a breach of this agreement.

It is further agreed that this contract shall continue to be in effect for a period of not more than ten years with the privilege of canceling by either party with a written notice within 30 days. Late fee of 1.5% of total agreement will be assessed monthly after July 1st

CONTRACT DATE January 1, 2015 to December 31, 2015

IN WITNESS WHEREOF, The respective parties have caused this instrument to be executed by respective officers thereof and the respective seals of the parties to be affixed thereto.

CITY OF PALISADE, A MUNICIPAL CORPORATION OF AITKIN COUNTY.
IN PRESENCE OF:





TOWNSHIP OF Unorganized
OF AITKIN COUNTY.





_____, A MUNICIPAL CORPORATION

Palisade Fire Department Budget

Proposed Budget	2015
Gas/Oil/Repair	2156
Insurance	5458
Utilities	6463
Wages	12926
Equipment	14360
Training	8184
Truck Depreciation	7180
	56727

Actual Expenditures	2012	2013
Gas/Oil/Repair	7553	2032
Insurance	5359	5145
Utilities	6485	6092
Wages	11000	12184
Equipment	6786	13536
Training	8737	7714
Dues/Subscriptions	1530	6768
	47450	53471

Please sign & mail the original with payment to:
City of Palisade
PO Box 144
Palisade, MN 56469

Due date for 2014 contract is July 1st-late fees will apply to contracts not paid by that date.

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



To: Chairperson, Aitkin County Board of Commissioners Date: February 26, 2014,

Via: Roxy Traxler, Interim County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

2013 Audit Engagement Letter

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: 01-41.6231

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) 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
Aitkin County Courthouse
209 2nd Street NW – Room 202
Aitkin, MN 56431
Phone: (218) 927-7354
Email: kpeysar@co.aitkin.mn.us

Date: February 26, 2014

To: Aitkin County Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: Authorize Signatures on Audit Engagement Letter – Office of the State Auditor

At Tuesday's Board meeting, I will be requesting authorization for signatures on the audit engagement letter with the State Auditor's Office for the audit for the year ended December 31, 2013. The item will appear under the Consent Agenda.

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

Thank you.



REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA
OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@state.mn.us (E-Mail)
1-800-627-3529 (Relay Service)

February 18, 2014

The Honorable Kirk Peysar
County Auditor
Aitkin County Courthouse
209 Second Street N.W.
Aitkin, Minnesota 56431

Board of Commissioners
County Administrator
Aitkin County

We are pleased to confirm our understanding of the services we are to provide pursuant to Minn. Stat. § 6.48 for Aitkin County for the year ended December 31, 2013. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Aitkin County as of and for the year ended December 31, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as a management's discussion and analysis (MD&A), to supplement Aitkin County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Aitkin County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's discussion and analysis
- Budgetary presentations for the general and major special revenue funds and related notes

We have also been engaged to report on supplementary information other than RSI that accompanies Aitkin County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- Combining and individual fund statements
- Budgetary presentations for other funds
- Schedule of intergovernmental revenue
- Ditch schedule
- Schedule of expenditures of federal awards and related notes

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance; and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133; and the legal provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions

and to render the required reports and to report in conformity with the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinion are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying all federal awards received, for understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of OMB Circular A-133. In order to meet your responsibilities for the financial statements, notes, and schedule of expenditures of federal awards, you agree to have information completed and available for audit by the dates identified in a schedule of completion document provided to auditors. If you are unable to prepare the information needed for the financial statements, notes, or schedule of expenditures of federal awards, or if the completion schedule varies significantly, we will, based on our staffing availability, provide the additional nonaudit services necessary to assist in the preparation of your draft financial statements, notes, and schedule of expenditures of federal awards based on management's chart of accounts and other information determined and approved by management. These nonaudit services do not constitute an audit under *Government Auditing Standards*, and such services will not be conducted in accordance with *Government Auditing Standards*. The County understands this will result in additional costs and agrees to pay for these services.

You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements, notes, and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (a) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (b) additional information that we may request for the purpose of the audit, and (c) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements or abuse that we report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings, if applicable, should be available for our review.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (b) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or

make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (a) you are responsible for presentation of the supplementary information in accordance with generally accepted accounting principles (GAAP); (b) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those financial audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior consent to reproduce or use our report in bond offering official statements or other documents.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control-related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Aitkin County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Aitkin County's major programs. The purpose of those procedures will be to express an opinion on Aitkin County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Audit Administration and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. Additional copies of the reporting package may be required. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for your audit.

We will provide your governing body, management, related organization representatives, and nonfederal grantor entities with copies of our reports. Management is responsible for all other distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of the Office of the State Auditor. We may be requested to make certain audit documentation available to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. If requested, access to such audit documentation will be provided under our supervision. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained, pursuant to our record retention plan, for a period of ten years after the date the auditor's report is issued. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact those contesting the audit finding for guidance prior to destroying the audit documentation. We will be available throughout the year to answer questions, provide assistance, or assist you in implementing any of our recommendations.

Our fees are based on standard hourly rates plus travel and any out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Progress billings will be mailed to you every four weeks. The condition of your records and the assistance you are able to provide us affects both the timeliness and cost of the audit.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract when requested by you. Our 2012 peer review report can be found on our website at www.auditor.state.mn.us.

We appreciate the opportunity to be of service to Aitkin County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please contact me at (651) 296-4083, or Randy Vogt, who will be in charge of this audit, at (651) 284-4136. If you agree with the terms of our engagement as described in this letter, please sign where provided below and return it to us at the following address:

Randall R. Vogt, CPA
Audit Director
Office of the State Auditor
525 Park Street; Suite 500
St. Paul, Minnesota 55103-2139

Sincerely,



Chan Jadoonath, CPA
Audit Manager

Approved: This letter correctly sets forth the understanding of Aitkin County.

Chair, Board of Commissioners

Date

County Auditor

Date

County Administrator

Date

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



To: Chairperson, Aitkin County Board of Commissioners Date: 02/24/14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:
Affidavit of Lost Warrant

Requested Meeting Date: 03/11/14 Estimated Presentation Time: _____

Presenter: _____

Type of Action Requested (check all that apply)

- For info only, no action requested
- Approve under Consent Agenda
- For discussion 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 for reissuance
- 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: 05-430-710-3810-6057

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) Affidavit

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

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

Lisa Wesaw

Being duly sworn, on oath says; that he is the owner of a certain Warrant

Dated the 24th day of January 2014, Numbered 90727

Issued by Aitkin County Health and Human Services to

Lisa Wesaw in the sum of

\$ 350.00, has been LOST in the manner following, to-wit:

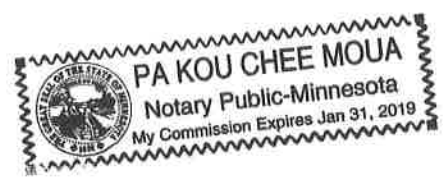
(“Lost” or “Destroyed”)

Did not receive in the mail.

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

Client Signature* Lisa Wesaw *

Subscribed and sworn to before me this 19 day of February, 2014



[Signature]
Notary Public Ramsey County, Minnesota

My Commission Expires January 31, 2019

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



To: Chairperson, Aitkin County Board of Commissioners Date: 03/05/14

Via: Roxy Traxler, Interim County Administrator

From: Sheriff Scott Turner

Title of Item: Purchase "4" Police vehicles

Requested Meeting Date: 03/11/14 Estimated Presentation Time: _____

Presenter: Undersheriff John Drahota

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) Consent Agenda

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: 200-6620

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

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

_____ HR Review

Supporting Attachment(s)

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

SCOTT A. TURNER

SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

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

March 5, 2014

Aitkin County Boards of Commissioners,

Attached are vehicle quotes for "Police Package" sedans and a "Police Package SUV". We would like to purchase 3 sedans and 1 SUV. The SUV is necessary for the use as a canine vehicle, which will be implemented in June 2014. An SUV offers extra space over a sedan. (Ex. adequate space for the dog combined with prisoner transport and equipment needs for the handler)

I have received vehicle quotes from Aitkin Motors and Nelson Auto Center for a 2014 Ford Police Interceptor SUV. Nelson Auto Center was awarded the state bid contract for this vehicle.

- **Aitkin Motor Company: \$27,729.00**
- Nelson Auto Center: \$27,745.82

I did not include SUV bids from Chevrolet or Dodge due to the following reasons:

- Chevrolet had not provided vehicle information for the comparable vehicle (Tahoe) to the state bid process so no 2014 state bid prices are available. In 2013, Tahoe prices were higher with fewer features compared to the Ford Interceptor.
- Dodge offers the Dodge Durango in a police package but Dodge does not offer as many preferred features as the Ford Interceptor. (Ex. Auxiliary air conditioner, rubber floor, vinyl rear seat) There is also the disadvantage of not having a Dodge dealer locally for necessary warranty/service work. In 2013, the Durango prices were higher with fewer features compared to the Ford Interceptor.

The 2014 Chevrolet Impala bids were as follows:

- **Ranger GM: \$ 20,730.20**
- Brandl Motors: \$ 21,897.00

I recommend the purchase of the following:

- 1-2014 Ford Interceptor Police Package SUV from Aitkin Motors at the cost of \$27,729.00.
- 3-2014 Chevrolet Impalas from Ranger GM at the cost of \$20,730.20 each for a total of \$62,190.60

The combined cost for the purchase recommended is \$89,919.60. Sheriff Turner budgeted \$110,000.00 toward the purchase of police vehicles for the 2014 budget year.

Undersheriff John Drahota

2014 Police Vehicle Quotes-Sedans

	Vehicle	Warranty	MPG	Vendor	Price
1	Chevrolet Impala	5 yr/100,000 Powertrain	30 Hwy/18 City	Ranger GM-Hibbing	\$20,730.20
2	Chevrolet Impala			Brandl Motors-Aitkin	\$21,897.00
3	Ford Taurus	5 yr/100,000 Powertrain	26 Hwy/18 City	Nelson Auto Center-Fergus Falls	\$22,789.61
4	Dodge Charger	5 yr/100,000 Powertrain	27 Hwy/18 City	Nelson Auto Center-Fergus Falls	\$22,822.91
5					
6					
7					
8					
9					

2014 Police Vehicle Quotes-SUV

	Vehicle	Warranty	MPG	Vendor	Price
1	Ford Interceptor	5 yr/100,000 Powertrain	21 Hwy/16 City	Aitkin Motors-Aitkin	\$27,729.00
2	Ford Interceptor			Nelson Auto Center-Fergus Falls	\$27,745.82
3					
4					
5					
6					
7					
8					
9					

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-28-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Springsted Contract

Requested Meeting Date: 3-11-14 Estimated Presentation Time: n/a

Presenter: _____

Type of Action Requested (check all that apply)

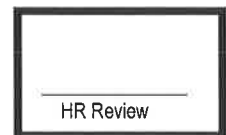
- For info only, no action requested
- Approve under Consent Agenda
- For discussion with possible action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by 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: Roxy Traxler, Interim County Administrator 
RE: Springsted Contract
DATE: February 28, 2014

On January 28, 2014 the Board accepted the proposal from Springsted Incorporated to provide executive recruitment services for the County Administrator position. Attached for approval is the contract with Springsted for these services not to exceed \$14,000.

AITKIN COUNTY BOARD

January 28, 2014

§§115A.551, 115A.914, and 115A.96, Subd. 6 (1991); and

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.

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.

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.

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.

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.

Paul Steinman, Vice President Springsted Incorporated gave a power point presentation to the Board on Bond Essentials for Minnesota Local Governments.

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.

Patrick Wussow, County Administrator and Bobbie Danielson, Human Resources Manager presented Personnel Committee recommendations to the Board.

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.

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.

**ASSESSORS
LICENSE LEVEL
CHANGES**

**BAE MEETING
SCHEDULED**

**BONDING
PRESENTATION**

**CENTRAL
PLANES
AVIATION**

**PERSONNEL
COMMITTEE**

**RECRUITMENT
SERVICES**

**INTERIM COUNTY
ADMINISTRATOR**

AGREEMENT FOR EXECUTIVE SEARCH SERVICES

THIS AGREEMENT is made as of the 28th day of January 2014, by and between, Aitkin County, Minnesota ("Client") and Springsted Incorporated ("Consultant").

WHEREAS, the Client wishes to retain the services of the Consultant on the terms and conditions set forth herein, and the Consultant wishes to provide such services;

NOW, THEREFORE, the parties hereto agree as follows:

1. Services. Consultant shall provide executive search services to assist the Client with the recruitment and selection of a County Administrator consistent with the scope of services contained in Consultant's proposal/work plan dated January 17, 2014. The work plan is provided in Attachment A and hereby made a part of this Agreement.
2. Compensation. The Client shall compensate the Consultant for these services at a professional fee of \$12,500 and out of pocket expenses in the manner set forth in the attached proposal.
3. Term and Termination. This Agreement shall commence as of the date hereof, and shall continue until terminated by either party by written notice given at least 60 days before the effective date of such termination, provided that no such termination shall affect or terminate the rights and obligations of each of the parties hereto with respect to any project, whether or not complete, for which the Consultant has provided services prior to the date that it received such notice.
4. Indemnification; Sole Remedy. The Client and the Consultant each hereby agree to indemnify and hold the other harmless from and against any and all losses, claims, damages, expenses, including without limitation, reasonable attorney's fees, costs, liabilities, demands and cause of action (collectively referred to herein as "Damages") which the other may suffer or be subjected to as a consequence of any act, error or omission of the indemnifying party in connection with the performance or nonperformance of its obligations hereunder, less any payment for damages made to the indemnified party by a third party. Notwithstanding the foregoing, no party hereto shall be liable to the other for Damages suffered by the other to the extent that those Damages are the consequence of: (a) events or conditions beyond the control of the indemnifying party, including without limitation changes in economic conditions; (b) actions of the indemnifying party which were reasonable based on facts and circumstances existing at the time and known to the indemnifying party at the time the service was provided; or (c) errors made by the indemnifying party due to its reliance on facts and materials provided to the indemnifying party by the indemnified party. Whenever the Client or the Consultant becomes aware of a claim with respect to which it may be entitled to indemnification hereunder, it shall promptly advise the other in writing of the nature of the claim. If the claim arises from a claim made against the indemnified party by a third party, the indemnifying party shall have the right, at its expense, to contest any such claim, to assume the defense thereof, to employ legal counsel in connection therewith, and to compromise or settle the same, provided that any compromise or settlement by the indemnifying party of such claim shall be deemed an admission of liability hereunder. The remedies set forth in this paragraph shall be the sole remedies available to either party against the other in connection with any Damages suffered by it.
5. Confidentiality; Disclosure of Information.
 - a. Client Information. All information, files, records, memoranda and other data of the Client which the Client provides to the Consultant or which the Consultant becomes aware of in the performance of its duties hereunder ("Client Information") shall be deemed by the parties to be the property of the Client. The Consultant may disclose the Client Information to third parties in connection with the performance by it of its duties hereunder.
 - b. Consultant Information. The Client acknowledges that in connection with the performance by the Consultant of its duties hereunder, the Client may become aware of internal files, records, memoranda and other data, including without limitation computer programs of the Consultant ("Consultant Information"). The Client acknowledges that all Consultant Information, except reports prepared by the Consultant for the Client, is confidential and proprietary to the Consultant, and agrees that the Client will

not, directly or indirectly, disclose the same or any part thereof to any person or entity except upon the express written consent of the Consultant.

6. Miscellaneous.

- a. Delegation of Duties. The Consultant shall not delegate its duties hereunder to any third party without the express written consent of the Client.
- b. No Third Party Beneficiary. No third party shall have any rights or remedies under this Agreement.
- c. Entire Contract; Amendment. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior written or oral negotiations, understandings or agreements with respect hereto. This Agreement may be amended in whole or in part by mutual consent of the parties, and this Agreement shall not preclude the Client and the Consultant from entering into separate agreements for other projects.
- d. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
- e. Severability. To the extent any provision of this Agreement shall be determined invalid or unenforceable, the invalid or unenforceable portion shall be deleted from this Agreement, and the validity and enforceability of the remainder shall be unaffected.
- f. Notice. All notices required hereunder shall be in writing and shall be deemed to have been given when delivered, transmitted by first class, registered or certified mail, postage prepaid and addressed as follows:

If to the Client:

If to the Consultant, to:

Springsted Incorporated
 380 Jackson Street
 Suite 300
 St. Paul, MN 55101-2887
 Attention: Managing Principal

The foregoing Agreement is hereby entered into on behalf of the respective parties by signature of the following persons each of whom is duly authorized to bind the parties indicated.

FOR CLIENT

SPRINGSTED Incorporated

J. Mark Wedel, Aitkin County Chair

Mr. David Unmacht, Senior Vice President

APPENDIX A
Attachment A



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

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

LETTER OF TRANSMITTAL

January 17, 2014

Ms. Bobbie Danielson, Human Resources Manager
Aitkin County
217 2nd Street NW
Room 134
Aitkin, Minnesota 56431

Re: Proposal to Provide Executive Recruitment Services for the Position of County Administrator

Dear Ms. Danielson:

Thank you very much for the opportunity to submit a proposal to assist in conducting an executive search and recruitment for the position of Aitkin County Administrator. Hiring a county administrator is one of the most important decisions a County Board will make. In our role and partnership as executive search consultants, Springsted is committed to working closely with the County Board and staff to conduct a thorough, well-executed search that identifies qualified candidates with proven leadership and management experience.

Springsted has extensive experience conducting local government executive searches. We have a proven track record of conducting county administrator searches. Our model and business strategy is to provide you with a strong process, together with an experienced staff, while remaining flexible to adapt to the County's needs and desires. We approach each search by establishing positive and effective communication and trust with everyone. We will work hard to understand the County's issues, challenges and future goals. We will use this information to recommend best practices, prepare professional materials and administer effective recruitment strategies.

We understand our proposal is subject to review and discussion. We look forward to the next steps in the process. We would greatly appreciate the opportunity to work with you on this important process. Please contact me if you have any questions on our proposal.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. J. Unmacht'.

David J. Unmacht
Springsted Incorporated

kmd

Aitkin County, Minnesota
Proposal to Provide
Executive Recruitment Services for the Position of County Administrator

1. Background of the Firm and its Principals and Relevant Public Sector Experience

Background of the Firm

Springsted is one of the largest and most established independent public sector advisory firms in the United States. For nearly 60 years, we have continually grown in the range of our client relationships, the comprehensiveness of our services and our prominence within the industry. Our managed growth is focused on providing clients with a balance of national perspective and local expertise.

Springsted is a women-owned business and is certified as a Women’s Business Enterprise (“WBE”) by the City of Saint Paul, Minnesota. Three employee-owners lead Springsted. Our headquarters are located in Saint Paul, Minnesota, with additional offices located close to our clients throughout the Midwest and Mid-Atlantic states. Specifically, our regional offices include Milwaukee, Wisconsin; Des Moines, Iowa; Kansas City, Missouri; Richmond, Virginia; Denver, Colorado and Los Angeles, California.

Principals / Owners: Bonnie C. Matson, *Firm Administrator*
 Kathleen A. Aho, *President*
 David N. MacGillivray, *Chairman*

Relevant Public Sector Experience

County governments are under a great amount of pressure to deliver high quality services in a fiscally constrained environment. Traditional methods and means don’t necessarily work anymore and this scenario is not likely to change at any time in the future. To that end, elected officials and public administrators are under pressure to employ new and innovative solutions that require progressive leadership, creative partnerships, cautious risk taking and an investment in their personnel and organizational foundation. Success in the public sector is hard to define, but those public entities that enhance and enrich their people, their process and their systems are likely to deliver more value by maximizing the use of public resources. Hiring a county administrator is a critical decision and one that can have long lasting and positive impacts for years to come.

Springsted’s staff has been advising our clients in organizational development for over 25 years. We have a strong staff with direct experience in managing and leading city and county governments. Our team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities. Our Organizational Management focus ranges from executive recruitment, group facilitation, strategic planning, budget analysis, resource sharing and building collaborations to organizational improvement and efficiency studies.

2. Bio and Information Regarding the Experience for the Principal Recruiter Assigned to Aitkin County's Recruitment Process

Project Manager

David J. "Dave" Unmacht

Senior Vice President and Director of Organizational Management and Human Resources



Mr. Dave Unmacht is Director of Springsted's Organizational Management/ Human Resources group. He is responsible for all aspects of the Aitkin County search process. He is an experienced local government professional who brings a passion and commitment to excellence in his service and relationships. Within the past five years he has been the lead consultant and advisor on many city and county executive searches.

Mr. Unmacht brings more 15 years of county administration experience, having worked for Scott and Dakota Counties, Minnesota. He has also worked as City Manager in Prior Lake and City Administrator in Belle Plaine, Minnesota. He has a master's in Public Administration from Drake University and a bachelor's degree in Business Administration and Political Science from Wartburg College. Mr. Unmacht is also a Credentialed Manager with the International City/County Management Association (ICMA) and a community faculty member with Metropolitan State University in Saint Paul, Minnesota.

Mr. Unmacht and members of the Springsted team are involved in the Association of Minnesota Counties, the Minnesota Association of County Administrators (MACA) and the Minnesota City/County Management Association. We have very good contacts throughout the state and will network and market this position through all of our professional relationships.

Other Staff Resources

Sharon G. Klumpp

Senior Vice President and Consultant



Ms. Sharon Klumpp specializes in organizational and management consulting for public agencies. She will serve as Mr. Unmacht's backup and secondary contact and will assist if needed in the recruitment and screening of applicants. Ms. Klumpp has extensive government experience, having served as an Executive Director of the Metropolitan Council — the seven-county regional planning agency for the Twin Cities metropolitan area of Minnesota, as the Associate Executive Director for the League of Minnesota Cities, as a City Administrator and as an Assistant City Manager. She holds a master's in public administration from the University of Kansas and a bachelor's degree in political science from Miami University (Ohio).

Springsted Support Team

Along with the corporate office in Saint Paul, Springsted has upper Midwest regional offices in Des Moines, Kansas City and Milwaukee. We will call upon the staff in these offices to assist in recruiting and identifying qualified candidates for the position. Our key staff members in these offices are former local government administrators and managers that are active in the profession, in their region and in assisting in search processes. This "bench strength" will ensure that our recruitment strategy and results are thorough and comprehensive.

3. Proposed Recruitment Schedule

Upon selection, Mr. Unmacht will begin work to understand the desired qualifications of the position as well as understand the County's issues and priorities. He will meet with Aitkin County officials (individuals to be determined) to identify best practices in the overall search process, and to develop a recruitment process and schedule. Mr. Unmacht's primary experience as a county administrator and his organizational development experience provide a solid foundation for understanding the desired qualifications for the Aitkin County Administrator position. We have reviewed the current job description and understand that there may be some changes to it before it is finalized for the incoming administrator.

One designated staff person is needed to provide support throughout the search process including assisting in details, logistics and scheduling. This individual will also be a contact for information requests, clarifications and general communication. It is anticipated that Ms. Danielson will be that contact.

The timetable below provides an *illustration* of a hypothetical schedule for filling the County Administrator position. The schedule is representative of the timeline. If selected, the specific dates and details will be modified to match the actual beginning of the search. In general, an executive search process takes between three and four months to complete. Specifics within each step below will be discussed and articulated during the initial meetings with County officials.

Project Milestone	Deliverables	Proposed Date
Notice to proceed		At January 28 Board meeting
Develop position profile	<ul style="list-style-type: none"> On-site meetings with the County Board Meet with the members of the management team Meetings with key community leaders (if desired) 	January 29 – February 10
Approval of the position profile and job announcement	<ul style="list-style-type: none"> Position profile Job announcement 	February 11 Board meeting
Recruitment and candidate outreach	<ul style="list-style-type: none"> Placement of job announcement Contact with prospective candidates Acceptance / acknowledgement of applications Status reports to the County 	February 12 – March 10
Applicant screening	<ul style="list-style-type: none"> Supplemental questionnaire to top candidates Initial candidate screening interviews 	March 11 – March 24

Project Milestone	Deliverables	Proposed Date
Candidate presentation / selection	<ul style="list-style-type: none"> • Candidate resumes and questionnaires to the County • On-site meeting with the County Board • Notification to applicants not advancing in the selection process 	March 25
Interview design	<ul style="list-style-type: none"> • Interview design, questions and candidate assessment forms • Determine process, participants and schedule 	March 25
References	<ul style="list-style-type: none"> • Contact references • Prepare and distribute reference outlines 	Prior to the first round interviews
First and second interviews	<ul style="list-style-type: none"> • Consultant attendance at interviews 	April 1 – April 18
Comprehensive background check completed for finalist	<ul style="list-style-type: none"> • Candidate background report 	Upon selection of final candidate
Offer accepted	<ul style="list-style-type: none"> • Draft employment offer and agreement 	April 22
Projected start date	<ul style="list-style-type: none"> • County Administrator starts • Action plan for a successful transition 	End of May; early June
First year check-ins	<ul style="list-style-type: none"> • On-going follow-ups (informal and formal) 	December 2014; June 2015

As part of the search process, we propose to contact the County Administrator during his/her first year in the position to check in and see how everything is going. This follow-up is designed to provide support and advice as necessary to ensure a successful transition for everyone. These dates do not preclude conversations and other informal contacts at any time after the official appointment by the County Board.

4. Executive Search Process

Executive Search Process and Philosophy

Springsted's primary goal is to provide a well-defined and strategically-focused executive recruitment in Aitkin County's search for a County Administrator. In Mr. Unmacht's work, he brings an excellent understanding of county government, respect for the responsibilities of the County Board and staff, and a thorough knowledge of and experience in the duties and responsibilities of county administration.

Mr. Unmacht will work to create an excellent partnership between all county officials and Springsted. This includes helping the County think strategically and deliberately throughout each critical step of the process. Mr. Unmacht and any additional Springsted staff members utilized for this search will remain unbiased and fair in all communications and interactions, and will build trust and confidence with everyone from the beginning to the end of the process.

The essential steps to any search process include the following items below. These are listed in summary form and can be explained and outlined in greater detail at any time.

1. **Position Review and Analysis** — Work with the County Board and any designated staff to identify and define the experience, skills, knowledge and abilities the ideal candidate will need to be successful. We identify the priorities and challenges the incoming County Administrator will be facing, especially within the first one to two years in the position. This step will involve meetings with members of the County Board, and any one else the Board designates to be involved in the process. We use this information to update the job description (as needed) outlining the requisite duties, responsibilities and goals of the position. We will also work with the County Board, if requested, to conduct a salary survey to evaluate the present salary with the expectations of the marketplace.

Using this information, we prepare a position profile that identifies the qualifications the County Board desires in the County Administrator. The profile includes information on the Aitkin County community, the County structure, the qualities and characteristics desired in the Administrator and the leadership opportunities this position offers to prospective candidates. The profile is used as a marketing brochure (as well as a source document used to evaluate applicants) to bring positive exposure to the County.

2. **Recruitment and Targeted Outreach** — Develop a customized recruitment strategy; the final strategy is determined in conjunction with the County Board and staff. The recruitment plan is also a function of the geographic region (local, regional, state, national) that the Board seeks in its search strategy. The process typically includes the following six step plan:
 - Website postings with AMC, LMC and City/County Management Associations in the recruitment regions, certainly in the Upper Midwest.
 - Schools of public administration that regularly provide information about job openings to alumni (For example: Hamline, Metro State, Mankato, University of Minnesota).
 - Electronic messages and communication through various mediums such as LinkedIn.
 - Wide spread e-mail notices on association and group listserv's. E-mail notices will go out to MCMA and MACA organizations in Minnesota.
 - A review of our existing database to determine candidates that we know or have screened in the recent past to determine if they meet the desired qualifications.
 - Personal telephone contacts and extensive networking with prospective candidates to inform them of this position, answer their questions and encourage them to apply. We find often that many qualified candidates are not actively seeking a new position and do not respond to advertising, hence we will directly recruit certain individuals who we believe are a match for the County and the position.

Springsted sets up a special e-mail inbox for each search and encourages an electronic submission of applications. Applications received by mail or by fax are scanned to ensure that we have an electronic record of all materials received. Each application is acknowledged upon receipt. We maintain respectful relationships with all potential applicants and candidates that apply for the position. We work in confidence and commit to represent Aitkin County in all of our contacts in a courteous and professional manner.

3. **Applicant Screening and Evaluation** — Conduct an objective and systematic review of each application to determine those applicants who most closely meet the County Board’s desired qualifications. We aggressively review every resume – as often as needed – to find the most qualified applicants. Once we have identified the top candidates (amount varies based on the pool – but can range from 8-12), we ask them to complete a questionnaire that addresses their professional and personal qualities in comparison to the characteristics identified in the position profile. We work with the County to develop the essential questions we will ask the candidates. Along with substantive information provided in the answers to the questions, we are able to judge and evaluate the candidates writing and comprehension skills. Once that is complete, we conduct telephone screening interviews – and personal interviews if possible – to expand upon each candidate’s background and experience, particularly in those areas important to the County. We determine the candidate’s level of interest and motivation for seeking the position. We identify the candidate’s management and leadership style and learn and understand their personal experiences and professional expectations in Aitkin County.
4. **Presentation of Candidates** — Prepare written candidate reports summarizing our screening information, explaining how each candidate meets the County’s established qualifications and why the candidate is seeking the position. We include information on the candidate’s education, experiences, strengths, areas of professional development, management style and professional accomplishments. Written candidate reports also include a review of information found through Internet searches and preliminary conversations we will have with people that we know and trust.
5. **Selection of Candidates to Interview** — Meet with the County Board to present the written reports on the screened candidates. The Board selects the candidates who will be invited to interview – anticipated to be six to eight individuals. The number of candidates may vary based on the number of anticipated interviews, the search priorities and depth of the candidate pool. In a professional and respectful manner, Springsted informs all applicants of their status in the selection process, in particular those that are not moving forward to the interview stage.
6. **Interview Design** — At the time of the selection of the candidates, we present options to the County Board for the design of the interview process. Depending upon the Board’s goals, these options may include opportunities to provide candidates with a tour of the Aitkin County community and a candidate “meet and greet” if desired. Interview options may also include a multi-tiered interview process, including involvement and participation from County staff and community leaders (if desired). We provide sample questions and also include a list of questions (inappropriate or illegal) that the Board should avoid asking during the interviews. We will coordinate the interview schedule and all interview details with the designated participants and candidates.

Each county is different and Springsted will support and provide leadership to any interview process that is selected. We will offer ideas and input and then work with each candidate to ensure they have the necessary information to proceed with the identified process.

7. **Reference Checks** — Contact references and provide a thorough reference outline for each candidate participating in the interviews. It is our practice that we contact at least four references per candidate: an elected official, a professional peer, a direct report and a community member. We believe that a more comprehensive reference profile can be compiled if we seek input from a representative of each of these areas.

8. **Interviews** — Work with the County Board to design and administer the interview process. The County Board may elect to interview the candidates alone. In addition, we can develop a structured interview process that maximizes the input of any participants selected by the County Board. For example, we can prepare different situations for the candidates – the Board may have a formal interview; the staff may have a candidate presentation on a critical subject the County is facing followed by a question and answer session and the community members may engage and interact in a more informal setting. The specifics and details will be discussed and determined; the critical objective is that for each group involved they will assess each candidate in a different setting and situation. We provide a template to help organize and evaluate the candidates on an equitable basis. Mr. Unmacht will be in attendance at the interviews to provide support as needed while the Board narrows the field of candidates who could be invited to a second interview. After a first interview, a decision is made on how to move forward – we work with the Board to design a different candidate engagement for those that move forward to the final phase of the interview process.
9. **Background Check and Employment Offer** — Conduct a thorough background records check, which includes state and national criminal and civil history, driver’s license review, educational verification, a credit check and a review of social media activity. The timing is coordinated and typically is completed prior to making an offer to a candidate. We will assist (if desired) in developing an employment offer. We will negotiate a compensation package with the successful candidate in accordance with direction received by the Board.
10. **Ongoing Services** — Our commitment to the County Board does not stop after the appointment of the County Administrator. At the time of the appointment, we will provide the Board and incoming Administrator with ideas on how to successfully transition to a new position. We are available throughout the first year to facilitate a discussion about performance issues (if they arise) and/or assist in establishing goals and objectives for the new County Administrator. We will contact the Administrator at regular intervals during the first year to find out how he/she is performing and to check in to answer questions or provide information as requested in the transition.

Springsted will also perform another executive search if the new County Administrator voluntarily resigns or is dismissed with cause during the first 24 months of employment. The guarantee search and other ongoing services are provided at no additional cost to the County other than reimbursement for actual direct expenses we incur.

5. References

Beltrami County, Minnesota

County Administrator

Ms. Linda Tran, Human Resources Director
218-333-4155

Nobles County, Minnesota

County Administrator

Ms. Sue Luing, Deputy County Administrator
507-295-5202

Becker County, Minnesota

County Administrator

Ms. Nancy Grabanski, Human
Resources Director
218-846-7309

Cook County, Minnesota

County Administrator

Mr. Sue Hakes, County Commissioner
218-370-9833

Jefferson County, Wisconsin

County Administrator

Ms. Terri Palm, Human Resources Director
920-674-7103

Sibley County, Minnesota

County Administrator

Mr. Bill Pinske, County Commissioner
507-964-2250

Polk County, Minnesota

County Administrator

Mr. Chuck Whiting, County Administrator
218-281-5408

Comprehensive List of Public Sector Clients

A comprehensive listing of all Executive Searches from 2005 to present is available upon request.

6. Cost

Springsted's professional fee to provide all of the search services outlined above, including the guarantee, is \$12,500. This is the set fee and will not change unless additional services are requested by the County.

Out-of-pocket costs for this project, for such things including, but not limited to, advertising; background records checks; overnight messenger deliveries; and travel for what is expected to be four on-site visits, will-not-exceed \$1,500. The individual out-of-pocket costs will vary per search and our intent is to keep them to a minimum. All of these costs will be itemized within the invoice. The *not-to-exceed overall price* for the fee and out-of-pocket costs is \$14,000.

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



To: Chairperson, Aitkin County Board of Commissioners Date: March 5, 2014

Via: County Administrator

From: Kathy Brophy, Aitkin City Clerk

Title of Item:

Certificate of Support

Requested Meeting Date: March 11, 2014 Estimated Presentation Time: _____

Presenter: Kathy Brophy, Aitkin City Clerk

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? N/A 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) Certificate of Support (Letter)

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



City of Aitkin

109 First Avenue NW • Aitkin, MN 56431
218/927-2527 • Fax 218/927-1834
www.ci.aitkin.mn.us

Aitkin County Board:

Re: USDA – Rural Development Community Facilities Application

Dear County Board Members:

The City of Aitkin has filed an application for financial assistance with the USDA – Rural Development. The specific purpose of this application is to provide furniture and equipment for the Aitkin Public Library expansion project.

We are required to provide evidence to Rural Development of significant community support for our proposed project. All local government units within the proposed project service area are being contacted to provide a Certificate of Support. Providing the Certificate of Support does not require financial support. The Certificate of Support should include sufficient information to determine that a proposed community facility will provide needed services to the community and will have no adverse impact on other community facilities providing similar services. Please return this letter with the following “Certificate of Support” completed.

Sincerely,

Kathy Brophy
City Clerk

Certificate of Support

The Aitkin County Board supports the above described project. The proposed project will provide needed services and will have no adverse impact on other facilities providing similar services. Additional comments are as follows:

Supervisor/Chair

Date

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



To: Chairperson, Aitkin County Board of Commissioners Date: March 5, 2014

Via: Roxy Traxler, Interim County Administrator

From: Sheriff Scott Turner

Title of Item:
ACSO Areas of Services (Powerpoint presentation)

Requested Meeting Date: 03/11/14 Estimated Presentation Time: 15 minutes

Presenter: Sheriff Scott Turner

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.

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW
Aitkin, MN 56431

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

MEMO

To: Aitkin County Board of Commissioners

Date: March 5, 2014

From: Sheriff Scott Turner

Re: Public Safety Overview - Trends

At the March 11, 2014 meeting of the Aitkin County Commissioners, I will be showing you a power point with a quick overview of all areas of service that fall within the Sheriff's Office. It will be for information only – so that you have a better understanding of what we do, the trends of what we are seeing and an idea of where we are going.

There are many mandates that come from the state, the technology that we deploy is always increasing and the demands on public safety agencies are ever-changing. I hope to spark any questions or concerns that you may have and trigger the request to make this a more frequent occurrence.

If you have any questions or perhaps topics that you would like me to address during this time, please do not hesitate to call.

Thanks.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 02/28/14

Via: Roxy Traxler, Interim County Administrator

From: Sheriff Scott t Turner

Title of Item:
Dispatch Workstation

Requested Meeting Date: 03/11/14 Estimated Presentation Time: 7.36 min

Presenter: Sheriff Scott Turner

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) **E911 Reserve Funds**
- 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.

SCOTT A. TURNER

SHERIFF OF AITKIN COUNTY

217 Second Street NW
Aitkin, MN 56431

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

MEMO

To: Aitkin County Board of Commissioners

Date: March 3, 2014

From: Sheriff Scott Turner

Re: ARMER Project – End stages

Attached to this memo are quotes for dispatcher workstation furniture and one quote for a bi-directional amplifier for the McGregor School. Both are end-stage parts to the ARMER migration.

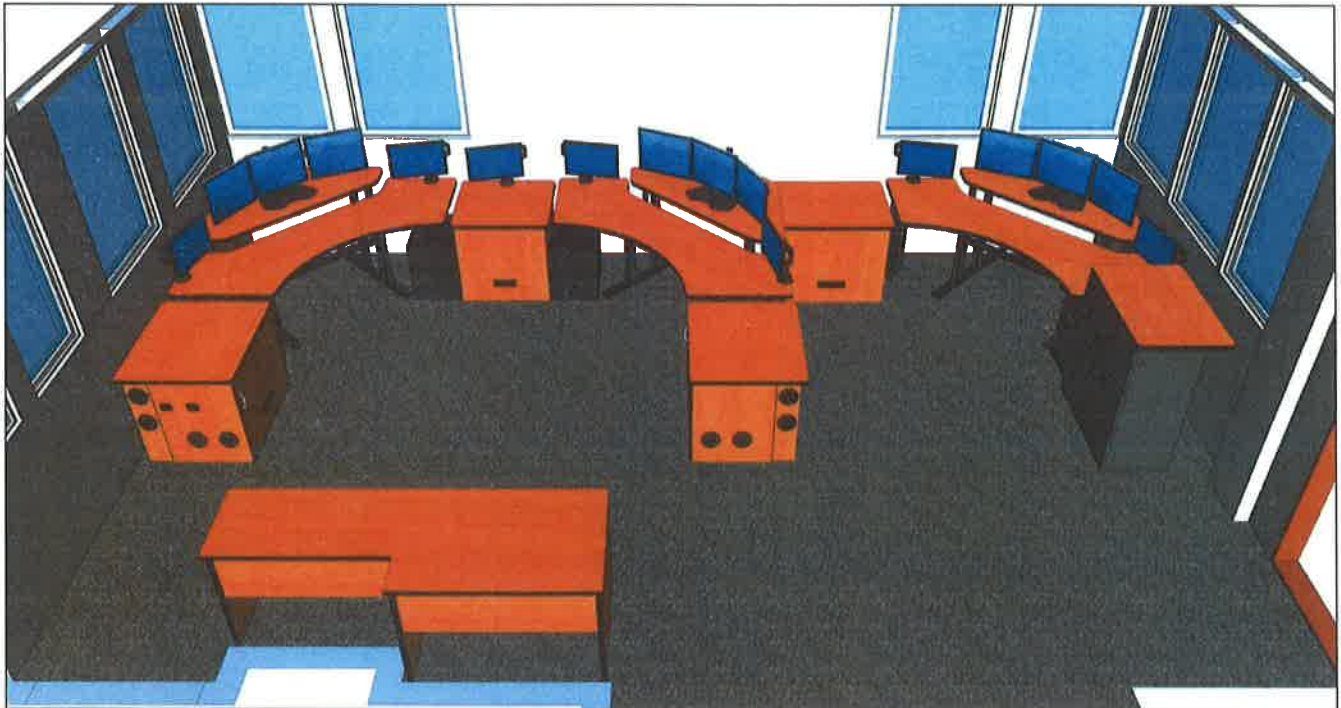
The dispatcher workstation is furniture to house all of the radio and associated dispatch equipment currently being used at each of the dispatch stations. It will allow for better placement of the equipment to facilitate the busy nature of the dispatch work load, allow for better protection of the electronic equipment and be more ergonomically correct for a dispatcher that is confined to that work station for periods of time ranging from 8 to 12 hours. We are not requesting levy dollars for this expenditure. The funds expended for this purchase would come from the statutory dedicated 911 funds. We are recommending going with the quote from Viking Acoustical Furniture in the amount of \$37,270.85. This includes the installation and the replacing of the flooring in the dispatch center. Installation will be accomplished without the need for any down time in the dispatch center. The other quote from Watson was for \$62,008.50.

Only one quote was obtained for the bi-directional amplifier in the McGregor School as they were the radio shop that did all of the other service work relative to the migration to the ARMER system as well as the upgrading of the county-wide paging system. We are recommending going with this quote for \$23,495.00. As many are aware, the layout of the state ARMER tower sites is such that there is not one in close proximity to the City of McGregor. There is such a state site on Quadna Mountain near Hill City which provides good coverage in and around Hill City. We recently completed the local enhancement site near Aitkin which did the same for the Aitkin Area – which had unacceptable signal strength for a considerable area – including in-building coverage. While there are no existing towers which we could co-locate a local enhancement site in the McGregor Area, the placement of this BDA would alleviate the area of no communications within the McGregor School. This expenditure would be paid for using the dedicated ARMER funds. To date we have spent little over 2.1 million dollars out of a budgeted 3.2 million for the radio project.

Proposal to

**Aitkin County Sheriff's Office
Dispatch/Master Control**

Aitkin, Minnesota



By

KARNS
SERVICES

And

VIKING
Acoustical Furniture

Revised
November 7, 2013

Section 1 – Company Profiles

Karns Services, Inc.

Karns Services, Inc. is a Bloomington, Minnesota based company that plans, delivers, and installs, dispatch workstations, support furniture, intensive use seating and noise control products for communications centers, medical facilities, and technical operations centers. We service clients in Wisconsin, Minnesota, Iowa, North and South Dakota, and elsewhere in the Midwest for special projects.



Company President, Frank Karnauskas, is personally involved and provides hands-on supervision at every stage of your project. No part of your project is subcontracted to third party delivery or installation companies. Prior to starting Karns Services, Frank Karnauskas served as the training coordinator for the Minnesota Metropolitan Regional 800 MHz Digital Trunked Public Safety Radio system and participated in converting dozens of city and county public safety organizations to APCO P25 compliant radio systems. Having trained several hundred public safety dispatchers, Frank Karnauskas developed an understanding of PSAP operations and dispatcher needs. He is a graduate of the University of Wisconsin (1970). Frank is also an FCC licensed Amateur Radio operator and is the Section Emergency Coordinator for the Minnesota Section of the American Radio Relay League. Frank is a member of both APCO International and NENA and has presented programs on interoperability at the local chapter meetings, and International conferences.

Contact:

Frank Karnauskas, President
Karns Services, Inc.
9801 Little Road
Bloomington, MN 55437

Tel: (612) 644-9174
Fax: (888) 315-4885

Email: FWK@GoKarns.com
Web: www.GoKarns.com

Viking Acoustical Furniture, Inc.

Viking is a manufacturer of Adjustable Workstations, Office Furniture, and Ergonomic Accessories that focus on productivity and use comfort through ergonomic solutions.

The benefits and advantages of selecting Viking are as follows:

- Locally owned and operated Minnesota company...we care about your business.
- Headquarters and manufacturing in Lakeville, Minnesota...we are less than three hours from your site.
- In business for over 35 years...our products are based on first hand experience.
- Over 60,000 square feet of manufacturing space...modern manufacturing and materials handling facilities for precision production and highest quality.
- Manufacture and distribute the largest selection of adjustable tables and workstations with custom shapes also available to ensure a perfect solution to your needs.
- Additionally manufacture a complete line of laminate furniture - Modular Solutions Casegoods...we are your single source for dispatch and support furniture for a coordinated look and simplified procurement.
- National sales and service organization in twenty (20) territories...ensures excellent customer support before and after the sale.
- We have manufactured and installed furniture from 1 workstation to 1,550 workstations...no project is too big or too small

Select References:

1. Winona County, Minnesota Sheriff's Office
2. White Bear Lake, Minnesota Public Safety
3. Steele County, Minnesota Pearl Street Dispatch Center
4. Wabasha County, Minnesota Sheriff's Office
5. Lake County, Minnesota Sheriff's Office
6. Minnesota Bureau of Criminal Apprehension
7. State of Minnesota, MnDOT State Patrol
8. Cook County, Minnesota Sheriff's Office
9. Ramsey County, Minnesota Emergency Communications Center
10. Stearns County, Minnesota Sheriff's Office
11. Freeborn County, Minnesota Sheriff's Office
12. Dodge County, Minnesota Sheriff's Office
13. Fillmore County, Minnesota Sheriff's Office
14. Lincoln County, South Dakota Sheriff's Office
15. Yankton County, South Dakota Sheriff's Office
16. City of Maplewood, Minnesota Police Department
17. City of Minneapolis, Minnesota Emergency Communications Center
18. Marquette County, Wisconsin 911 Center
19. Regions Hospital, Medical Control East
20. Conoco Pipeline Company
21. Veterans Administration Hospital
22. NASA – Johnson Manned Space Center - Houston, Texas
23. Jet Propulsion Laboratory – Houston, Texas

Names and Contact Information Available Upon Request

Section 2 – Dispatch Workstations

Viking Corner Dispatch Workstation

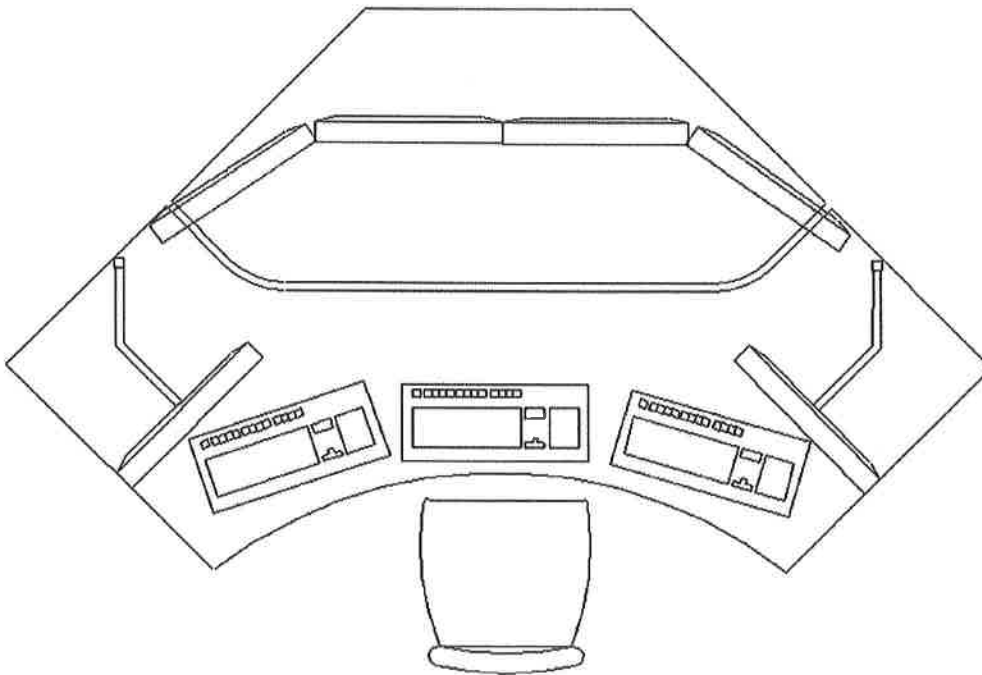


Key Benefits:

- Dual Surface Console, one surface for monitors and one for the work area.
- Oversized front surface accommodates modern demands for dispatcher keyboards, mice, phone and radio controls.
- Wrap-around contoured front minimizes dispatcher reaching and increases ease of movement at all surface heights.
- Electrical Adjustment of both surfaces independently by the operator allowing for adjustment for different sized operators and the ability to change position during their shift, even to a sit-stand position.
- Lifting capacity for up to 600 lbs. on either surface, allowing for future changes in equipment without any limitations.
- All the workstation surfaces are adjustable, allowing for all the materials and equipment on the surfaces to adjust at the same time as the operator.
- Fully complies with OSHA Guidelines for workstation safety.

General:

The Viking Corner Dispatch Workstation is one of a family of height adjustable workstations and console designs based around our modular height frame technology, which uses a synchronized electric actuator system. A dual surface console with each surface capable of lifting 600 pounds per surface. The standard unit has a height adjustment range of between 28" an 48".



The CNR-7273 Corner Dispatch Workstation is 70" x 70" x 30" deep. The front curved work surface is 23.5" deep and the rear work surface is 25.6 deep. These dimensions provide the ideal balance of work area and display and equipment mounting requirements. The distance between the front edge of the front work surface and typical flat panel display position falls within OSHA guidelines for workstation safety.

Height Adjustment Frames:

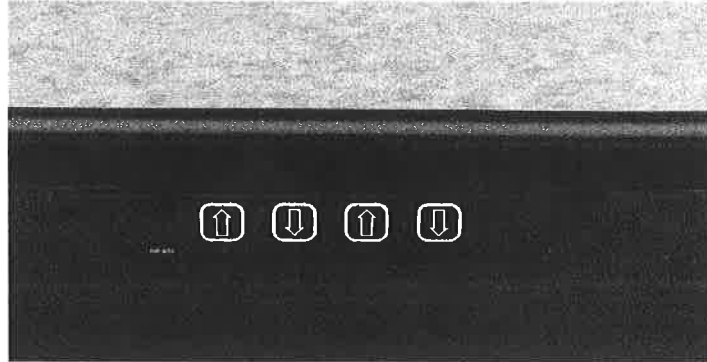


Steel telescopic square tubing 2mm thick with external faces chrome plated ride within a second tubing along with a pre-loaded needle roller cage supporting eight needle rollers. Each tower section utilizes four telescopic tubes. The frame is counter balanced with a ½" plate steel base, upon which the four upright tubes are fitting and joined cross bars. The whole tower system is covered with removable fluted aluminum panels and steel top plate to access actuators and allow for easy cable routing of components being supported.

Electric Actuators:

The actuators are powered via a transformer converting AC, and are geared down to approximately 40 rpm. Each surface is powered by two actuators, which are positioned between two of the stabilizing tubes. The actuators are connected to a control box, and each pair operates independently, and is synchronized electrically via readers to compensate for uneven load factors on the surface. Each actuator is rated at 700 pounds.

Operator Control:



The operator control keypad is set in the front surface and has the following options: a). Front Surface – up and down, b). Rear Surface – up and down, c). Reset Front and Reset Rear – resets with a five-second delay to lower the surface.

Finishes:

The frames are finished with black enamel coating. Work surfaces are curved to a 60" radius on the front surface and are finished with a wide range of high-pressure laminates with a black 3mm PVC edging.

Section 3 – Support Furniture

CPU Cabinets:



Key Benefits:

- Viking CPU cabinets are an attractive solution to the growing problem of housing computers and peripheral equipment required at each workstation.
- Viking CPU cabinets include a sliding shelf, power strip, door lock, swing-out side access doors as standard features.
- Choice of laminate and acrylic doors is also standard.
- Dual quiet, efficient cooling fans
- A variety of sizes and configurations are available, as are laminate surfaces to match workstations and support furniture.

Mobile Pedestal Storage Cabinet



Key benefits:

- Viking Mobile Pedestal Storage Cabinets provide flexible storage solutions for shared or personal needs.
- Cabinet width of 15".
- Full extension steel ball-bearing slides on files and extension steel ball-bearing slides on box drawers.
- Inverted "J" handle in drawer front.
- Gang locking with master-keyed, core removable locks. Counter weights.
- Two locking casters at front of cabinet and two non-locking casters at the rear of the cabinet.
- Meets all BIFMA standards.
- Textured black baked enamel finish.
- Laminate tops available to match workstation and support furniture.

Section 5 – Floor Plan and Cost

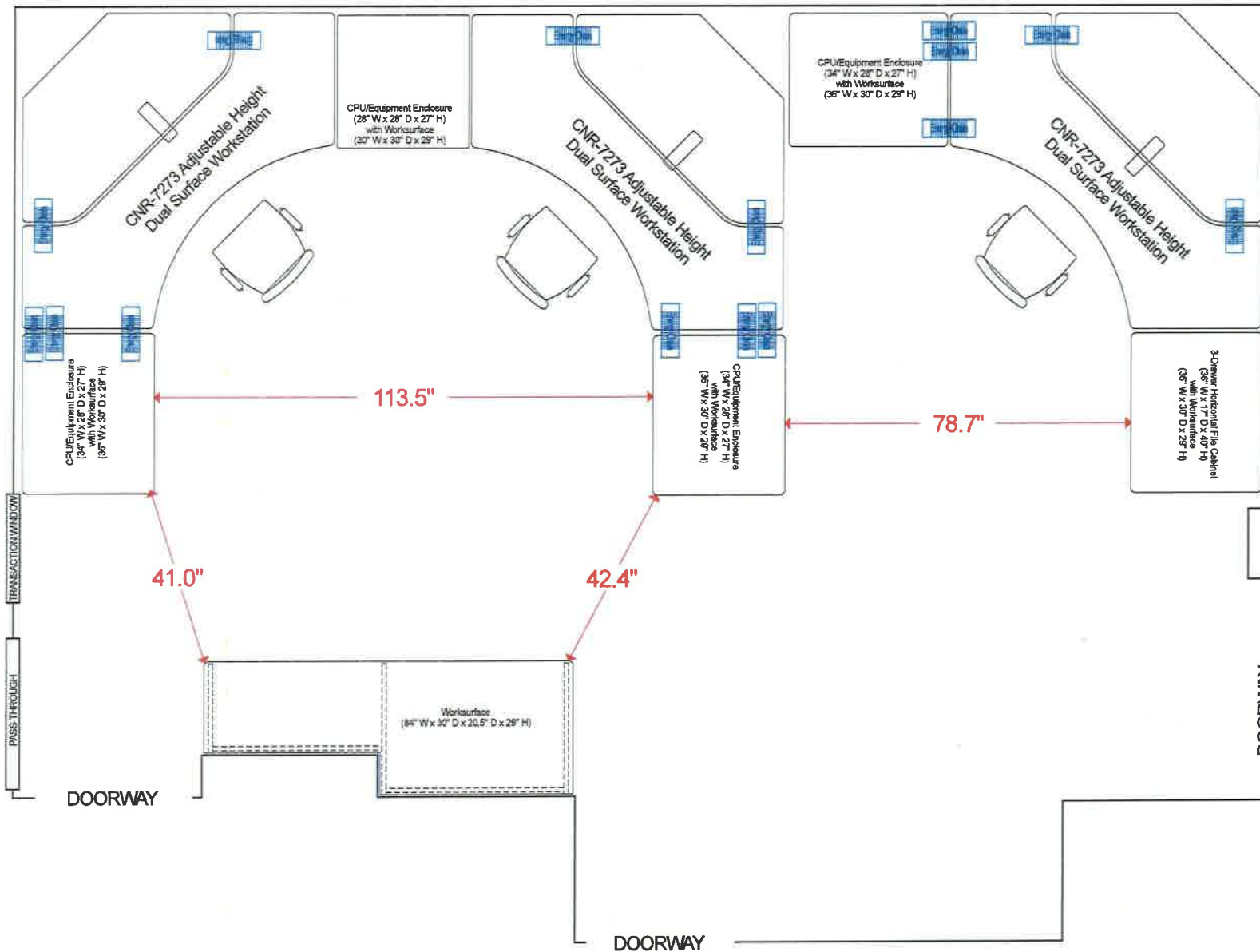
This floor plan is based on actual room measurements and discussions with agency personnel who have provided information on the customer equipment that must be accommodated in the facility upgrade.

~~This floor plan assumes that the customer will reposition the step up to the raised floor and will extend the raised floor along the jail wall as shown in the drawing.~~

The proposed floorplan meets the customer's requirements for equipment support 100%.

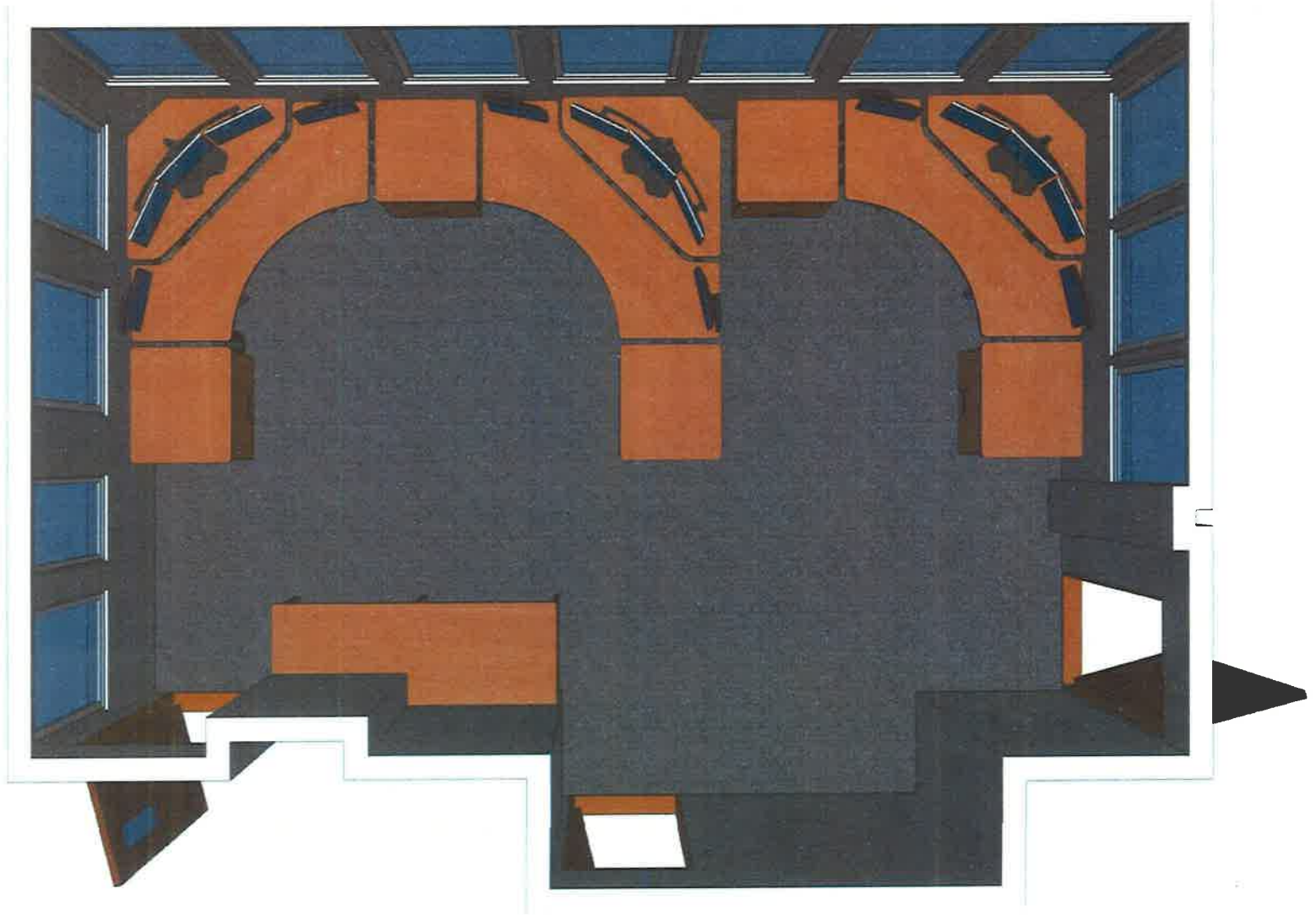
The layout is illustrated on the following pages:

- Drawing: Room Base Dimensions
- Drawing: Workstation and Worksurfaces/CPU Cabinets
- Drawing: 3D Rendering – Top View
- Drawing: 3D Rendering – Rear View
- Drawing: 3D Rendering – Dispatch Position
- Drawing: 3D Rendering – Supervisor Position
- Drawing: 3D Rendering – Workstation Detail

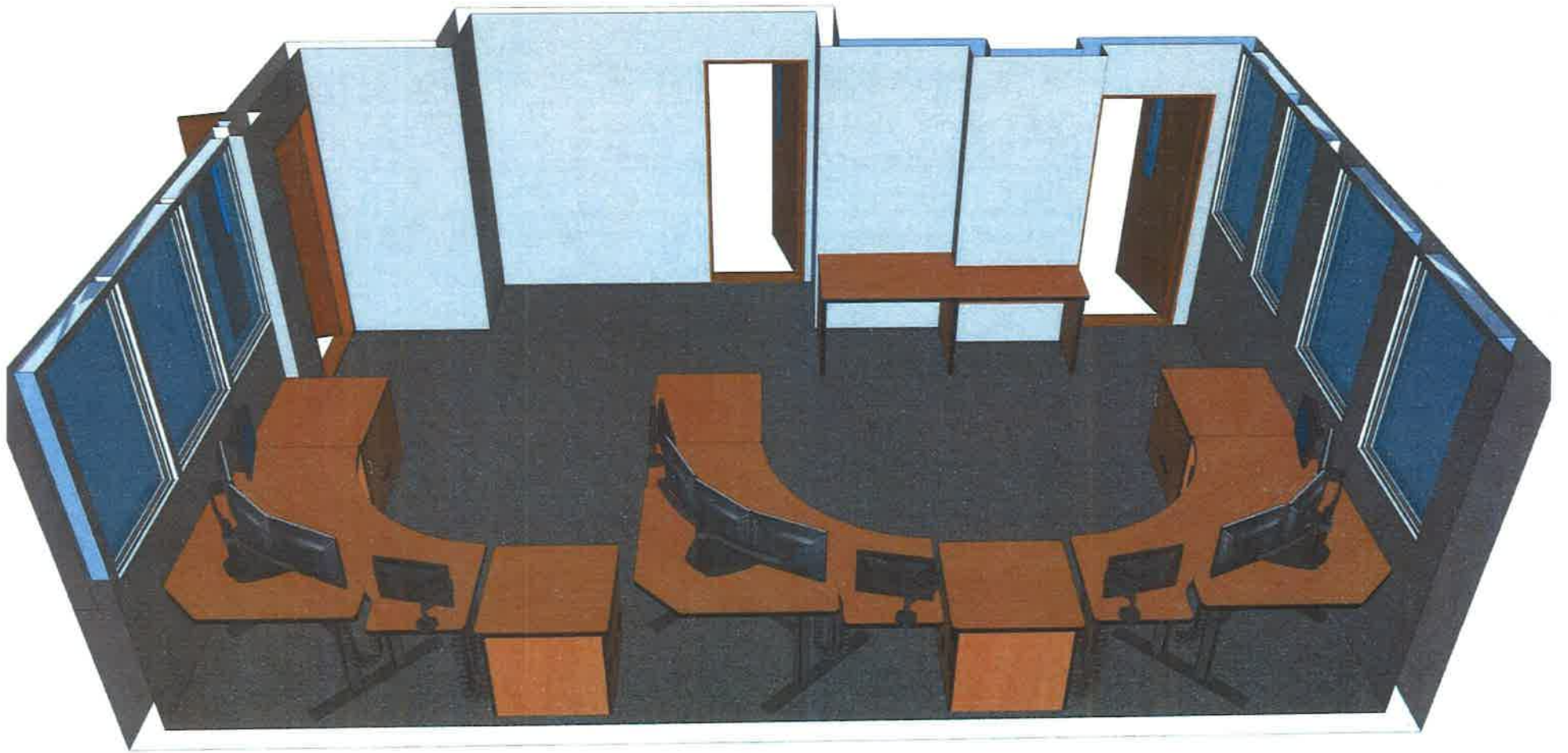


Aitkin County Sheriff's Office - Dispatch/Master Control
 Presented by Karns Services, Inc.
 Featuring Viking Ergonomic Workstations

Concept 3A
 Revised 11-07-2013









Supervisor Position with CPU Cabinet, Mobile File Pedestal and 3-Drawer Horizontal File Cabinet



Dispatcher Position with 2 CPU Cabinets and Mobile File Pedestal

Karns Services, Inc.
Aitkin County Sheriff's Office
Concept 3A
Featuring Viking Ergonomic Height Adjustable Furniture
Revised November 13, 2013

Line	Catalog	Description	MSRP	Discount	Price	Qty	Extended
	CNR-7273	70"W x 70"W x 30"D x 28"/48"H; OSHA compliant electrical height adjustable corner workstation; dual surfaces operate independently; each surface lifts 600 lbs.	\$ 4,775.00	30.00%	\$ 3,342.50	3	\$ 10,027.50
	TO2436	Allows forward/rearward positioning of LCDs from operator; manual operation; 24"D x 36"W.	\$ 472.00	30.00%	\$ 330.40	3	\$ 991.20
	CPU-30X30D	30"W x 30"D x 27"H; Laminate CPU cabinet with sliding shelf; dual fan ventilation	\$ 1,148.00	30.00%	\$ 803.60	1	\$ 803.60
	CPU-36X30D	36"W x 30"D x 27"H; Laminate CPU cabinet with sliding shelf; dual fan ventilation	\$ 1,277.00	30.00%	\$ 893.90	3	\$ 2,681.70
	DIS-501	Holds one display; dual arm extends 22"; black finish; with desk clamp and grommet mount	\$ 535.00	30.00%	\$ 374.50	3	\$ 1,123.50
	DIS-1x3-G	Holds 3 displays; 1x3 horizontal configuration; grommet mount; black finish	\$ 539.00	30.00%	\$ 377.30	3	\$ 1,131.90
	TSK-LED-B	LED task light with bolt-through grommet mount	\$ 399.00	30.00%	\$ 279.30	3	\$ 837.90
	TSK-B	For accessory mount to LCD stand	\$ 28.00	30.00%	\$ 19.60	3	\$ 58.80
	ADD	Mounts accessory bolt-through mount to LCD stand post	\$ 9.00	30.00%	\$ 6.30	3	\$ 18.90
	ADD	Three-speed, oscillating desktop fan with base clamp	\$ 129.00	30.00%	\$ 90.30	3	\$ 270.90
	CM-15	Passes cables between workstation and CPU cabinet	\$ 275.00	30.00%	\$ 192.50	21	\$ 4,042.50
	CM-21	Passes cables between Focal Monitor Platform and workstation	\$ 189.00	30.00%	\$ 132.30	3	\$ 396.90
	ADD	ten outlets; metal box; covered switch; 12' cord; 20 amp; surge protected	\$ 67.00	30.00%	\$ 46.90	10	\$ 469.00
	MW-BFMF	15"W x 18"D x 19-1/2"H; 1 box drawer, one file drawer; locking	\$ 539.00	30.00%	\$ 377.30	6	\$ 2,263.80
	ADD	Matches workstation worksurfaces.	\$ 113.00	30.00%	\$ 79.10	6	\$ 474.60
	MW-LAT336	36"W x 17-1/2"D x 40"H; three drawers; all metal construction; black finish	\$ 944.00	30.00%	\$ 660.80	1	\$ 660.80
	ADD	30"D; Matches workstation worksurfaces.	\$ 113.00	30.00%	\$ 79.10	1	\$ 79.10
	CD6629-J	66"W x 20"D x 29"H with adjustable shelf; laminate top matches workstation surfaces; custom cut for room bump-out	\$ 1,676.00	30.00%	\$ 1,173.20	1	\$ 1,173.20
	Sub-Total						\$ 27,505.80
	Tear down of existing workstations and haul to customer supplied dumpster (3 phases)						\$ 900.00
	Delivery and Installation; 3 separate days on-site installation in hot center x 3 sessions						\$ 5,200.00
	TOTAL						\$ 33,605.80

Karns Services, Inc.
Aitkin County Sheriff's Office
Carpet Replacement
Featuring Tandus Wear Resistant Office Carpet Tiles
Revised August 21, 2013

Line		Color	Description	Price	Qty	Extended
1	Carpet Tiles	54206	Tandus Hybrid Resilient Modular Floor Tiles, 18" x 18"; Style: Pivot; Color: Gray/Black	\$ 2,165.05	1	\$ 2,165.05
2	Sub-Total					\$ 2,165.05
3	Remove existing carpet and tiles, remove old adhesive and smooth floor service, and haul waste to customer supplied dumpster (3 phases)					\$ 600.00
4	Delivery and Installation; 3 separate phases in conjunction with workstation installation.					\$ 900.00
5	TOTAL					\$ 3,665.05

Section 6 – Limited Lifetime Warranty

Viking Acoustical Corporation ("Seller") warrants to the original purchaser ("Buyer") that its products are free from defects in materials and workmanship for the following warranty period applicable to the product (the "Applicable Warranty Period"):

Lifetime Warranty for Viking Acoustical Manufactured Products: The Applicable Warranty Period for a product manufactured and sold by Seller under the Viking brand name shall be the period of time that the original purchaser owns the product.

Three Year Warranty on Motorized Parts including lift columns, exhaust fans, blower fans and Air circulation and heating units.

Limited Term Warranty for All Other Products or Components: The Applicable Warranty Period for all other products, or components purchased by Viking Acoustical and integrated into Viking Acoustical manufactured products, sold by Seller, shall be the warranty as outlined in the original manufacturer's warranty. This warranty does not cover any damage to customer equipment that is caused by an AC power disturbance or any other causes unrelated to the quality and/or functionality of Seller's products. No claims under this warranty will be valid unless Buyer notifies Seller in writing within a reasonable time of its discovery of the defect, but in any event prior to the expiration of the Applicable Warranty Period for such product. This warranty does not cover ordinary maintenance, wear and tear within the normal consumable life of a product, abuse, improper use, alterations, repairs and installations which have not been performed by an authorized Seller's representative, and products which have not been maintained or operated in accordance with Seller's written instructions.

THE FOREGOING WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER EXPRESS AND IMPLIED WARRANTIES WHATSOEVER, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Seller will repair or replace, at its option, any products (or parts thereof) which are covered by this warranty and which are found to be defective. Seller may provide a substitute product of equal or higher value to resolve a warranty claim. No such repair, substitution or replacement will extend the Applicable Warranty Period. When a warranty claim arises, Buyer must contact Seller to arrange return shipment to Seller, with freight prepaid by Buyer. The risk of loss or damage to any products returned to Seller will be with Buyer.

THE REMEDY OF REPAIR OR REPLACEMENT PROVIDED FOR HEREIN IS BUYER'S EXCLUSIVE REMEDY IN THE EVENT OF BREACH OF THIS WARRANTY. IN ADDITION, SELLER SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES OR FOR ANY LOSS, DAMAGE OR EXPENSE ARISING FROM THE SALE, USE OR INSTALLATION OF THE PRODUCTS OR FROM ANY OTHER CAUSE WHATSOEVER, WHETHER BASED ON WARRANTY (EXPRESSED OR IMPLIED) OR OTHERWISE BASED ON CONTRACT, OR ON TORT, OR REGARDLESS OF ANY ADVICE OR REPRESENTATIONS THAT MAY HAVE BEEN RENDERED BY SELLER OR ITS AGENTS OR REPRESENTATIVES CONCERNING THE SALE, USE OR INSTALLATION OF THE PRODUCTS.

This warranty will be effective for products sold after January 1, 2009.

VIKING

TERMS & CONDITIONS OF SALE

1. PRIMACY OF SELLER'S TERMS AND CONDITIONS. Any order received and accepted by Viking Acoustical Corporation ("Seller") shall be construed as an acceptance of Seller's offer to sell its goods in accordance with the terms and conditions of sale set forth herein. This document contains all of the terms and conditions of the agreement between Seller and Buyer of the goods sold, to the exclusion of any terms and conditions incorporated in Buyer's order or other documents of Buyer. Seller's acceptance of Buyer's order is expressly conditioned on Buyer's acceptance of the terms and conditions contained herein. Buyer, upon placing an order, is presumed to have accepted all of the terms and conditions without modification. No alteration, waiver, modification of or addition to the terms or conditions shall be binding on Seller unless specifically agreed to in writing by a person authorized by Seller to accept such different or inconsistent terms or conditions.

2. WAIVER. No waiver, whether express or implied, by Seller of any of the terms or conditions hereof shall be deemed a continuing waiver or trade custom between the parties, but shall apply solely to the instance to which the waiver is directed.

3. ACCEPTANCE BY SELLER. All orders received by Seller are subject to revision and possible rejection by Seller within seven business days after its receipt of the same at its home office, notwithstanding the fact that the same may have been signed by Seller's field personnel. Unless revised or rejected, any such order shall become a firm Purchase Agreement upon the passage of such seven days.

4. PRICE. Unless otherwise agreed to by Seller: (a) all prices, quotations, shipments and deliveries by Seller are FOB Shipping Point, Freight Collect; (b) all prices, including related extras and deductions, are subject to change without notice and the price to be paid by Buyer will be in accordance with Seller's price in effect on the day of Seller's acceptance; (c) prices do not include Seller's freight/handling charges; (d) prices do not include any sales, use, excise, value-added or other tax, all of which present or future tax obligations are the responsibility of, and must be paid by, the Buyer.

5. DELIVERY, TITLE AND RISK OF LOSS. Unless otherwise specified, Seller's obligation is to deliver the goods to a carrier at the shipping point. Seller reserves the right to produce and ship all or any part of the goods specified in any order from any of its plants or facilities or those of its suppliers. Seller will use all reasonable efforts to comply with Buyer's requests as to method of transportation, but Seller reserves the right to use an alternate method of transportation whether or not at a higher cost to Buyer, if the method specified by Buyer is deemed by Seller to be unavailable or otherwise unsatisfactory. Title and risk of loss passes to the Buyer at the moment of Seller's delivery of the goods to the carrier. Although Seller may assist Buyer in connection with pursuing any claim for damages, Seller shall not thereby assume any obligations for such damage or continue to assist Buyer in the presentation of its claim to any carrier.

6. CLAIMS. Buyer must inspect or test all goods upon actual receipt. Buyer waives any right to assert any claim against Seller arising from any defects, damages or shortages which would have been observable upon reasonable inspection or testing at the time of delivery, unless Seller is advised of such defects, damages or shortages within thirty (30) days after receipt of the defective goods by Buyer, a period which the parties agree is reasonable for this purpose. All other claims under the Seller's warranty must be made within thirty (30) days of the discovery of the defect. Buyer must obtain shipping instructions from Seller prior to returning the goods to Seller for repair or replacement. Unless otherwise agreed, returned goods must be shipped freight prepaid or they will not be accepted by Seller.

7. PAYMENT. The terms of payment for each order shall be net cash within thirty (30) days from date of invoice. If complete payment is not made when due, the unpaid balance shall bear interest at the rate of 1 1/2 % per month until paid.

8. CANCELLATIONS. Buyer may cancel an order prior to receipt only upon prior written notice by Buyer to Seller and upon payment to Seller of reasonable and proper cancellation charges which will, in accordance with good accounting practices, satisfy all costs incurred by Seller, together with its proportionate profit on such costs.

9. WARRANTY. Viking Acoustical Corporation ("Seller") warrants to the original purchaser ("Buyer") that its products are free from defects in materials and workmanship for the following warranty period applicable to the product (the "Applicable Warranty Period"): The Applicable Warranty Period for a product manufactured and sold by Seller under the Viking brand name shall be the period of time that the original purchaser owns the product. The Applicable Warranty Period for all other products, or components purchased by Viking Acoustical and integrated into Viking Acoustical manufactured products, sold by Seller, shall be the warranty as outlined in the original manufacturer's warranty. This warranty does not cover any damage to customer equipment that is caused by an AC power disturbance or any other causes unrelated to the quality and/or functionality of Seller's products. No claims under this warranty will be valid unless Buyer notifies Seller in writing within a reasonable time of its discovery of the defect, but in any event prior to the expiration of the Applicable Warranty Period for such product. This warranty does not cover ordinary maintenance, wear and tear within the normal consumable life of a product, abuse, improper use, alterations, repairs and installations which have not been performed by an authorized Seller's representative, and products which have not been maintained or operated in accordance with Seller's written instructions. **THE FOREGOING WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER EXPRESS AND IMPLIED WARRANTIES WHATSOEVER, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.** Seller will repair or replace, at its option, any products (or parts thereof) which are covered by this warranty and which are found to be defective. Seller may provide a substitute product of equal or higher value to resolve a warranty claim. No such repair, substitution or replacement will extend the Applicable Warranty Period. When a warranty claim arises, Buyer must contact Seller to arrange return shipment to Seller, with freight prepaid by Buyer. The risk of loss or damage to any products returned to Seller will be with Buyer. **THE REMEDY OF REPAIR OR REPLACEMENT PROVIDED FOR HEREIN IS BUYER'S EXCLUSIVE REMEDY IN THE EVENT OF BREACH OF THIS WARRANTY. IN ADDITION, SELLER SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES OR FOR ANY LOSS, DAMAGE OR EXPENSE ARISING FROM THE SALE, USE OR INSTALLATION OF THE PRODUCTS OR FROM ANY OTHER CAUSE WHATSOEVER, WHETHER BASED ON WARRANTY (EXPRESSED OR IMPLIED) OR OTHERWISE BASED ON CONTRACT, OR ON TORT, OR REGARDLESS OF ANY ADVICE OR REPRESENTATIONS THAT MAY HAVE BEEN RENDERED BY SELLER OR ITS AGENTS OR REPRESENTATIVES CONCERNING THE SALE, USE OR INSTALLATION OF THE PRODUCTS.**

10. LIMITATION OF LIABILITY. SELLER WILL NOT BE LIABLE UNDER ANY CIRCUMSTANCES FOR ANY INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION ANY LOST PROFITS OR LABOR COSTS, ARISING FROM THE SALE, USE OR INSTALLATION OF THE PRODUCTS, FROM THE PRODUCTS BEING INCORPORATED INTO OR BECOMING A COMPONENT OF ANOTHER PRODUCT, FROM ANY BREACH OF THIS AGREEMENT OR FROM ANY OTHER CAUSE WHATSOEVER, WHETHER BASED ON WARRANTY (EXPRESSED OR IMPLIED) OR OTHERWISE BASED ON CONTRACT, OR ON TORT OR OTHER THEORY OF LIABILITY, AND REGARDLESS OF ANY ADVICE OR REPRESENTATIONS THAT MAY HAVE BEEN RENDERED BY SELLER OR SELLER'S AGENTS OR REPRESENTATIVES CONCERNING THE SALE, USE OR INSTALLATION OF THE PRODUCTS.

11. PATENTS, TRADEMARKS AND COPYRIGHT INDEMNITY. If Buyer has not provided specifications, Seller shall indemnify Buyer from any and all damages and costs, including reasonable attorney's fees, for patent, trademark or trade name, or copyright infringement arising by reason of the sale or use of any goods sold to Buyer, provided that Seller is properly notified at the outset of any such claim or suit and Buyer offers Seller full and exclusive control of the defense of such suit when products of Seller only are involved therein, and the right to participate in the defense of such suit when products other than those of Seller are also involved therein. Buyer shall indemnify Seller against any and all damages or costs, including reasonable attorney's fees, for patent, trademark or trade name, or copyright infringement in any way arising out of the preparation or manufacture of any goods in accordance with Buyer's specifications.

12. EXCUSABLE DELAYS. Seller shall not be liable for delays or failure in performance of an order or default in delivery arising out of, or resulting from, causes beyond its control and without its fault or negligence. Such causes include, but are not limited to, acts of God, acts of Buyer or of the government, or of a public enemy, fire, flood, epidemic, quarantine restrictions, strikes, freight embargoes, unusually severe weather, or default of suppliers due to any such causes.

13. ASSIGNMENT. Buyer shall not assign any order or any interest therein without the written consent of Seller. Any such actual or attempted assignment without Seller's prior written consent shall entitle Seller to cancel the order upon written notice to the Buyer.

14. ENGINEERING CHANGES. In the event Seller changes the design of any of the goods described on the order, either as to construction or materials used, but not as to function, Buyer agrees to accept such changed goods in fulfillment of the Sales Order.

15. **VALIDITY OF SEPARATE CLAUSES.** If any provisions of this agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, or enforceability of the remaining provisions shall not be affected or impaired thereby.

16. **LIMITATION OF ACTIONS.** Any cause of action arising from the agreement or the breach of it must be commenced within two years after the cause of action accrues.

17. **GOVERNING LAW.** The interpretation, construction and validity of the Agreement shall be governed by the laws of the State of Minnesota.

18. **PROVISIONS FOR INTERNATIONAL TRANSACTIONS.** The following provisions apply to sales to customers located outside the United States: (a) the 1980 United Nations Conventions on Contracts for the International Sale of Goods shall not apply; (b) except as otherwise specified, terms of delivery are Ex-Works (within the meaning of INCOTERMS 1990) and all customs fees, import duties, cargo insurance, taxes and other charges imposed on or relating to the purchase or sale of the products shall be paid by Buyer in addition to the stated price; (c) except as otherwise specified, payment shall be made by issuance to Seller of an irrevocable letter of credit which (i) is issued and confirmed by a U.S. bank acceptable to Seller (ii) is governed by the Uniform Customs and Practice for Documentary Credits (ICC Publication No.500 effective January 1, 1994) and otherwise acceptable in form and substance to Seller; and (iii) provides for payment to Seller of the full amount of the purchase price plus pre-paid freight in U.S. dollars upon presentation by Seller of sight drafts, Seller's invoice and such other documents as shall be required by the letter of credit. All banking and other charges for such letter of credit shall be for the account of Buyer; (d) prices include Seller's standard commercial export packaging which may vary depending on whether shipment is made by air, land or sea. Buyer will bear any additional expenses required to satisfy Buyer's specifications. Packages will be marked in accordance with Buyer's instructions, if any. Seller shall furnish packing lists and such other information as may be necessary to enable Buyer's agent to prepare documents required for export shipment. Buyer shall supply Seller with all necessary information and assistance for the most expeditious clearance of such shipment through customs; (e) all shipments hereunder are subject to compliance with U.S. Export Administration Act as amended, regulations thereunder and all other U.S. laws and regulations concerning exports. Buyer agrees to comply with all such laws and regulations concerning the use, disposition, re-export and sale of the products provided hereunder.

Karla White

Subject: FW: Quote

From: Frank Karnauskas [<mailto:frank@gokarns.com>]
Sent: Wednesday, February 26, 2014 11:08 AM
To: 'Karla White'
Subject: RE: Quote

You are correct, Karla. I am sorry I was having email troubles on my main computer yesterday and could only answer your query on my not-so-smart phone. Things are as they should be again.

The quotations you show in your PDF File 4911_001.pdf are valid.

Kind Regards,
Frank

Frank Karnauskas, President
KARNS Services, Inc.
9801 Little Road
Bloomington, MN 55437
V: 612-644-9174
E: FWK@GoKarns.com
W: www.GoKarns.com

From: Karla White [<mailto:kwhite@co.aitkin.mn.us>]
Sent: Wednesday, February 26, 2014 11:02 AM
To: frank@gokarns.com
Subject: Quote

Hi Frank
Sorry to bother you again. In looking at the paperwork, I have 2 quotes. I assume the later one from November 13th is the one we should use. Just wanted to confirm this with you.
Thanks

Karla White
Aitkin County Sheriff's Office
218-927-7436



QUOTATION

Quote #: Q.F01-AitkinCoSI.08
Date: 2/26/2014
Valid Until: 4/26/2014
Contract:

Prepared By:

Kelly Dowling
 Project Coordinator
 Watson
 26246 Twelve Trees Lane NW
 Poulsbo, WA 98370
 360-394-1300 ext 207
 360-394-1322
 kdowling@watsonfurniture.com

Rep:

Dick Buss
 Territory Rep
 Dick Buss & Associates LLC
 WI

Net 30**Prepared For:**



Debbie Hamilton
 Jail Administrator
 Aitkin County Sheriff
 217 2nd St. NW
 Aitkin, MN 56431
 218-927-7435

Ship To:

Debbie Hamilton
 Jail Administrator
 Aitkin County Sheriff
 217 2nd St. NW
 Aitkin, MN 56431
 218-927-7435

Project: AitkinCoSI.08

INSTALLATION BASED ON LIVE CUTOVER, ONE TRIP, GROUND FLOOR WITH NO PREVAILING WAGE AND NO UNION REQUIREMENTS.

Part Number	Qty	Purchase	Ext Purchase
F01 - Aitkin County Sheriff			
Item 1. (3) Synergy 3 Full Lift Consoles			
 QEFPPD2436T42	1	\$14,682.00	\$14,682.00
SYNERGY 3 FULL LIFT POWER PRIMARY, DUAL, 24" DEEP x 36" WIDE, TACKABLE PANEL, 42" HIGH			
MULTIPOINT	M	Multiport	
TCS	X	No TCS	
WORKSURFACE	...	Skipped Option	
PARTITION	...	Skipped Option	
EDGE FINISH	...	Skipped Option	
POWDER	...	Skipped Option	
FABRIC	...	Skipped Option	
 QEFPPS2436T42	1	\$6,962.50	\$6,962.50
SYNERGY 3 FULL LIFT POWER PRIMARY, SINGLE, 24" DEEP x 36" WIDE, TACKABLE PANEL, 42" HIGH			
MULTIPOINT	M	Multiport	
TCS	X	No TCS	

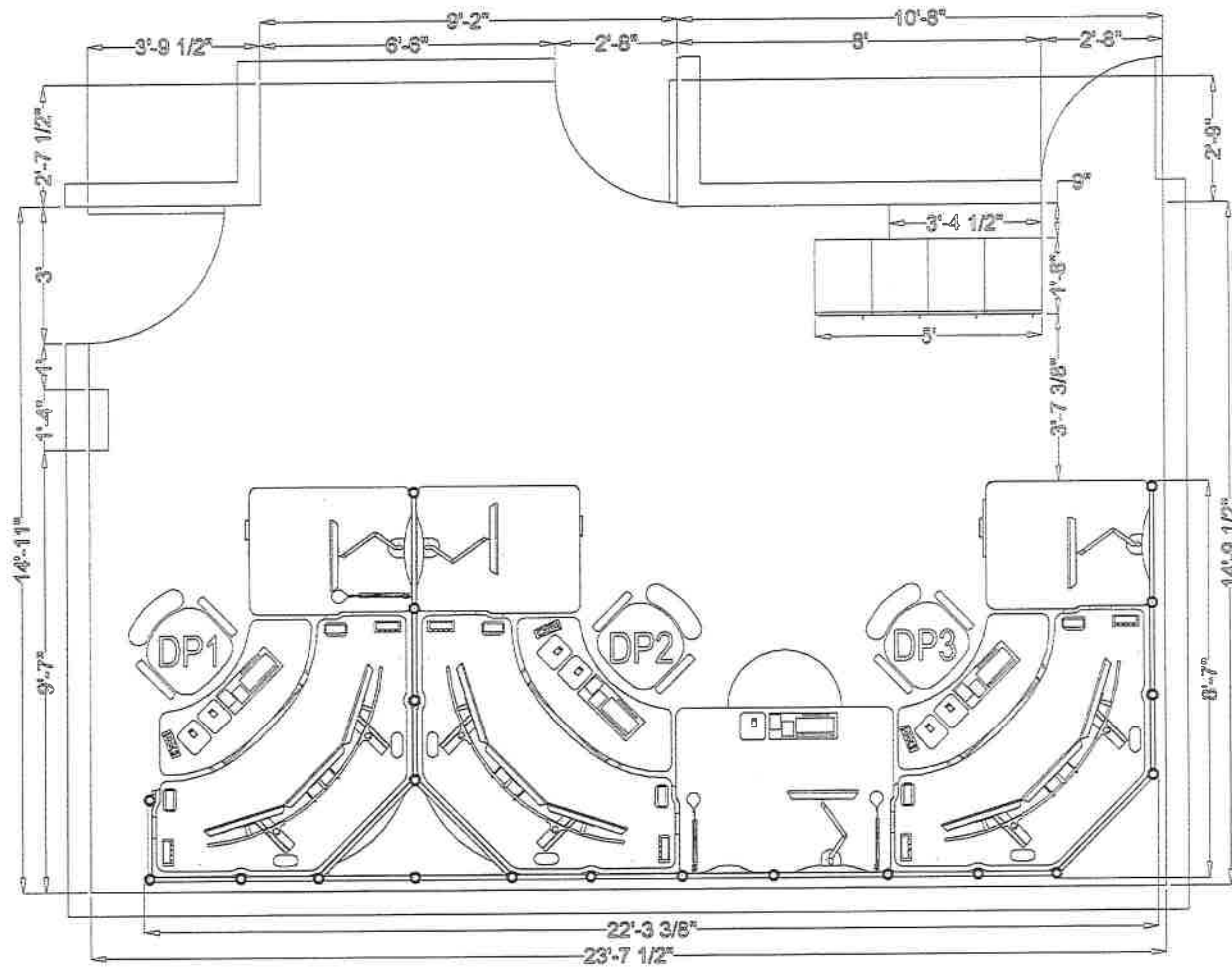
Part Number			Qty	Purchase	Ext Purchase
WORKSURFACE	...	Skipped Option			
PARTITION	...	Skipped Option			
EDGE FINISH	...	Skipped Option			
POWDER	...	Skipped Option			
FABRIC	...	Skipped Option			
QEFBRS4254T42			1	\$1,557.00	\$1,557.00
SYNERGY 3 FULL LIFT BRIDGE (POWER PRIMARY), SINGLE, 42" DEEP x 54" WIDE, TACKABLE PANEL, 42" HIGH					
WORKSURFACE	...	Skipped Option			
PARTITION	...	Skipped Option			
EDGE FINISH	...	Skipped Option			
POWDER	...	Skipped Option			
FABRIC	...	Skipped Option			
QEFXTD4230T42			1	\$2,167.50	\$2,167.50
SYNERGY 3 FULL LIFT EXTENSION (POWER PRIMARY), DUAL, 42" DEEP x 30" WIDE, TACKABLE PANEL, 42" HIGH					
WORKSURFACE	...	Skipped Option			
PARTITION	...	Skipped Option			
EDGE FINISH	...	Skipped Option			
POWDER	...	Skipped Option			
FABRIC	...	Skipped Option			
QEFXTS4230T42L			1	\$1,283.00	\$1,283.00
SYNERGY 3 FULL LIFT EXTENSION (POWER PRIMARY), SINGLE, 42" DEEP x 30" WIDE, TACKABLE PANEL, 42" HIGH, LEFT HAND					
WORKSURFACE	...	Skipped Option			
PARTITION	...	Skipped Option			
EDGE FINISH	...	Skipped Option			
POWDER	...	Skipped Option			
FABRIC	...	Skipped Option			
QEFECT42R			1	\$404.00	\$404.00
SYNERGY 3 FULL LIFT END CAP (POWER PRIMARY), TACKABLE PANEL, 42" HIGH, RIGHT HAND					
PARTITION	...	Skipped Option			
EDGE FINISH	...	Skipped Option			
POWDER	...	Skipped Option			
FABRIC	...	Skipped Option			
					\$27,056.00

Part Number		Qty	Purchase	Ext Purchase
Item 2. Storage & Accessories				
M2TRFT2060		1	\$228.50	\$228.50
M2 STORAGE TOP SURFACE, 20"DEEP x 60"WIDE				
BASE	N			No Base
LAMINATE TYPE	...			Skipped Option
EDGE	...			Skipped Option
GROMMET	...			Skipped Option
ZSPEPBF201526M		3	\$501.00	\$1,503.00
ZO STORAGE PEDESTAL, PENCIL, BOX, FILE, 20"D x 15"W x 26"H, MOBILE				
LOCK	...			Skipped Option
PULL	...			Skipped Option
CONTRASTING	...			Skipped Option
CASE FINISH	...			Skipped Option
TRN30X		1	\$751.50	\$751.50
ROTATING RESOURCE, 30" DIAMETER, NO GROMMET				
CASE FINISH	...			Skipped Option
TXXICMHMAT		3	\$179.00	\$537.00
HEATER, MAT - TOTAL COMFORT SYSTEM HEATER MAT FOR TOTAL COMFORT SYSTEM				
S13-1206-L		4	\$644.00	\$2,576.00
MODIFIED WZSLOT201562L - ZONE SLOT **(2-DOOR)** STORAGE LOCKER, 20"D x 15"W x **31.5"H, LEFT HAND				
QCS24PS		7	\$56.00	\$392.00
SYNERGY CAVITY SHELF, 24" WIDE, ADD-ON, PULL-OUT, COMMON - SURFACE & EDGE: Black				
QCS30PS		4	\$61.50	\$246.00
SYNERGY CAVITY SHELF, 30" WIDE, ADD-ON, PULL-OUT, COMMON - SURFACE & EDGE: Black				
TXXCL		6	\$39.00	\$234.00
INSIDE CAVITY LIGHT				

Part Number	Qty	Purchase	Ext Purchase
TXXDAYTON 4" DAYTON FAN (INCLUDES HARDWARE)	6	\$109.00	\$654.00
TXXDLB LED LIGHT, BLACK (TRILLIUM) [FOR FUSION/SYNERGY] WITH ONE-PIECE CLAMP	3	\$343.00	\$1,029.00
TXXMS1HDC SYNERGY MONITOR ARM - DESK CLAMP, 1 ea. MONITORS (UP TO 21"), HEIGHT ADJUSTABLE, DUAL ARM EXTENSION	4	\$380.50	\$1,522.00
TXXTCSKTH SYNERGY TOTAL COMFORT SYSTEM, HEIGHT ADJUSTABLE PACKAGE, WITH TWO MOBILE (FILTERED) AIR CIRCULATION FANS	3	\$2,077.50	\$6,232.50
TXXTECHLNK SYNERGY TECH LINK - POWDER: Black	3	\$306.50	\$919.50
QDAA8-4-4_3-3_24 SYNERGY DEPTH ADJUSTMENT ARRAY, 8 ea. UP TO 21" MONITORS (FOUR OVER FOUR)	3	\$1,765.50	\$5,296.50
DADL DUAL LOCK - SET OF THREE	4	\$4.00	\$16.00
			\$22,137.50
Item 3. Installation			
DNI INSTALL CHARGE	1	\$9,545.00	\$9,545.00
			\$9,545.00
Item 4. Freight			
FREIGHT FREIGHT CHARGE	1	\$3,270.00	\$3,270.00
			\$3,270.00
Sub Total:			\$62,008.50
Grand Total:			\$62,008.50

Part Number	Qty	Purchase	Ext Purchase
Approved By: _____		Date: _____	
Name _____		PO: _____	
Title _____			

-
1. State and Local Taxes will apply unless proof of exemption is provided with the Purchase Order.
 2. Deposit may be required with order; Net 30 days of Shipment of Product.
 3. Chairs are for representational purposes only.
 4. Lead time 45-60 days after receipt of Purchase Order issued to Watson Furniture Group.
 5. Completed Order consist of signed Contract or Purchase Order, Signed Drawings, Signed Color Selection Sheet, and Deposit.
 6. Change Order Fee (minimum \$500) may be applicable after 5 business days of Complete Order submission.
 7. Re-Scheduled Delivery & Installation requires 4 week notification.
 8. There will be a \$500 (Net per order) Finish Configuration Fee added IF a color scheme is chosen outside of the eight (8) standard color schemes.
 9. Pricing will be valid for four (4) months after receipt of Purchase Order any orders that have not been manufactured within this time frame will be subject to a price change.



Proprietary material may not be reproduced without written permission by Watson Furniture Group. Field verify all dimensions prior to order. Optional items may be shown that can be purchased at time of order. Watson Furniture Group guarantees our AutoCAD symbols to be correct. Accuracy of building plan dimensions, features, etc. provided to Watson remains the end user's responsibility. PDF may not be to scale.

F01.0

Scale:
1/4" = 1'

Project: Aitkin County Sheriff

Furniture Option: Synergy 3 Full Lift Consoles
 42" Tack Panels - 2436 90° Full Lift Primaries

Dwg Name: AitkinCoSl.08

Location: Aitkin, MN

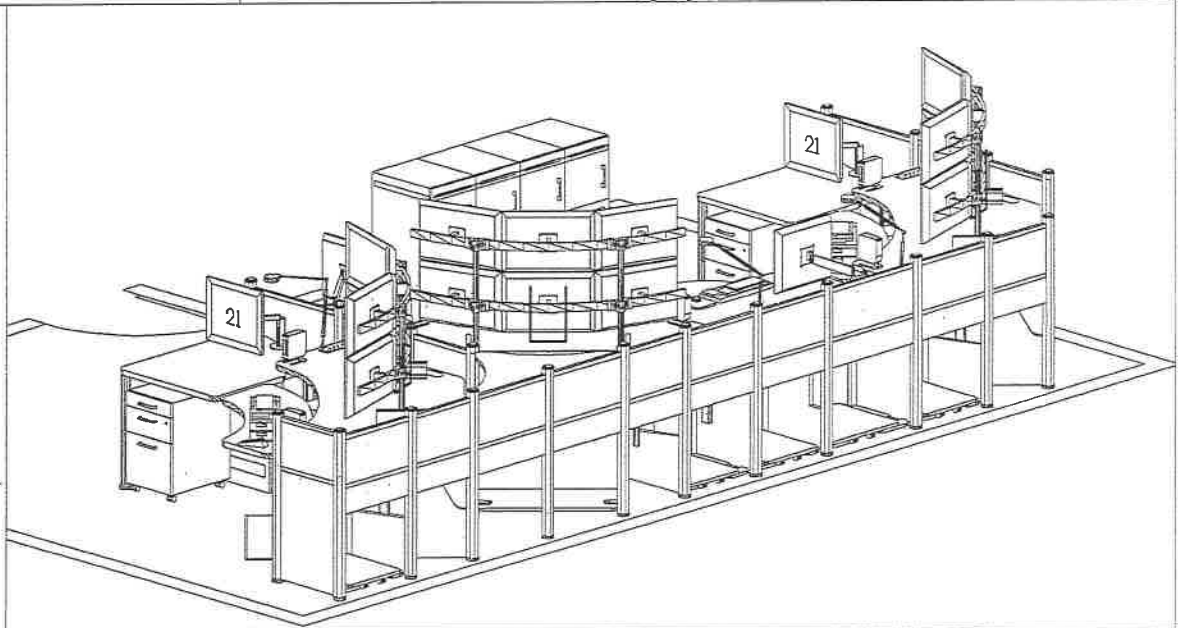
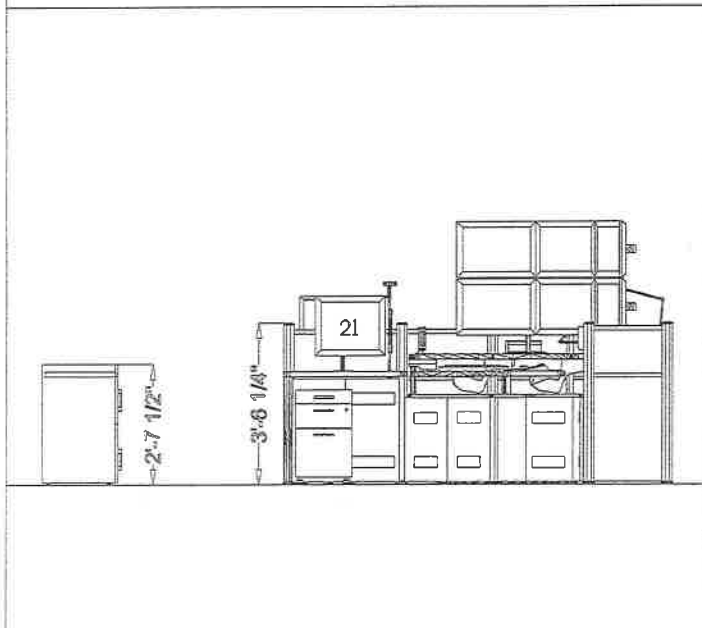
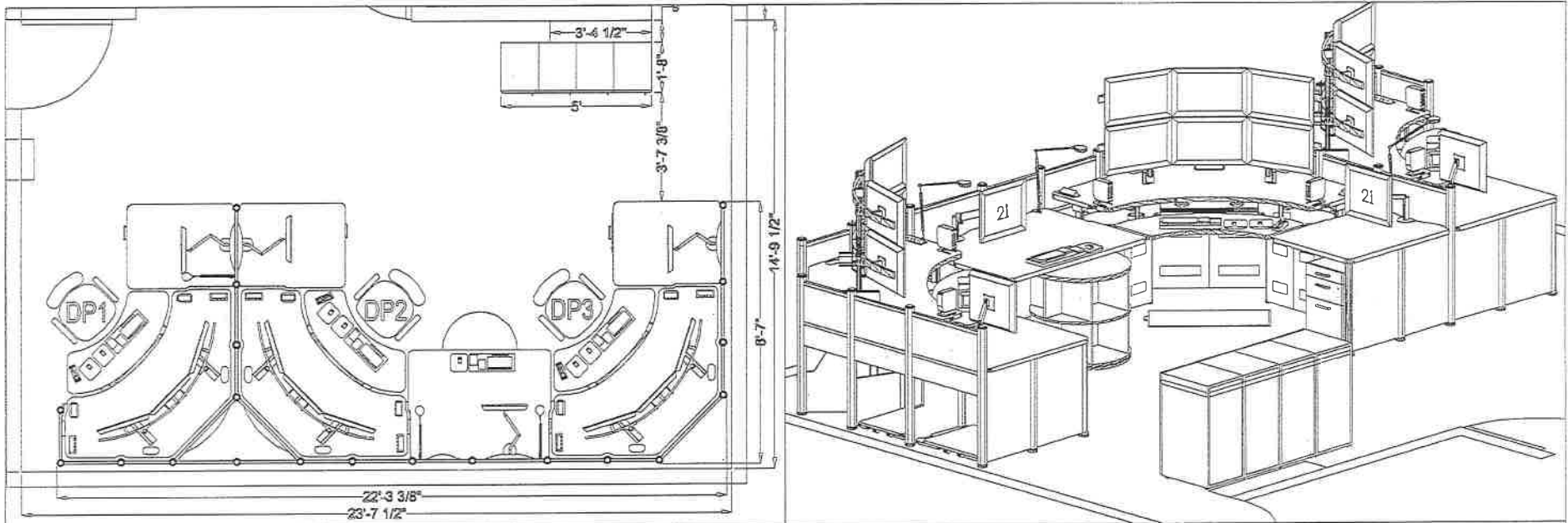
PC: KLD Rep Firm/Rep: DBA

Drawn By: JTB Date: 07/16/13

Approved _____ Date _____

watson™

CONFIDENTIAL
 26246 Twelve Trees Lane
 Poulsbo, Washington 98370
 (800) 426-1202



Proprietary material may not be reproduced without written permission by Watson Furniture Group. Field verify all dimensions prior to order. Optional items may be shown that can be purchased at time of order. Watson Furniture Group guarantees our AutoCAD symbols to be correct. Accuracy of building plan dimensions, features, etc. provided to Watson remains the end user's responsibility. PDF may not be to scale.

F01.1

Scale:
1/4" = 1'

Project: Aitkin County Sheriff

Furniture Option: Synergy 3 Full Lift Consoles
 42" Tack Panels - 2436 90° Full Lift Primaries

Location: Aitkin, MN

PC: KLD Rep Firm/Rep: DBA

Drawn By: JTB Date: 07/16/13

Approved: _____ Date: _____

watson™

CONFIDENTIAL
 26246 Twelve Trees Lane
 Poulsbo, Washington 98370
 (800) 426-1202

Thank you for selecting Watson Dispatch!

Attached you will find the sign off package for your new console furniture. Below is a checklist of what Watson needs from you for a complete order.

Please review all of the drawings for accuracy. The consoles will be produced as shown in these drawings. If the drawings are correct in layout, room dimensions and console configuration, please sign each page where it says "approved".

REQUIRED DOCUMENTS

Signed Contract or Purchase Order

Net 30 Days (50% deposit may be required)

Target Installation Date– Note that on the Statement of Understanding

Signed Floor Plan and Perspective Drawings

Signed Color Selection Sheet – **see note below*

Signed Statement of Understanding

Please provide information on the building access:

Is the building capable of accommodating a 53' truck – semi with trailer?

Is there a loading dock available?

The signed documents can be faxed to my attention when you are ready.

Watson will not proceed with your order until all items are received. Upon receipt of all documents, Watson will process your order and notify you of your confirmed installation date.

If you have any questions or need anything further please let us know!

**There will be a \$500 (net per order) Finish Configuration Fee added if a color scheme is chosen outside of the eight (8) standard color schemes.*

Statement of Understanding

Client: _____

Contact Name: _____ Phone: () _____

Email Address: _____ Fax: () _____

Delivery Address: _____

Desired Installation Date: _____

(Standard Lead Times are 60-70 Days to Shipment of Furniture, after Receipt of Complete Order.)

COMPLETE ORDER

Watson Furniture Group requires all of the below items before an Order can be turned into Production to secure the Ship Date. The "Complete Order" includes:

- Signed Purchase Order or Contract
- 50% Deposit, Net 30 Days
- Signed Floor Plan Drawing
- Signed 3-Dimensional Drawing(s)
- Signed Color Selection Sheets
- Signed Statement of Understanding

WARRANTY

Delivery and Installation (of Watson consoles only) will be done by factory trained installers. *If installation not completed by a Factory Trained Installer, Warranty is Void.*

Limited Lifetime Warranty – Except as listed below, all Watson Dispatch manufactured components will be replaced at no charge for as long as the original purchaser owns the product. Labor and all associated installation expenses for defective products covered by warranty will be provided to the original buyer for three years from the date of purchase.

Limited Term Warranty – Adjustment mechanisms, TCS Components, monitor arms, task lighting, and heating devices will be replaced at no charge for the first three years of original ownership. Components not manufactured by Watson Dispatch are not listed above shall be warranted under the terms and time period outlined in the original manufacturer's warranty.

CHANGE ORDERS

Once a Complete Order has been turned into Watson Furniture Group, the client will have 5 business days to make any changes to the layout of the furniture, the colors of the furniture or the order in general. After 5 days, Watson may charge a Change Order Fee of a minimum of \$500. At this time, a revised quote and revised drawings will be issued. The Revised Drawings will have to be signed by the customer as approved and returned to Watson with an updated Purchase Order or a Change Order. The five (5) day grace period will begin again with acceptance of Revised Drawings and Quote.

WATSON DISPATCH™

DELIVERY

Watson Furniture Group will plan the Delivery and Installation of Dispatch Console Furniture based on Date given by the Customer above. The date given is in understanding that the room where the furniture will be installed will be ready for Delivery and Installation of Console Furniture.

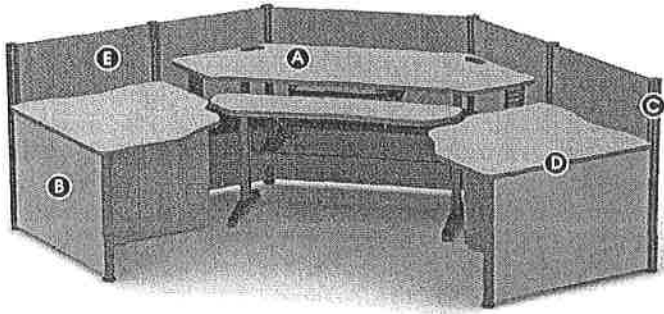
If the room is not ready by specified date, Watson will need to have at least four (4) weeks notice to Re-Schedule the Delivery and Installation of Dispatch Console Furniture. If four (4) weeks notice is not given, the customer must inform Watson if they want to Accept Delivery of Furniture and store themselves, or if they would like Watson to store the furniture for them. Watson will charge a weekly storage fee of a minimum of \$300 which will be added to the Final Invoice.

I understand and agree to the above stated terms.

Client

Date

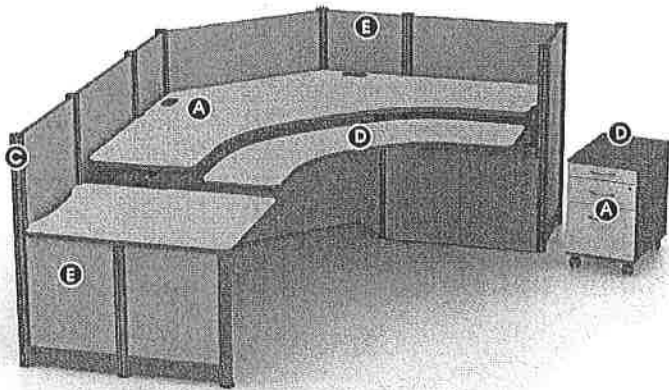
Console Color Elements



SYNERGY 1

- A** Worksurface Laminate
- B** Laminate Segment / Storage Face
- C** Posts / Metal Powder
- D** Edge / Storage Case
- E** Fabric Segment

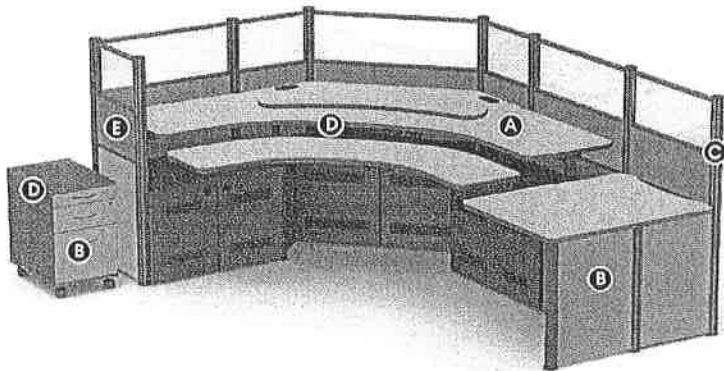
Note: Console undercarriage is always black.



SYNERGY 2

- A** Worksurface Laminate
- B** Laminate Segment / Storage Face
- C** Posts / Metal Powder
- D** Edge / Storage Case
- E** Fabric Segment

Note: Console undercarriage is always black.



SYNERGY 3

- A** Worksurface Laminate
- B** Laminate Segment / Storage Face
- C** Posts / Metal Powder
- D** Edge / Storage Case
- E** Fabric Segment

Note: Console undercarriage is always black.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 02/28/14

Via: Roxy Traxler, Interim County Administrator

From: Sheriff Scott t Turner

Title of Item:
McGregor School BDA

Requested Meeting Date: 03/11/14 Estimated Presentation Time: 7.64 min

Presenter: Sheriff Scott Turner

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) **ARMER Project Funds**
- 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.



Date : 10/14/2013

Quote #: mak101413a

Customer: Aitkin County Sheriff Office

Granite Electronics

Contact: Karla White

535 N 31st Ave

Project name: McGregor School 800 Mhz BDA

St Cloud, MN 56303

Phone: 218-927-7436

Nextel: 320-980-1948

Office: 320-252-1887

Quoted By: Michael Kahl

Email: MikeK@GraniteElectronics.com

Item	Description:	Qty	Price	Total
1	800 Mhz ARMER Radio System BDA	1		\$10,995.00
1a	Inside Dome Antenna	6		\$0.00
1b	Outside Yagi Antenna and cable	1		\$0.00
1c	Plenum Rated LDF4 Cable	575		\$0.00
1d	Coax Hybrids, Jumpers and Connectors	1		\$0.00
1e	Grounding and Installation Hardware	1		\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL SITE EQUIPMENT PRICING				\$10,995.00

Services				
1	Programming and Checkout of BDA	1		\$12,500.00
2	Travel to McGregor	1		
3	Installation of BDA	1		
4	Building Walkthrough, measure and design	1		
5	Final Test and Acceptance	1		
TOTAL SERVICES				\$12,500.00

School System NO TAX	Sales Tax	\$0.00
TOTAL PACKAGE PRICE		\$23,495.00

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



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

Via: Roxy Traxler, Interim County Administrator

From: Sally M. Huhta

Title of Item:
On & Sunday Sale Liquor License 2014

Requested Meeting Date: March 11, 2014 Estimated Presentation Time: 5-10 min.

Presenter: Kirk Peysar

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.

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

ADOPTED March 11, 2014

By Commissioner: xx

031114-0xx

Liquor License – Glen Store & Grill

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

“ON” and “SUNDAY” Sale:

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

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 March 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 March 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: 3-3-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

JCNRB Resolution for \$300,000

Requested Meeting Date: 3-11-14 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.

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: Roxy Traxler, Interim County Administrator

RE: JCNRB Resolution for \$300,000

DATE: March 3, 2014

Commissioner Napstad requested the attached resolution be placed on the March 11th Board agenda for consideration.

Sue Bingham

From: Roxy Traxler [Roxy.Traxler@co.aitkin.mn.us]
Sent: Monday, March 03, 2014 9:53 AM
To: Sue Bingham
Subject: FW: ConCon resolution
Attachments: JCNRB Resolution for \$300000 - Final.docx

For the next Board agenda.

From: kallie briggs [mailto:kalliebriggs@gmail.com]
Sent: Friday, February 28, 2014 8:01 PM
To: Roxy Traxler; Jerry Dahl; Gary Kiesow; Frank Thompson
Cc: Brian Napstad
Subject: Re: ConCon resolution

Here is the Resolution for \$300,000. All of the Counties have passed the resolution except for Aitkin and Mohnomen. If and when your county board passes it, please send me a signed copy. My address is 3675 County Road 21, International Falls, MN 56649

On Thu, Feb 27, 2014 at 9:11 AM, Roxy Traxler <roxy.traxler@co.aitkin.mn.us> wrote:
Can you resend this resolution?

Thanks.

Roxy

Roxy Traxler
Interim County Administrator
Aitkin County

Brian Napstad <bnapstad@yahoo.com> wrote:

Roxy;

The Joint Counties Natural Resources Board sent out a resolution regarding distribution of ConCon ditch maintenance funds. Ann and I attended a JCNr meeting yesterday and were alerted to the fact Aitkin County had not yet approved and sent the resolution back. We indicated that it was probably sent to Pat W. And sitting in his inactive inbox. Do you have the ability to check his inbox?

If not I have copied the Chair and Administrator of the JCNr so you can contact one another to get the resolution to Aitkin.

Please place consideration of the resolution on the next board agenda.

Thank you,

Brian

Sent from my iPad

Kallie Briggs
Your Office or Mine
3675 County Road 21
International Falls, MN 56649

Cell: 218-417-0358

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

ADOPTED March 11, 2014

By Commissioner: xx

031114-0xx

JCNRB Resolution for \$300,000

WHEREAS, Consolidated Conservation area lands provide diverse conservation, agricultural and infrastructure values for Minnesota and are critical assets for the economic stability of the state, and

WHEREAS, Counties, through their Ditch Authority, have responsibility to maintain ditch systems as well as assure financial viability of such ditch systems through assessments to all owners on the ditch system, and

WHEREAS, legislative annual appropriation of \$300,000, passed during the 2013 session is intended to pay for ditch assessments for DNR administered land in the Consolidated Conservation Area.

NOW THEREFORE, BE IT RESOLVED, Counties containing Consolidated Conservation area lands hereby agree to a formula that provides a share of the \$300,000 payment as defined here: individual county assessment divided by the aggregate assessment of all involved counties, times \$300,000.

BE IT FURTHER RESOLVED, each county agrees to submit DNR Ditch Assessments for lands in the Consolidated Conservation Area, and only in the Consolidated Conservation Area, to the Joint Powers Board for compilation and dissemination to the Department of Natural Resources on an annual basis, to be used for calculation and payment of each county's proportionate share.

BE IT FURTHER RESOLVED, Counties will settle the total payment received from the state to the ditches in the same proportion as the aggregate assessment of each ditch was to the DNR Con Con ditch assessment total. Counties will consider all current year State of Minnesota payments on said Con Con ditches completed upon receipt of the payment.

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 March 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 March 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: 3-5-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

County Administrator Search Update

Requested Meeting Date: 3-11-14 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) Search Schedule

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: Roxy Traxler, Interim County Administrator

RE: County Administrator Search Update

DATE: March 5, 2014

Attached is an updated search schedule based on the February 21 posting date. Initial applicant screening by Springsted will occur between March 25 and April 4. The first interviews would tentatively be held the week of April 14 – 18, with second interviews the week of April 21 – 25, 2014.

Dave Unmacht will be on-site for the April 8, 2014 Board meeting to present the candidate resumes and to discuss the interview process. Springsted recommends holding all 1st round interviews on the same date. As of right now, either April 14 or 16 would work best for the interview date, depending on membership.

**Working Version
County Administrator Search Schedule
February 26, 2014**

Project Milestone	Deliverables	Proposed Date
Notice to proceed		Completed
Develop position profile	<ul style="list-style-type: none"> • Discussion with the County Board • Review job description, salary and benefits 	Completed
Approval of the position profile and job announcement	<ul style="list-style-type: none"> • Position profile • Job announcement 	Completed
Recruitment and candidate outreach	<ul style="list-style-type: none"> • Placement of job announcement • Contact with prospective candidates • Acceptance / acknowledgement of applications • Status reports to the County 	February 21 – March 24
Applicant screening	<ul style="list-style-type: none"> • Supplemental questionnaire to top candidates • Initial candidate screening contacts 	March 25 – April 4
Candidate presentation / selection	<ul style="list-style-type: none"> • Candidate resumes and questionnaires • On-site meeting with the County Board • Notification to applicants not advancing in the selection process 	April 8
Interview design	<ul style="list-style-type: none"> • Interview design • Questions and candidate assessment forms • Determine process, participants and schedule 	April 8
First interview	<ul style="list-style-type: none"> • Candidate screening summaries • Consultant attendance at interviews 	April 14 – April 18

Project Milestone	Project Milestone	Project Milestone
Reference check	<ul style="list-style-type: none"> • Contact references • Prepare reference outlines 	Prior to the second interview
Second interview	<ul style="list-style-type: none"> • Consultant attendance at interview 	April 21 – April 25
Comprehensive background check completed for finalist	<ul style="list-style-type: none"> • Candidate background report 	Upon selection of final candidate
Offer accepted	<ul style="list-style-type: none"> • Draft employment offer and agreement 	By May 6
Projected start date	<ul style="list-style-type: none"> • County Administrator starts • Action plan for a successful transition 	June 2
First year check-ins	<ul style="list-style-type: none"> • On-going follow-ups (informal and formal) 	December 2014; June 2015

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-5-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Interim County Administrator Projects

Requested Meeting Date: 3-11-14 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.

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: Roxy Traxler, Interim County Administrator

RE: Interim County Administrator Projects

DATE: March 5, 2014

At the March 11th County Board meeting I will be asking if there are any special projects or tasks you would like me to be working on.