

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS June 14, 2016 – BOARD AGENDA

Please Note Late Start Time

- 2:00** 1) **J. Mark Wedel, County Board Chair**
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Board of Commissioners Meeting Procedure
 - D) Approval of Agenda
 - E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File May 24, 2016 to June 14, 2016
 - B) Approve May 24, 2016 County Board Minutes
 - C) Approve June 3, 2016 Commissioner Warrants
 - D) Approve June 17, 2016 Commissioner Warrants
 - E) Approve May Manual Warrants
 - F) Approve May/June School Advance
 - G) Approve Auditor Warrants – Real Estate Tax Overpays
 - H) Accept \$25.00 Donation to STS from Jacobson Community Church
 - I) Approve Election Services Agreement
 - J) Approve CJDN Joint Powers Agreements
 - K) Approve DVS Business Partner Records Access Agreement
 - L) Approve Community Corrections Contracts
 - M) Approve Community Corrections Department Fees
 - N) Approve Out-of-State Travel – Commissioner Anne Marcotte
- 2:00** 3) **Scott Turner, Sheriff**
- A) Approve Replacement of 911 Telephone System
- 2:05** 4) **Nathan Burkett, County Administrator**
- A) Appoint Elizabeth DeRuyck Aitkin County Community Corrections Director
 - B) 2016 Governor's Fishing Opener Letter of Appreciation
- 2:15** 5) **Elizabeth DeRuyck, Community Corrections Director**
- A) Approve Community Corrections Comprehensive Plan
- 2:30** 6) **Ross Wagner, Economic Development & Forest Industry Coordinator**
- A) Adopt Resolution: Central Minnesota Housing Partnership
 - B) Aquaponics/Hydroponics Feasibility Study

- 3:00 7) Terry Neff, Environmental Services Director**
 - A) Public Hearing for Amendments to Mobile Home Park and Recreational Camping Areas Ordinance**
 - B) Approve Amendment to FBL Fee Schedule**
- 3:15 8) Committee Updates**
- 3:50 Adjourn**

The Aitkin County Board of Commissioners met this 24th day of May, 2016 at 9:02 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Nathan Burkett, and Administrative Assistant Sue Bingham.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the May 24, 2016 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
May 24, 2016**

CALL TO ORDER

**APPROVED
AGENDA**

**HEALTH & HUMAN
SERVICES
BOARD**

I. Attendance

The Aitkin County Board of Commissioners met this 24th day of May, 2016, at 9:05 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Anne Marcotte, Brian Napstad, Don Niemi and Laurie Westerlund; and others present included: County Administrator Nathan Burkett; H&HS Director Tom Burke; H&HS Staff Members Jessi Schultz & Heather Overn, Social Service Supervisors; Jessi Goble, Financial Assistance Supervisor; Kathy Ryan, Fiscal Supervisor; Erin Melz, Public Health Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; and Roberta Elvecrog & Carole Holten, H&HS Advisory Committee Members; and Bob Harwarth and Bill Pratt, Citizens.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve the Agenda.

III. Review April 26, 2016 Health & Human Service Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried; the vote was to approve the Minutes of the April 26, 2016 Health & Human Services Board Meeting.

IV. Review Bills

Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried; the vote was to approve the Bills.

V. General/Miscellaneous Information

A. Legislative Updates - Tom Burke began by introducing Heather Overn who is our new Social Service Supervisor in the Adult Services area. Then Tom reviewed the topics covered in the MACSSA Legislative Update handout, both positives and negatives as well as cost shifts. He also discussed the transportation bill that did not pass from the standpoint of jobs/hotels/food and that impact on the communities.

VI. FYI

A. USDA Newsletter Features Rippleside Elementary's Program - Tom Burke noted our Farm to School Program at Rippleside Elementary in Aitkin and the Hill City School was recognized & promoted.

B. Northland Regional Flood Recovery of June 2012 - Tom Burke noted

this is the final report following the three year grant project which is now over for the Commissioners to see.

VII. Contracts/Agreements

A. Facilities Use Agreement -Pine Technical & Community College for the period July 1, 2016 through June 30, 2017 for Early Childhood classes/training for Child Care Aware of Minnesota Northeast.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve and authorize the Board Chair to sign the Facilities Use Agreement -Pine Technical & Community College for the period July 1, 2016 through June 30, 2017 for Early Childhood classes/training for Child Care Aware of Minnesota Northeast

VIII. Administrative Reports:

A. Financial & Transportation Reports - Kathleen Ryan asked the Commissioners if they wanted to continue receiving the Transportation Report on a monthly basis or would prefer to have it annually along with a graph of the high and low months. The consensus was the annual report and graph. Kathy also answered additional questions pertaining to the Financial and Foster Care Reports.

IX. Committee Reports from Commissioners

A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte; Committee Members attending today: Carole Holten Draft Copy of the May 4th meeting minutes. Carole noted that she is new to the committee and in the learning process. Commissioner Westerlund discussed the Riverwood presentation about their new "Bedside Rounding" approach to patient care and also that Riverwood is up and running with the Excellian Program which is a new system of electronic health record management allowing other hospitals with the same program to access patient files in their facility if permitted by the patient.

B. AEOA Committee Update – Commissioner Westerlund noted they will meet next week.

C. NEMOJT Committee Update – Commissioner Napstad noted they have not met since his last report. He discussed some other topics discussed at that meeting. Commissioner Napstad requested an update from the Aitkin Workforce Center with respect to what clients they are trying to serve. Jessica Goble will contact the staff at the Workforce Center to schedule them at the June Board meeting.

D. CJI (Children’s Justice Initiative) – Commissioner Westerlund did not attend the most recent meeting but Jessi Schultz noted the Judge was not present so it was a short meeting.

E. Lakes & Pines Update – Commissioner Niemi noted they met and discussed the Home Visiting program will be stopped and they are moving towards Center based (HeadStart) model. He also noted there will be transportation issues and he will be pursuing additional issues with switching from Home Visiting to Center-based program.

I

Next Meeting – June 28, 2016

Break: 10:08 a.m. to 10:21 a.m.

Chris Dotzler discussed his concerns about the proposed County Road 3 ATV Trail, and Pastor Bob Munneke voiced his concerns over the proposed Enbridge Pipeline route.

Representative Dale Lueck discussed legislative updates with the Board.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: May 10, 2016 to May 23, 2016; B) Approve County Board Minutes: May 10, 2016; C) Approve Commissioner Warrants: General Fund \$83,149.12, Road & Bridge \$46,564.73, State \$360.00, Trust \$17,090.43, Forest Development \$41,586.73, Long Lake Conservation Center \$9,601.67, Parks \$14,170.84 for a total of \$212,523.52; D) Approve Auditor Warrants – April Sales & Use Tax: General Fund \$703.39, Road & Bridge \$392.22, State \$6,990.50, Trust \$29.74, Forest Development \$-0.21, Long Lake Conservation Center \$68.84, Parks \$117.74 for a total of \$8,302.22; E) Approve 3.2% Malt Liquor License – Sherwood Forest; F) Approve Temporary 3.2% Malt Liquor License – Jacobson Volunteer Fire Dept. – Ball Bluff Township; G) Adopt Resolution: County Engineer; H) Adopt Resolution: LG220 Exempt Permit Lawler Area Community Club; I) Adopt Resolution: High Lifter Quadna Mud Nationals; J) Accept \$150 Donation to STS from Ms. Jean Ames; K) Authorize Equipment Purchase – Highway Department

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the following 3.2% Malt Liquor License for a period from May 1, 2016 through April 30, 2017:

ON Sale:

Sherwood-Forest Owner’s Ass’n., Inc., d/b/a Sherwood Forest – Hazelton Township

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to approve the following Temporary On Sale 3.2% Malt Liquor License for August 27, 2016:

ON Sale:

Jacobson Community Volunteer Fire Dept, d/b/a Jacobson Volunteer Fire Dept – Ball Bluff Township

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to adopt the following resolutions – County Engineer:

WHEREAS, Minnesota Statute 163.07, requires that all of the county engineers in Minnesota serve four-year terms.

BREAK

REGULAR BOARD RECONVENED/ CITIZENS’ PUBLIC COMMENT

REPRESENTATIVE DALE LUECK

CONSENT AGENDA

3.2% MALT LIQUOR LICENSE SHERWOOD FOREST

TEMPORARY ON SALE 3.2% MALT LIQUOR LICENSE JACOBSON VOLUNTEER FIRE DEPT

RESOLUTION 20160524-037 COUNTY

AITKIN COUNTY BOARD

May 24, 2016

THEREFORE, BE IT RESOLVED, that John Welle is hereby appointed County Engineer of Aitkin County for a four-year term commencing January 1, 2017, pursuant to the provisions of Minnesota Statute, Section 163.07.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to adopt resolution – LG220 Exempt Permit Lawler Area Community Club:

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Lawler Area Community Club, at the following location – Jacksons Hole, which has an address of 36232 Kestrel Avenue, MN 55760 – Salo Township. (Note: Date of activity for Raffle – November 12th, 2016)

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to adopt resolution – High Lifter Quadna Mud Nationals:

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Application for Large Assembly:

ATV/SxS Event – High Lifter Quadna Mud Nationals (High Lifter Products, Inc., d/b/a Mud National Events, LLC) – City of Hill City and Hill Lake Township

This is scheduled to take place June 9th – 12th, 2016 from 8:00 A.M. to 10:00 P.M. daily.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to authorize Highway Department's purchase of 2006 GMC Sierra 1500 from Brandl Chevrolet for a price of \$15,700.00 and to authorize the sale of Unit #451, a 1999 GMC pickup truck and the tonneau cover that is currently installed on the 2006 GMC Sierra.

Motion for a resolution by Commissioner Marcotte seconded by Commissioner Niemi and carried, all members voting to adopt resolution – Award Contract No. 20163:

WHEREAS, Contract No. 20163 is for construction of S.A.P. 001-602-013, S.A.P. 001-612-019, S.A.P. 001-612-020, S.A.P. 001-613-005, and C.S.A.P. 001-641-001, and

WHEREAS, sealed bids were opened for this contract at 2:00 p.m. on Monday, May 23, 2016 with a total of four bids received, and

WHEREAS, Anderson Brothers Construction Company was the lowest responsible bidder in the amount of \$2,671,410.60.

THEREFORE, BE IT RESOLVED, that Anderson Brothers Construction Company is awarded Contract No. 20163.

BE IT FURTHER RESOLVED, that the chairperson of the Aitkin County Board and the Aitkin County Auditor are hereby authorized and directed to enter into a contract on

ENGINEER

**RESOLUTION
20160524-038
LG220 EXEMPT
PERMIT LAWLER
AREA
COMMUNITY
CLUB**

**RESOLUTION
20160524-039
HIGH LIFTER
QUADNA MUD
NATIONALS**

**EQUIPMENT
PURCHASE
HIGHWAY DEPT**

**RESOLUTION
20160524-040
AWARD
CONTRACT
NO. 20163**

behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to approve \$1,000.00 contribution to become a formal member of the Northland Connection, and to approve the following Aitkin County Tourism and Promotion Grants:

\$1,000.00	Up North Riders, Inc.
\$1,000.00	Aitkin Area Chamber of Commerce
\$ 800.00	Salo Township
\$ 800.00	McGrath 4 th of July Committee
\$ 800.00	Jacques Art Center
<u>\$1,000.00</u>	Aitkin County Historical Society
\$5,400.00	

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to approve 2016 Community Corrections budget, as presented.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to approve 2016 staffing for Community Corrections as follows:

- 1 FTE Probation Director, Grade 14
- 5 FTE Probation Agents, Grade 10
- 1 FTE Probation Case Aide, Grade 4

Nathan Burkett, County Administrator reviewed the proposed Aitkin County Financial Policies with the Board. Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting to adopt the proposed Aitkin County Financial Policies as presented, including the addition of Section I, Subd 4 (a) and (b) which was handed out at the meeting.

The Board discussed the following: Facilities, EQB, Enbridge, JCNRB, ARDC, Snake River Watershed, State General Tax, Governor's Fishing Opener, Personnel, Mille Lacs Watershed, DAC, EDA, CMCC, TZD, and Water Planning Task Force.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 1:21 p.m. until Tuesday, June 14, 2016.

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Nathan Burkett, County Administrator

**AITKIN COUNTY
TOURISM AND
PROMOTION
GRANTS**

**2016 COMMUNITY
CORRECTIONS
BUDGET**

**FINANCIAL
POLICIES**

**BOARD
DISCUSSION**

ADJOURN

20

DKB1
6/1/16 9:22AM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

June 3rd

Print List in Order By: 1 1 - Fund (Page Break by Fund)
2 - Department (Totals 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

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5322 A & M AUTO OF MCGREGOR						
01-200-000-0000-6302			49.67	Oil change #216	45770	Car Maintenance
5322 A & M AUTO OF MCGREGOR			49.67		1 Transactions	
405 A.W. Research Laboratories, Inc.						
01-392-000-0000-6231			41.00	Coliform & Nitrate Test	14236	Services, Labor, Contracts
405 A.W. Research Laboratories, Inc.			41.00		1 Transactions	
86359 Aitkin Co Attorney						
01-206-000-0000-6409			120.00	20% admin forfeiture funds	14-0227	Forfeiture Supplies
01-206-000-0000-6409			301.20	20% admin forfeiture funds	14-0833	Forfeiture Supplies
01-206-000-0000-6409			13.60	20% admin forfeiture funds	14-1022	Forfeiture Supplies
01-206-000-0000-6409			300.00	20% admin forfeiture funds	14-4610	Forfeiture Supplies
01-206-000-0000-6409			620.55	30% of Admin Forfeiture Funds	15-0469	Forfeiture Supplies
01-206-000-0000-6409			57.00	20% admin forfeiture funds	15-1708	Forfeiture Supplies
01-206-000-0000-6409			199.40	20% admin forfeiture funds	15-2839	Forfeiture Supplies
86359 Aitkin Co Attorney			1,611.75		7 Transactions	
10293 Aitkin Co Human Resources						
01-052-000-0000-6234			334.25	background check reimbursement		Background Check Fee
01-052-000-0000-6240			20.00	notary register		Dues & Subscriptions
10293 Aitkin Co Human Resources			354.25		2 Transactions	
10507 Aitkin County Fair						
01-200-000-0000-6230			139.00	1/4 page ad in 2016 fair book		Printing, Publishing & Adv
10507 Aitkin County Fair			139.00		1 Transactions	
88430 Aitkin County Fair Board						
01-200-000-0000-6231			125.00	2016 Aitkin co.Fair booth		Services & Labor (Incl Contracts)
01-391-000-0000-6231			125.00	Booth Space at Fair		Services, Labor, & Minor Contracts
88430 Aitkin County Fair Board			250.00		2 Transactions	
117 Aitkin County Sheriff						
01-203-000-0000-6374			16.00	airboat trailer tab		Auto & Trailer License
117 Aitkin County Sheriff			16.00		1 Transactions	
12106 Antoine Electric						
01-110-000-0000-6422			34.87	Battery	16050	Janitorial Supplies
12106 Antoine Electric			34.87		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKBI
6/1/16 9:22AM
1 General Fund

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
11960 ASAP Towing						
01- 200- 000- 0000- 6359			176.00	tow Ford Escort- 16- 1490	4106	Wrecker Service
01- 200- 000- 0000- 6359			244.00	Tow Chevy Van- 16- 1574	4114	Wrecker Service
11960 ASAP Towing			420.00	2 Transactions		
5245 Bennett/Steve						
01- 049- 000- 0000- 6330			25.52	mileage/MNIt briefing- Brainerd	5/11/16	Transportation & Travel & Parking
5245 Bennett/Steve			25.52	1 Transactions		
7053 Bill's Sportsman's Service						
01- 202- 000- 0000- 6409			37.98	boat cushions	6305	Field Supplies
7053 Bill's Sportsman's Service			37.98	1 Transactions		
13325 Bruggman/Paul						
01- 200- 040- 0000- 6304			10.00	April phone expense		TZD Grant Expenses
01- 200- 040- 0000- 6304			64.80	April miles	120@.54	TZD Grant Expenses
01- 200- 040- 0000- 6304			1,248.00	April hours worked	39@32.00	TZD Grant Expenses
13325 Bruggman/Paul			1,322.80	3 Transactions		
783 Canon Financial Services, Inc						
01- 252- 000- 0000- 6231			96.07	copier contract- 032	16069632	Services & Labor (Incl Contracts)
01- 040- 000- 0000- 6231			220.24	Contract charge- 026	16069635	Services, Labor, Contracts
01- 122- 000- 0000- 6231			248.73	Monthly copier charges- 029	16069637	Services, Labor, Contracts, Programming
01- 044- 000- 0000- 6231			326.43	copier contract charges- 031	16069639	Services, Labor, Contracts
01- 043- 000- 0000- 6231			164.08	copier contract- 033	16069640	Services, Labor, Contracts
01- 090- 000- 0000- 6625			355.45	Copier charges- 028	16087047	Office Equipment
783 Canon Financial Services, Inc			1,411.00	6 Transactions		
8175 Centurylink						
01- 001- 000- 0000- 6250			8.94	Local phone	313645966	Telephone
01- 012- 000- 0000- 6250			59.54	LONG DISTANCE Q2	313645966	Telephone
01- 012- 000- 0000- 6250			142.98	Local phone Q2	313645966	Telephone
01- 040- 000- 0000- 6250			10.07	LONG DISTANCE	313645966	Telephone
01- 040- 000- 0000- 6250			62.55	Local phone	313645966	Telephone
01- 042- 000- 0000- 6250			11.49	LONG DISTANCE	313645966	Telephone
01- 042- 000- 0000- 6250			35.75	Local phone	313645966	Telephone
01- 043- 000- 0000- 6250			24.15	LONG DISTANCE	313645966	Telephone
01- 043- 000- 0000- 6250			98.30	Local phone	313645966	Telephone
01- 044- 000- 0000- 6250			2.96	LONG DISTANCE	313645966	Telephone
01- 049- 000- 0000- 6250			5.06	LONG DISTANCE	313645966	Telephone

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
6/1/16 9:22AM
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
01-049-000-0000-6250		44.68	Local phone	313645966 Telephone
01-052-000-0000-6250		20.08	LONG DISTANCE	313645966 Telephone
01-052-000-0000-6250		53.59	Local phone	313645966 Telephone
01-090-000-0000-6250		17.72	LONG DISTANCE	313645966 Telephone
01-090-000-0000-6250		80.43	Local phone	313645966 Telephone
01-100-000-0000-6250		9.02	LONG DISTANCE	313645966 Telephone
01-100-000-0000-6250		26.81	Local phone	313645966 Telephone
01-110-000-0000-6250		3.34	LONG DISTANCE	313645966 Phone
01-110-000-0000-6250		17.87	Local phone	313645966 Phone
01-120-000-0000-6250		34.09	LONG DISTANCE	313645966 Telephone
01-120-000-0000-6250		8.94	Local phone	313645966 Telephone
01-122-000-0000-6250		40.39	LONG DISTANCE	313645966 Telephone
01-122-000-0000-6250		62.55	Local phone	313645966 Telephone
01-200-000-0000-6250		63.18	LONG DISTANCE	313645966 Telephone
01-200-000-0000-6250		56.32	LONG DISTANCE	313645966 Telephone
01-200-000-0000-6250		232.35	Local phone	313645966 Telephone
01-200-000-0000-6250		71.49	Local phone- PROBATION	313645966 Telephone
01-252-000-0000-6250		76.46	LONG DISTANCE	313645966 Telephone
01-252-000-0000-6250		142.98	Local phone	313645966 Telephone
01-253-000-0000-6250		2.04	LONG DISTANCE	313645966 Telephone
01-253-000-0000-6250		8.94	Local phone	313645966 Telephone
01-255-000-0000-6250		8.94	Local phone	313645966 Telephone
01-257-000-0000-6250		8.94	Local phone	313645966 Telephone
01-280-000-0000-6250		17.87	Local phone	313645966 Telephone
01-390-000-0000-6250		9.82	LONG DISTANCE	313645966 Telephone
01-390-000-0000-6250		8.94	Local phone	313645966 Telephone
01-391-000-0000-6250		1.05	LONG DISTANCE	313645966 Telephone
01-391-000-0000-6250		8.94	Local phone	313645966 Telephone
01-601-000-0000-6250		2.59	LONG DISTANCE	313645966 Telephone
01-601-000-0000-6250		8.94	Local phone	313645966 Telephone
01-711-000-0000-6250		1.17	LONG DISTANCE	313645966 Telephone
01-711-000-0000-6250		8.94	Local phone	313645966 Telephone
01-040-021-0000-6250		306.61	Local Calls	3141154028 License Center- Phone
8175 Centurylink		1,927.81		44 Transactions
10185 Centurylink Communications Inc				
01-040-021-0000-6250		53.96	Long Distance	320146217 License Center- Phone
01-252-000-0000-6250		92.64	911 dispatch Long distance	320146217 Telephone
01-044-000-0000-6250		1.17	Toll Free Phone charges	320295974 Telephone

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
6/1/16 9:22AM
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
01- 090- 000- 0000- 6250		2.01	Toll Free Phone charges	320295974 Telephone
01- 120- 000- 0000- 6250		0.75	Toll Free Phone charges	320295974 Telephone
01- 200- 000- 0000- 6250		6.11	Toll Free Phone charges	320295974 Telephone
01- 252- 000- 0000- 6250		6.11	Toll Free Phone charges	320295974 Telephone
01- 280- 000- 0000- 6250		1.06	Toll Free Phone charges	320295974 Telephone
10185 Centurylink Communications Inc		163.81		8 Transactions
163 Charter Communications				
01- 252- 252- 0000- 6405		181.67	Cable TV for inmates	83523056600060 Prisoner Welfare
163 Charter Communications		181.67		1 Transactions
964 Chief Supply Corp				
01- 110- 000- 0000- 6422		162.70	20 boxes of gloves	122901 Janitorial Supplies
964 Chief Supply Corp		162.70		1 Transactions
1010 City Of Aitkin				
01- 044- 100- 0000- 6800		8,138.72	1st 1/2 tax abatement	Cnty Mkt Tax Abatements
1010 City Of Aitkin		8,138.72		1 Transactions
1457 CPS Technology Solutions, Inc				
01- 040- 000- 0000- 6231		26.40	June Maintenance contract	370489 Services, Labor, Contracts
01- 043- 000- 0000- 6231		46.20	June Maintenance contract	370489 Services, Labor, Contracts
1457 CPS Technology Solutions, Inc		72.60		2 Transactions
5583 Crawford Supply Company				
01- 252- 252- 0000- 6408		27.24	Commissary Supplies	694315 Commissary Supplies
5583 Crawford Supply Company		27.24		1 Transactions
88628 Dalco				
01- 252- 000- 0000- 6422		541.74	Jail paper products	3026203 Janitorial Supplies
01- 110- 000- 0000- 6422		239.78	toilet tissue,hard roll towels	3026204 Janitorial Supplies
88628 Dalco		781.52		2 Transactions
10330 Dangers/Mike				
01- 043- 000- 0000- 6330		83.60	Mileage/DOR tax bill meeting	190@.44 Transportation & Travel & Parking
10330 Dangers/Mike		83.60		1 Transactions
1430 Dotzler Power Equipment				
01- 253- 000- 0000- 6610		550.00	580 BRS Blower- no labor	87049 Equipment

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
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1 General Fund

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1430 Dotzler Power Equipment	550.00	1 Transactions			
1491 Dutch's Electric, Inc					
01- 110- 000- 0000- 6231	94.88	Recorder's Office ballast repl	24505	Services, Labor, Contracts	
01- 252- 000- 0000- 6590	90.05	ballast 2nd floor bathroom	24522	Repair & Maintenance Supplies	
01- 110- 000- 0000- 6231	129.88	Ballast in HR/Check zone valve	24524	Services, Labor, Contracts	
1491 Dutch's Electric, Inc	314.81	3 Transactions			
14010 Erickson/Patrice					
01- 280- 003- 0000- 6330	10.00	Parking- Emerg.Mgmt Conference		Transporation	
		05/17/2016 05/18/2016			
01- 280- 003- 0000- 6340	14.00	Lunch- Emerg.Mgmt Conference	5/17/16	Meals- Schooling	
14010 Erickson/Patrice	24.00	2 Transactions			
1775 Galls Inc					
01- 200- 000- 0000- 6409	1,898.85	flashlights	005364082	Deputy Supplies	
1775 Galls Inc	1,898.85	1 Transactions			
1754 Garrison Disposal Company, Inc					
01- 391- 060- 0000- 6360	6,908.53	April Recycling		Recycling Contract	
1754 Garrison Disposal Company, Inc	6,908.53	1 Transactions			
10478 General Parts,Llc					
01- 252- 000- 0000- 6590	209.52	on/off control- garbage disposa	1544405	Repair & Maintenance Supplies	
10478 General Parts,Llc	209.52	1 Transactions			
1777 Grand Rapids Veterinary Clinic					
01- 200- 019- 0000- 6231	215.60	annual vaccination	213245	Services, Labor, Contracts	
01- 200- 019- 0000- 6231	32.80	Exam	213246	Services, Labor, Contracts	
1777 Grand Rapids Veterinary Clinic	248.40	2 Transactions			
1880 Gravelle Plumbing & Heating, Inc					
01- 252- 000- 0000- 6590	22.57	Faucet kitchen slop sink	71581	Repair & Maintenance Supplies	
1880 Gravelle Plumbing & Heating, Inc	22.57	1 Transactions			
13066 Hargrave/Bryan					
01- 122- 000- 0000- 6231	3,500.00	CONTRACT INSPECTIONS	10@350.00	Services, Labor, Contracts, Programming	
		05/16/2016 05/27/2016			
13066 Hargrave/Bryan	3,500.00	1 Transactions			

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1 General Fund

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
8156 Hibbing Community College						
01- 200- 003- 0000- 6241			245.00	firearm instructor recert #209	95234	Registration Fee
01- 200- 003- 0000- 6241			245.00	firearm instructor recert #216	95234	Registration Fee
8156 Hibbing Community College			490.00	2 Transactions		
2186 Hillyard Inc - Kansas City						
01- 252- 000- 0000- 6422			568.52	Janitorial	602075951	Janitorial Supplies
2186 Hillyard Inc - Kansas City			568.52	1 Transactions		
4641 Holiday Credit Office						
01- 200- 000- 0000- 6511			155.42	Gas- Commercial Account	1400000288942	Gas And Oil
4641 Holiday Credit Office			155.42	1 Transactions		
11889 Honeywell International Inc.						
01- 110- 000- 0000- 6231			995.68	CH Chiller Troubleshoot	5236355592	Services, Labor, Contracts
11889 Honeywell International Inc.			995.68	1 Transactions		
2340 Hyytinen Hardware Hank						
01- 122- 000- 0000- 6405			11.98	soil sample bags, bug spray	1328883	Office, Computer, Film, & Field Supplies
2340 Hyytinen Hardware Hank			11.98	1 Transactions		
11406 Innovative Office Solutions						
01- 100- 000- 0000- 6405			176.89	Toner HP Laserjet	IN1192424	Office & Computer Supplies
11406 Innovative Office Solutions			176.89	1 Transactions		
2390 Itasca Co Sheriff						
01- 090- 000- 0000- 6234			55.00	Subpoena Service	201601190	Co Sheriff Services
01- 090- 000- 0000- 6234			55.00	Subpoena Service	201601191	Co Sheriff Services
01- 090- 000- 0000- 6234			55.00	Subpoena Service	201601192	Co Sheriff Services
2390 Itasca Co Sheriff			165.00	3 Transactions		
5503 Keefe Supply Company						
01- 252- 252- 0000- 6405			377.52	Commissary supplies	694304	Prisoner Welfare
5503 Keefe Supply Company			377.52	1 Transactions		
10208 Ketola/Marvin E.						
01- 012- 000- 0000- 6232			687.50	FEES 01- P4- 99000194		Attorney Services
01- 012- 000- 0000- 6232			57.90	COSTS 01- P4- 99000194		Attorney Services
10208 Ketola/Marvin E.			745.40	2 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u> <u>Accr</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10567 Lake Country Auto Center Of Aitkin					
01- 122- 000- 0000- 6302		33.44	oil change- 2002 Olds Alero	23155	Car Maintenance
01- 120- 000- 0000- 6302		59.42	Caravan oil change/new wipers	23169	Car Maintenance
10567 Lake Country Auto Center Of Aitkin		92.86	2 Transactions		
9594 MACATFO					
01- 040- 000- 0000- 6241		25.00	MACATFO Conference Reg.		Registration Fee
9594 MACATFO		25.00	1 Transactions		
14006 Madison National Life Ins Co					
01- 255- 000- 0000- 6154		10.45	LTD Ins.Premium for an S&P	June	Long Term Disability- Employer
14006 Madison National Life Ins Co		10.45	1 Transactions		
13624 MailFinance					
01- 044- 048- 0000- 6301		573.27	Lease 03/18/16- 06/17/17	N15091545	Postage Rentals
13624 MailFinance		573.27	1 Transactions		
12048 McDowell Agency, Inc./The					
01- 052- 000- 0000- 6234		121.00	Background screening	75787	Background Check Fee
12048 McDowell Agency, Inc./The		121.00	1 Transactions		
5892 McGregor Printing & Graphics, Inc					
01- 200- 000- 0000- 6230		138.00	business cards #223, #206	18997	Printing, Publishing & Adv
5892 McGregor Printing & Graphics, Inc		138.00	1 Transactions		
13056 McKenzie/Jill					
01- 257- 022- 0000- 6406		60.00	phase change incentives	Holiday	Sobriety Crt Expenses
13056 McKenzie/Jill		60.00	1 Transactions		
13844 MCKESSON MEDICAL SURGICAL					
01- 252- 000- 0000- 6262		196.57	Jail medical supplies	78807754	Medical Expenses & Supplies - Inmates
13844 MCKESSON MEDICAL SURGICAL		196.57	1 Transactions		
3160 Mille Lacs Energy Coop- Albert Lea					
01- 252- 000- 0000- 6254		472.74	Shelter/Tower	34- 54- 015- 01	Utilities & Heating
3160 Mille Lacs Energy Coop- Albert Lea		472.74	1 Transactions		
3284 Minnesota Department Of Health					
01- 252- 000- 0000- 6240		35.00	Statewide Hospitality Fee	655789	Dues

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1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
3284 Minnesota Department Of Health		35.00	1 Transactions	
9692 Minnesota Energy Resources Corporation				
01- 252- 000- 0000- 6254		490.89	Gas- Jail	0505221458 Utilities & Heating
01- 252- 000- 0000- 6254		528.59	Gas- Jail	0505399584 Utilities & Heating
01- 252- 000- 0000- 6254		55.19	Gas- STS	0506726121 Utilities & Heating
01- 110- 000- 0000- 6254		271.48	Gas- Courthouse	0506823754 Utilities & Heating
9692 Minnesota Energy Resources Corporation		1,346.15	4 Transactions	
11997 Minnesota Monitoring				
01- 257- 022- 0000- 6406		425.00	Monitoring	2515 Sobriety Crt Expenses
11997 Minnesota Monitoring		425.00	1 Transactions	
5430 Minnesota State Board Of Assessors				
01- 043- 000- 0000- 6240		55.00	License Renewal- Westerlund	Dues & License Renewal
01- 043- 000- 0000- 6240		55.00	License Renewal- Moore	Dues & License Renewal
01- 043- 000- 0000- 6240		55.00	License Renewal- sanbeck	Dues & License Renewal
01- 043- 000- 0000- 6240		55.00	License Renewal- Hicks	Dues & License Renewal
01- 043- 000- 0000- 6240		55.00	License Renewal- Olson	Dues & License Renewal
01- 043- 000- 0000- 6240		55.00	License Renewal- Tibbetts	Dues & License Renewal
01- 043- 000- 0000- 6240		105.00	License Renewal- Burman	Dues & License Renewal
01- 043- 000- 0000- 6240		105.00	License Renewal- dangers	Dues & License Renewal
5430 Minnesota State Board Of Assessors		540.00	8 Transactions	
3273 Mn Co Attorneys Assn				
01- 090- 000- 0000- 6405		110.00	receipt/inventory return forms	200000672 Office & Computer Supplies
3273 Mn Co Attorneys Assn		110.00	1 Transactions	
13416 Nartec, Inc				
01- 200- 000- 0000- 6409		514.39	drug test kits	8528 Deputy Supplies
13416 Nartec, Inc		514.39	1 Transactions	
14015 Northland Connection				
01- 700- 909- 0000- 6800		1,000.00	membership to Northland connec	Tourism Miscellaneous
14015 Northland Connection		1,000.00	1 Transactions	
10412 O'Reilly Auto Parts				
01- 200- 000- 0000- 6302		15.77	headlight #219	1878- 328328 Car Maintenance
10412 O'Reilly Auto Parts		15.77	1 Transactions	

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
3789 Pan- O- Gold Baking Company				
01- 252- 000- 0000- 6418		192.87 Groceries	010024613330	Groceries
01- 252- 000- 0000- 6418		162.09 Groceries	010024614031	Groceries
3789 Pan- O- Gold Baking Company		354.96		2 Transactions
13412 Pemberton, Sorlie, Rufer & Kershner PLLP				
01- 052- 000- 0000- 6232		135.54 Mileage		Attorney Services
01- 052- 000- 0000- 6232		100.00 Legal Asst.- 2.10@47.62	20146317- 000M	Attorney Services
01- 052- 000- 0000- 6232		2,159.00 Partner- 12.70@170.00	20146317- 000M	Attorney Services
13412 Pemberton, Sorlie, Rufer & Kershner PLLP		2,394.54		3 Transactions
12287 Prestige Window Washing				
01- 040- 021- 0000- 6231		8.00 Wash Windows	0095	Services, Labor, Contracts
12287 Prestige Window Washing		8.00		1 Transactions
3950 Public Utilities				
01- 110- 000- 0000- 6254		1,625.82 Courthouse		Utilities & Heating
01- 110- 000- 0000- 6254		25.74 Old County Garage		Utilities & Heating
01- 110- 000- 0000- 6254		430.62 Jail West Annex		Utilities & Heating
01- 110- 000- 0000- 6254		155.16 CH Building Coordinator		Utilities & Heating
01- 110- 000- 0000- 6254		88.06 Glarco		Utilities & Heating
01- 110- 000- 0000- 6254		254.49 LA Tool Building		Utilities & Heating
01- 202- 000- 0000- 6254		22.04 Boat & Water		Utilities
01- 252- 000- 0000- 6254		58.82 Sheriff storage garage		Utilities & Heating
01- 252- 000- 0000- 6254		1,495.71 New Jail		Utilities & Heating
01- 252- 000- 0000- 6254		5,064.30 New Jail 2		Utilities & Heating
3950 Public Utilities		9,220.76		10 Transactions
8454 Ramsey County Sheriff				
01- 090- 000- 0000- 6234		48.00 subpoena service #6454	201603073	Co Sheriff Services
8454 Ramsey County Sheriff		48.00		1 Transactions
9489 Redwood Toxicology Laboratory, Inc				
01- 090- 000- 0000- 6213		45.16 UA Reimbursements	12289120164	Drug & Forfeiture Ms387.213
01- 257- 022- 0000- 6406		82.00 Testing	12645820164	Sobriety Crt Expenses
9489 Redwood Toxicology Laboratory, Inc		127.16		2 Transactions
4139 Roggenkamp- Rakotz/Lisa M				
01- 090- 000- 0000- 6208		94.50 mileage- Conflict resolution	175@.54	Training/Education

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1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
4139 Roggenkamp- Rakotz/Lisa M		94.50	1 Transactions	
13864 Sandberg/Kristi				
01- 200- 000- 0000- 6150		1,000.00	June 2016 Cobra Premium	Sandberg Health Insurance- Employer
13864 Sandberg/Kristi		1,000.00	1 Transactions	
12214 Shopko Store Operating Co. LLC				
01- 392- 000- 0000- 6405		25.52	BD Alcohol Swabs	0698 Office & Film Supplies
12214 Shopko Store Operating Co. LLC		25.52	1 Transactions	
9429 State Treasurer's Office General Acct.				
01- 206- 000- 0000- 6409		60.00	10% of admin forfeiture	14- 0227 Forfeiture Supplies
01- 206- 000- 0000- 6409		150.60	10% of admin forfeiture	14- 0833 Forfeiture Supplies
01- 206- 000- 0000- 6409		6.80	10% of admin forfeiture	14- 1022 Forfeiture Supplies
01- 206- 000- 0000- 6409		150.00	10% of admin forfeiture	14- 4610 Forfeiture Supplies
01- 206- 000- 0000- 6409		28.50	10% of admin forfeiture	15- 1708 Forfeiture Supplies
01- 206- 000- 0000- 6409		99.70	10% of admin forfeiture	15- 2839 Forfeiture Supplies
9429 State Treasurer's Office General Acct.		495.60	6 Transactions	
9985 Stearns Co Auditor- Treasurer				
01- 090- 000- 0000- 6208		88.00	CMHRG Supe Training	16- 241 Training/Education
9985 Stearns Co Auditor- Treasurer		88.00	1 Transactions	
4681 Streichers				
01- 200- 000- 0000- 6410		56.00	uniform pant #223	I1205597 Clothing Allowance
01- 200- 000- 0000- 6410		63.99	uniform pant #218	I1206174 Clothing Allowance
01- 200- 000- 0000- 6410		1,550.99	hats, cords	I1206178 Clothing Allowance
01- 200- 000- 0000- 6410		69.98	uniform pant #209	I1206751 Clothing Allowance
01- 200- 000- 0000- 6410		69.86	parade gloves	I1207227 Clothing Allowance
01- 200- 000- 0000- 6410		7.99	nameplate #210	I1207634 Clothing Allowance
01- 200- 000- 0000- 6410		63.00	uniform pant #207	I1207934 Clothing Allowance
01- 252- 000- 0000- 6410		149.96	uniform pant, cuff holder #302	I1208931 Clothing Allowance
01- 252- 000- 0000- 6410		74.99	uniform pant	I1208933 Clothing Allowance
01- 200- 000- 0000- 6410		321.52	hats, cords	I1208976 Clothing Allowance
01- 200- 000- 0000- 6410		70.00	belt #218	I1209613 Clothing Allowance
01- 200- 000- 0000- 6409		623.52	ammunition	I1209766 Deputy Supplies
4681 Streichers		3,121.80	12 Transactions	
11949 Swanson/Sondra				
01- 090- 000- 0000- 6205		14.30	Postage reimbursement	5/17/16 Postage

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1 General Fund

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
11949 Swanson/Sondra					
	14.30				1 Transactions
4761 Sysco Minnesota Inc					
01- 252- 000- 0000- 6418	74.37-		Return	0058326PU	Groceries
01- 252- 000- 0000- 6418	2,620.80		Groceries	605120783	Groceries
01- 252- 000- 0000- 6418	3,890.69		Groceries	605190693	Groceries
01- 252- 000- 0000- 6418	36.90		Groceries	605210068	Groceries
4761 Sysco Minnesota Inc	6,474.02				4 Transactions
86235 The Office Shop Inc					
01- 200- 000- 0000- 6405	64.35		Office supplies	1005234- 0	Office Supplies
01- 252- 000- 0000- 6405	64.35		Office supplies	1005234- 0	Office & Computer Supplies
01- 090- 000- 0000- 6405	115.51		Office Supplies	1005366- 0	Office & Computer Supplies
01- 122- 000- 0000- 6405	92.49		Office Supplies	1005383- 0	Office, Computer, Film, & Field Supplies
01- 390- 000- 0000- 6405	25.39		Office Supplies	1005383- 0	Office, Film, And Field Supplies
01- 392- 000- 0000- 6405	25.39		Office Supplies	1005383- 0	Office & Film Supplies
01- 052- 000- 0000- 6405	11.29		scanned stamp	1005397- 0	Office & Computer Supplies
01- 040- 021- 0000- 6405	4.19		Highlighters	285409- 0	Office & Computer Supplies
01- 040- 021- 0000- 6405	18.07		Folders & Binders	285536- 0	Office & Computer Supplies
86235 The Office Shop Inc	421.03				9 Transactions
13934 Tire Barn					
01- 043- 000- 0000- 6302	379.58		Oil pan/Gasket- 2002 Ford Escap	34478	Car Maintenance
13934 Tire Barn	379.58				1 Transactions
11936 TJ Towing					
01- 200- 000- 0000- 6359	380.00		tow Chev Corsica- 16- 1414	22980	Wrecker Service
11936 TJ Towing	380.00				1 Transactions
5551 Unclaimed Freight North					
01- 253- 000- 0000- 6405	7.82		paint rollers, pans	5/9/16	Operating Supplies
5551 Unclaimed Freight North	7.82				1 Transactions
6097 Verizon Wireless					
01- 001- 000- 0000- 6250	31.31		Cell phone charges	286287802	Telephone
			04/07/2016	05/06/2016	
01- 110- 000- 0000- 6250	31.31		Cell phone charges	286287802	Phone
01- 122- 000- 0000- 6250	40.61		Cell phone charges	380690138	Telephone
			04/14/2016	05/13/2016	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
6097 Verizon Wireless	103.23	3 Transactions			
5066 Visa					
01- 252- 003- 0000- 6332	134.66		Hotel/Taser training Hibbing	P.Martin	School Hotels / Motels
01- 252- 003- 0000- 6340	53.72		meals/Taser training Hibbing	P.Martin	Schooling Meals
01- 252- 003- 0000- 6511	18.77		Gas/Taser training Hibbing	P.Martin	Gas And Oil
5066 Visa	207.15	3 Transactions			
10005 Watson/Linda					
01- 252- 000- 0000- 6231	70.00		indegent inmate haircuts		Services & Labor (Incl Contracts)
10005 Watson/Linda	70.00	1 Transactions			
9642 WEX BANK					
01- 200- 000- 0000- 6511	3,322.47		Fuel for Squads	042400704396- 1	Gas And Oil
01- 202- 000- 0000- 6511	259.94		Fuel for Squads	042400704396- 1	Gas And Oil
01- 252- 000- 0000- 6330	183.48		Fuel for Squads	042400704396- 1	Prisoner Transportation & Travel
9642 WEX BANK	3,765.89	3 Transactions			
1 Fund Total:	69,094.66		General Fund	79 Vendors	212 Transactions

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3 Road & Bridge

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
9760 Advanced Diesel Service						
03-303-000-0000-6590			59.72	REPAIR SUPPLIES 052016	23052	Repair & Maintenance Supplies
03-303-000-0000-6590			568.75	REPAIR LABOR 052016	23052	Repair & Maintenance Supplies
9760 Advanced Diesel Service			628.47	2 Transactions		
86222 Aitkin Independent Age						
03-307-000-0000-6230			25.50	AD FOR BID 051116		Printing & Publishing
03-307-000-0000-6230			25.50	AD FOR BID 051116		Printing & Publishing
03-307-000-0000-6230			25.50	AD FOR BID 051116		Printing & Publishing
03-307-000-0000-6230			25.50	AD FOR BID 051116		Printing & Publishing
03-307-000-0000-6230			25.50	AD FOR BID 051116		Printing & Publishing
86222 Aitkin Independent Age			127.50	5 Transactions		
195 Aitkin Tire Shop						
03-303-000-0000-6590			1,000.00	TIRES 050216	0-055821	Repair & Maintenance Supplies
03-303-000-0000-6590			26.00	REPAIR LABOR 050316	0-055830	Repair & Maintenance Supplies
03-303-000-0000-6590			75.00	REPAIR LABOR 050616	0-055843	Repair & Maintenance Supplies
03-303-000-0000-6590			48.00	REPAIR LABOR 051016	0-055861	Repair & Maintenance Supplies
03-303-000-0000-6590			507.20	TIRES 051316	0-055865	Repair & Maintenance Supplies
03-303-000-0000-6590			60.00	REPAIR LABOR 051316	0-055865	Repair & Maintenance Supplies
03-303-000-0000-6590			192.00	REPAIR LABOR 051316	0-055869	Repair & Maintenance Supplies
195 Aitkin Tire Shop			1,908.20	7 Transactions		
12106 Antoine Electric						
03-303-000-0000-6298			123.63	CONFERENCE ROOM LIGHTS 051316	16040	Shop Maintenance
12106 Antoine Electric			123.63	1 Transactions		
8674 Boyer Trucks						
03-303-000-0000-6590			194.57	REPAIR PARTS 052316	1060260	Repair & Maintenance Supplies
8674 Boyer Trucks			194.57	1 Transactions		
12445 Brandl Chevrolet, Buick GMC						
03-303-000-0000-6590			322.48	REPAIR PARTS 051616	8471	Repair & Maintenance Supplies
03-303-000-0000-6590			30.65	REPAIR PARTS 052416	8523	Repair & Maintenance Supplies
12445 Brandl Chevrolet, Buick GMC			353.13	2 Transactions		
783 Canon Financial Services, Inc						
03-301-000-0000-6300			212.26	CONTRACT CHARGE 051316	16069634	Service Contracts
783 Canon Financial Services, Inc			212.26	1 Transactions		

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3 Road & Bridge

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
8175 Centurylink						
03-303-000-0000-6254			23.96	LONG DISTANCE	313645966	Utilities
03-303-000-0000-6254			31.41	FAX: HWY OFFICE 051116	MAY- JUNE	Utilities
8175 Centurylink			55.37	2 Transactions		
11411 Charter Comunications						
03-303-000-0000-6254			140.25	PHONE: HWY OFFICE 050916	MAY- JUNE	Utilities
11411 Charter Comunications			140.25	1 Transactions		
8694 Department of Transportation						
03-302-000-0000-6260			640.70	ENG EQUIPMENT CALIBRATI 051216	P00005830	Professional Consulting
8694 Department of Transportation			640.70	1 Transactions		
13468 G & K Services						
03-303-000-0000-6298			14.79	SHOP LAUNDRY 051616	1043478264	Shop Maintenance
03-303-000-0000-6298			14.79	SHOP LAUNDRY 052316	1043483794	Shop Maintenance
13468 G & K Services			29.58	2 Transactions		
1880 Gravelle Plumbing & Heating, Inc						
03-303-000-0000-6590			85.17	FILTERS 051316	71641	Repair & Maintenance Supplies
1880 Gravelle Plumbing & Heating, Inc			85.17	1 Transactions		
9193 Hayes Instrument Co Inc						
03-302-000-0000-6449			104.39	FLAGGING 051616	709023	Rd/Br Engr. Supplies
9193 Hayes Instrument Co Inc			104.39	1 Transactions		
14014 Hughes/Steve						
03-000-000-0000-5857			500.00	DEPOSIT REFUND 052616		Culverts
14014 Hughes/Steve			500.00	1 Transactions		
9802 Kragness/Conrad						
03-307-000-0000-6362			9.32	PAID DEED TAX ON PROP A 052016	9097	Right Of Way
9802 Kragness/Conrad			9.32	1 Transactions		
91187 Lake Country Power						
03-303-000-0000-6254			354.90	MAR- APR 050916	140946401	Utilities
91187 Lake Country Power			354.90	1 Transactions		
11407 Lightning Motor Sports						
03-303-000-0000-6590			31.93	REPAIR PARTS 052516	14600	Repair & Maintenance Supplies

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<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
11407 Lightning Motor Sports					
	31.93		1 Transactions		
2941 M R Sign Co Inc					
03-303-000-0000-6516	695.82		RESIDENT E- 911 SIGNS 051116	190439	Signs & Posts
2941 M R Sign Co Inc	695.82		1 Transactions		
10824 Maney International Inc					
03-303-000-0000-6590	205.72		FILTERS 051116	725459	Repair & Maintenance Supplies
03-303-000-0000-6590	122.68		REPAIR PARTS 051916	726122	Repair & Maintenance Supplies
10824 Maney International Inc	328.40		2 Transactions		
8527 Midstates Equipment & Supply					
03-303-000-0000-6590	191.07		REPAIR PARTS 051116	216352	Repair & Maintenance Supplies
8527 Midstates Equipment & Supply	191.07		1 Transactions		
3160 Mille Lacs Energy Coop- Albert Lea					
03-303-000-0000-6254	364.90		POWER: PALISADE 051016	18-52-026-01	Utilities
03-303-000-0000-6254	46.78		169 & CSAH 3 051016	19-23-010-01	Utilities
03-303-000-0000-6254	150.68		POWER: MCGREGOR 051016	29-53-003-01	Utilities
03-303-000-0000-6254	735.17		POWER: AITKIN 051016	33-52-007-02	Utilities
03-303-000-0000-6254	52.87		169 & CSAH 28 051016	39-62-022-01	Utilities
03-303-000-0000-6254	36.45		CSAH 12 051016	40-06-000-01	Utilities
03-303-000-0000-6254	51.35		47 & CSAH 2 051016	54-51-104-01	Utilities
3160 Mille Lacs Energy Coop- Albert Lea	1,438.20		7 Transactions		
8238 Minnesota Pollution Control Agency					
03-302-000-0000-6296	345.00		GUN LAKE PIT 051916	10000007580	Meeting Expense/Physicals
8238 Minnesota Pollution Control Agency	345.00		1 Transactions		
8497 Northern Lath Company					
03-302-000-0000-6449	1,185.00		LATH 051916	0-006469	Rd/Br Engr. Supplies
8497 Northern Lath Company	1,185.00		1 Transactions		
10720 Nuss Truck & Equipment					
03-303-000-0000-6590	72.98		REPAIR PARTS 051116	3151401P	Repair & Maintenance Supplies
03-303-000-0000-6590	72.98		REPAIR PARTS 051116	3151401P	Repair & Maintenance Supplies
03-303-000-0000-6590	208.60		REPAIR PARTS 051916	3151768P	Repair & Maintenance Supplies
03-303-000-0000-6590	336.97		REPAIR PARTS 052016	3151855P	Repair & Maintenance Supplies
03-303-000-0000-6590	281.69		REPAIR PARTS 052016	3151864P	Repair & Maintenance Supplies

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Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name
10720 Nuss Truck & Equipment					
	973.22			5 Transactions	
3950 Public Utilities					
03-303-000-0000-6254	38.94		HWY 210 W & CR 28 052016	02-00059455-00	Utilities
03-303-000-0000-6254	60.09		AITKIN SHOP: WATER 052016	02-00063335-00	Utilities
03-303-000-0000-6254	43.57		HWY 210/169 E & CR 12 052016	02-00063388-00	Utilities
03-303-000-0000-6254	57.80		HWY 47 & CR 12 052016	02-00064092-00	Utilities
3950 Public Utilities	200.40			4 Transactions	
13934 Tire Barn					
03-303-000-0000-6590	28.50		REPAIR LABOR 052016	34517	Repair & Maintenance Supplies
13934 Tire Barn	28.50			1 Transactions	
5097 Welle/John Thomas					
03-301-000-0000-6296	122.00		ONLINE CERTIFICATE RENE 052016	AELAEL00006593	Meeting Expense/Physicals
5097 Welle/John Thomas	122.00			1 Transactions	
5295 Ziegler Inc					
03-303-000-0000-6590	64.42		REPAIR PARTS 051016	PC190056090	Repair & Maintenance Supplies
03-303-000-0000-6590	7.72		REPAIR PARTS 051016	PC190056091	Repair & Maintenance Supplies
03-303-000-0000-6590	105.54		REPAIR PARTS 051116	PC190056124	Repair & Maintenance Supplies
03-303-000-0000-6590	1,439.90		6' CUTTING EDGES 051416	PC190056293	Repair & Maintenance Supplies
03-303-000-0000-6590	156.98		FILTERS 051816	PC190056351	Repair & Maintenance Supplies
03-303-000-0000-6590	79.50		REPAIR PARTS 051016	SW030093714	Repair & Maintenance Supplies
03-303-000-0000-6590	216.00		REPAIR LABOR 051016	SW030093714	Repair & Maintenance Supplies
5295 Ziegler Inc	2,070.06			7 Transactions	
3 Fund Total:	13,077.04		Road & Bridge	28 Vendors	62 Transactions

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5 Health & Human Services

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name
8175 Centurylink					
05-400-440-0410-6250	0.66		LONG DISTANCE	313645966	Telephone
05-400-440-0410-6250	5.57		LONG DISTANCE- HHS	313645966	Telephone
05-400-440-0410-6250	57.68		LONG DISTANCE- PH	313645966	Telephone
05-400-440-0410-6250	80.43		Local phone - PH	313645966	Telephone
05-400-440-0410-6250	15.73		Local phone - HHS/Accting	313645966	Telephone
05-420-600-4800-6250	1.41		LONG DISTANCE	313645966	Telephone
05-420-600-4800-6250	11.84		LONG DISTANCE- HHS	313645966	Telephone
05-420-600-4800-6250	95.79		LONG DISTANCE - IM	313645966	Telephone
05-420-600-4800-6250	89.36		Local phone - IM	313645966	Telephone
05-420-600-4800-6250	33.42		Local phone - HHS/Accting	313645966	Telephone
05-420-640-4800-6250	33.60		LONG DISTANCE- CS	313645966	Telephone
05-420-640-4800-6250	62.55		Local phone - CS	313645966	Telephone
05-430-700-4800-6250	2.07		LONG DISTANCE	313645966	Telephone
05-430-700-4800-6250	17.42		LONG DISTANCE- HHS	313645966	Telephone
05-430-700-4800-6250	227.15		LONG DISTANCE- SS	313645966	Telephone
05-430-700-4800-6250	49.15		Local phone - HHS/Accting	313645966	Telephone
05-430-700-4800-6250	232.35		Local phone - SS	313645966	Telephone
8175 Centurylink	1,016.18				17 Transactions
10185 Centurylink Communications Inc					
05-400-440-0410-6250	5.71		Toll Free Phone charges	320295974	Telephone
05-420-600-4800-6250	12.12		Toll Free Phone charges	320295974	Telephone
05-430-700-4800-6250	17.83		Toll Free Phone charges	320295974	Telephone
10185 Centurylink Communications Inc	35.66				3 Transactions
1457 CPS Technology Solutions, Inc					
05-400-440-0410-6300	11.26		June Maintenance contract	370489	Maintenance/Service Contracts
05-420-600-4800-6300	23.94		June Maintenance contract	370489	Maintenance/Service Contracts
05-420-640-4800-6300	35.20		June Maintenance contract	370489	Maintenance/Service Contracts
05-430-700-4800-6300	35.20		June Maintenance contract	370489	Maintenance/Service Contracts
1457 CPS Technology Solutions, Inc	105.60				4 Transactions
5 Fund Total:	1,157.44		Health & Human Services		3 Vendors 24 Transactions

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<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
195 Aitkin Tire Shop						
10- 923- 000- 0000- 6590			10.00	tire repair	55828	Repair & Maintenance Supplies
10- 923- 000- 0000- 6590			30.00	tire disposal	55838	Repair & Maintenance Supplies
195 Aitkin Tire Shop			40.00			2 Transactions
10452 AT&T Mobility						
10- 923- 000- 0000- 6254			64.71	Cell phone charges	287257204209	Utilities
				04/18/2016 05/17/2016		
10452 AT&T Mobility			64.71			1 Transactions
11441 Booth/Dwaine						
10- 921- 000- 0000- 6231			300.00	Trap 10 beavers	23- 45- 25	Services, Labor, Contracts
11441 Booth/Dwaine			300.00			1 Transactions
9939 Brekke/Dell						
10- 900- 000- 0000- 2300			2,924.45	timber bond refund R#2262	13709	Timber Permit Bonds
9939 Brekke/Dell			2,924.45			1 Transactions
767 Buhlmann/Catherine Angela						
10- 923- 000- 0000- 6330			102.52	mileage- TSM Meeting- Bemidji	233@.44	Transportation & Travel
767 Buhlmann/Catherine Angela			102.52			1 Transactions
783 Canon Financial Services, Inc						
10- 923- 000- 0000- 6231			327.05	Copier Contract- 022	16069641	Services, Labor, Contracts
783 Canon Financial Services, Inc			327.05			1 Transactions
8246 Carlstrom/Tony						
10- 900- 000- 0000- 2300			1,187.20	timber bond refund R#1483	13241	Timber Permit Bonds
8246 Carlstrom/Tony			1,187.20			1 Transactions
8175 Centurylink						
10- 921- 000- 0000- 6250			10.25	LONG DISTANCE	313645966	Telephone
10- 921- 000- 0000- 6250			4.76	LONG DISTANCE	313645966	Telephone
10- 921- 000- 0000- 6250			8.94	Local phone - surveyor	313645966	Telephone
10- 921- 000- 0000- 6250			8.94	Local phone - GIS	313645966	Telephone
10- 923- 000- 0000- 6250			3.95	LONG DISTANCE	313645966	Telephone
10- 923- 000- 0000- 6250			71.49	Local phone	313645966	Telephone
10- 926- 000- 0000- 6250			8.94	Local phone	313645966	Telephone
8175 Centurylink			117.27			7 Transactions

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<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
13447 Futurewood						
10- 900- 000- 0000- 2300			800.12	permit bond refund R#2580	13171	Timber Permit Bonds
10- 923- 000- 0000- 6820			682.59	overappraised refund	13171	Refunds & Reimbursements
10- 900- 000- 0000- 2300			2,232.73	permit bond refund R#2516	13282	Timber Permit Bonds
10- 923- 000- 0000- 6820			903.57	overappraised refund	13282	Refunds & Reimbursements
13447 Futurewood			4,619.01	4 Transactions		
13602 Hughley/Josh						
10- 921- 000- 0000- 6231			240.00	trap 8 beaver		Services, Labor, Contracts
13602 Hughley/Josh			240.00	1 Transactions		
11406 Innovative Office Solutions						
10- 923- 000- 0000- 6405			17.91	Office supplies	IN1188105	Office Supplies
11406 Innovative Office Solutions			17.91	1 Transactions		
13493 Kerr Logging/Steve						
10- 900- 000- 0000- 2300			443.78	timb permit bond refund R#2539	13743	Timber Permit Bonds
13493 Kerr Logging/Steve			443.78	1 Transactions		
3201 Minnesota State Law Library						
10- 926- 000- 0000- 6408			250.00	CLLP Annual Subscription	16- 43	Law Books
3201 Minnesota State Law Library			250.00	1 Transactions		
14013 Nelson/Roland						
10- 900- 000- 0000- 2300			490.80	timb permit bond refund R#1795	13463	Timber Permit Bonds
14013 Nelson/Roland			490.80	1 Transactions		
4101 Raveill/Curt						
10- 900- 000- 0000- 2300			695.00	timb permit bond refund R#2159	13085	Timber Permit Bonds
4101 Raveill/Curt			695.00	1 Transactions		
86235 The Office Shop Inc						
10- 923- 000- 0000- 6405			49.69	FOLDERS	1005459- 0	Office Supplies
86235 The Office Shop Inc			49.69	1 Transactions		
5173 THOMSON REUTERS- WEST PUBLISHING						
10- 926- 000- 0000- 6408			1,164.16	Information charges- April	83391444	Law Books
10- 926- 000- 0000- 6408			654.13	Library Subscription- April	833994600	Law Books
5173 THOMSON REUTERS- WEST PUBLISHING			1,818.29	2 Transactions		

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Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name
13934 Tire Barn					
10- 923- 000- 0000- 6590		153.72	LOF,alternator belt,wiper blad	34389	Repair & Maintenance Supplies
10- 923- 000- 0000- 6590		423.07	4 TIRES	34502	Repair & Maintenance Supplies
10- 923- 000- 0000- 6590		57.54	LOF, rotate	34529	Repair & Maintenance Supplies
13934 Tire Barn		634.33			
			3 Transactions		
10 Fund Total:		14,322.01	Trust	18 Vendors	31 Transactions

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11 Forest Development

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
14001 Aring Equipment Co Inc 11- 935- 000- 0000- 6590		487.80	Champion Parts	566956 Repair & Maintenance Supplies
14001 Aring Equipment Co Inc		487.80	1 Transactions	
10452 AT&T Mobility 11- 924- 000- 0000- 6250		121.32	Cell phone charges	287257204209 Telephone
			04/18/2016 05/17/2016	
10452 AT&T Mobility		121.32	1 Transactions	
10890 Insley/Kevin 11- 924- 000- 0000- 6350		35.00	FAC Meeting	4/19/16 Per Diem
10890 Insley/Kevin		35.00	1 Transactions	
9354 Kangas Enterprise, Inc 11- 925- 000- 0000- 6231		450.00	Grade N Soo Line 5@\$90	505 Services, Labor, Contracts
9354 Kangas Enterprise, Inc		450.00	1 Transactions	
14012 Minnesota State Forest Nursery 11- 924- 000- 0000- 6273		7,240.00	trees for timber planting 2016	20160004 Timber Improvement
11- 934- 000- 0000- 6273		20,000.00	trees for timber planting 2016	20160004 Timber Improvement
14012 Minnesota State Forest Nursery		27,240.00	2 Transactions	
13965 Nuss Truck & Equipment 11- 935- 000- 0000- 6590		7,764.22	Repair Volvo	632359 Repair & Maintenance Supplies
13965 Nuss Truck & Equipment		7,764.22	1 Transactions	
5109 Westerlund Brothers Gravel 11- 935- 000- 0000- 6330		280.00	Haul grader to Duluth	70913 Transportation & Travel
5109 Westerlund Brothers Gravel		280.00	1 Transactions	
11 Fund Total:		36,378.34	Forest Development	7 Vendors 8 Transactions

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19 Long Lake Conservation Co

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
12710 AdventureKEEN 19- 521- 000- 0000- 6400		187.91	33 Journal/books for Canteen	37982	Commissary Items
12710 AdventureKEEN		187.91	1 Transactions		
85003 Aitkin County DAC 19- 521- 000- 0000- 6231		750.00	April cleaning service		Services, Labor, Contracts
85003 Aitkin County DAC		750.00	1 Transactions		
246 Brothers Fire & Security 19- 524- 000- 0000- 6590		315.00	Annual Monitoring	16119	Repair & Maintenance Supplies
246 Brothers Fire & Security		315.00	1 Transactions		
5814 Hagen/Christine 19- 522- 000- 0000- 6416		25.76	Groceries		Education Supplies
5814 Hagen/Christine		25.76	1 Transactions		
5662 McGregor Dairy,Inc 19- 523- 000- 0000- 6418		407.54	Groceries	25358	Groceries- Students
5662 McGregor Dairy,Inc		407.54	1 Transactions		
12927 Midwest Machinery Co. 19- 524- 000- 0000- 6590		3.98	Chainsaw parts- spring&pawl	1263300	Repair & Maintenance Supplies
12927 Midwest Machinery Co.		3.98	1 Transactions		
3160 Mille Lacs Energy Coop- Albert Lea 19- 521- 000- 0000- 6254		79.74	Directors Residence	27- 13- 004- 01	Utilities
19- 521- 000- 0000- 6254		579.78	Energy Center	27- 13- 005- 02	Utilities
19- 521- 000- 0000- 6254		649.25	Dining Hall	27- 13- 006- 01	Utilities
19- 521- 000- 0000- 6254		365.83	North star lodge	27- 13- 007- 03	Utilities
19- 521- 000- 0000- 6254		73.68	Parking Lot	27- 13- 008- 01	Utilities
19- 521- 000- 0000- 6254		83.24	Staff Residence	27- 13- 009- 01	Utilities
3160 Mille Lacs Energy Coop- Albert Lea		1,831.52	6 Transactions		
3284 Minnesota Department Of Health 19- 521- 000- 0000- 6208		35.00	Food Mgr Cert Renewal- Hagen		Training/Education
3284 Minnesota Department Of Health		35.00	1 Transactions		
13465 Sandstrom's 19- 521- 000- 0000- 6400		313.01	Canteen Candy	102611	Commissary Items

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19 Long Lake Conservation C

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
13465 Sandstrom's			313.01			
				1 Transactions		
4425 Shirts Plus						
19- 521- 000- 0000- 6400			448.95	41 tie dye T's	284	Commissary Items
19- 521- 000- 0000- 6400			1,693.13	144 water bottles, 144 tumbler	297	Commissary Items
4425 Shirts Plus			2,142.08	2 Transactions		
4968 Upper Lakes Foods, Inc						
19- 523- 000- 0000- 6418			1,918.01	Groceries	703426- 00	Groceries- Students
19- 523- 000- 0000- 6418			993.19	Groceries	707295- 00	Groceries- Students
4968 Upper Lakes Foods, Inc			2,911.20	2 Transactions		
19 Fund Total:			8,923.00	Long Lake Conservation Center	11 Vendors	18 Transactions

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21 Parks

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10452	AT&T Mobility 21- 520- 000- 0000- 6250			40.44	Cell phone charges 04/18/2016 05/17/2016	287257204209	Telephone
10452	AT&T Mobility			40.44	1 Transactions		
10246	Boyd Electric, Llc 21- 520- 000- 0000- 6590			9,465.00	Electirc Upgrade- Aitkin Park	48275	Repair & Maintenance Supplies
10246	Boyd Electric, Llc			9,465.00	1 Transactions		
8175	Centurylink 21- 520- 000- 0000- 6250			8.94	Local phone	313645966	Telephone
8175	Centurylink			8.94	1 Transactions		
14011	Duluth Coating Solutions, Inc 21- 520- 000- 0000- 6590			3,925.00	flooring coating/Shower facitl	15- 8477	Repair & Maintenance Supplies
14011	Duluth Coating Solutions, Inc			3,925.00	1 Transactions		
1829	Goble's Sewer Service Inc. 21- 520- 000- 0000- 6231			135.00	pump Aitkin RV dump station	642	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.			135.00	1 Transactions		
8506	Hotsy Equipment Of Minnesota 21- 520- 000- 0000- 6590			1,685.89	ATV power wash	52092	Repair & Maintenance Supplies
8506	Hotsy Equipment Of Minnesota			1,685.89	1 Transactions		
13073	Lakes Area Lock & Door Hardware Inc. 21- 520- 000- 0000- 6590			1,197.35	rekeying Berglund Park	87860	Repair & Maintenance Supplies
13073	Lakes Area Lock & Door Hardware Inc.			1,197.35	1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea 21- 520- 000- 0000- 6254			42.88	Berglund Park electricity	18- 51- 106- 02	Utilities
3160	Mille Lacs Energy Coop- Albert Lea			42.88	1 Transactions		
9692	Minnesota Energy Resources Corporation 21- 520- 000- 0000- 6254			195.86	heating gas for shop	0502544561	Utilities
9692	Minnesota Energy Resources Corporation			195.86	1 Transactions		
3950	Public Utilities 21- 520- 000- 0000- 6254			143.89	Land Dept		Utilities
	21- 520- 000- 0000- 6254			47.96	Mississippi Access		Utilities

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
6/1/16 9:22AM
21 Parks

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
21- 520- 000- 0000- 6254			Shower- Mississippi Access		Utilities
3950 Public Utilities					
				3 Transactions	
21 Fund Total:			Parks	10 Vendors	12 Transactions
Final Total:			156 Vendors	367 Transactions	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	69,094.66	General Fund
3	13,077.04	Road & Bridge
5	1,157.44	Health & Human Services
10	14,322.01	Trust
11	36,378.34	Forest Development
19	8,923.00	Long Lake Conservation Center
21	16,986.01	Parks
All Funds	159,938.50	Total

Approved by,

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DKB1
6/10/16 1:49PM

Aitkin County

2-D
(June 17)



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		
86222	Aitkin Independent Age 01-001-000-0000-6230		92.50	Synopsis 4/12	1479	Printing, Publishing & Adv
	01-001-000-0000-6230		80.00	Synopsis 4/26	1479	Printing, Publishing & Adv
86222	Aitkin Independent Age		172.50	2 Transactions		
10452	AT&T Mobility 01-001-000-0000-6250		69.98	cell phone charges 04/18/2016 05/17/2016	287259994975	Telephone
10452	AT&T Mobility		69.98	1 Transactions		
6097	Verizon Wireless 01-001-000-0000-6250		31.31	Cell phone charges 03/07/2016 04/06/2016	286287802	Telephone
	01-001-000-0000-6250		35.01	monthly Mifi charge 03/05/2016 04/04/2016	786663881	Telephone
6097	Verizon Wireless		66.32	2 Transactions		
1	DEPT Total:		308.80	Commissioners	3 Vendors	5 Transactions
12	DEPT			Court Administration		
12781	CK Law PLLC 01-012-000-0000-6232		210.00	Fees- 01JV-16-10	197	Attorney Services
	01-012-000-0000-6232		322.50	Fees-01JV-15-1238,1239	198	Attorney Services
	01-012-000-0000-6232		116.25	Fees-01JV-15-986	199	Attorney Services
	01-012-000-0000-6232		142.50	Fees 01JV-15-986	215	Attorney Services
	01-012-000-0000-6232		16.20	costs-199- 01JV-15-986	30@.54	Attorney Services
	01-012-000-0000-6232		32.40	costs-215- 01JV-15-986	60@.54	Attorney Services
	01-012-000-0000-6232		32.40	costs-197- 01JV-16-10	60@.54	Attorney Services
	01-012-000-0000-6232		48.60	costs-198- 01JV-15-1238,9	90@.54	Attorney Services
12781	CK Law PLLC		920.85	8 Transactions		
1976	Haberkorn Law Offices,Ltd 01-012-000-0000-6232		3,712.50	Fees		Attorney Services
	01-012-000-0000-6232		4.80	Postage costs		Attorney Services
	01-012-000-0000-6232		115.56	mileage costs	214@.54	Attorney Services
1976	Haberkorn Law Offices,Ltd		3,832.86	3 Transactions		
2810	Larson/Shari S					

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 #	
	01-012-000-0000-6232		1,750.00	FEES	Attorney Services
	01-012-000-0000-6232		181.44	COSTS	Attorney Services
	01-012-000-0000-6232		3,306.25	Fees	Attorney Services
	01-012-000-0000-6232		211.68	Costs	Attorney Services
2810	Larson/Shari S		5,449.37	4 Transactions	
12	DEPT Total:		10,203.08	Court Administration	3 Vendors 15 Transactions
40	DEPT			Auditor	
88012	Aitkin Co Auditor				
	01-040-021-0000-6205		200.00	Postage	Postage
88012	Aitkin Co Auditor		200.00	1 Transactions	
86222	Aitkin Independent Age				
	01-040-000-0000-6230		35.00	Board of Appeals	1014 Printing, Publishing & Adv
	01-040-000-0000-6230		35.00	Board of Appeals	1014 Printing, Publishing & Adv
	01-040-000-0000-6230		135.00	Mail Ballot Procedures	1014 Printing, Publishing & Adv
	01-040-000-0000-6230		135.00	Mail Ballot Procedures	1014 Printing, Publishing & Adv
	01-040-021-0000-6230		36.00	Serv/Dir	1014 Printing, Publishing & Adv
	01-040-021-0000-6230		539.00	Fun Guide	1496 Printing, Publishing & Adv
86222	Aitkin Independent Age		915.00	6 Transactions	
2214	Holder/Maryann				
	01-040-021-0000-6301		750.00	July Rent for license center	Rentals
2214	Holder/Maryann		750.00	1 Transactions	
86235	The Office Shop Inc				
	01-040-000-0000-6231		257.51	Copier Contract	285688-0 Services, Labor, Contracts
	01-040-021-0000-6231		200.00	Contract	285823-0 Services, Labor, Contracts
	01-040-000-0000-6405		2.55	Avery Labels	285873-0 Office & Computer Supplies
86235	The Office Shop Inc		460.06	3 Transactions	
40	DEPT Total:		2,325.06	Auditor	4 Vendors 11 Transactions
43	DEPT			Assessor	
10660	Apex Software				
	01-043-000-0000-6405		2,160.00	Annual maintenance renewal	292982 Office, Film & Computer Supplies
				07/01/2016 07/01/2017	

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
10660	Apex Software		2,160.00		1 Transactions	
10452	AT&T Mobility 01-043-000-0000-6250		209.94	monthly wireless statement 04/18/2016 05/17/2016	287250162187	Telephone
10452	AT&T Mobility		209.94		1 Transactions	
88880	Datacomm Computers & Networks Inc 01-043-000-0000-6625		1,810.00	Computer system/Cathy&Marcia	8891	Office Equipment
88880	Datacomm Computers & Networks Inc		1,810.00		1 Transactions	
1570	Freedom Valu Centers, Inc 01-043-000-0000-6511		58.43	May Fuel	11347	Gas And Oil
1570	Freedom Valu Centers, Inc		58.43		1 Transactions	
4641	Holiday Credit Office 01-043-000-0000-6511		118.54	Fuel and car wash	1400000147443	Gas And Oil
4641	Holiday Credit Office		118.54		1 Transactions	
3255	Mn Counties Intergovernmental Trust 01-043-000-0000-6352		3.00-	2015 Annual Auto Adjustment	276107	Insurance
3255	Mn Counties Intergovernmental Trust		3.00-		1 Transactions	
86235	The Office Shop Inc 01-043-000-0000-6405		31.27	Office Supplies	1005928-0	Office, Film & Computer Supplies
	01-043-000-0000-6405		306.57	copy contract,color & B&W	285783-0	Office, Film & Computer Supplies
86235	The Office Shop Inc		337.84		2 Transactions	
43	DEPT Total:		4,691.75	Assessor	7 Vendors	8 Transactions
44	DEPT			Central Services		
3336	Office Of MN. IT Services 01-044-000-0000-6231		1,300.00	May Usage	16050385	Services, Labor, Contracts
3336	Office Of MN. IT Services		1,300.00		1 Transactions	
44	DEPT Total:		1,300.00	Central Services	1 Vendors	1 Transactions
45	DEPT			Motor Pool		

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
170	Aitkin Motor Company 01-045-000-0000-6302		48.73	oil change,rotation Car #47	9102	Car Maintenance
	01-045-000-0000-6302		47.74	oil change,rotation Car #38	9113	Car Maintenance
	01-045-000-0000-6302		45.76	oil change,rotation Car #55	9242	Car Maintenance
170	Aitkin Motor Company		142.23	3 Transactions		
3255	Mn Counties Intergovernmental Trust 01-045-000-0000-6352		768.00	2015 Annual Auto Adjustment	276107	Insurance
3255	Mn Counties Intergovernmental Trust		768.00	1 Transactions		
45	DEPT Total:		910.23	Motor Pool	2 Vendors	4 Transactions
52	DEPT			Administration/Personnel Dept		
10452	AT&T Mobility 01-052-000-0000-6250		49.66	cell phone charges 04/18/2016 05/17/2016	287259994975	Telephone
10452	AT&T Mobility		49.66	1 Transactions		
12048	McDowell Agency, Inc./The 01-052-000-0000-6234		267.00	Background screening	76297	Background Check Fee
12048	McDowell Agency, Inc./The		267.00	1 Transactions		
3462	MPELRA 01-052-000-0000-6241		250.00	MPELRA summer conference	9/10-9/12	Registration Fee
3462	MPELRA		250.00	1 Transactions		
13412	Pemberton, Sorlie, Rufer & Kershner PLLF 01-052-000-0000-6232		84.00	legal assistant	.8@105.00	Attorney Services
	01-052-000-0000-6232		935.00	Partner	5.5@170.00	Attorney Services
13412	Pemberton, Sorlie, Rufer & Kershner PLLF		1,019.00	2 Transactions		
86235	The Office Shop Inc 01-052-000-0000-6405		8.37	Three Gel pens	1006064-0	Office & Computer Supplies
	01-052-000-0000-6405		5.59	toners & 3 hole punch	1006304-0	Office & Computer Supplies
86235	The Office Shop Inc		13.96	2 Transactions		
6097	Verizon Wireless 01-052-000-0000-6250		26.02	monthly Mifi charge 03/05/2016 04/04/2016	786663881	Telephone

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
6097	Verizon Wireless		26.02	1 Transactions		
52	DEPT Total:		1,625.64	Administration/Personnel Dept	6 Vendors	8 Transactions
60	DEPT			Elections		
86235	The Office Shop Inc 01-060-000-0000-6405		83.56	Dymo Labels-4 boxes	285873-0	Office & Computer Supplies
86235	The Office Shop Inc		83.56	1 Transactions		
60	DEPT Total:		83.56	Elections	1 Vendors	1 Transactions
90	DEPT			Attorney		
117	Aitkin County Sheriff 01-090-000-0000-6250		21.14	Cell phone charges-Ratz	16-0572	Telephone
117	Aitkin County Sheriff		21.14	1 Transactions		
340	Anoka Co Sheriff 01-090-000-0000-6234		70.00	SUBPOENA SERVICE	16002073	Co Sheriff Services
340	Anoka Co Sheriff		70.00	1 Transactions		
13886	BENUSA/NATE 01-090-000-0000-6330		32.40	sentencing guideline seminar	60@.54	Transportation & Travel & Parking
13886	BENUSA/NATE		32.40	1 Transactions		
880	Carlton County Sheriff's Office 01-090-000-0000-6234		50.00	supoena service 01CR16419	1620555	Co Sheriff Services
880	Carlton County Sheriff's Office		50.00	1 Transactions		
89541	Culligan 01-090-000-0000-6213		56.00	monthly water supplies	150x00819201	Drug & Forfeiture Ms387.213
89541	Culligan		56.00	1 Transactions		
1265	Dakota Co Sheriff 01-090-000-0000-6234		70.00	Subpoena Svc 01CR15168	171336	Co Sheriff Services
	01-090-000-0000-6234		70.00	Subpoena Service 01cr15-758	171431	Co Sheriff Services
1265	Dakota Co Sheriff		140.00	2 Transactions		
2140	Hennepin County Sheriff's Office					

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
2140	Hennepin County Sheriff's Office 01-090-000-0000-6234		80.00	Subpoena Svc 01-CR-15-883	74994	Co Sheriff Services
			80.00	1 Transactions		
2390	Itasca Co Sheriff 01-090-000-0000-6234		55.00	Subpoena 01cr151125	201601334	Co Sheriff Services
	01-090-000-0000-6234		55.00	subpoena Svc 201601332	4594	Co Sheriff Services
	01-090-000-0000-6234		55.00	subpoena Svc 201601333	4595	Co Sheriff Services
2390	Itasca Co Sheriff		165.00	3 Transactions		
91141	Meeker County Sheriff's Office 01-090-000-0000-6234		70.00	subpoena service	2016-230	Co Sheriff Services
91141	Meeker County Sheriff's Office		70.00	1 Transactions		
3150	Mille Lacs Co Sheriff 01-090-000-0000-6234		40.00	subpoena service	7356	Co Sheriff Services
3150	Mille Lacs Co Sheriff		40.00	1 Transactions		
3363	Minnesota State Bar Association 01-090-000-0000-6240		157.00	Attorney Dues-Ratz		Dues & Registration Fee
	01-090-000-0000-6240		140.00	Attorney Dues-Rakotz		Dues & Registration Fee
	01-090-000-0000-6240		140.00	Attorney Dues-Shook		Dues & Registration Fee
	01-090-000-0000-6240		140.00	Attorney Dues-Winge		Dues & Registration Fee
	01-090-000-0000-6240		90.00	Attorney Dues-Benusa		Dues & Registration Fee
3363	Minnesota State Bar Association		667.00	5 Transactions		
86235	The Office Shop Inc 01-090-000-0000-6625		776.13	Contract on Copier	285687-0	Office Equipment
86235	The Office Shop Inc		776.13	1 Transactions		
5173	THOMSON REUTERS-WEST PUBLISHING 01-090-000-0000-6406		1,158.11	May Information Charges	834089848	Law Publ. & Subscriptions
5173	THOMSON REUTERS-WEST PUBLISHING		1,158.11	1 Transactions		
90	DEPT Total:		3,325.78	Attorney	13 Vendors	20 Transactions
100	DEPT			Recorder		
86235	The Office Shop Inc 01-100-000-0000-6231		200.01	copier performance contract	285816-0	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
86235	The Office Shop Inc		200.01		1 Transactions	
100	DEPT Total:		200.01	Recorder	1 Vendors	1 Transactions
110	DEPT			Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services 01-110-000-0000-6422		35.65	tissue,towels,mop-mop tool	2200769577	Janitorial Supplies
	01-110-000-0000-6422		35.65	tissue,towels,mop/mop tool	2200789930	Janitorial Supplies
8239	Ameripride Linen & Apparel Services		71.30		2 Transactions	
13725	Beartooth True Value 01-110-000-0000-6422		15.99	Home Pro/Lobb Broom	B12246	Janitorial Supplies
13725	Beartooth True Value		15.99		1 Transactions	
1754	Garrison Disposal Company, Inc 01-110-000-0000-6255		575.28	May Waste Removal Services	8222301	Garbage
1754	Garrison Disposal Company, Inc		575.28		1 Transactions	
2186	Hillyard Inc - Kansas City 01-110-000-0000-6422		223.56	filter bags, liquid swabby,	602092107	Janitorial Supplies
2186	Hillyard Inc - Kansas City		223.56		1 Transactions	
2340	Hyytinen Hardware Hank 01-110-000-0000-6422		11.98	Hoover Y Allergen	1323937	Janitorial Supplies
	01-110-000-0000-6422		0.89	1-1/2 Cap Sch 40	1324417	Janitorial Supplies
	01-110-000-0000-6422		24.99	long handle dust broom	1324779	Janitorial Supplies
	01-110-000-0000-6422		21.97	batteries	1326019	Janitorial Supplies
	01-110-000-0000-6422		32.75	mouse traps, ant killer, bulbs	1328993	Janitorial Supplies
	01-110-000-0000-6422		3.58	Drill bits	1329262	Janitorial Supplies
2340	Hyytinen Hardware Hank		96.16		6 Transactions	
7932	Martin Communications Inc 01-110-000-0000-6422		39.98	battery for radio	104610	Janitorial Supplies
7932	Martin Communications Inc		39.98		1 Transactions	
12927	Midwest Machinery Co. 01-110-000-0000-6231		18.73	Filter Element	1237520	Services, Labor, Contracts
12927	Midwest Machinery Co.		18.73		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
89765	Minnesota Elevator, Inc 01-110-000-0000-6231		165.27	June monthly service	664879	Services, Labor, Contracts
89765	Minnesota Elevator, Inc		165.27	1 Transactions		
8287	Mn Dept Of Labor & Industry 01-110-000-0000-6271		10.00	Boiler license	ABR01421721	Inspection Fees
8287	Mn Dept Of Labor & Industry		10.00	1 Transactions		
4399	Sell Hardware Inc 01-110-000-0000-6231		12.82	Keys	3007279	Services, Labor, Contracts
4399	Sell Hardware Inc		12.82	1 Transactions		
6097	Verizon Wireless 01-110-000-0000-6250		31.31	Cell phone charges	286287802	Phone
				03/07/2016 04/06/2016		
6097	Verizon Wireless		31.31	1 Transactions		
110	DEPT Total:		1,260.40	Courthouse Maintenance	11 Vendors	17 Transactions
120	DEPT			Service Officer		
86222	Aitkin Independent Age 01-120-000-0000-6405		34.00	One year age subscription	1783	Office & Computer Supplies
86222	Aitkin Independent Age		34.00	1 Transactions		
4641	Holiday Credit Office 01-120-000-0000-6511		275.72	May Vet Van gas	1400000136034	Gas And Oil
4641	Holiday Credit Office		275.72	1 Transactions		
2448	Janzen/Carroll Mark 01-120-000-0000-6350		50.00	DRIVE VET VAN	MPLS	Per Diem
				05/20/2016 05/20/2016		
2448	Janzen/Carroll Mark		50.00	1 Transactions		
10567	Lake Country Auto Center Of Aitkin 01-120-000-0000-6302		1,067.87	Tires,wheel allignment,bushing	23200	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		1,067.87	1 Transactions		
5767	Lamke/Dennis 01-120-000-0000-6350		50.00	DRIVE VET VAN	MPLS	Per Diem

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
5767 Lamke/Dennis		50.00	05/16/2016 05/16/2016 1 Transactions	
13925 McNitt/Russell Dean 01-120-000-0000-6350		50.00	DRIVE VET VAN 05/13/2016 05/13/2016 1 Transactions	ST CLOUD Per Diem
13925 McNitt/Russell Dean		50.00		
10234 Miller/Conrad 01-120-000-0000-6350		50.00	DRIVE VET VAN 05/12/2016 05/12/2016	MPLS Per Diem
01-120-000-0000-6350		50.00	DRIVE VET VAN 05/03/2016 05/03/2016	ST CLOUD Per Diem
10234 Miller/Conrad		100.00	2 Transactions	
10677 Olsen/Gerald D 01-120-000-0000-6350		50.00	DRIVE VET VAN 05/05/2016 05/05/2016	ST CLOUD Per Diem
10677 Olsen/Gerald D		50.00	1 Transactions	
3912 Peterson/Richard 01-120-000-0000-6350		50.00	DRIVE VET VAN 05/06/2016 05/06/2016	MPLS Per Diem
3912 Peterson/Richard		50.00	1 Transactions	
11362 Roscoe/Bernie 01-120-000-0000-6350		50.00	DRIVE VET VAN 05/04/2016 05/04/2016	MPLS Per Diem
11362 Roscoe/Bernie		50.00	1 Transactions	
6097 Verizon Wireless 01-120-000-0000-6250		13.40	Vet Van cell phone 04/21/2016 05/20/2016	880690364 Telephone
6097 Verizon Wireless		13.40	1 Transactions	
11970 Wikelius/Charles 01-120-000-0000-6350		50.00	DRIVE VET VAN 05/26/2016 05/26/2016	MPLS Per Diem
01-120-000-0000-6350		50.00	DRIVE VET VAN	ST CLOUD 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
11970	Wikelius/Charles		100.00	05/11/2016 05/11/2016	2 Transactions	
5960	Wilmo/Wesley S. 01-120-000-0000-6350		50.00	DRIVE VET VAN 05/09/2016 05/09/2016	ST CLOUD	Per Diem
	01-120-000-0000-6350		50.00	DRIVE VET VAN 05/25/2016 05/25/2016	ST CLOUD	Per Diem
5960	Wilmo/Wesley S.		100.00	2 Transactions		
9255	Witt/Warren 01-120-000-0000-6350		50.00	DRIVE VET VAN 05/24/2016 05/24/2016	MPLS	Per Diem
9255	Witt/Warren		50.00	1 Transactions		
120	DEPT Total:		2,040.99	Service Officer	14 Vendors	17 Transactions
122	DEPT			Planning & Zoning		
13066	Hargrave/Bryan 01-122-000-0000-6231		3,500.00	CONTRACT INSPECTIONS 05/30/2016 06/10/2016	10@350	Services, Labor, Contracts, Programming
13066	Hargrave/Bryan		3,500.00	1 Transactions		
122	DEPT Total:		3,500.00	Planning & Zoning	1 Vendors	1 Transactions
123	DEPT			Coroner		
2939	McGee P.A./M.B. 01-123-000-0000-6231		500.00	ME 16-0556	2526	Coroner Fees
2939	McGee P.A./M.B.		500.00	1 Transactions		
123	DEPT Total:		500.00	Coroner	1 Vendors	1 Transactions
200	DEPT			Enforcement		
86222	Aitkin Independent Age 01-200-000-0000-6405		34.00	SO SUBSCRIPTION	1088	Office Supplies
86222	Aitkin Independent Age		34.00	1 Transactions		
12748	Andersen/Earl					

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
	01-200-000-0000-6405		61.05-	Return 4 signs	0102963	Office Supplies
	01-200-000-0000-6405		293.50	(10) Neighborhood watch signs	0111126-IN	Office Supplies
12748	Andersen/Earl		232.45	2 Transactions		
10452	AT&T Mobility 01-200-000-0000-6250		1,061.60	cellular charges for squads 04/18/2016 05/17/2016	287258495419	Telephone
10452	AT&T Mobility		1,061.60	1 Transactions		
783	Canon Financial Services, Inc 01-200-000-0000-6231		164.95	Contract Copier-001	16129785	Services & Labor (Incl Contracts)
783	Canon Financial Services, Inc		164.95	1 Transactions		
3494	Everson/Richard 01-200-000-0000-6330		104.72	LEMA Mtg at Blaine city hall	238@.44	Transportation & Travel & Parking
3494	Everson/Richard		104.72	1 Transactions		
1570	Freedom Valu Centers, Inc 01-200-000-0000-6511		37.69	Gasoline March-May	9334	Gas And Oil
1570	Freedom Valu Centers, Inc		37.69	1 Transactions		
1775	Galls Inc 01-200-000-0000-6409		369.57	flashlights	005419227	Deputy Supplies
1775	Galls Inc		369.57	1 Transactions		
4641	Holiday Credit Office 01-200-000-0000-6511		156.83	Gas-Commercial Account	1400000288942	Gas And Oil
4641	Holiday Credit Office		156.83	1 Transactions		
2340	Hyytinen Hardware Hank 01-200-000-0000-6409		95.88	game load	1324390	Deputy Supplies
	01-200-000-0000-6409		19.99	solar flood light	1327120	Deputy Supplies
2340	Hyytinen Hardware Hank		115.87	2 Transactions		
2390	Itasca Co Sheriff 01-200-003-0000-6332		1,069.56	Hotel/NSA Conference	06/24-06/29	Hotels / Motels
2390	Itasca Co Sheriff		1,069.56	1 Transactions		
5756	KEEPRS, Inc					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
	01-200-000-0000-6410	189.84	uniform shirts #206,pants #207	309707	Clothing Allowance
	01-200-000-0000-6410	82.87	uniform shirt #206	309707-01	Clothing Allowance
5756	KEEPRS, Inc	272.71		2 Transactions	
2925	L & M Supply, Inc.				
	01-200-019-0000-6409	14.79	chain, milk bones	7536958	Supplies
	01-200-019-0000-6409	6.99	ultra ball	7550621	Supplies
2925	L & M Supply, Inc.	21.78		2 Transactions	
10567	Lake Country Auto Center Of Aitkin				
	01-200-000-0000-6302	62.74	Oil change #209	23190	Car Maintenance
	01-200-000-0000-6302	42.74	Oil change #210	23219	Car Maintenance
10567	Lake Country Auto Center Of Aitkin	105.48		2 Transactions	
3255	Mn Counties Intergovernmental Trust				
	01-200-000-0000-6352	554.00-	2015 Annual Auto Adjustment	276107	Insurance
3255	Mn Counties Intergovernmental Trust	554.00-		1 Transactions	
4010	Rasley Oil Company				
	01-200-000-0000-6511	57.00	May Gas	AITCOSHES	Gas And Oil
4010	Rasley Oil Company	57.00		1 Transactions	
4399	Sell Hardware Inc				
	01-200-000-0000-6405	12.82	keys crime victim office	3007279	Office Supplies
4399	Sell Hardware Inc	12.82		1 Transactions	
6040	Taser International				
	01-200-000-0000-6409	167.92	batteries, dataport kit	S11440157	Deputy Supplies
6040	Taser International	167.92		1 Transactions	
13934	Tire Barn				
	01-200-000-0000-6302	45.54	oil change # 206	34538	Car Maintenance
	01-200-000-0000-6302	43.35	oil change #224 K9	34563	Car Maintenance
	01-200-000-0000-6302	20.00	Tire Repair #216	34674	Car Maintenance
13934	Tire Barn	108.89		3 Transactions	
200	DEPT Total:	3,539.84	Enforcement	18 Vendors	25 Transactions
202	DEPT		Boat & Water		

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
10452	AT&T Mobility 01-202-000-0000-6250		56.13	cellular charges for squads 04/18/2016 05/17/2016	287258495419	Telephone
10452	AT&T Mobility		56.13	1 Transactions		
6049	Farm Island Repair & Marine 01-202-000-0000-6302		150.00	repair 2 props	55312	B&W Maintenance
6049	Farm Island Repair & Marine		150.00	1 Transactions		
2340	Hyytinen Hardware Hank 01-202-000-0000-6405		56.37	wrenches,tire gauge,bolts	1326350	Office Supplies
	01-202-000-0000-6405		23.49	wire, butt connectors	1327049	Office Supplies
2340	Hyytinen Hardware Hank		79.86	2 Transactions		
4010	Rasley Oil Company 01-202-000-0000-6511		276.49	May Gas	AITCOB&WS	Gas And Oil
	01-202-000-0000-6511		7.68	May Gas	AITCOSHERS	Gas And Oil
4010	Rasley Oil Company		284.17	2 Transactions		
202	DEPT Total:		570.16	Boat & Water	4 Vendors	6 Transactions
206	DEPT			Forfeitures		
14034	JP Morgan Chase Bank N.A. 01-206-000-0000-6409		4,041.13	Forfeit to lienholder	15-0980	Forfeiture Supplies
14034	JP Morgan Chase Bank N.A.		4,041.13	1 Transactions		
206	DEPT Total:		4,041.13	Forfeitures	1 Vendors	1 Transactions
252	DEPT			Corrections		
50	Aitkin Body Shop, Inc 01-252-000-0000-6302		124.20	repair xport mirror	7828	Car Maintenance
50	Aitkin Body Shop, Inc		124.20	1 Transactions		
86222	Aitkin Independent Age 01-252-252-0000-6405		34.00	JAIL SUBSCRIPTION	1088	Prisoner Welfare
86222	Aitkin Independent Age		34.00	1 Transactions		
10452	AT&T Mobility					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
01-252-000-0000-6250		cellular charges for squads	287258495419	Telephone
10452 AT&T Mobility		04/18/2016 05/17/2016		1 Transactions
88628 Dalco				
01-252-000-0000-6422		Jail paper products	3032000	Janitorial Supplies
88628 Dalco				1 Transactions
1598 Ferrara's Htg Air Cond & Refrig Inc				
01-252-000-0000-6590		Aitkin radio tower fan motor,	8161	Repair & Maintenance Supplies
01-252-000-0000-6590		work on A/C evap in dispatch	8162	Repair & Maintenance Supplies
01-252-000-0000-6590		replace fan control/radio towe	8163	Repair & Maintenance Supplies
1598 Ferrara's Htg Air Cond & Refrig Inc				3 Transactions
1570 Freedom Valu Centers, Inc				
01-252-000-0000-6330		Gasoline March-May	9334	Prisoner Transportation & Travel
01-252-003-0000-6511		Gasoline March-May	9334	Gas And Oil
1570 Freedom Valu Centers, Inc				2 Transactions
2186 Hillyard Inc - Kansas City				
01-252-000-0000-6422		Janitorial	602092162	Janitorial Supplies
2186 Hillyard Inc - Kansas City				1 Transactions
2340 Hyytinen Hardware Hank				
01-252-000-0000-6590		oven bulb, squeegee	1320012	Repair & Maintenance Supplies
01-252-000-0000-6590		hex key set	1320446	Repair & Maintenance Supplies
01-252-000-0000-6590		masking tape, spray paint	1322296	Repair & Maintenance Supplies
2340 Hyytinen Hardware Hank				3 Transactions
13691 MEnD Correctional Care, PLLC				
01-252-000-0000-6262		June Healthcare services	1299	Medical Expenses & Supplies - Inmates
13691 MEnD Correctional Care, PLLC				1 Transactions
89765 Minnesota Elevator, Inc				
01-252-000-0000-6231		June monthly service	664881	Services & Labor (Incl Contracts)
89765 Minnesota Elevator, Inc				1 Transactions
11120 Nardini Fire Equipment Co.,Inc				
01-252-000-0000-6590		batteries in alarm panel dispa	9995	Repair & Maintenance Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
11120 Nardini Fire Equipment Co.,Inc		277.00	1 Transactions	
3789 Pan-O-Gold Baking Company				
01-252-000-0000-6418		169.30	Groceries	010024614736 Groceries
01-252-000-0000-6418		171.70	Groceries	010024615310 Groceries
3789 Pan-O-Gold Baking Company		341.00	2 Transactions	
11947 Phoenix Supply				
01-252-000-0000-6424		98.31	inmate supplies	9431 Inmate Supplies
11947 Phoenix Supply		98.31	1 Transactions	
9499 Reliance Telephone Systems, Inc				
01-252-252-0000-6406		764.00	repair camera,multiplexor,came	9341 Phone Card Prisoner Welfare
9499 Reliance Telephone Systems, Inc		764.00	1 Transactions	
84172 Riverwood Healthcare Center				
01-252-000-0000-6262		180.95	Thompson, R	XT048173 Medical Expenses & Supplies - Inmates
84172 Riverwood Healthcare Center		180.95	1 Transactions	
4681 Streichers				
01-252-000-0000-6410		189.95	uniform pants, cuff holder	I1210895 Clothing Allowance
4681 Streichers		189.95	1 Transactions	
4761 Sysco Minnesota Inc				
01-252-000-0000-6418		3,377.81	Groceries	605260676 Groceries
01-252-000-0000-6418		2,648.88	Groceries	606020692 Groceries
4761 Sysco Minnesota Inc		6,026.69	2 Transactions	
6040 Taser International				
01-252-252-0000-6405		167.92	batteries, dataport kit	S11440157 Prisoner Welfare
6040 Taser International		167.92	1 Transactions	
90805 Temco				
01-252-000-0000-6231		40.00	repair jail food cart	20086 Services & Labor (Incl Contracts)
90805 Temco		40.00	1 Transactions	
11608 Thrifty White Pharmacy-McGregor				
01-252-000-0000-6262		2,580.67	May Prescriptions	52914536063080 Medical Expenses & Supplies - Inmates

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
11608 Thrifty White Pharmacy-McGregor		2,580.67	1 Transactions		
13934 Tire Barn					
01-252-000-0000-6302		32.44	oil change xport Impala	34176	Car Maintenance
01-252-000-0000-6302		36.00	lube door latch '06 Econo-Ford	34594	Car Maintenance
13934 Tire Barn		68.44	2 Transactions		
252 DEPT Total:		18,770.73	Corrections	21 Vendors	29 Transactions
253 DEPT			Aitkin Co Community Corrections		
10452 AT&T Mobility					
01-253-000-0000-6250		34.99	cellular charges for squads	287258495419	Telephone
			04/18/2016 05/17/2016		
10452 AT&T Mobility		34.99	1 Transactions		
2340 Hyytinen Hardware Hank					
01-253-000-0000-6405		5.98	bits	1301782	Operating Supplies
01-253-000-0000-6405		25.00	tundra boot	1306991	Operating Supplies
01-253-000-0000-6405		13.78	gloves	1308888	Operating Supplies
01-253-000-0000-6405		6.49	shoe goo	1309009	Operating Supplies
01-253-000-0000-6405		22.02	valve, clamp, tools	1313399	Operating Supplies
01-253-000-0000-6405		4.66	strap, CVC cement	1313545	Operating Supplies
01-253-000-0000-6405		2.00	pvc	1313577	Operating Supplies
01-253-000-0000-6405		5.18	jig saw blades	1314043	Operating Supplies
01-253-000-0000-6405		11.99	28 inch boys single	1317022	Operating Supplies
01-253-000-0000-6405		7.99	insect repellent	1321085	Operating Supplies
01-253-000-0000-6405		38.48	pruners	1321599	Operating Supplies
01-253-000-0000-6405		41.19	painting supplies	1323955	Operating Supplies
01-253-000-0000-6405		4.49	painting supplies	1324248	Operating Supplies
01-253-000-0000-6405		6.39	masonry bit	1327259	Operating Supplies
2340 Hyytinen Hardware Hank		195.64	14 Transactions		
12927 Midwest Machinery Co.					
01-253-000-0000-6405		62.76-	dupe pay of inv. 1213320		Operating Supplies
01-253-000-0000-6405		68.51	repair Stihl chainsaw	1242479	Operating Supplies
01-253-000-0000-6405		261.62	grease, bulk hose, jack, pump	1269734	Operating Supplies
01-253-000-0000-6405		182.58-	Return fuel pump	1269798	Operating Supplies
01-253-000-0000-6405		80.70	chisel-blade	1278224	Operating Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
12927	Midwest Machinery Co.		165.49		5 Transactions	
10327	Northwestern MN Juvenile Ctr-Evaluation 01-253-000-0000-6204		448.00	Secure Detention 04/20/2016	W1600106	Juvenile Detention
10327	Northwestern MN Juvenile Ctr-Evaluation		448.00		04/21/2016 1 Transactions	
4010	Rasley Oil Company 01-253-000-0000-6511		515.88	May Gas	AITCOSHES	Gas And Oil
4010	Rasley Oil Company		515.88		1 Transactions	
4070	Riley Auto Supply 01-253-000-0000-6405		57.99	fuel pump STS	575009	Operating Supplies
4070	Riley Auto Supply		57.99		1 Transactions	
253	DEPT Total:		1,417.99	Aitkin Co Community Corrections	6 Vendors	23 Transactions
257	DEPT			Sobriety Court		
90361	Greater Midwest Insurance Agency Inc 01-257-022-0000-6406		300.00	Insurance Premium	Daniel A	Sobriety Crt Expenses
90361	Greater Midwest Insurance Agency Inc		300.00		1 Transactions	
11997	Minnesota Monitoring 01-257-022-0000-6406		127.50	Monitoring	2631	Sobriety Crt Expenses
11997	Minnesota Monitoring		127.50		1 Transactions	
257	DEPT Total:		427.50	Sobriety Court	2 Vendors	2 Transactions
280	DEPT			Emergency Management		
1570	Freedom Valu Centers, Inc 01-280-003-0000-6511		66.43	Gasoline March-May	9334	Gas & Oil
1570	Freedom Valu Centers, Inc		66.43		1 Transactions	
280	DEPT Total:		66.43	Emergency Management	1 Vendors	1 Transactions
391	DEPT			Solid Waste		
3255	Mn Counties Intergovernmental Trust 01-391-000-0000-6352		3.00	2015 Annual Auto Adjustment	276107	Insurance

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1 General Fund

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
3255	Mn Counties Intergovernmental Trust		3.00		1 Transactions	
391	DEPT Total:		3.00	Solid Waste	1 Vendors	1 Transactions
601	DEPT			Extension		
86235	The Office Shop Inc 01-601-000-0000-6405		15.58	clasp envelopes	285658-0	Office Supplies
86235	The Office Shop Inc		15.58		1 Transactions	
601	DEPT Total:		15.58	Extension	1 Vendors	1 Transactions
700	DEPT			Promotion,AEOA Tran,Airport,RC&D,Tou		
13995	Midwest Outdoors 01-700-909-0000-6800		300.00	main section ad-MN & Dakotas	7095	Tourism Miscellaneous
13995	Midwest Outdoors		300.00		1 Transactions	
700	DEPT Total:		300.00	Promotion,AEOA Tran,Airport,RC&D,T	1 Vendors	1 Transactions
711	DEPT			Economic Development		
13834	Minnesota Interactive Inc 01-711-000-0000-6303		3,712.70	Web diagnostic for small bus.	4090	Mcnight/Blandin Grant Expenses
13834	Minnesota Interactive Inc		3,712.70		1 Transactions	
711	DEPT Total:		3,712.70	Economic Development	1 Vendors	1 Transactions
1	Fund Total:		65,140.36	General Fund		201 Transactions

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3 Road & Bridge

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
301 DEPT			R&B Administration		
89541 Culligan					
03-301-000-0000-6400		49.00	WATER 060116	400952	Supplies And Materials
03-301-000-0000-6400		10.50	JUNE EQUIP RENTAL 053116	STMT	Supplies And Materials
89541 Culligan		59.50	2 Transactions		
3963 Quale/Michael J					
03-301-000-0000-6296		122.00	MN BOARD OF AELSLAGID C 060816	AELAEL00006868	Meeting Expense/Physicals
3963 Quale/Michael J		122.00	1 Transactions		
8491 Xerox Business Solutions LLC					
03-301-000-0000-6300		5,368.95	NEW ROADS 052016	1269813	Service Contracts
03-301-000-0000-6300		238.82	E TIME 052016	1269813	Service Contracts
8491 Xerox Business Solutions LLC		5,607.77	2 Transactions		
301 DEPT Total:		5,789.27	R&B Administration	3 Vendors	5 Transactions
302 DEPT			R&B Engineering/Construction		
1701 Forestry Suppliers Inc					
03-302-000-0000-6449		380.67	GUARDRAIL SPRAY 052616	896398-00	Rd/Br Engr. Supplies
1701 Forestry Suppliers Inc		380.67	1 Transactions		
2340 Hyytinen Hardware Hank					
03-302-000-0000-6449		21.93	ENGINEERING SUPPLIES 051716	1327271	Rd/Br Engr. Supplies
2340 Hyytinen Hardware Hank		21.93	1 Transactions		
86235 The Office Shop Inc					
03-302-000-0000-6449		1,498.00	PLANS FILING CABINET 060116	1004485-0	Rd/Br Engr. Supplies
86235 The Office Shop Inc		1,498.00	1 Transactions		
302 DEPT Total:		1,900.60	R&B Engineering/Construction	3 Vendors	3 Transactions
303 DEPT			R&B Highway Maintenance		
50 Aitkin Body Shop, Inc					
03-303-000-0000-6298		50.00	REPAIR LABOR 052416	7862	Shop Maintenance
03-303-000-0000-6298		84.00	INSTALL WINDSHIELD LABO 051716	812	Shop Maintenance
50 Aitkin Body Shop, Inc		134.00	2 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
170	Aitkin Motor Company 03-303-000-0000-6590		71.60	REPAIR PARTS 052616	11617	Repair & Maintenance Supplies
170	Aitkin Motor Company		71.60	1 Transactions		
195	Aitkin Tire Shop 03-303-000-0000-6590		498.64	TIRES 052516	0055893	Repair & Maintenance Supplies
	03-303-000-0000-6590		60.00	REPAIR LABOR 052516	0055893	Repair & Maintenance Supplies
	03-303-000-0000-6590		932.00	TIRES 052516	0055901	Repair & Maintenance Supplies
195	Aitkin Tire Shop		1,490.64	3 Transactions		
10452	AT&T Mobility 03-303-000-0000-6254		34.99	PAULS IPAD SVC 052516	287266104878X0	Utilities
10452	AT&T Mobility		34.99	1 Transactions		
86467	Auto Value Aitkin 03-303-000-0000-6298		29.94	AITKIN SHOP SUPPLIES 042716	40082009	Shop Maintenance
	03-303-000-0000-6590		13.99	REPAIR PARTS 042716	40082009	Repair & Maintenance Supplies
	03-303-000-0000-6590		64.99	REPAIR PARTS 042816	40082025	Repair & Maintenance Supplies
	03-303-000-0000-6590		9.46	FILTERS 051616	40083049	Repair & Maintenance Supplies
86467	Auto Value Aitkin		118.38	4 Transactions		
8544	Brock White Construction Materials 03-303-000-0000-6521		833.01	ROUTER RENTAL 060116	12669061-00	Maintenance Supplies
	03-303-000-0000-6521		833.00	ROUTER RENTAL 060116	12669061-00	Maintenance Supplies
8544	Brock White Construction Materials		1,666.01	2 Transactions		
7935	East Central Energy 03-303-000-0000-6254		165.36	APR-MAY POWER-MCGRATH 051316	70415419	Utilities
7935	East Central Energy		165.36	1 Transactions		
8622	Frontier 03-303-000-0000-6254		60.66	JACOBSON 052216	218-752-6591	Utilities
	03-303-000-0000-6254		60.66	MCGREGOR 052216	218-768-4481	Utilities
	03-303-000-0000-6254		60.66	PALISADE 052216	218-845-2607	Utilities
	03-303-000-0000-6254		60.66	MCGRATH 052216	320-592-3580	Utilities
8622	Frontier		242.64	4 Transactions		
13468	G & K Services 03-303-000-0000-6298		14.79	SHOP LAUNDRY 053016	1043489259	Shop Maintenance

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			
03-303-000-0000-6298	14.79	SHOP LAUNDRY 060616	1043494769	Shop Maintenance
13468 G & K Services	29.58	2 Transactions		
1754 Garrison Disposal Company, Inc				
03-303-000-0000-6254	20.00	ROAD CLEANUP 050516	573723	Utilities
03-303-000-0000-6254	25.00	ROAD CLEANUP 050916	573735	Utilities
03-303-000-0000-6254	15.00	ROAD CLEANUP 051916	573735	Utilities
03-303-000-0000-6254	48.00	ROAD CLEANUP 050916	573736	Utilities
03-303-000-0000-6254	48.00	ROAD CLEANUP 052016	676262	Utilities
03-303-000-0000-6254	30.00	ROAD CLEANUP 052016	676265	Utilities
03-303-000-0000-6254	12.00	ROAD CLEANUP 052516	676278	Utilities
03-303-000-0000-6254	158.69	MCGREGOR SHOP 053116	8222589	Utilities
1754 Garrison Disposal Company, Inc	356.69	8 Transactions		
1818 Glen's Sign Dezine				
03-303-000-0000-6590	60.00	TRUCK DECAL 052316	DECAL	Repair & Maintenance Supplies
03-303-000-0000-6590	60.00	TRUCK DECAL 052316	DECAL	Repair & Maintenance Supplies
1818 Glen's Sign Dezine	120.00	2 Transactions		
8844 H & R Construction Co				
03-303-000-0000-6516	2,600.00	6' POSTS 060216	4246	Signs & Posts
8844 H & R Construction Co	2,600.00	1 Transactions		
4641 Holiday Credit Office				
03-303-000-0000-6513	6.51-	FEDERAL TAX ADJUSTMENT 053116		Motor Fuel & Lubricants
03-303-000-0000-6513	1.07-	REBATE 053116		Motor Fuel & Lubricants
03-303-000-0000-6513	54.05	GASOLINE 052616	0-84056033	Motor Fuel & Lubricants
03-303-000-0000-6513	25.40	GASOLINE 050916	121211055	Motor Fuel & Lubricants
4641 Holiday Credit Office	71.87	4 Transactions		
2340 Hyytinen Hardware Hank				
03-303-000-0000-6298	5.98	AITKIN SHOP SUPPLIES 051016	1325593	Shop Maintenance
03-303-000-0000-6298	5.98	AITKIN SHOP SUPPLIES 051116	1325949	Shop Maintenance
2340 Hyytinen Hardware Hank	11.96	2 Transactions		
2763 J & H Transfer Station-Lakes Sanitary				
03-303-000-0000-6254	57.65	PALISADE 060116	2040	Utilities
03-303-000-0000-6254	93.89	AITKIN 060116	2042	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
	Amount			
2763 J & H Transfer Station-Lakes Sanitary				
	151.54		2 Transactions	
91187 Lake Country Power				
03-303-000-0000-6254	67.33	APR-MAY JACOBSON SHOP 060316	1400073000	Utilities
03-303-000-0000-6254	56.54	APR-MAY CSAH 14 052516	141979801	Utilities
03-303-000-0000-6254	53.70	APR-MAY CSAH 6 052516	141979901	Utilities
91187 Lake Country Power	177.57		3 Transactions	
11407 Lightning Motor Sports				
03-303-000-0000-6590	34.95	REPAIR PARTS 060216	14643	Repair & Maintenance Supplies
11407 Lightning Motor Sports	34.95		1 Transactions	
2991 Malmo Market				
03-303-000-0000-6513	26.59	GASOLINE 053116	25522	Motor Fuel & Lubricants
03-303-000-0000-6513	21.58	GASOLINE 050216	33839	Motor Fuel & Lubricants
03-303-000-0000-6513	36.68	GASOLINE 050916	35436	Motor Fuel & Lubricants
03-303-000-0000-6513	35.58	GASOLINE 050916	35529	Motor Fuel & Lubricants
03-303-000-0000-6513	42.89	GASOLINE 051316	36196	Motor Fuel & Lubricants
03-303-000-0000-6513	24.92	GASOLINE 051616	37205	Motor Fuel & Lubricants
03-303-000-0000-6513	38.12	GASOLINE 052516	39514	Motor Fuel & Lubricants
03-303-000-0000-6513	61.64	GASOLINE 052616	39745	Motor Fuel & Lubricants
03-303-000-0000-6513	48.77	GASOLINE 052616	39774	Motor Fuel & Lubricants
2991 Malmo Market	336.77		9 Transactions	
10824 Maney International Inc				
03-303-000-0000-6590	354.00	REPAIR LABOR 052616	157111	Repair & Maintenance Supplies
03-303-000-0000-6590	1,781.21	REPAIR PARTS 052616	157111	Repair & Maintenance Supplies
03-303-000-0000-6590	86.96	REPAIR PARTS 052316	726123	Repair & Maintenance Supplies
03-303-000-0000-6590	80.61	REPAIR PARTS 060116	726671	Repair & Maintenance Supplies
03-303-000-0000-6590	166.60	REPAIR PARTS 060716	727424	Repair & Maintenance Supplies
10824 Maney International Inc	2,469.38		5 Transactions	
3100 McGregor Oil				
03-303-000-0000-6513	8.70-	DISCOUNT 053116		Motor Fuel & Lubricants
03-303-000-0000-6513	36.41	GASOLINE 050416	55110	Motor Fuel & Lubricants
03-303-000-0000-6513	58.82	GASOLINE 050516	55111	Motor Fuel & Lubricants
03-303-000-0000-6513	45.58	GASOLINE 051116	55112	Motor Fuel & Lubricants
03-303-000-0000-6513	30.27	GASOLINE 051116	55113	Motor Fuel & Lubricants
03-303-000-0000-6513	30.11	GASOLINE 051216	55114	Motor Fuel & Lubricants

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6513		GASOLINE 051916	55115	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE 052316	55118	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE 052616	55119	Motor Fuel & Lubricants
3100	McGregor Oil				9 Transactions
6141	MCGREGOR PEARCE, LLC				
	03-303-000-0000-6298	500.00	MOLD TESTING 060316		Shop Maintenance
6141	MCGREGOR PEARCE, LLC				1 Transactions
12927	Midwest Machinery Co.				
	03-303-000-0000-6590	26.40	REPAIR PARTS 051616	1262765	Repair & Maintenance Supplies
	03-303-000-0000-6590	26.40	REPAIR PARTS 051616	1262765	Repair & Maintenance Supplies
	03-303-000-0000-6590	26.40	REPAIR PARTS 051616	1262765	Repair & Maintenance Supplies
12927	Midwest Machinery Co.				3 Transactions
9692	Minnesota Energy Resources Corporation				
	03-303-000-0000-6297	76.75	NAT GAS: AITKIN SHOP 060316	APR-MAY	Shop Fuel
9692	Minnesota Energy Resources Corporation				1 Transactions
13503	Minnesota Petroleum Service				
	03-303-000-0000-6298	235.50	ANNUAL TESTING 052716	117198	Shop Maintenance
13503	Minnesota Petroleum Service				1 Transactions
3255	Mn Counties Intergovernmental Trust				
	03-303-000-0000-6590	232.00-	2015 Annual Auto Adjustment	276107	Repair & Maintenance Supplies
3255	Mn Counties Intergovernmental Trust				1 Transactions
8287	Mn Dept Of Labor & Industry				
	03-303-000-0000-6298	10.00	PRESSURE VESSEL 060116	ABR0141662I	Shop Maintenance
8287	Mn Dept Of Labor & Industry				1 Transactions
10701	Northern Safety Technology Inc				
	03-303-000-0000-6590	257.62	REPAIR PARTS 052616	41322	Repair & Maintenance Supplies
10701	Northern Safety Technology Inc				1 Transactions
8436	Northland Parts				
	03-303-000-0000-6298	12.69	MCGREGOR SHOP SUPPLIES 051616	320907	Shop Maintenance
8436	Northland Parts				1 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10720	Nuss Truck & Equipment 03-303-000-0000-6590		335.11	REPAIR PARTS 052716	3152194P	Repair & Maintenance Supplies
	03-303-000-0000-6590		1,410.83	REPAIR PARTS 060316	3152372P	Repair & Maintenance Supplies
10720	Nuss Truck & Equipment		1,745.94	2 Transactions		
3760	Palisade Cooperative Oil Assoc 03-303-000-0000-6513		28.28	GASOLINE 050516	336840	Motor Fuel & Lubricants
	03-303-000-0000-6513		25.55	GASOLINE 051116	337327	Motor Fuel & Lubricants
	03-303-000-0000-6513		33.04	GASOLINE 052316	338288	Motor Fuel & Lubricants
	03-303-000-0000-6513		14.56	GASOLINE 052416	338410	Motor Fuel & Lubricants
3760	Palisade Cooperative Oil Assoc		101.43	4 Transactions		
10128	Peterson Towing Company 03-303-000-0000-6590		575.00	TOWING 052016	36553	Repair & Maintenance Supplies
10128	Peterson Towing Company		575.00	1 Transactions		
4010	Rasley Oil Company					
	03-303-000-0000-6513		22.60	GASOLINE 050216	57295	Motor Fuel & Lubricants
	03-303-000-0000-6513		8.59	GASOLINE 050216	57296	Motor Fuel & Lubricants
	03-303-000-0000-6513		34.40	GASOLINE 050316	57345	Motor Fuel & Lubricants
	03-303-000-0000-6513		32.66	GASOLINE 050316	57348	Motor Fuel & Lubricants
	03-303-000-0000-6513		54.76	GASOLINE 050316	57362	Motor Fuel & Lubricants
	03-303-000-0000-6513		26.63	GASOLINE 050416	57401	Motor Fuel & Lubricants
	03-303-000-0000-6513		27.96	GASOLINE 050416	57416	Motor Fuel & Lubricants
	03-303-000-0000-6513		48.80	GASOLINE 050516	57450	Motor Fuel & Lubricants
	03-303-000-0000-6513		31.48	GASOLINE 050616	57506	Motor Fuel & Lubricants
	03-303-000-0000-6513		45.62	GASOLINE 050616	57540	Motor Fuel & Lubricants
	03-303-000-0000-6513		49.19	GASOLINE 050916	57634	Motor Fuel & Lubricants
	03-303-000-0000-6513		51.65	GASOLINE 050916	57643	Motor Fuel & Lubricants
	03-303-000-0000-6513		60.63	GASOLINE 051016	57681	Motor Fuel & Lubricants
	03-303-000-0000-6513		36.95	GASOLINE 051116	57730	Motor Fuel & Lubricants
	03-303-000-0000-6513		37.74	GASOLINE 051216	57765	Motor Fuel & Lubricants
	03-303-000-0000-6513		20.59	GASOLINE 051616	57918	Motor Fuel & Lubricants
	03-303-000-0000-6513		38.99	GASOLINE 051616	57920	Motor Fuel & Lubricants
	03-303-000-0000-6513		27.25	GASOLINE 051616	57922	Motor Fuel & Lubricants
	03-303-000-0000-6513		46.21	GASOLINE 051616	57943	Motor Fuel & Lubricants
	03-303-000-0000-6513		36.60	GASOLINE 051616	57952	Motor Fuel & Lubricants
	03-303-000-0000-6513		50.58	GASOLINE 051716	58026	Motor Fuel & Lubricants
	03-303-000-0000-6513		39.32	GASOLINE 051816	58055	Motor Fuel & Lubricants

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03-303-000-0000-6513		GASOLINE 051816	58056	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 051816	58061	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 051916	58118	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 052016	58204	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 052316	58273	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 052316	58274	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 052516	58383	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 052516	58388	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 052516	58389	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 052516	58403	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 052616	58430	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 052716	58518	Motor Fuel & Lubricants
4010 Rasley Oil Company	1,395.53			
		34 Transactions		
4070 Riley Auto Supply				
03-303-000-0000-6590	12.98	REPAIR PARTS 050216	574038	Repair & Maintenance Supplies
03-303-000-0000-6298	50.34	SWATARA SHOP SUPPLIES 050516	574198	Shop Maintenance
03-303-000-0000-6298	50.35	JACOBSON SHOP SUPPLIES 050516	574198	Shop Maintenance
03-303-000-0000-6298	50.35	MCGRATH SHOP SUPPLIES 050516	574198	Shop Maintenance
03-303-000-0000-6298	50.35	MCGREGOR SHOP SUPPLIES 050516	574198	Shop Maintenance
03-303-000-0000-6298	50.35	PALISADE SHOP SUPPLIES 050516	574198	Shop Maintenance
03-303-000-0000-6298	19.99	AITKIN SHOP SUPPLIES 050516	574199	Shop Maintenance
03-303-000-0000-6590	256.64	REPAIR PARTS 050616	574236	Repair & Maintenance Supplies
03-303-000-0000-6298	57.99	PALISADE SHOP SUPPLIES 050916	574321	Shop Maintenance
03-303-000-0000-6590	105.99	REPAIR PARTS 051016	574359	Repair & Maintenance Supplies
03-303-000-0000-6298	34.58	AITKIN SHOP SUPPLIES 051216	574449	Shop Maintenance
03-303-000-0000-6590	64.11	REPAIR PARTS 051916	574753	Repair & Maintenance Supplies
03-303-000-0000-6590	53.96	REPAIR PARTS 052316	574887	Repair & Maintenance Supplies
03-303-000-0000-6590	31.95	REPAIR PARTS 052316	574906	Repair & Maintenance Supplies
03-303-000-0000-6590	47.50	REPAIR PARTS 052516	575015	Repair & Maintenance Supplies
03-303-000-0000-6590	87.99	REPAIR PARTS 052616	575087	Repair & Maintenance Supplies
03-303-000-0000-6590	5.00	REPAIR PARTS 052716	575131	Repair & Maintenance Supplies
4070 Riley Auto Supply	1,030.42			
		17 Transactions		
4711 Sunnys Citgo				
03-303-000-0000-6513	49.30	GASOLINE 051716	1011907	Motor Fuel & Lubricants
03-303-000-0000-6513	45.01	GASOLINE 050916	1018404	Motor Fuel & Lubricants
03-303-000-0000-6513	35.57	GASOLINE 053116	1018915	Motor Fuel & Lubricants

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Vendor Name	<u>Rpt</u>	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
4711 Sunnys Citgo		129.88	3 Transactions	
90805 Temco				
03-303-000-0000-6590	9.00	REPAIR PARTS 053116	20097	Repair & Maintenance Supplies
90805 Temco		9.00	1 Transactions	
7758 Traffic Marking Service Inc.				
03-303-000-0000-6514	299.04	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	800.06	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	1,183.39	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	1,013.33	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	112.56	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	424.96	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	679.06	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	1,387.34	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	1,062.68	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	98.66	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	72.87	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	318.99	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	893.80	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	301.44	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	1,125.16	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	4,264.00	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	1,625.76	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	6,021.20	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	318.76	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	1,760.48	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	929.00	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	1,018.00	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	1,024.88	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	2,034.28	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	339.36	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	1,045.68	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	598.40	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	1,178.64	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	441.20	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	133.90	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	427.31	PAVEMENT MARKING 052516	8362	Pavement Striping
03-303-000-0000-6514	76.19	PAVEMENT MARKING 052516	8362	Pavement Striping

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6514		PAVEMENT MARKING 052516	8362	Pavement Striping
	03-303-000-0000-6514		PAVEMENT MARKING 052516	8362	Pavement Striping
	03-303-000-0000-6514		PAVEMENT MARKING 052516	8362	Pavement Striping
	03-303-000-0000-6514		PAVEMENT MARKING 052516	8362	Pavement Striping
	03-303-000-0000-6514		PAVEMENT MARKING 052516	8362	Pavement Striping
	03-303-000-0000-6514		PAVEMENT MARKING 052516	8362	Pavement Striping
	03-303-000-0000-6514		PAVEMENT MARKING 052516	8362	Pavement Striping
	03-303-000-0000-6514		PAVEMENT MARKING 052516	8362	Pavement Striping
	03-303-000-0000-6514		PAVEMENT MARKING 052516	8362	Pavement Striping
	03-303-000-0000-6514		PAVEMENT MARKING 052516	8362	Pavement Striping
	03-303-000-0000-6514		PAVEMENT MARKING 052516	8362	Pavement Striping
	03-303-000-0000-6514		PAVEMENT MARKING 052516	8362	Pavement Striping
	03-303-000-0000-6514		PAVEMENT MARKING 052516	8362	Pavement Striping
7758	Traffic Marking Service Inc.		43 Transactions		
		34,404.86			
8671	Village Laundromat & Car Wash, Inc				
	03-303-000-0000-6298		RAGS 051816	841484	Shop Maintenance
		16.00			
8671	Village Laundromat & Car Wash, Inc		1 Transactions		
		16.00			
8605	Wayne's Sanitation Llc				
	03-303-000-0000-6254		GARBAGE: MCGRATH 050516	260029	Utilities
		26.25			
8605	Wayne's Sanitation Llc		1 Transactions		
		26.25			
5293	Zep Sales & Service				
	03-303-000-0000-6298		AITKIN SHOP SUPPLIES 052716	90022722006	Shop Maintenance
		119.94			
5293	Zep Sales & Service		1 Transactions		
		119.94			
303	DEPT Total:		R&B Highway Maintenance	39 Vendors	184 Transactions
		51,112.78			
307	DEPT		R&B Capital Infrastructure		
10285	Duluth Archaeology Center				
	03-307-000-0000-6260		ADMIN/FIELD WORK 052616	2016-19	Professional Services
		3,843.82			
10285	Duluth Archaeology Center		1 Transactions		
		3,843.82			
14035	Saint Louis County Public Works Dept.				
	03-307-000-0000-6262		MULTI CO STRIPING AGRMT 060216	143078	Contract Payments
		5,775.20			
14035	Saint Louis County Public Works Dept.		1 Transactions		
		5,775.20			
307	DEPT Total:		R&B Capital Infrastructure	2 Vendors	2 Transactions
		9,619.02			

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3 Road & Bridge

<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>
3 Fund Total:		68,421.67	Road & Bridge		194 Transactions

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 9 State

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			Undesignated		
	4580 Mn Dept Of Finance					
	09-000-000-0000-2030		375.00	May marriage license fees		State Fees, Assessments & Surcharges
	4580 Mn Dept Of Finance		375.00	1 Transactions		
0	DEPT Total:		375.00	Undesignated	1 Vendors	1 Transactions
9	Fund Total:		375.00	State		1 Transactions

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10 Trust

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
900	DEPT			Timber Permit Bonds		
14037	Park Falls Hardwood 10-900-000-0000-2300		894.83	timber permit bnd refund R2064	13289	Timber Permit Bonds
14037	Park Falls Hardwood		894.83	1 Transactions		
900	DEPT Total:		894.83	Timber Permit Bonds	1 Vendors	1 Transactions
921	DEPT			Co. Development		
11324	Otto's Lawn Care Llc 10-921-000-0000-6231		149.64	mow round lake swim beach 05/04/2016 05/25/2016	3918	Services, Labor, Contracts
11324	Otto's Lawn Care Llc		149.64	1 Transactions		
921	DEPT Total:		149.64	Co. Development	1 Vendors	1 Transactions
923	DEPT			Forfeited Tax Sales		
170	Aitkin Motor Company 10-923-000-0000-6590		515.03	2 Tires	9136	Repair & Maintenance Supplies
170	Aitkin Motor Company		515.03	1 Transactions		
13725	Beartooth True Value 10-923-000-0000-6590		17.97	Seed	B12126	Repair & Maintenance Supplies
13725	Beartooth True Value		17.97	1 Transactions		
4641	Holiday Credit Office 10-923-000-0000-6511		597.05	May billing	1400000134961	Gas And Oil
4641	Holiday Credit Office		597.05	1 Transactions		
2991	Malmo Market 10-923-000-0000-6511		118.58	may gas bills		Gas And Oil
2991	Malmo Market		118.58	1 Transactions		
3100	McGregor Oil 10-923-000-0000-6511		162.34	may gas bills	AITKINLA	Gas And Oil
3100	McGregor Oil		162.34	1 Transactions		
3255	Mn Counties Intergovernmental Trust 10-923-000-0000-6352		127.00	2015 Annual Auto Adjustment	276107	Insurance

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3255	Mn Counties Intergovernmental Trust		127.00		1 Transactions	
3951	Pro West & Associates, Inc 10-923-000-0000-6231		1,000.00	TSM User group maintenance	000562-1	Services, Labor, Contracts
3951	Pro West & Associates, Inc		1,000.00		1 Transactions	
4010	Rasley Oil Company 10-923-000-0000-6511		1,184.77	MAY GAS	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company		1,184.77		1 Transactions	
4711	Sunnys Citgo 10-923-000-0000-6511		73.04	Fuel	1016508	Gas And Oil
4711	Sunnys Citgo		73.04		1 Transactions	
86235	The Office Shop Inc 10-923-000-0000-6405		1.55	hole reinforcers	1006105-0	Office Supplies
	10-923-000-0000-6406		12.99	GPS screen protectors	285663-0	Field Supplies
86235	The Office Shop Inc		14.54		2 Transactions	
10930	Tidholm Productions 10-923-000-0000-6405		53.95	timber appraisal cards	84935746	Office Supplies
10930	Tidholm Productions		53.95		1 Transactions	
13934	Tire Barn 10-923-000-0000-6590		874.91	brakes	34498	Repair & Maintenance Supplies
	10-923-000-0000-6590		43.35	LOF	34580	Repair & Maintenance Supplies
	10-923-000-0000-6590		1,550.19	trailer brakes and tires	34590	Repair & Maintenance Supplies
13934	Tire Barn		2,468.45		3 Transactions	
923	DEPT Total:		6,332.72	Forfeited Tax Sales	12 Vendors	15 Transactions
10	Fund Total:		7,377.19	Trust		17 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
924	DEPT			Forest Resource		
86467	Auto Value Aitkin 11-924-000-0000-6406		9.98	battery	40082290	Field Supplies
	11-924-000-0000-6406		91.57	charger	40083396	Field Supplies
86467	Auto Value Aitkin		101.55		2 Transactions	
13602	Hughley/Josh 11-924-000-0000-6231		540.00	12 beaver removal	N Soo Line	Services, Labor, Contracts
13602	Hughley/Josh		540.00		1 Transactions	
13403	Siggy's Small Engine Repair 11-924-000-0000-6590		277.29	repair 1999 Yamaha ATV	6/7/16	Repair & Maintenance Supplies
13403	Siggy's Small Engine Repair		277.29		1 Transactions	
924	DEPT Total:		918.84	Forest Resource	3 Vendors	4 Transactions
925	DEPT			Reforestation		
10083	Cedarbrook Lumber Comp 11-925-000-0000-6406		307.40	5x6x8 treated	77415	Field Supplies
10083	Cedarbrook Lumber Comp		307.40		1 Transactions	
13602	Hughley/Josh 11-925-000-0000-6231		30.00	1 beaver removal	S Soo Line	Services, Labor, Contracts
13602	Hughley/Josh		30.00		1 Transactions	
8436	Northland Parts 11-925-000-0000-6590		13.69	fuel filter	321462	Repair & Maintenance Supplies
8436	Northland Parts		13.69		1 Transactions	
4425	Shirts Plus 11-925-000-0000-6406		486.60	safety shirts for employees	404	Field Supplies
4425	Shirts Plus		486.60		1 Transactions	
12788	Timmer Implement of Aitkin 11-925-000-0000-6590		117.60	recharge air conditioning	WA01510	Repair & Maintenance Supplies
12788	Timmer Implement of Aitkin		117.60		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
925	DEPT Total:		955.29	Reforestation	5 Vendors	5 Transactions
935	DEPT			Forest Road		
657	Aitkin Glass Service 11-935-000-0000-6590		247.36	grader door glass	12357	Repair & Maintenance Supplies
657	Aitkin Glass Service		247.36		1 Transactions	
195	Aitkin Tire Shop 11-935-000-0000-6590		15.00	tire repair	55904	Repair & Maintenance Supplies
	11-935-000-0000-6590		180.00	6 grader tire disposal	55921	Repair & Maintenance Supplies
195	Aitkin Tire Shop		195.00		2 Transactions	
86467	Auto Value Aitkin 11-935-000-0000-6590		29.98	solderless term	40081894	Repair & Maintenance Supplies
	11-935-000-0000-6590		95.38	super trac 303 pail-hydro oil	40082536	Repair & Maintenance Supplies
	11-935-000-0000-6590		45.99	super trac 303 pail-hydro oil	40082565	Repair & Maintenance Supplies
	11-935-000-0000-6590		19.96	80Wx90 oil	40082583	Repair & Maintenance Supplies
	11-935-000-0000-6590		73.52	supplies	40082781	Repair & Maintenance Supplies
	11-935-000-0000-6590		1.77	nut-mower	40083507	Repair & Maintenance Supplies
86467	Auto Value Aitkin		266.60		6 Transactions	
2340	Hyytinen Hardware Hank 11-935-000-0000-6406		3.30	screw	1324542	Field Supplies
	11-935-000-0000-6406		37.88	electric,hose,cable ties	1324798	Field Supplies
2340	Hyytinen Hardware Hank		41.18		2 Transactions	
13965	Nuss Truck & Equipment 11-935-000-0000-6590		14,188.84	repair Volvo	632811	Repair & Maintenance Supplies
13965	Nuss Truck & Equipment		14,188.84		1 Transactions	
3760	Palisade Cooperative Oil Assoc 11-935-000-0000-6511		744.24	May Grader gas	ACPARKS	Gas And Oil
3760	Palisade Cooperative Oil Assoc		744.24		1 Transactions	
4010	Rasley Oil Company 11-935-000-0000-6511		229.57	MAY GAS	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company		229.57		1 Transactions	
4070	Riley Auto Supply					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		11-935-000-0000-6590		259.04	hose fittings		574122		Repair & Maintenance Supplies	
		11-935-000-0000-6590		9.00	o rings		574123		Repair & Maintenance Supplies	
		11-935-000-0000-6590		157.00	fittings		574132		Repair & Maintenance Supplies	
4070	Riley Auto Supply			425.04		3 Transactions				
90805	Temco									
		11-935-000-0000-6590		130.00	remove broken stud in motor		20007		Repair & Maintenance Supplies	
		11-935-000-0000-6590		289.84	fabricate flat bar hitch-tract		20011		Repair & Maintenance Supplies	
90805	Temco			419.84		2 Transactions				
12788	Timmer Implement of Aitkin									
		11-935-000-0000-6590		24.88	outlet sock		IA 06702		Repair & Maintenance Supplies	
		11-935-000-0000-6590		18.00	fuel filter		IA06700		Repair & Maintenance Supplies	
12788	Timmer Implement of Aitkin			42.88		2 Transactions				
5109	Westerlund Brothers Gravel									
		11-935-000-0000-6330		280.00	haul grader home		70916		Transportation & Travel	
5109	Westerlund Brothers Gravel			280.00		1 Transactions				
935	DEPT Total:			17,080.55	Forest Road		11 Vendors			22 Transactions
11	Fund Total:			18,954.68	Forest Development					31 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		
88430	Aitkin County Fair Board 19-521-000-0000-6230		125.00	Fair booth rental		Printing, Publ & Adv Promotion
88430	Aitkin County Fair Board		125.00		1 Transactions	
86222	Aitkin Independent Age 19-521-000-0000-6405		34.00	Subscription	1081	Office & Computer Supplies
86222	Aitkin Independent Age		34.00		1 Transactions	
11419	Beaudry Propane 19-521-000-0000-6254		234.78	Propane-Director Residence	412247	Utilities
	19-521-000-0000-6254		367.25	Propane-Dining Hall	412248	Utilities
	19-521-000-0000-6254		283.23	Propane-Instr.Residence	412249	Utilities
11419	Beaudry Propane		885.26		3 Transactions	
783	Canon Financial Services, Inc 19-521-000-0000-6231		126.47	Contract charges-020	16142716	Services, Labor, Contracts
783	Canon Financial Services, Inc		126.47		1 Transactions	
943	Cook Logging 19-521-000-0000-6254		9,196.00	Firewood 96.8@\$95.00/cord	6/7/16	Utilities
943	Cook Logging		9,196.00		1 Transactions	
2763	J & H Transfer Station-Lakes Sanitary 19-521-000-0000-6255		92.38	June garbage service	105636	Garbage
2763	J & H Transfer Station-Lakes Sanitary		92.38		1 Transactions	
3284	Minnesota Department Of Health 19-521-000-0000-6240		35.00	Statewide hospitality fee	655843	Dues/Assoc Fees
3284	Minnesota Department Of Health		35.00		1 Transactions	
3255	Mn Counties Intergovernmental Trust 19-521-000-0000-6352		20.00	2015 Annual Auto Adjustment	276107	Insurance
3255	Mn Counties Intergovernmental Trust		20.00		1 Transactions	
521	DEPT Total:		10,514.11	LLCC Administration	8 Vendors	10 Transactions
522	DEPT			LLCC Education		
10104	Isanti Intermediate School					

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
	19-522-000-0000-6820		115.84	refund overpayment	5/26/16	Refunds & Reimbursements
10104	Isanti Intermediate School		115.84	1 Transactions		
522	DEPT Total:		115.84	LLCC Education	1 Vendors	1 Transactions
523	DEPT			LLCC Food		
5662	McGregor Dairy, Inc 19-523-000-0000-6418		284.29	Groceries	25421	Groceries-Students
5662	McGregor Dairy, Inc		284.29	1 Transactions		
4761	Sysco Minnesota Inc 19-523-000-0000-6418		1,041.34	Groceries	605050573	Groceries-Students
	19-523-000-0000-6418		613.15	Groceries	605120679	Groceries-Students
	19-523-000-0000-6420		84.24	Supplies	605120679	Food Service Supplies
4761	Sysco Minnesota Inc		1,738.73	3 Transactions		
4968	Upper Lakes Foods, Inc 19-523-000-0000-6418		1,292.64	Groceries	711426-00	Groceries-Students
	19-523-000-0000-6418		1,063.36	Groceries	715103-00	Groceries-Students
	19-523-000-0000-6420		186.57	Supplies	715103-00	Food Service Supplies
4968	Upper Lakes Foods, Inc		2,542.57	3 Transactions		
523	DEPT Total:		4,565.59	LLCC Food	3 Vendors	7 Transactions
524	DEPT			LLCC Maintenance		
86467	Auto Value Aitkin 19-524-000-0000-6302		18.00	core return	40077501	Vehicle Maintenance
	19-524-000-0000-6590		27.98	air handler parts	40083663	Repair & Maintenance Supplies
86467	Auto Value Aitkin		9.98	2 Transactions		
9600	Batteries Plus 19-524-000-0000-6590		53.97	Back-up batteries	035-309158	Repair & Maintenance Supplies
9600	Batteries Plus		53.97	1 Transactions		
88628	Dalco 19-524-000-0000-6422		27.00	shipping credit for inv3017798	3017798	Janitorial Services/Supplies
	19-524-000-0000-6422		85.81	can liners, paper towel	3030570	Janitorial Services/Supplies

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 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
88628	Dalco		112.81	2 Transactions	
524	DEPT Total:		176.76	LLCC Maintenance	3 Vendors 5 Transactions
19	Fund Total:		15,372.30	Long Lake Conservation Center	23 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
520	DEPT			Parks		
7628	AI's Welding & Sandblasting 21-520-000-0000-6590		295.54	repair spring shackles	9533	Repair & Maintenance Supplies
7628	AI's Welding & Sandblasting		295.54	1 Transactions		
86467	Auto Value Aitkin 21-520-000-0000-6406		33.99	squeegee	40081894	Field Supplies
	21-520-000-0000-6406		29.99	welding coat	40083508	Field Supplies
86467	Auto Value Aitkin		63.98	2 Transactions		
13725	Beartooth True Value 21-520-000-0000-6590		26.99	rake	A6259	Repair & Maintenance Supplies
	21-520-000-0000-6590		73.38	battery, shovel, rubber straps	B12687	Repair & Maintenance Supplies
	21-520-000-0000-6590		5.99	non skid additive	B12724	Repair & Maintenance Supplies
	21-520-000-0000-6590		16.98	hangers	B13644	Repair & Maintenance Supplies
	21-520-000-0000-6590		25.02	hardware, tiedown	B13834	Repair & Maintenance Supplies
	21-520-000-0000-6590		36.26	tarp,apron,pouch	B14405	Repair & Maintenance Supplies
13725	Beartooth True Value		184.62	6 Transactions		
9625	Blind Lake ATV Club 21-520-000-0000-6802		1,595.13	Blind Lake ATV reimbursement	5/7-5/30	Trail Grants-State
9625	Blind Lake ATV Club		1,595.13	1 Transactions		
10083	Cedarbrook Lumber Comp 21-520-000-0000-6406		16.99	2x12x10 treated	77580	Field Supplies
	21-520-000-0000-6406		1,150.97	Bldg for ATV washing station	77822	Field Supplies
10083	Cedarbrook Lumber Comp		1,167.96	2 Transactions		
12124	Crow Wing Construction & Management 21-520-000-0000-6231		3,640.00	finishing shower bldg work	1277	Services, Labor, Contracts
12124	Crow Wing Construction & Management		3,640.00	1 Transactions		
10618	Erik's Lawn Service 21-520-000-0000-6231		975.00	mow snake river campground 05/01/2016 05/29/2016	3734	Services, Labor, Contracts
	21-520-000-0000-6231		800.00	mow Berglund Park 05/01/2016 05/29/2016	3734	Services, Labor, Contracts
	21-520-000-0000-6231		475.00	mow Jacob.park & wayside 05/01/2016 05/29/2016	3734	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
	21-520-000-0000-6231		475.00	mow Aitkin Campground 05/01/2016 05/29/2016	3734	Services, Labor, Contracts
10618	Erik's Lawn Service		2,725.00		4 Transactions	
1829	Goble's Sewer Service Inc. 21-520-000-0000-6231		135.00	pump RV dump station-Aitkin	829	Services, Labor, Contracts
	21-520-000-0000-6231		435.00	Berglund Park jetting service	902	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.		570.00		2 Transactions	
7525	Hometown Bldg Supply 21-520-000-0000-6590		45.00	Forklift rental to remove sign	87225	Repair & Maintenance Supplies
7525	Hometown Bldg Supply		45.00		1 Transactions	
2340	Hyytinen Hardware Hank 21-520-000-0000-6406		123.95	kay, wader	1323737	Field Supplies
	21-520-000-0000-6406		33.43	thinner,cement,key	1323867	Field Supplies
	21-520-000-0000-6406		155.60	stepladder	1325936	Field Supplies
	21-520-000-0000-6406		55.70	spring,hinges,drive set	1326013	Field Supplies
	21-520-000-0000-6406		70.69	paint,cleaning supplies	1326308	Field Supplies
	21-520-000-0000-6406		49.93	sanitizer, off	1328771	Field Supplies
2340	Hyytinen Hardware Hank		489.30		6 Transactions	
2763	J & H Transfer Station-Lakes Sanitary 21-520-000-0000-6254		76.05	Aitkin Park garbage service	105694	Utilities
	21-520-000-0000-6254		75.00	shop garbage service	105706	Utilities
2763	J & H Transfer Station-Lakes Sanitary		151.05		2 Transactions	
12927	Midwest Machinery Co. 21-520-000-0000-6590		3.53	cap for mower	1269570	Repair & Maintenance Supplies
12927	Midwest Machinery Co.		3.53		1 Transactions	
10337	Mille Lacs Driftskippers 21-520-000-0000-6802		3,758.00	SOUTH SOO		Trail Grants-State
	21-520-000-0000-6802		4,333.43	TRAIL WORK	3/24-5/24	Trail Grants-State
	21-520-000-0000-6802		2,262.80	SPECIAL WORK	4/3-5/6	Trail Grants-State
10337	Mille Lacs Driftskippers		10,354.23		3 Transactions	
9692	Minnesota Energy Resources Corporation 21-520-000-0000-6254		81.65	heating gas for shop	0502544561	Utilities

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
9692	Minnesota Energy Resources Corporation		81.65		1 Transactions	
8287	Mn Dept Of Labor & Industry 21-520-000-0000-6231		10.00	pressure vessel license	ABR01416021	Services, Labor, Contracts
8287	Mn Dept Of Labor & Industry		10.00		1 Transactions	
12182	Northwoods Quads 21-520-000-0000-6802		1,883.95	Hill City Connector	2/2-6/2	Trail Grants-State
	21-520-000-0000-6802		455.02	Rabey LIne	4/28/16	Trail Grants-State
	21-520-000-0000-6802		164.88	Moose River Connector	5/30/16	Trail Grants-State
12182	Northwoods Quads		2,503.85		3 Transactions	
4070	Riley Auto Supply 21-520-000-0000-6590		10.00	electric tape	275211	Repair & Maintenance Supplies
	21-520-000-0000-6590		8.00	treadlock	574742	Repair & Maintenance Supplies
	21-520-000-0000-6590		2.89	cleaner	574743	Repair & Maintenance Supplies
	21-520-000-0000-6590		4.50	lashing ring	574935	Repair & Maintenance Supplies
	21-520-000-0000-6590		1.29	snap ring	575189	Repair & Maintenance Supplies
	21-520-000-0000-6590		2.58	snap ring	575192	Repair & Maintenance Supplies
4070	Riley Auto Supply		29.26		6 Transactions	
3512	Ritter Sewer & Excavating, Inc 21-520-000-0000-6231		2,100.00	removal of outhouse bldg	9036	Services, Labor, Contracts
3512	Ritter Sewer & Excavating, Inc		2,100.00		1 Transactions	
12718	Up North Riders 21-520-000-0000-6802		2,268.00	Special Lawler ATV		Trail Grants-State
	21-520-000-0000-6802		2,667.25	Lawler ATV reimb.	may billings	Trail Grants-State
12718	Up North Riders		4,935.25		2 Transactions	
520	DEPT Total:		30,945.35	Parks	19 Vendors	46 Transactions
21	Fund Total:		30,945.35	Parks		46 Transactions
	Final Total:		206,586.55	240 Vendors	513 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	65,140.36	General Fund	
	3	68,421.67	Road & Bridge	
	9	375.00	State	
	10	7,377.19	Trust	
	11	18,954.68	Forest Development	
	19	15,372.30	Long Lake Conservation Center	
	21	30,945.35	Parks	
	All Funds	206,586.55	Total	Approved by,
			
			

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Aitkin County

WARRANT REGISTER



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May

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
1481	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 1481 Total	112,507.10	May BCBS Nexben Premium Date 5/3/16	01-044-000-0000-6150		0
1482	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 1482 Total	279.85	CLAIMS PAID Date 5/4/16	01-044-904-0000-6360	38190594 5/2/16	0 5/2/16
1483	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431					
		Warrant # 1483 Total	72,508.67	APRIL MTG REG ADJUSTMENT APRIL DEED TAX ADJUSTMENT APRIL DEED TAX APRIL MTG REG Date 5/4/16	01-040-000-0000-5081 01-042-000-0000-5079 09-000-000-0000-2025 09-000-000-0000-2026		0 0 0 0
1489	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431					
			175.00	Summer seminar Reg.- Moore	01-043-000-0000-6208		0
			209.48	walmart- TVx2	01-252-252-0000-6405		0
			50.88	Coffee for STS crew	01-253-000-0000-6405		0
			94.06	MCH- Lodging Int Strategies	05-400-430-0408-6332		0
			105.74	Digital Download- Magical mome	05-400-430-0408-6406		0
			32.47	C5540 Wireless Headset- Plantr	05-400-440-0410-6450		0
			29.51	CS55/HL10 Headset- Plantronics	05-400-440-0410-6450		0
			69.02	C5540 Wireless Headset- Plantr	05-420-600-4800-6450		0
			62.73	CS55/HL10 Headset- Plantronics	05-420-600-4800-6450		0
			6.27	MH 1st Aid	05-430-700-4800-6241		0
			124.13	Hotel/MACMH Conf.	05-430-700-4800-6332		0
			101.50	C5540 Wireless Headset- Plantr	05-430-700-4800-6450		0
			92.25	CS55/HL10 Headset- Plantronics	05-430-700-4800-6450		0
			34.95	copier toner	19-521-000-0000-6405		0

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>
			20.00	Crickets			19- 522- 000- 0000- 6416		0
			29.96	Mice			19- 522- 000- 0000- 6416		0
			134.90	chalkboard supplies			19- 522- 000- 0000- 6416		0
			27.00	First Aid Training- Becca			19- 522- 000- 0000- 6430		0
			23.94	Crickets			19- 524- 000- 0000- 6422		0
			241.02	Hotel/Arrowhead Cntys Mtg			01- 001- 000- 0000- 6332	4/20/16	0
		Warrant # 1489 Total	1,664.81	Date 5/5/16					
1490	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431							
		Warrant # 1490 Total	182.07	29- 1- 078500 NSF per 1			13- 943- 000- 0000- 2004	Kezar	0
			182.07	Date 5/9/16					
1491	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431							
		Warrant # 1491 Total	195.74	Monthly CC Fee			19- 522- 000- 0000- 6217		0
			195.74	Date 5/9/16					
1492	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431							
		Warrant # 1492 Total	19.98	monthly CC machine lease fee			19- 522- 000- 0000- 6217		0
			19.98	Date 5/9/16					
1493	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431							
		Warrant # 1493 Total	150.00	App#155- Ellis Full Refund			01- 122- 000- 0000- 6820		0
			150.00	Date 5/9/16					
1494	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431							
		Warrant # 1494 Total	3,448.21	CLAIMS PAID			01- 044- 904- 0000- 6360	38195039 5/9/16	0 5/9/16
			3,448.21	Date 5/11/16					

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>
1495	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			200.00	app#2016- 000073 partial refunc	01- 122- 000- 0000- 6820	Inv.#258	0
			-125.00	- app#2016- 000225	01- 122- 000- 0000- 6820	Inv#357	0
		Warrant # 1495 Total	75.00	Date 5/12/16			
1496	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			-200.00	- app#2016- 000200	01- 122- 000- 0000- 5135		0
			-175.00	- app#2016- 000203	01- 122- 000- 0000- 5135		0
			375.00	app#2016- 000170 partial refunc	01- 122- 000- 0000- 6820	Inv#393	0
		Warrant # 1496 Total	0.00	Date 5/12/16			
1497	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			24.07	Monthly Credit Card Fee	19- 522- 000- 0000- 6217		0
		Warrant # 1497 Total	24.07	Date 5/16/16			
1507	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			221.10	BCBS Nexben Premium 5/5/16	01- 044- 000- 0000- 6150		0
		Warrant # 1507 Total	221.10	Date 5/17/16			
1508	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			1,023.66	CLAIMS PAID	01- 044- 904- 0000- 6360	38199598	0
		Warrant # 1508 Total	1,023.66	Date 5/18/16		5/16/16	5/16/16
1509	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			162.50	REFUND PAYMENT	19- 522- 000- 0000- 5557		0

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>			<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
	1509		Total	162.50	Date 5/19/16		
1510	5462	Bremer Bank (Elan ACH)					
		ELAN ACH AITKIN, MN 56431					
			200.00	MCAPS food & lodging	01-090-000-0000-6208		0
			40.00	Federal Registration- Rakotz	01-090-000-0000-6240		0
			22.78	typewriter ribbon	01-200-000-0000-6405		0
			158.04	3 SanDisk Squad video cards	01-200-000-0000-6405		0
			189.95	DVD recorder for jail	01-252-000-0000-6405		0
			123.81	Cake mixes	01-252-000-0000-6418		0
			25.44	Coffee for STS crew	01-253-000-0000-6405		0
			32.03	recycle relay candy for 6th gr	01-391-000-0000-6405		0
			2.39	Companionlink Qtrly Subscripto	05-400-440-0410-6239		0
			5.08	Companionlink Qtrly Subscripto	05-420-600-4800-6239		0
			7.48	Companionlink Qtrly Subscripto	05-430-700-4800-6239		0
			144.73	Hotel- Malingering Trng	05-430-700-4800-6332		0
			29.00	Gas- Client Visit	05-430-700-4800-6335		0
			42.48	Meals- malingering Trng	05-430-700-4800-6340		0
			42.48	Meals- Malingering Trng	05-430-700-4800-6340		0
			193.91	Clothing Allow- Add'l	05-430-710-3850-6057		0
			47.00	Stamps	19-521-000-0000-6205		0
			35.04	Mushroom Books for Canteen	19-521-000-0000-6400		0
			5.00	correction tape	19-521-000-0000-6405		0
			1.59	pencil sharpener	19-521-000-0000-6405		0
			14.92	color paper	19-521-000-0000-6405		0
			24.00	Norton Antivirus (10 devices)	19-521-000-0000-6405		0
			4.95	sidewalk chalk	19-522-000-0000-6416		0
			5.92	Whiteboard markers	19-522-000-0000-6416		0
			14.99	Burn Jel	19-522-000-0000-6430		0
			85.96	Pitchers, dishpans	19-523-000-0000-6420		0
			114.92	Freezer fan motor	19-524-000-0000-6590		0
			175.00	MAAO Summer seminar- Olson	01-043-000-0000-6208	8383827180	0
			200.00	Reg- MAAO summer seminar	01-043-000-0000-6208	Dangers	0
			-15.99	Ultraslim wireless keyboard	05-400-440-0410-6402	Failed	0
			11.67	sound & graphics card	05-400-440-0410-6402	for smartboard	0
			24.80	sound & graphics card	05-420-600-4800-6402	for smartboard	0
			36.47	sound & graphics card	05-430-700-4800-6402	for smartboard	0

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>
			123.09	Hotel/MACPZA Conference	01-390-000-0000-6332	Leitinger	0
			228.06	Hotel/MCMA conference	01-052-000-0000-6332	Nate	0
			123.09	Hotel/MACPZA Conference	01-391-000-0000-6332	Neff	0
			49.04	Rechargeable phone card	05-430-710-3640-6020	SA#55494409	0
	Warrant #	1510	Total	2,569.12	Date 5/19/16		
1518	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
	Warrant #	1518	Total	1,453,378.98	State General Tax	09-000-000-0000-2058	0
				1,453,378.98	Date 5/23/16		
1519	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			1,144.00	16-1-074800 NSF PER 2	13-943-000-0000-2001	BELL	0
			56.00	16-1-071331 NSF PER 2	13-943-000-0000-2001	BELL	0
			100.00	16-1-074900 NSF PER 2	13-943-000-0000-2001	BELL	0
			776.00	11-1-079700 NSF per 2	13-943-000-0000-2001	Gingerich	0
			776.00	01-0-079602 NSF per 2	13-943-000-0000-2001	Helling	0
			659.00	14-0-025800 NSF PER 2	13-943-000-0000-2001	JOHNSON	0
			105.00	09-0-007700 NSF PER 2	13-943-000-0000-2001	JOHNSON	0
			94.00	09-0-008000 NSF PER 2	13-943-000-0000-2001	JOHNSON	0
	Warrant #	1519	Total	3,710.00	Date 5/23/16		
1520	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			678.15	Participant Fees	01-044-904-0000-6231	1145316	0
	Warrant #	1520	Total	678.15	Date 5/24/16		
1521	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			1,704.59	CLAIMS PAID	01-044-904-0000-6360	38204296	0
						5/23/16	5/23/16
	Warrant #	1521	Total	1,704.59	Date 5/25/16		
1522	8410	Bremer Bank					

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>
		101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			130.00	19-0-036500 NSF PER 2	13-943-000-0000-2001	KREKULA	0
			60.00	29-0-033110 NSF PER 2	13-943-000-0000-2001	MEYER	0
			1,314.00	29-1-502800 NSF PER 2	13-943-000-0000-2001	MEYER	0
			229.00	29-1-502900 NSF PER 2	13-943-000-0000-2001	MEYER	0
	Warrant #	1522	Total	1,733.00	Date 5/25/16		
1523	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			76.00	11-1-229100 NSF PER 2	13-943-000-0000-2001	EHLERS	0
			82.00	45-0-032800 NSF PER 2	13-943-000-0000-2001	SCHULTZ	0
			535.00	45-0-034100 NSF PER 2	13-943-000-0000-2001	SCHULTZ	0
			1,221.59	02-0-028300 NSF PER 2	13-943-000-0000-2004	SKOGQUIST	0
	Warrant #	1523	Total	1,914.59	Date 5/26/16		
1524	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			35.00	refund camping reg. R#832	21-520-000-0000-5510	Lamers	0
			35.00	Date 5/26/16			
	Warrant #	1524	Total				
1525	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			100.00	NSF check	19-521-000-0000-5884	E.H.	0
			100.00	Date 5/31/16			
	Warrant #	1525	Total				
1526	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			30.00	camping refund R#2676	21-520-000-0000-5510	Gillies	0
			30.00	camping refund R#2681	21-520-000-0000-5510	Hill	0
			60.00	Date 5/31/16			
	Warrant #	1526	Total				
39675	12014	Carlson/David					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
		PO Box 304 Elysian, MN 56028					
		Warrant # 39675	Total	-4.56 - o/s> 3yrs- \$ to twp,city,school 4.56 - Date 5/31/16	12- 000- 000- 0000- 2280		0
39681	12024	Herlache/Larry 5000 N Arm Drive Mound, MN 55364					
		Warrant # 39681	Total	-2.00 - o/s> 3yrs- \$ to twp,city,school 2.00 - Date 5/31/16	13- 943- 000- 0000- 2001		0
39684	12027	McGregor Title 15 Country House Lane PO Box 309 McGregor, MN 55760					
		Warrant # 39684	Total	-6.00 - o/s> 3yrs- \$ to twp,city,school 6.00 - Date 5/31/16	13- 943- 000- 0000- 2001		0
41912	12199	Rockne/Bruce 1864 Draper Drive Roseville, MN 55113					
		Warrant # 41912	Total	-79.02 - o/s > 3yrs- \$ to twp,city,school 79.02 - Date 5/31/16	13- 943- 000- 0000- 2001		0
42115	12229	Bennis/Gary 20837 Bentley Court Farmington, MN 55024					
		Warrant # 42115	Total	-27.44 - o/s> 3yrs- \$ to twp,city,school 27.44 - Date 5/31/16	13- 943- 000- 0000- 2001		0
42861	12312	Branch/Bruce & Debra 37907 440th Place Aitkin, MN 56431					
		Warrant # 42861	Total	-16.00 - o/s> 3yrs- \$ to twp,city,school 16.00 - Date 5/31/16	13- 943- 000- 0000- 2001		0
42906	12422	Kinning/Robert 860 Woodbridge Street St Paul, MN 55117					

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 # 42906 Total	-26.00	o/s> 3yrs- \$ to twp,city,school	13- 943- 000- 0000- 2001		0
			26.00	Date 5/31/16			
44265	12117	Hillyer/Margaret 33193 State Highway 18 Aitkin, MN 56431					
		Warrant # 44265 Total	-1,761.76	o/s> 3yrs- \$ to twp,city,school	13- 943- 000- 0000- 2001		0
			1,761.76	Date 5/31/16			
44785	8175	Centurylink PO BOX 2961 PHOENIX, AZ 85062- 2961					
			1,838.13	Local Phone	01- 040- 000- 0000- 5840	313645966	0
			992.24	LD not paid last month	01- 040- 000- 0000- 5840	313645966	0
			306.55	Local calls license center	01- 040- 000- 0000- 5840	3141154028	0
		Warrant # 44785 Total	3,136.92	Date 5/6/16			
44786	10185	Centurylink Communications Inc PO BOX 1319 CHARLOTTE, NC 28201- 1319					
			143.89	LD license center & sheriff	01- 040- 000- 0000- 5840	320146217	0
			55.94	Toll Free	01- 040- 000- 0000- 5840	320295974	0
		Warrant # 44786 Total	199.83	Date 5/6/16			
44787	14000	Stereo Optical Company 100 Avon St Charlottesville, VA 22902					
			198.86	repair vision machine	01- 040- 021- 0000- 6231	23496	0
		Warrant # 44787 Total	198.86	Date 5/6/16			
44788	2953	MACPZA Mower County Environ. Svcs 1105 8TH AVENUE NE AUSTIN, MN 55912					
			80.00	Spring Trng Registr.- Gansen	01- 122- 000- 0000- 6241	06/2- 3	0
		Warrant # 44788 Total	80.00	Date 5/13/16			
44789	13213	MCRA					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
		Jill Cordes- Mower County Recorder 201 1st NE suite 11 Austin, MN 55912					
	Warrant #	44789	Total	25.00 Vitala MOMS Registration 25.00 Date 5/18/16	01-042-000-0000-6241		0
44790	8352	Central Specialties, Inc. 6325 CO. RD. 87 SW ALEXANDRIA, MN 56308					
	Warrant #	44790	Total	30,310.42 Contract Payment 30,310.42 Date 5/23/16	03-307-000-0000-6262	20152	0
44791	5556	Board Of Water & Soil Resources 520 LAFAYETTE RD N ST PAUL, MN 55155					
	Warrant #	44791	Total	405.08 Wetland credits for ATV trl 405.08 Date 5/23/16	03-307-000-0000-6260		0
44792	86198	Aitkin County Treasurer 209 2ND ST NW, ROOM 203 AITKIN, MN 56431					
	Warrant #	44792	Total	3.30 Deed Tax- Land Swap- Waste Mgr 3.30 Date 5/23/16	01-391-000-0000-6231		0
44793	12445	Brandl Chevrolet, Buick GMC 702 2nd Street NE AITKIN, MN 56431					
	Warrant #	44793	Total	16,867.75 2006 GMC SIERRA 150 16,867.75 Date 5/25/16	03-308-000-0000-6600	5/24/16 board	0
66945	8175	Centurylink PO BOX 2961 PHOENIX, AZ 85062-2961					
	Warrant #	66945	Total	-2,144.68 - redep.ck#66945- wrong total 2,144.68 - Date 5/6/16	01-040-000-0000-5840		0
66947	10185	Centurylink Communications Inc PO BOX 1319 CHARLOTTE, NC 28201-1319					
				-1,192.07 - redep.ck#66947- wrong total	01-040-000-0000-5840		0

Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	122,712.59	General Fund
3	47,583.25	Road & Bridge
5	1,266.22	Health & Human Services
9	1,525,887.55	State
12	4.56 -	Agency
13	5,621.44	Taxes & Penalties
19	1,127.33	Long Lake Conservation Center
21	95.00	Parks
	1,704,288.82	TOTAL

2F

DKB1
5/20/16 2:59PM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

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

may/June School Advance

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
5/20/16 2:59PM
12 Agency

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
932	DEPT		Schools		
393	Isd 1 Aitkin- Treasurer 12- 932- 000- 0000- 6801		644,068.38	MAY/JUNE ADVANCE	Appropriations
393	Isd 1 Aitkin- Treasurer		644,068.38	1 Transactions	
1985	Isd 182 Crosby- Treasurer 12- 932- 000- 0000- 6801		0.23	MAY/JUNE ADVANCE	Appropriations
1985	Isd 182 Crosby- Treasurer		0.23	1 Transactions	
392	Isd 2 Hill City- Treasurer 12- 932- 000- 0000- 6801		196,146.22	MAY/JUNE ADVANCE	Appropriations
392	Isd 2 Hill City- Treasurer		196,146.22	1 Transactions	
1983	Isd 2165 Hinckley Finlayson- Treasurer 12- 932- 000- 0000- 6801		78,453.52	MAY/JUNE ADVANCE	Appropriations
1983	Isd 2165 Hinckley Finlayson- Treasurer		78,453.52	1 Transactions	
1979	ISD 2580 East Central- Treasurer 12- 932- 000- 0000- 6801		18,062.19	MAY/JUNE ADVANCE	Appropriations
1979	ISD 2580 East Central- Treasurer		18,062.19	1 Transactions	
395	ISD 4 McGregor- Treasurer 12- 932- 000- 0000- 6801		807,372.92	MAY/JUNE ADVANCE	Appropriations
395	ISD 4 McGregor- Treasurer		807,372.92	1 Transactions	
1982	Isd 473 Isle- Treasurer 12- 932- 000- 0000- 6801		180,369.55	MAY/JUNE ADVANCE	Appropriations
1982	Isd 473 Isle- Treasurer		180,369.55	1 Transactions	
1981	Isd 577 Willow River- Treasurer 12- 932- 000- 0000- 6801		7,781.41	MAY/JUNE ADVANCE	Appropriations
1981	Isd 577 Willow River- Treasurer		7,781.41	1 Transactions	
394	Isd 698 Floodwood- Treasurer 12- 932- 000- 0000- 6801		37,626.90	MAY/JUNE ADVANCE	Appropriations
394	Isd 698 Floodwood- Treasurer		37,626.90	1 Transactions	
1984	Isd 95 Cromwell- Wright- Treasurer 12- 932- 000- 0000- 6801		378.47	MAY/JUNE ADVANCE	Appropriations

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/20/16 2:59PM
12 Agency

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
1984	Isd 95 Cromwell- Wright- Treasurer		378.47			
				1 Transactions		
932	DEPT Total:		1,970,259.79	Schools	10 Vendors	10 Transactions
12	Fund Total:		1,970,259.79	Agency		10 Transactions
	Final Total:		1,970,259.79	10 Vendors	10 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
12	1,970,259.79	Agency
All Funds	1,970,259.79	Total

Approved by,

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26

DKB1
6/2/16 3:43PM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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

Real Estate Overpays

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
6/2/16 3:43PM
13 Taxes & Penalties

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
14016	Ace Mailing LLC		20.00	15-0-011200 overpay per 1	Lawrence Cur - Property Taxes
	13-943-000-0000-2001				
14016	Ace Mailing LLC		20.00	1 Transactions	
48	Aitkin Co Abstract Company				
	13-943-000-0000-2001		820.00	11-1-241700 overpay per 1	Stockinger Cur - Property Taxes
48	Aitkin Co Abstract Company		820.00	1 Transactions	
12079	American National Bank				
	13-943-000-0000-2001		228.00	21-0-002600 overpay per 1	Beaufeaux Cur - Property Taxes
	13-943-000-0000-2001		84.00	31-0-067100 overpay per 1	Bickford Cur - Property Taxes
12079	American National Bank		312.00	2 Transactions	
14017	Atwood/Jeff				
	13-943-000-0000-2001		4.00	26-0-018500 overpay per 1	Atwood Cur - Property Taxes
14017	Atwood/Jeff		4.00	1 Transactions	
14018	Back/Elaine				
	13-943-000-0000-2001		56.00	11-1-134600 overpay per 1	Back Cur - Property Taxes
14018	Back/Elaine		56.00	1 Transactions	
13990	Baich/Michael				
	13-943-000-0000-2001		94.00	06-1-059700 overpay per 1	Cur - Property Taxes
13990	Baich/Michael		94.00	1 Transactions	
13987	Beaudet/Sally				
	13-943-000-0000-2001		68.00	31-1-077000 overpay per 1	Cur - Property Taxes
13987	Beaudet/Sally		68.00	1 Transactions	
13993	Bieder/Darrell				
	13-943-000-0000-2001		8.34	25-0-018700 overpay per 1	Cur - Property Taxes
13993	Bieder/Darrell		8.34	1 Transactions	
14019	Bothof/Thomas				
	13-943-000-0000-2001		10.00	11-0-005304 overpay per 1	Bothof Cur - Property Taxes
14019	Bothof/Thomas		10.00	1 Transactions	
14020	Boudreau/Thomas				
	13-943-000-0000-2001		4.00	53-1-038500 overpay per 1	Boudreau Cur - Property Taxes

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
6/2/16 3:43PM
13 Taxes & Penalties

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
14020	Boudreau/Thomas		4.00	1 Transactions	
11865	Bremer Bank				
	13- 943- 000- 0000- 2001		68.00	30- 0- 011901 overpay per 1	Thielbar Cur - Property Taxes
11865	Bremer Bank		68.00	1 Transactions	
13976	Carr/Michelle				
	13- 943- 000- 0000- 2001		233.00	14- 0- 018801 overpay per 1	Cur - Property Taxes
13976	Carr/Michelle		233.00	1 Transactions	
14021	Chandler/Traci				
	13- 943- 000- 0000- 2001		652.00	35- 1- 088900 overpay per 1	Chandler Cur - Property Taxes
14021	Chandler/Traci		652.00	1 Transactions	
14022	Chatten/Elizabeth				
	13- 943- 000- 0000- 2001		4.00	38- 0- 026406 overpay per 1	Chatten Cur - Property Taxes
14022	Chatten/Elizabeth		4.00	1 Transactions	
11472	Corelogic Real Estate Tax Service				
	13- 943- 000- 0000- 2001		655.00	29- 1- 410500 overpay per 1	Boettcher Cur - Property Taxes
	13- 943- 000- 0000- 2001		95.00	19- 1- 065600 overpay per 1	Boutelle Cur - Property Taxes
	13- 943- 000- 0000- 2001		124.00	11- 0- 022502 overpay per 1	Gjertsen Cur - Property Taxes
	13- 943- 000- 0000- 2001		50.00	31- 1- 072400 overpay per 1	Harms Cur - Property Taxes
	13- 943- 000- 0000- 2001		46.00	20- 1- 060200 overpay per 1	Lee Cur - Property Taxes
	13- 943- 000- 0000- 2001		54.00	20- 0- 061100 overpay per 1	Lee Cur - Property Taxes
	13- 943- 000- 0000- 2001		112.00	20- 1- 061400 overpay per 1	Lee Cur - Property Taxes
	13- 943- 000- 0000- 2001		121.20	11- 0- 045502 overpay per 2	Lodermeier Cur - Property Taxes
	13- 943- 000- 0000- 2001		44.00	29- 1- 275500 overpay per 1	Wolfbauer Cur - Property Taxes
11472	Corelogic Real Estate Tax Service		1,301.20	9 Transactions	
13988	CornerStone Appraisal Service				
	13- 943- 000- 0000- 2001		56.00	39- 1- 079200 overpay per 1	Cur - Property Taxes
13988	CornerStone Appraisal Service		56.00	1 Transactions	
12171	Duwayne Hand Construction				
	13- 943- 000- 0000- 2001		125.00	26- 0- 006700 overpay per 1	Hand Construct Cur - Property Taxes
12171	Duwayne Hand Construction		125.00	1 Transactions	
13989	Eckman/Marvin				
	13- 943- 000- 0000- 2001		100.00	57- 1- 028401 overpay per 1	Cur - Property Taxes

Aitkin County



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13 Taxes & Penalties

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
13989	Eckman/Marvin			100.00		1 Transactions	
12629	First National Bank of Moose Lake						
	13- 943- 000- 0000- 2001			199.00	41- 1- 077300 overpay per 2	Anderson	Cur - Property Taxes
12629	First National Bank of Moose Lake			199.00		1 Transactions	
13090	Fritz/Barbara						
	13- 943- 000- 0000- 2001			84.00	29- 1- 396900 overpay per 1	Fritz	Cur - Property Taxes
13090	Fritz/Barbara			84.00		1 Transactions	
13980	Frostad/Raymond						
	13- 943- 000- 0000- 2001			50.00	28- 0- 039400 overpay per 1		Cur - Property Taxes
13980	Frostad/Raymond			50.00		1 Transactions	
13091	Hoel/Jeffrey						
	13- 943- 000- 0000- 2001			71.00	24- 0- 037225 overpay per 1	Hoel	Cur - Property Taxes
13091	Hoel/Jeffrey			71.00		1 Transactions	
13985	Holmes/Lyndon						
	13- 943- 000- 0000- 2001			32.00	29- 1- 136300 overpay per 1		Cur - Property Taxes
13985	Holmes/Lyndon			32.00		1 Transactions	
13571	Host/Melody						
	13- 943- 000- 0000- 2001			266.00	31- 0- 063302 overpay per 1		Cur - Property Taxes
13571	Host/Melody			266.00		1 Transactions	
14023	James/John						
	13- 943- 000- 0000- 2001			4.14	57- 1- 058501 overpay per 1	James	Cur - Property Taxes
14023	James/John			4.14		1 Transactions	
14025	Johnson- Scott/Sandra						
	13- 943- 000- 0000- 2001			104.00	53- 0- 021300 overpay per 1	Johnson- Scott	Cur - Property Taxes
14025	Johnson- Scott/Sandra			104.00		1 Transactions	
14024	Johnson/Cindy						
	13- 943- 000- 0000- 2001			1,000.00	11- 1- 106000 overpay per 1	Johnson	Cur - Property Taxes
14024	Johnson/Cindy			1,000.00		1 Transactions	
13978	Kuiper/Lois						
	13- 943- 000- 0000- 2001			4.00	16- 1- 100300 overpay per 1		Cur - Property Taxes

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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13 Taxes & Penalties

Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
13978 Kuiper/Lois			4.00		1 Transactions	
11641 Leathers/Bill						
13- 943- 000- 0000- 2001			105.00	24- 0- 020600 overpay per 1	Leathers	Cur - Property Taxes
11641 Leathers/Bill			105.00		1 Transactions	
14026 Lundquist/James						
13- 943- 000- 0000- 2001			6.00	16- 1- 094000 overpay per 1	Lundquist	Cur - Property Taxes
14026 Lundquist/James			6.00		1 Transactions	
13994 Macciocchi Jr/Fred						
13- 943- 000- 0000- 2001			1,553.00	07- 1- 100500 overpay per 1		Cur - Property Taxes
13994 Macciocchi Jr/Fred			1,553.00		1 Transactions	
13977 McCartney/Mark						
13- 943- 000- 0000- 2001			6.00	16- 1- 073600 overpay per 1		Cur - Property Taxes
13977 McCartney/Mark			6.00		1 Transactions	
12252 McCracken/Scott						
13- 943- 000- 0000- 2001			10.00	36- 1- 079100 overpay per 1	McCracken	Cur - Property Taxes
12252 McCracken/Scott			10.00		1 Transactions	
13986 McKee/Dan						
13- 943- 000- 0000- 2001			8.00	30- 0- 052800 overpay per 1		Cur - Property Taxes
13986 McKee/Dan			8.00		1 Transactions	
14027 McNevin/Ronald						
13- 943- 000- 0000- 2001			54.00	21- 1- 081400 overpay per 1	McNevin	Cur - Property Taxes
14027 McNevin/Ronald			54.00		1 Transactions	
13099 Mendez/Sergio						
13- 943- 000- 0000- 2001			32.00	21- 0- 051302 overpay per 1		Cur - Property Taxes
13099 Mendez/Sergio			32.00		1 Transactions	
13184 Mesker/Tami						
13- 943- 000- 0000- 2001			22.00	11- 0- 026100 overpay per 1	Mesker	Cur - Property Taxes
13184 Mesker/Tami			22.00		1 Transactions	
14028 Nelson/Jacob						
13- 943- 000- 0000- 2001			55.05	29- 1- 349000 overpay per 1	Nelson	Cur - Property Taxes

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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13 Taxes & Penalties

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
14028	Nelson/Jacob			55.05		1 Transactions	
14029	Northwoods Bank of MN						
	13- 943- 000- 0000- 2001			186.00	29- 1- 275400 overpay per 1	Lorsung	Cur - Property Taxes
14029	Northwoods Bank of MN			186.00		1 Transactions	
13100	Orth/Kathleen or Mark						
	13- 943- 000- 0000- 2001			56.00	28- 0- 050401 overpay per 1	Orth	Cur - Property Taxes
13100	Orth/Kathleen or Mark			56.00		1 Transactions	
14030	Palluck/Michael						
	13- 943- 000- 0000- 2001			14.00	07- 0- 020100 overpay per 1	Palluck	Cur - Property Taxes
14030	Palluck/Michael			14.00		1 Transactions	
14031	Post/Gregory						
	13- 943- 000- 0000- 2001			106.00	26- 0- 011203 overpay per 1	Post	Cur - Property Taxes
	13- 943- 000- 0000- 2001			126.00	26- 0- 011202 overpay per 1	Post	Cur - Property Taxes
14031	Post/Gregory			232.00		2 Transactions	
13975	Royston/Wayne E						
	13- 943- 000- 0000- 2001			100.00	11- 1- 237700 overpay per 1		Cur - Property Taxes
13975	Royston/Wayne E			100.00		1 Transactions	
14032	Stephen Jorgenson Insurance						
	13- 943- 000- 0000- 2001			55.00	21- 1- 078901 overpay per 1	Jorgenson	Cur - Property Taxes
14032	Stephen Jorgenson Insurance			55.00		1 Transactions	
13979	Title Source						
	13- 943- 000- 0000- 2001			45.00	23- 1- 068300 overpay per 1	Sam Boyer	Cur - Property Taxes
	13- 943- 000- 0000- 2001			36.00	23- 1- 068100 overpay per 1	Sam Boyer	Cur - Property Taxes
13979	Title Source			81.00		2 Transactions	
13984	Unzen/Bonnie						
	13- 943- 000- 0000- 2001			50.00	29- 1- 100700 overpay per 1		Cur - Property Taxes
13984	Unzen/Bonnie			50.00		1 Transactions	
14033	Van Donselaar/Debra						
	13- 943- 000- 0000- 2001			1,875.00	16- 1- 094600 overpay per 1	Van Donselaar	Cur - Property Taxes
14033	Van Donselaar/Debra			1,875.00		1 Transactions	

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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13 Taxes & Penalties

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
6119 Wells Fargo RE Tax Service				
13-943-000-0000-2001		1,208.00	29-1-507200 overpay per 1	HENDRICKS Cur - Property Taxes
13-943-000-0000-2001		504.00	11-1-091100 overpay per 1	LANIE Cur - Property Taxes
13-943-000-0000-2001		186.00	11-1-091200 overpay per 1	LANIE Cur - Property Taxes
13-943-000-0000-2001		54.00	11-0-022305 overpay per 1	SCHIMKE Cur - Property Taxes
13-943-000-0000-2001		859.00	34-1-073000 overpay per 1	SHIRLEY Cur - Property Taxes
6119 Wells Fargo RE Tax Service		2,811.00	5 Transactions	
13614 Welty/Myron				
13-943-000-0000-2001		787.00	07-0-066909 overpay per 1	Welty Cur - Property Taxes
13614 Welty/Myron		787.00	1 Transactions	
13103 Westrom Sr/St Stanley Wayne				
13-943-000-0000-2001		52.00	29-1-475502 overpay per 1	Westrom Cur - Property Taxes
13103 Westrom Sr/St Stanley Wayne		52.00	1 Transactions	
13 Fund Total:		13,899.73	Taxes & Penalties	50 Vendors 65 Transactions
Final Total:		13,899.73	50 Vendors	65 Transactions

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3:43PM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	13	13,899.73	Taxes & Penalties
All Funds		13,899.73	Total

Approved by,
.....
.....



Board of County Commissioners Agenda Request

2H

Agenda Item #

Requested Meeting Date: 06/14/16

Title of Item: STS Donation

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Sheriff Scott Turner		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Scott Turner		Estimated Time Needed:
Summary of Issue: As a 'thank you', the Jacobson Community Church has made a generous donation of \$25.00 to the Aitkin County STS program.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Accept donation.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

21

Agenda Item #

Requested Meeting Date: June 14, 2016

Title of Item: Election Services Agreement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Kirk Peysar		Department: Auditor
Presenter (Name and Title): Kirk Peysar		Estimated Time Needed: n/a
Summary of Issue: Approve election services agreement with SeaChange.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve the contract with SeaChange.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.

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

June 7, 2016

To: Board of Commissioners 
From: Kirk Peysar, County Auditor
Re: Election Services Agreement with SeaChange

SeaChange has been our ballot and programming services provider for several election cycles. Their services include ballot layout and printing, programming for the AutoMARK assistive voting equipment and M-100 tabulators.

SeaChange has proposed a services agreement with counties covering the 2016-2020 election cycles. The agreement provides us discounted fees/charges on the services and materials utilized during the election processes. SeaChange has provided responsive and timely service.

I am requesting County Board authorization to sign the services agreement with SeaChange.

**SEACHANGE
ELECTION SERVICES AGREEMENT**

This Agreement is made as of the date it is executed by the last of the parties named below (the "Effective Date"),

BETWEEN: SeaChange Print Innovations, a Minnesota corporation ("SeaChange")

AND: Aitkin County Board of Commissioners ("Customer")

RECITALS:

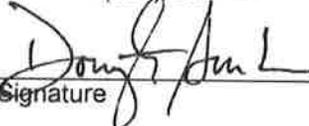
- A. This agreement shall commence on June 1, 2016 ("Effective Date") and expire May 31, 2020.
- B. Customer has agreed to purchase certain election-related services from SeaChange for use in Aitkin County (the "Jurisdiction"). The terms and conditions under which such services shall be provided are set forth in the **GENERAL TERMS** attached hereto.
- C. The following Exhibits are incorporated into, and constitute an integral part of, this Agreement (check all that apply):
- Exhibit A (Summary of Services)
 - Exhibit B (Ballot Layout and Related Services)
 - Exhibit C (Ballot Printing Services)

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, each of the parties hereto:

- Agrees to the **GENERAL TERMS** and the terms and conditions set forth in each Exhibit.
- Agrees that at all times, this Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
- Represents and warrants to the other party that as of its signature date indicated below it has full power and authority to enter into and perform this Agreement, and that the person signing below on its behalf has been properly authorized to execute this Agreement.
- Acknowledges that it has read this Agreement, understands it and intends to be bound by it.

SEACHANGE
Attn: Doug Sunde
14505 27th Avenue North
Plymouth, MN 55447
Phone No.: (763) 586-3751
Fax No.: (320) 203-1290

Aitkin County
Attn: Auditor
209 2nd Street NW #202
Aitkin, MN 56431-


Signature

Signature

Douglas T. Sunde
Name (Printed or Typed)

Name (Printed or Typed)

Vice-President, Election Services
Title

Title

April 25, 2016
Date

Date

**ARTICLE I
GENERAL TERMS AND CONDITIONS**

1. **Consideration.** The consideration to be paid by Customer to SeaChange for the services provided hereunder is set forth on the accompanying Exhibits.

2. **Limitation of Liability.** Neither party shall be liable for the other party's negligent or willful misconduct. SeaChange's total liability to Customer arising out of or relating to this Agreement shall not exceed the aggregate amount to be paid to SeaChange hereunder. Any action by Customer against SeaChange must be commenced within one (1) year after the cause of action has accrued. SeaChange shall not be liable under this Agreement for any claim, damage, loss, judgment, penalty, cost, amount paid in settlement or fee that is caused by Customer's failure to comply with election deadlines as set forth by Minnesota Rules, Statutes and the production calendar provided by SeaChange for each and every election. This Section 2 shall not apply to third party claims for indemnification that arise pursuant to Section 15 solely as a result of SeaChange's actions or inactions.

3. **Excusable Nonperformance.** Except for a delay or failure in the payment of money, if either party is delayed or prevented from performing its obligations under this Agreement due to any cause beyond its reasonable control, including natural disaster, fire, flood, unusually severe weather, terrorism, insurrection, war, Acts of God, labor disputes and governmental regulations, the delay shall be excused during the continuance of, and to the extent of, such cause, and the period of performance shall be extended to the extent necessary to allow performance after the cause of delay has been removed. SeaChange agrees to work with Customer, at Customer's request, to develop mutually agreeable alternatives in order to minimize the negative impact of any such delay.

4. **Exclusive Service Provider.** Customer hereby agrees to use SeaChange as its exclusive provider for the products and services set forth on Exhibits B and C attached hereto from SeaChange for the Term of this Agreement at the pricing set forth on each applicable Exhibit. However, it is not mandatory that the county utilize SeaChange for the items listed as optional "Other Layout Related Services" in Exhibit B. Customer's agreement to purchase the ballot layout and printing services from SeaChange for the entire Term entitles Customer to receive the preferred pricing for each product or service as provided herein. In the event that Customer terminates its purchase commitment prior to expiration of the Term of this Agreement for any reason other than for cause pursuant to Article I, Section 5, of this Agreement, or purchases any such products or services from a provider other than SeaChange, or does not pay for such products or services provided by SeaChange pursuant to the payment terms in Exhibit A during the Term, Customer shall no longer be entitled to receive the pricing set forth on Exhibits B-C, as applicable, and shall pay SeaChange its then current rates for future products and services and pay the recovery amount described in Exhibit A.

5. **Term; Termination.** This Agreement shall be in effect for a four-year period beginning on the Effective Date, covering all elections within the Jurisdiction beginning sixty (60) days after the Effective Date (the "Term"). This Agreement may be terminated, in writing, at any time by either party if the other party breaches any material provision hereof and does not cure such breach within thirty (30) days after it receives written notification thereof from the non-breaching party or as otherwise set forth in Exhibit A attached hereto. Subject to the terms and conditions set forth on Exhibit A, this Agreement may be terminated by either party without cause upon thirty (30) days written notice to the other. In addition, this Agreement may be terminated by either party, upon seven (7) days written notice, in the event the Customer purchases and/or licenses a voting system from a vendor other than Election Systems & Software, LLC.

6. **Subcontracting & Assignment.** SeaChange shall not enter into any subcontract or performance of any services contemplated under this Agreement, nor assign any interest in the Agreement without the prior written approval of the Customer and subject to such conditions and provisions as the Customer may deem necessary. SeaChange shall be responsible for the performance of all subcontractors. In the event of the sale, transfer or assignment of all or substantially all of the ownership interest or assets of SeaChange, or the complete termination of the Government Division of SeaChange, either of which shall be substantiated with reasonably sufficient documentation of the same, either party may terminate this agreement by providing sixty (60) calendar days prior written notice.

7. **Entire Agreement.** This Agreement, including all Exhibits hereto (all of which are incorporated herein by this reference), contains the entire agreement of the parties with respect to the subject matter hereof and shall supersede and replace any and all other prior or contemporaneous discussions, negotiations, agreements or understandings between the parties, whether written or oral, regarding the subject matter hereof. Any provision of any purchase order, form or other agreement which conflicts with or is in addition to the provisions of this Agreement shall be of no force or effect. In the event of any conflict between a provision contained in an Exhibit to this Agreement and these General Terms, the provision contained in the Exhibit shall control. No waiver, amendment or modification of any provision of this Agreement shall be effective unless in writing and signed by the party against whom such waiver, amendment or modification is sought to be enforced. No consent by either party to, or waiver of, a breach by either party shall constitute a consent to or waiver of any other different or subsequent breach by either party.

8. **Notice.** Any notice or other communication required or permitted hereunder shall be in writing, and will be deemed given when delivered personally, sent by confirmed fax, sent by commercial overnight courier (with written verification of receipt) or sent by registered or certified mail, return receipt requested, postage prepaid, when the return receipt is received. All communications shall be sent to the attention of the persons listed on the signature page to this Agreement and at the addresses or fax numbers set forth on such signature page unless other names, addresses or fax numbers are provided by either or both parties.

9. **Disputes.**

Remedies for Past Due Payments. If any payment to SeaChange is past due more than thirty (30) days, SeaChange may suspend performance under this Agreement until such amount is paid.

Dispute Resolution Process. Time is of the essence in resolving disputes. The initiating party shall notify the responding party of any dispute, including all relevant information (e.g., the nature of the dispute, dates, times, persons involved). The responding party shall respond to the notification within five (5) business days. Thereafter, the parties shall use their good faith efforts to resolve the dispute within a reasonable period of time. Notwithstanding anything in this Section 9 to the contrary, either party may apply to any court located within the State of Minnesota having jurisdiction over the subject matter of the dispute for a temporary restraining order, preliminary injunction, or other appropriate legal remedy at any time.

10. **Data Privacy.** All data collected, created, received, maintained or disseminated, or used for any purposes in the course of SeaChange's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (the "Act"), or any other applicable state statutes and any state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. SeaChange agrees to abide by these statutes, rules and regulations as they may be amended.

11. **Compliance with Laws; Governing Law.**

a. In performing its obligations or enjoying its rights under this Agreement, each party shall comply with all applicable laws and regulations.

b. No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance, creed, or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination including but not limited to the Civil Rights Act of 1964. SeaChange will furnish Customer all reports required by Executive Order No. 11246 and Revised Order No. 4, and by the rules and regulations and orders of the Secretary of Labor, the Minnesota Department of Human Services for purposes of investigation to ascertain compliance with such rules, regulations and orders. The provisions of Minn. Stat. Section 181.59, regarding nondiscrimination and violations related there from are incorporated in this Section by reference as an obligation of SeaChange. If during the term of this Agreement, it is discovered that SeaChange is not in compliance with the applicable statutes and regulations or if SeaChange engages in any discriminatory practices, then Customer may cancel this Agreement as set forth in Section 5 above.

c. The laws of the State of Minnesota shall govern this Agreement.

12. **Independent Contractor.** SeaChange is providing its services to Customer as an independent contractor, and shall not be deemed to be a "state actor" for purposes of 42 U.S.C. § 1983.

13. **Record Disclosures/Monitoring Procedures.** SeaChange records, documents, papers, accounting procedures and practices, and other evidences relevant to this Agreement are subject to the examination, duplications, transcription and audit by Customer and either the legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Agreement. SeaChange agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or make or longer if any audit in progress requires a longer retention period.

14. **Insurance.** During the term of this Agreement, SeaChange shall maintain the following insurance:

Commercial General Liability and Professional Liability: \$1,000,000 per incident; \$2,000,000 aggregate;

Automobile Coverage: \$1,000,000 per incident/aggregate; and Workers' Compensation Insurance.

15. **Indemnification.** SeaChange, as one party, and Customer, as another party, hereby agree to indemnify, defend and hold harmless the other party from and against any and all claims, liabilities, losses, damages, costs and expenses, including, but not limited to, court costs and attorneys' fees, which result from or relate to a breach of such party's obligations under this Agreement. The County's obligation to indemnify shall be limited by tort liability caps in Chapter 466 of Minnesota Statutes, and the County does not waive any defenses or immunities it may possess related to such a claim.

16. **Ownership of Documents.** Any reports, studies, or other documents prepared by SeaChange in the performance of its obligations under this Agreement shall be the exclusive property of the Customer, and all such materials shall be remitted to the Customer by the SeaChange upon completion, termination, or cancellation of this Agreement. SeaChange shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of SeaChange's obligations under this Agreement without the prior written consent of the Customer.

17. **Other.** SeaChange will not be responsible for (a) user errors, (b) voter errors or (c) problems encountered by any individual in voting. SeaChange may engage subcontractors to provide certain of the services, but shall remain fully responsible for such performance. The provisions of Sections 1-4, 6, 8, 10, 13, 15 and this Section 16 shall survive the termination of this Agreement, to the extent applicable.

[END OF GENERAL TERMS]

**EXHIBIT A
SUMMARY OF SERVICES**

Sale Summary:	
Description	Refer to
Ballot Layout and File Management Services	Exhibit B
Ballot Printing Services	Exhibit C
Terms & Conditions:	
Note 1: Any applicable state and local taxes are not included, and are the responsibility of Customer.	
Note 2: Payment terms: Ballot Layout and Ballot Printing Services will be invoiced as Services are provided. 100% of invoice total due within 35 calendar days of invoice date.	
Note 3: Customer understands, acknowledges and agrees that SeaChange's discounted fees for the products and services described on the accompanying exhibits are based upon (a) a contractual commitment by Customer to exclusively subscribe for and purchase such products and services for a period of at least four (4) years, (b) SeaChange's dedication of sufficient resources during the Term to provide such products, perform such services and provide associated prioritization of Customer in its service deliveries, and (c) the descriptions of such products and services in the accompanying exhibits. In the event that Customer either (a) changes its commitment to a period of less than four (4) years for any reason other than a termination "for cause" pursuant to Article I, Section 5, of this Agreement, or (b) elects to purchase SeaChange's products and/or services on a non-exclusive basis, Customer hereby agrees to promptly pay to SeaChange a fee in an amount equal to the difference between (i) the amount paid or to be paid by Customer for the products and services provided by SeaChange during the immediately preceding twelve month period computed by using the Discounted Fees and (ii) the amount that would have been paid by Customer for such products and services during the same period computed by using the Non-Discounted Fees (the "Recovery Amount"). For purposes of clarification, the Recovery Amount is an amount in addition to (and not in lieu of) any and all other costs, expenses and fees owed by Customer to SeaChange pursuant to the terms of this Agreement.	
Note 4: The fees set forth in Exhibit B and Exhibit C apply to the original order at the time of Customer submission. Any changes, alternations, re-prints or additional ballots are not subject to the fees as set forth in Exhibit B and Exhibit C.	
Note 5: SeaChange may increase the per unit fees as set forth in the accompanying exhibits in 2020 by not more than 8% of the amount of the most recent per unit fees paid by Customer.	
Note 6: The fees set forth in this agreement are for services provided to the Customer. In the event the Customer acts as a facilitator of services for other jurisdictions within their county, in whole or in part, and is the billing entity for the services provided, the fees in the accompanying exhibits would apply.	

**EXHIBIT B
BALLOT LAYOUT SERVICES**

Ballot Layout Service Pricing		
Description	Non-Discounted Fees	Discounted Fees
Paper Ballot Layout		
English only:		
1 to 500 Ballot Styles	\$90.00 per style	\$55.00 per style
501 or more Ballot Styles	\$70.00 per style	\$45.00 per style
Languages other than English:		
1 to 500 Faces, per Language	\$120.00 per style	\$65.00 per style
501 or more Faces, per Language	\$110.00 per style	\$55.00 per style
Other Layout Related Services (Optional Services)		
UOCAVA Extracted PDF files	\$10.75 per style	\$5.40 per style
SOS Web Formatted Electronic PDF files	\$10.75 per style	\$5.40 per style
Publication Ballot – Federal, State, & County Offices Only	\$350.00	\$185.00
Publication Ballot – All Offices for given election	\$700.00	\$375.00

Note 1: Prices are exclusive of freight which will be billed separately.

Note 2: Any applicable state and local taxes are not included, and are the responsibility of Customer.

Note 3: Payment terms are 100% of invoice total due within 35 calendar days of invoice date.

[END OF EXHIBIT B]

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**EXHIBIT C
BALLOT PRINTING SERVICES**

Service Description	Price per Ballot (Based on Ballots Ordered)	
	< 100,000	> 100,000
Optical Scan Ballots:		
Base ballot charge – 14" Ballot	\$0.26	\$0.25
Base ballot charge – 17" Ballot	\$0.29	\$0.28
Backside of ballot	\$0.03	\$0.03
Stub and / or numbering	\$0.03	\$0.03
Folding (Set-up charge of \$30 also applies)	\$0.04	\$0.04
Corner Cutting ballots	\$0.01	\$0.01
Packaging (if other than 100's)	\$0.01	\$0.01
Prices are exclusive of freight, which will be billed separately.		
19" ballots are quoted separately.		

Note 1: Special requests, including watermarking, unique packaging requirements and expedited delivery requirements are not included in the table above, and will be priced separately.

Note 2: Unexpected and material changes in costs, such as paper, may result in changes to the fees reflected above.

Note 3: SeaChange may increase the per unit fees in years 2020 by not more than 8% of the amount of the most recent per unit fees paid by Customer.

[END OF EXHIBIT C]

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Board of County Commissioners Agenda Request

25
Agenda Item #

Requested Meeting Date: 6/14/2016

Title of Item: CJDN Joint Powers Agreements

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Elizabeth DeRuyck		Department: Community Corrections
Presenter (Name and Title): Elizabeth Deruyck, Director		Estimated Time Needed: .
Summary of Issue: <p>The Bureau of Criminal Apprehension requires the community corrections department to enter into a Joint Powers Agreement for the purposes of accessing the CJDN. By law (Minn. Stat. §471.59, Subd. 1), the JPA must be approved by the county board and also required is a Court Services Subscriber Amendment for signature. The County Board shall make resolution to assign an authorized user. See attached resolution.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Pass resolution approving the Joint Powers Agreements as provided.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ \$180 access fee annually Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.

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

ADOPTED June 14, 2016

By Commissioner: xx

20160614-0xx

JOINT POWERS AGREEMENTS WITH THE STATE OF MINNESOTA AND COUNTY OF AITKIN ON BEHALF OF ITS COMMUNITY CORRECTIONS DEPARTMENT

WHEREAS, the County of Aitkin on behalf of its Community Corrections Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the County is eligible. The Joint Powers Agreements further provide the County with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the County to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Aitkin, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Aitkin on behalf of its Community Corrections Department is hereby approved. Copies of the two Joint Powers Agreements are attached to this Resolution and made a part of it.
2. That the Director of Community Corrections, Elizabeth DeRuyck, or her successor, is designated the Authorized Representative for the Community Corrections Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the county's connection to the systems and tools offered by the State.
3. That J. Mark Wedel, the Chairman of the County of Aitkin Board and Nathan Burkett, County Board Clerk are authorized to sign the State of Minnesota Joint Powers Agreements.

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}**

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 14th day of June 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14th day of June 2016

Nathan Burkett
County Administrator

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment (“Subscriber Amendment”) is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, (“BCA”) and the County of Aitkin on behalf of its Community Corrections (“Agency”), and by and for the benefit of the State of Minnesota acting through its State Court Administrator’s Office (“Court”) who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 109338, of even or prior date, for Agency use of BCA systems and tools (referred to herein as “the CJDN Subscriber Agreement”). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. **“Rules of Public Access”** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records or Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. **“Court”** shall mean the State of Minnesota, State Court Administrator's Office.

h. **“Subscriber”** shall mean the Agency.

i. **“Subscriber Records”** means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES. Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. SCOPE OF ACCESS TO COURT RECORDS LIMITED. Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other

materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS.

Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to

any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. Proprietary Notices. Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (1) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. INJUNCTIVE RELIEF. Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. LIABILITY. Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be

governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn.

Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA

shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: Mark Wedel
(PRINTED)

Signed: _____

Title: Aitkin County Board Chair
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

**2. DEPARTMENT OF PUBLIC SAFETY,
BUREAU OF CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____

4. COURTS

Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with authorized authority)

Date: _____

**STATE OF MINNESOTA
JOINT POWERS AGREEMENT
AUTHORIZED AGENCY**

This agreement is between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension ("BCA") and the County of Aitkin on behalf of its Community Corrections ("Agency").

Recitals

Under Minn. Stat. § 471.59, the BCA and the Agency are empowered to engage in those agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46 the BCA must provide a criminal justice data communications network to benefit authorized agencies in Minnesota. The Agency is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized agencies in performing their duties. Agency wants to access these data in support of its official duties.

The purpose of this Agreement is to create a method by which the Agency has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 Effective date:** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 Expiration date:** This Agreement expires five years from the date it is effective.

2 Agreement between the Parties

2.1 General access. BCA agrees to provide Agency with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Agency is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

A. **Direct access** occurs when individual users at the Agency use Agency's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.

B. **Indirect access** occurs when individual users at the Agency go to another Agency to obtain data and information from BCA's systems and tools. This method of access generally results in the Agency with indirect access obtaining the needed data and information in a physical format like a paper report.

C. **Computer-to-computer system interface** occurs when Agency's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Agency employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Agency will select a method of access and can change the methodology following the process in Clause 2.10.

2.3 Federal systems access. In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Agency with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.

2.4 Agency policies. Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Agency has created its own policies to ensure that Agency's employees and contractors comply with all applicable requirements. Agency ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://app.dps.mn.gov/cjdn>.

2.5 Agency resources. To assist Agency in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Documents/BCA-Policy-on-Appropriate-Use-of-Systems-and-Data.pdf>.

2.6 Access granted.

A. Agency is granted permission to use all current and future BCA systems and tools for which Agency is eligible. Eligibility is dependent on Agency (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Agency's written request for use of a specific system or tool.

B. To facilitate changes in systems and tools, Agency grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Agency needs to meet its criminal justice obligations and for which Agency is eligible.

2.7 Future access. On written request by Agency, BCA also may provide Agency with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Agency agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.

2.8 Limitations on access. BCA agrees that it will comply with applicable state and federal laws when making information accessible. Agency agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.

2.9 Supersedes prior agreements. This Agreement supersedes any and all prior agreements between the BCA and the Agency regarding access to and use of systems and tools provided by BCA.

2.10 Requirement to update information. The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving a city as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

2.11 Transaction record. The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Agency conducted a particular transaction.

If Agency uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Agency's method of access is a computer to computer interface as described in Clause 2.2C, the Agency must

keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If an Agency accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Agency must have a transaction record of all subsequent access to the data that are kept by the Agency. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court information access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by Agency under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Agency's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor personnel screening. The BCA will conduct all vendor personnel screening on behalf of Agency as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Agency.

3 Payment

The Agency agrees to pay BCA for access to the criminal justice data communications network described in Minn. Stat. § 299C.46 as specified in this Agreement. The bills are sent annually for the amount of One Hundred Eighty Dollars (\$180.00).

Agency will identify its contact person for billing purposes, and will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is Dana Gotz, Department of Public Safety, Bureau of Criminal Apprehension, Minnesota Justice Information Services, 1430 Maryland Avenue, St. Paul, MN 55106, 651-793-1007, or her successor.

The Agency's Authorized Representative is Liz DeRuyck, Director, 201 1st St NW, Aitkin, MN 56431, (218) 927-7281, or her successor.

5 Assignment, Amendments, Waiver, and Contract Complete

5.1 Assignment. Neither party may assign nor transfer any rights or obligations under this Agreement.

5.2 Amendments. Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.

5.3 Waiver. If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

5.4 Contract Complete. This Agreement contains all negotiations and agreements between the BCA and the Agency. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466, governs the Agency's liability.

7 Audits

7.1 Under Minn. Stat. § 16C.05, subd. 5, the Agency's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement. Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

7.2 Under applicable state and federal law, the Agency's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

7.3 If Agency accesses federal databases, the Agency's records are subject to examination by the FBI and Agency will cooperate with FBI examiners and make any requested data available for review and audit.

7.4 To facilitate the audits required by state and federal law, Agency is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

8.1 BCA and Agency. The Agency and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Agency under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Agency or the BCA.

8.2 Court Records. If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Agency comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of alleged violations; sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Agency.

9.1 Investigation. Agency and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Agency and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Agency of the suspected violation, subject to any restrictions in applicable law. When Agency becomes aware that a violation has occurred, Agency will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber

Amendment. None of these provisions alter the Agency's internal discipline processes, including those governed by a collective bargaining agreement.

9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Agency must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Agency must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Agency and BCA's determination controls.

9.2.2 If BCA determines that Agency has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Agency's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Agency. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Agency. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Agency understands that if it has signed the Court Data Services Subscriber Amendment and if Agency's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Agency also understands that reinstatement is only at the direction of the Court.

9.3.2 Agency further agrees that if Agency believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Agency may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Agency is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing obligations

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of alleged violations; sanctions; and 10. Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. AGENCY

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

**2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF
CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____



Board of County Commissioners Agenda Request

2K

Agenda Item #

Requested Meeting Date: 6/14/2016

Title of Item: DVS Business Partner Records Access Agreement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Elizabeth DeRuyck		Department: Community Corrections
Presenter (Name and Title): Elizabeth Deruyck, Director		Estimated Time Needed:
Summary of Issue: The Department of Public Safety Driver and Vehicle Services requires the community corrections department to enter into an Agreement for the purposes of accessing DVS Data . The County Board shall make resolution to assign an delegated data user representative for the purposes of adding and removing users. See attached resolution.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Pass resolution approving the DVS Business Partner Agreement as provided.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED June 14, 2016

By Commissioner: xx

20160614-0xx

DVS BUSINESS PARTNER RECORDS ACCESS AGREEMENT WITH THE COUNTY OF AITKIN ON BEHALF OF ITS COMMUNITY CORRECTIONS DEPARTMENT

WHEREAS, the County of Aitkin on behalf of its Community Corrections Department desires to enter into a Business Partner Agreement with the State of Minnesota, Department of Public Safety, Department of Vehicle Services.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Aitkin, Minnesota as follows:

1. That the DVS Business Partner Records Access Agreement with the State of Minnesota, Department of Public Safety, Department of Vehicle Services and the County of Aitkin on behalf of its Community Corrections Department is hereby approved.
2. That the Director of Community Corrections, Elizabeth DeRuyck, or her successor, is designated the Delegation of the Data Use Representative and is the Authorized Representative for the Community Corrections Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the county's connection to the systems and tools offered by the State.
3. That Elizabeth DeRuyck, Director of the Community Corrections Department is authorized sign the DVS Business Partner Records Access Agreement.

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

FIVE MEMBERS PRESENT
STATE OF MINNESOTA}
COUNTY OF AITKIN}

All Members Voting Yes

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 14th day of June 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14th day of June 2016

Nathan Burkett
County Administrator



MINNESOTA DEPARTMENT OF PUBLIC SAFETY
DRIVER AND VEHICLE SERVICES

DVS Business Partner Records Access Agreement

Government Agency

This agreement is between the State of Minnesota, acting through its *Department of Public Safety* (hereinafter "STATE") and ELIZABETH DERUYCK, DIRECTOR, a representative of AITKIN COUNTY COMMUNITY CORRECTIONS located at 204 1ST STREET NW, AITKIN, MN 56431 (hereinafter "DVS BUSINESS PARTNER").

I understand by signing this document I agree to the following terms and conditions to gain access to the STATE's, Driver and Vehicle Services Division (hereinafter "DVS") records information system for a DVS BUSINESS PARTNER business and only for the uses described in the DVS Business Partner Intended Use Statement.

1. Access to the DVS record information system is restricted to DVS BUSINESS PARTNER employees who need access to perform their DVS BUSINESS PARTNER duties.
2. The DVS data obtained by the DVS BUSINESS PARTNER **will not** be used for personal or non-business purposes.
3. DVS BUSINESS PARTNER will provide the STATE with general use of data and specific examples of how DVS data will be used by the DVS BUSINESS PARTNER and its employees in number 16 of this agreement which is entitled **Intended Use Statement**. The STATE will determine the appropriate access allowed by statute and applicable laws, based on the information provided. DVS data obtained by the DVS BUSINESS PARTNER will only be used for the uses described and approved in number 16 of this agreement.
4. The DVS BUSINESS PARTNER is responsible for training all individuals of the proper use and dissemination of DVS data using the material provided by the STATE. The DVS BUSINESS PARTNER must collect the certificate of completion provided at the end of the training and retain for audit purposes.
5. The DVS BUSINESS PARTNER will require each individual who has a business need to access the DVS data to sign a government individual user agreement regarding usage and dissemination of STATE data. This form is submitted to and maintained by the STATE.
6. The DVS BUSINESS PARTNER will notify the STATE within three (3) days when an individual has left the DVS BUSINESS PARTNER so the access can be disabled.
7. The DVS BUSINESS PARTNER understands each individual is assigned their own username by the STATE, and the individual's username and password information **will not** be shared with anyone, including other employees or their supervisors.
8. The DVS BUSINESS PARTNER understands that improper use or release of DVS data may result in loss of record access as well as possible civil penalties under both state and federal laws.

9. Information Security

The DVS BUSINESS PARTNER is required to secure and protect the DVS data requested in this application. Respond to the questions below to indicate how information security will be maintained:

a. How will electronic/paper copies of records be securely stored?

The computer systems will have adequate physical security at all times to protect against any unauthorized access to or routine viewing of computer devices, access devices, and printed and stored data. Copies of records out of plain view.

b. What type of security do you use for your online computer terminals?

Computers are on a local county network using a Microsoft domain.

c. How will you audit and manage the access to and dissemination of the requested information?

The supervisor will request a list of accesses from DVS at least once annually. The supervisor will then randomly audit 20% of all the names on the list, or a minimum of 10 names.

d. What is the authentication method used to access online computer terminal(s)?

Security access to the computer is by user name and password within the Microsoft domain.

10. Report of Misuse

All incidents of misuse, or suspected misuse, by DVS BUSINESS PARTNER employees must be reported to DVS. DVS will examine each incident for validity and forward any substantiated report of misuse for further investigation to the DVS BUSINESS PARTNER and/or law enforcement. Failure to report confirmed or suspected misuse may result in suspension or cancellation of the DVS BUSINESS PARTNER user account

11. Liability for State Agencies

Each party will be responsible for its own acts and behavior and the results thereof.

Liability for Local and County Government

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

12. Government Data Practices

The DVS BUSINESS PARTNER and the STATE must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and U.S. Code Title 18 § 2721, as they apply to all data provided by the STATE under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the DVS BUSINESS PARTNER under this agreement. The civil remedies of Minn. Stat. §§ 13.08 and 13.09, and U.S. Code Title 18 § 2721 apply to the release of the data referred to in this clause by either the DVS BUSINESS PARTNER or DVS (See Exhibits A and B).

13. Audits

The STATE maintains an electronic log of data accessed through the DVS website. This electronic log includes, in part, the user name, date, time, IP address, and the data queried.

The DVS BUSINESS PARTNER must maintain a record to verify work-related queries. This record must be maintained for at least five (5) years from the date of the inquiry and must be presented to the STATE upon request.

Inspection of Records

The DVS BUSINESS PARTNER's place of business shall be available within a reasonable period of time for an electronic or manual audit of records upon request from the STATE or its representative. The DVS BUSINESS PARTNER understands that failure to respond to an audit report request with findings may result in suspension or cancellation of the DVS BUSINESS PARTNER access.

Audits will be conducted at the DVS BUSINESS PARTNER's expense.

14. Termination

The STATE or the DVS BUSINESS PARTNER may terminate this agreement at any time, with or without cause, upon written notice to the other party.

15. Delegation of Data Use Representative (DUR)

The DUR is the only person from whom DVS will accept changes.

DUR Responsibilities:

- Verify the identity of the user via a current state issued ID card or driver's license
- Provide the new user with training on the proper use and dissemination of DVS data
- Obtain signed individual agreement and verify access requested for user is based on job duties
- Stress to users that access is for work related purposes only
- Provide the new user with the username assigned and the link to ESupport
- Send an email to DVS.DataServices@state.mn.us to remove access when a user no longer needs access due to assignment change or when no longer employed

DUR Full Name (please print or type) Elizabeth DeRuyck

DUR Attestation:

I attest that I have read and understand my responsibilities as Data Use Representative (DUR).

Signature

Date

16. Intended Use Statement

Pursuant to 18 U.S.C. § 2721, check the box(es) that correspond to the permissible use(s) that allows DVS BUSINESS PARTNER access to DVS data.

See **Exhibit B** for the list of permissible uses. Check all uses that apply.

- | | |
|---------------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 8 |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 9 |
| <input checked="" type="checkbox"/> 3 | <input type="checkbox"/> 10 |
| <input checked="" type="checkbox"/> 4 | <input type="checkbox"/> 11 |
| <input type="checkbox"/> 5 | <input type="checkbox"/> 12 |
| <input type="checkbox"/> 6 | <input type="checkbox"/> 13 |
| <input type="checkbox"/> 7 | <input type="checkbox"/> 14 |

Type of Access Required

Driver's License Data

Provide general use and specific examples of how the driver's license data will be used by the DVS Business Partner.

VERIFICATION OF DL STATUS AND DRIVER RECORD INCLUDING IDENTITY AND PICTURE OF THE PARTY
FOR COURT ORDERED FUNCTIONS TO BE CARRIED OUT, ASSIST CLIENTS TO REINSTATE LICENSE
RECORD FOR COURT REPORTS, VERIFY RESIDENCY OF CLIENTS AND/OR SEARCH FOR LAST KNOWN

Motor Vehicle Data

Provide general use and specific examples of how the motor vehicle data will be used by the DVS Business Partner.

VERIFICATION OF REGISTRATION FOR PREDATORY OFFENDERS, DETERMINE VEHICLE OR RESIDENCES
TO ENSURE AGENT SAFETY AND KNOWLEDGE OF THOSE WHO ARE PRESENT AND COMPLIANCE OF
COURT CONDITIONS

Photo Access -- Check the box below that applies to the DVS Business Partner pursuant to Minn. Stat. § 171.07, Subd. 1a.

To the issuance and control of drivers' licenses;

To criminal justice agencies, as defined in section 299C.46, subdivision 2, for the investigation and prosecution of crimes, service of process, enforcement of no contact orders, location of missing persons, investigation and preparation of cases for criminal, juvenile, and traffic court, and supervision of offenders;

To public defenders, as defined in section 611.272, for the investigation and preparation of cases for criminal, juvenile, and traffic courts;

To child support enforcement purposes under section 256.978

Provide specific examples of how the driver's license photo data will be used by the DVS Business Partner pursuant to Minn. Stat. § 171.07.

FOR PURPOSES OF SUPERVISING OFFENDERS, VERIFY IDENTITY OF INDIVIDUAL

Other data access request and authority – Please Explain:

I, the undersigned, as an authorized representative of the DVS BUSINESS PARTNER, certify by signing this agreement the information and statements provided on this document are true and correct, and I agree to the terms and conditions for intended use of DVS data as defined in Exhibit A and Exhibit B, which are attached and incorporated into this agreement by reference. The DVS BUSINESS PARTNER must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and U.S. Code Title 18 § 2721, as they apply to all data provided by DVS under this agreement. Each party will be responsible for its own acts and behavior and the results thereof. The civil remedies of Minn. Stat. § 13.08 and § 13.09, and U.S. Code Title 18 § 2721, apply to the release of the data referred to in the clause by either the DVS BUSINESS PARTNER or DVS.

DVS Business Partner	State
Signature: _____	Signature: _____
Printed Name: Elizabeth DeRuyck	Printed Name:
Title (no acronyms): Director	Title (no acronyms):
Date: 6/14/16	Date:
Email: liz.deruyck@co.aitkin.mn.us	
Phone Number: 218-927-7394	

**Please send completed form to DVS:
 Email to DVS.DataServices@state.mn.us or fax to (651) 797-1205**

Exhibit A

Access to Driver License and Motor Vehicle records is governed by Minnesota Statutes Sections 168.346, 171.12 Subd. 7 and 171.12 Subd. 7a. and United States Code, Title 18, Sections 2722-2725.

Under United States Code, Title 18, Sec. 2722 the following are unlawful acts:

(a) Procurement for Unlawful Purposes. -- It shall be unlawful for any person knowingly to obtain or disclose personal information, from a motor vehicle record, for any use not permitted under section 2721(b) of this title.

(b) False Representation. -- It shall be unlawful for any person to make false representation to obtain any personal information from an individual's motor vehicle record.

Under United States Code, Title 18, Sec. 2723 the following penalty may apply to unlawful acts:

(a) Criminal Fine. -- A person who knowingly violates this chapter shall be fined under this title.

United States Code, Title 18, Sec. 2724 provides for the following Civil action.

(a) Cause of Action. -- A person who knowingly obtains, discloses or uses personal information, from a motor vehicle record, for a purpose not permitted under this chapter shall be liable to the individual to whom the information pertains, who may bring a civil action in a United States district court.

(b) Remedies. -- The court may award--

(1) actual damages, but not less than liquidated damages in the amount of \$2,500;

(2) punitive damages upon proof of willful or reckless disregard of the law;

(3) reasonable attorneys' fees and other litigation costs reasonably incurred; and

(4) such other preliminary and equitable relief as the court determines to be appropriate.

Under United States Code Title 18, Sec. 2725 Motor vehicle record is defined as:

(1) "motor vehicle record" means any record that pertains to a motor vehicle operator's permit, motor vehicle title, motor vehicle registration, or identification card issued by a department of motor vehicles;

Exhibit B

Permissible Uses of Motor Vehicle Data as provided in United States Code, Title 18, Section 2721

- 1) For use by any government agency, including court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State or local agency in carrying out its functions.
- 2) For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
- 3) For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only (A) to verify the accuracy of personal information submitted by the individual to the business or its agencies, employees, or contractors; and (B) if such information as so submitted is not correct or is no longer correct, to obtain correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against the individual.
- 4) For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State or local court.
- 5) For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals.
- 6) For use by any insurer or insurance support organization, or by self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.
- 7) For use in providing notice to the owners of towed or impounded vehicles.
- 8) For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
- 9) For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the Commercial Motor Vehicle Safety Act of 1986 (49 U.S.C. App. 2710 et seq.).
- 10) For use in connection with the operation of private toll transportation facilities.
- 11) For any other use in response to requests for individual motor vehicle records if the State has obtained the express consent of the person to whom such personal information pertains.
- 12) For bulk distribution for surveys, marketing, or solicitations if the State has obtained the express consent of the person to whom such personal information pertains.
- 13) For Use by any requester, if the requester demonstrates it has obtained written consent of the individual to whom the information pertains.
- 14) For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety. **List specific statutory authorization.**



Board of County Commissioners Agenda Request

22
Agenda Item #

Requested Meeting Date: 6/14/2016

Title of Item: Community Corrections Contracts

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Elizabeth DeRuyck		Department: Community Corrections
Presenter (Name and Title): Elizabeth Deruyck, Director		Estimated Time Needed:
Summary of Issue: <p>The community corrections department has access to MGA through the courts and needs authorization specifically through the county. GovPay is the current system community corrections uses to enable our agency to allow clients to use credit cards for various fees. Grand American Resources is the company CMCC has been using for the collection of overdue fees. The fourth is the JPA with the State to receive funding for the Aitkin County Sobriety Court. There is no cost to the county for any of these contracts.</p> <p>I am seeking approval of the following contracts for the Community Corrections Department:</p> <ol style="list-style-type: none"> 1. Minnesota Government Access (MGA) Request and User Agreement 2. GovPay 3. Grand American Resources 4. Aitkin County Sobriety Court Joint Powers Agreement with State Court Administrator's Office (SCAO) 		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve contracts.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA SERVICES FOR GOVERNMENTAL AGENCIES

THIS AGREEMENT is entered into by and between
Aitkin County Community Corrections

(Government Subscriber Name)

of 204 1st Street NW, Aitkin, MN 56431

(Government Subscriber Address)

(hereinafter "Government Subscriber") and THE STATE OF MINNESOTA

Office of State Court Administration

of 25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155

(hereinafter "the Court").

Recitals

The Court offers Court Data Services, as defined herein, to Minnesota Government Subscribers as authorized by the Rules of Public Access and Court Order. The Court Data Services are offered to Government Subscribers as governmental units and are offered solely for certain governmental use as permitted herein. Government Subscriber desires to use Court Data Services, and the Court desires to provide the same, to assist Government Subscriber in the efficient performance of its governmental duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.

Court Data Services are defined in the Definitions section of this Agreement and may involve a one-way or two-way transmission of information between the parties, some of which may include court information that is not accessible to the public pursuant to the Rules of Public Access and which may not be disclosed by Government Subscriber without the prior approval of the appropriate court or record custodian. Government Subscriber agrees herein to limit its access to and use of Court Records and Court Documents through Court Data Services to the Government Subscriber's "Legitimate Governmental Business Need" as defined herein.

Agreement

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, the Court and Government Subscriber agree as follows:

1. TERM; TERMINATION; ONGOING OBLIGATIONS.

1.1 Term. This Agreement shall be effective on the date executed by the Court and shall remain in effect according to its terms.

1.2 Termination.

1.2.1 Either party may terminate this Agreement with or without cause by giving written notice to the other party. The effective date of the termination shall be thirty (30) days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. Termination of this Agreement pursuant to Clause 4.5 shall be effective immediately and may occur without prior notice to Government Subscriber.

1.2.2 The provisions of Clauses 5, 6, 8, 9, 10, 12.2, 12.3 and 15 through 24 shall survive any termination of this Agreement, as shall any other provisions that by their nature are intended or expected to survive such termination. Upon termination, the Government Subscriber shall perform the responsibilities set forth in paragraph 8.6 hereof.

1.3 Subsequent Agreement. This Agreement may be superseded by a subsequent agreement between the parties.

2. DEFINITIONS.

2.1 "Agency Account Manager" means the Government Subscriber employee assigned with the tasks of: (1) being the point of contact for communications between Government Subscriber and the Court; (2) maintaining a current list Government Subscriber's Individual Users and their signed User Acknowledgment Forms and promptly notifying the Court when Government Subscriber's Individual Users with individual logins should have accounts added or deleted; (3) reporting violations of this agreement by Government Subscriber's Individual Users and steps taken to remedy violations to the Court.

2.2 "Court Data Services" means one or more of the following services and includes any additional or modified services identified as such on the Justice Agency Resource webpage of the Minnesota Judicial Branch website, which is currently www.mncourts.gov, or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates:

2.2.1 "Bulk Data Delivery" means the electronic transmission of Court Records in bulk form from the Court to the Government Subscriber, from one or more of the Court's databases and through any means of transmission, as described in applicable Policies & Notices and materials referenced therein.

2.2.2 "Court Integration Services" means pre-defined automated transmissions of i) Court Records from the Court's computer systems to Government Subscriber's computer systems; and/or ii) Government Subscriber Records from the Government Subscriber's computer systems to the Court's computer systems; on a periodic basis or as triggered by pre-determined events, as described in applicable Policies & Notices and materials referenced therein.

2.2.3 "MNCIS Login Accounts" means a digital login account created for and provided to the Government Subscriber for online access to and use of Court Records and Court Documents maintained by the Minnesota Court

Information System (“MNCIS”), as described in applicable Policies & Notices and materials referenced therein.

- 2.3 **“Court Data Services Databases”** means any databases and the data therein, used as a source for Court Data Services, together with any documentation related thereto, including without limitation descriptions of the format or contents of data, data schemas, and all related components.
- 2.4 **“Court Data Services Programs”** means any computer application programs, routines, transport mechanisms, and display screens used in connection with Court Data Services, together with any documentation related thereto.
- 2.5 **“Court Records”** means all information in any form made available by the Court and/or its affiliates to Government Subscriber for the purposes of carrying out this Agreement, including:
 - 2.5.1 **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information and Court Documents, as defined herein.
 - 2.5.2 **“Court Confidential Case Information”** means any information in the Court Records (including Court Documents) that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
 - 2.5.3 **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
 - 2.5.4 **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.
 - 2.5.5 **“Court Documents”** means electronic images of documents that are part of or included in a court file.
- 2.6 **“DCA”** means the District Court Administrator pursuant to Minnesota Statutes, section 485.01.
- 2.7 **“Government Subscriber Records”** means any information in any form made available by the Government Subscriber to the Court and/or its affiliates for the purposes of carrying out this Agreement.
- 2.8 **“Government Subscriber’s Individual Users”** means Government Subscriber’s employees or independent contractors whose use or access of Court Data Services,

as well as the access, use and dissemination of Court Records (including Court Documents), is necessary to effectuate the purposes of this Agreement.

- 2.9 **“Legitimate Governmental Business Need”** means a requirement, duty or obligation for the efficient performance of governmental tasks or governmental responsibilities and as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.
- 2.10 **“Policies & Notices”** means the policies and notices published by the Court and/or its affiliates in connection with each of its Court Data Services, on a website or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates. Policies & Notices for each Court Data Service, hereby made part of this Agreement by reference, provide additional terms and conditions that govern Government Subscriber’s use of such services, including but not limited to provisions on fees, access and use limitations, and identification of various third party applications, such as transport mechanisms, that Government Subscriber may need to procure separately to use Court Data Services.
- 2.11 **“Rules of Public Access”** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court and/or the SCAO entitled “Limits on Public Access to Case Records” or “Limits on Public Access to Administrative Records,” all of which by this reference are made a part of this Agreement. It is the obligation of Government Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. Such rules, lists, and tables are posted on the main website for the Court, for which the current address is www.mncourts.gov.
- 2.12 **“SCAO”** means the State of Minnesota, State Court Administrator's Office.
- 2.13 **“This Agreement”** means this Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies, including all Exhibits, Policies & Notices, and other documents referenced, attached to, or submitted or issued hereunder.
- 2.14 **“Trade Secret Information of SCAO and its licensors”** is defined in sections 8.1, 8.2 and 8.4 of this Agreement.
- 2.15 **“User Acknowledgement Form”** means the form signed by Government Subscriber’s Individual Users to confirm in writing that the Individual User has read and understands the requirements and restrictions in this Agreement (Exhibit A).
3. **DATA ACCESS SERVICES PROVIDED TO GOVERNMENT AGENCY.** Following execution of this Agreement by both parties, Government Subscriber will be offered access to the Court Records (including Court Documents) described in the Government Subscriber Access Chart, which is posted on the Policies & Notices.

4. AUTHORIZED ACCESS, USE, AND DISSEMINATION OF COURT DATA SERVICES AND COURT RECORDS LIMITED; TRAINING; VIOLATIONS; SANCTIONS.

4.1 Authorized Access to Court Data Services and Court Records.

4.1.1 Government Subscriber and Government Subscriber's Individual Users shall access only the Court Data Services and Court Records (including Court Documents) necessary for a Legitimate Governmental Business Need.

4.1.2 The access of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal or non-official use, or any use that is not a "Legitimate Governmental Business Need" as defined herein, is prohibited.

4.1.3 Government Subscriber and Government Subscriber's Individual Users shall not access or attempt to access Court Data Services or Court Records (including Court Documents) in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation.

4.2 Authorized Use of Court Data Services and Court Records.

4.2.1 Government Subscriber and Government Subscriber's Individual Users shall use the Court Data Services and Court Records (including Court Documents) accessed only for a Legitimate Governmental Business Need and according to the instructions provided in corresponding Policies & Notices or other materials.

4.2.2 The use of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal or non-official use, or any use that is not a "Legitimate Governmental Business Need" as defined herein, is prohibited.

4.2.3 Government Subscriber and Government Subscriber's Individual Users shall not use or attempt to use Court Data Services or Court Records (including Court Documents) in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation.

4.3 Dissemination of Court Records. Government Subscriber and Government Subscriber's Individual Users shall not share the Court Records (including Court Documents) accessed and data therefrom with third parties and other individuals other than as needed to further a Legitimate Governmental Business Need.

4.4 Training. Government Subscriber shall provide Government Subscriber's Individual Users training in the proper access, use, and dissemination of Court Records (including Court Documents).

4.5 Violations.

4.5.1 The access, use, or dissemination of Court Data Services or Court Records (including Court Documents) beyond what is necessary for a Legitimate

Governmental Business Need by Government Subscriber or Government Subscriber's Individual Users is a violation of this Agreement. The access, use or dissemination of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal use is a violation of this Agreement.

4.5.2 Any violation pursuant to Clause 4.5.1, or any unauthorized or attempted access, use or dissemination of Court Data Services, Court Records or Court Documents by Government Subscriber or Government Subscriber's Individual Users shall be grounds for the Court to impose sanctions as described in Clause 4.6 and to terminate this Agreement without prior notice to Government Subscriber and/or Government Subscriber's Individual Users.

4.6 Sanctions.

4.6.1 Sanctions for a violation pursuant to Clause 4.5.1 may be imposed upon a Government Subscriber and/or Government Subscriber's Individual Users and may include the suspension of access or termination of access for Government Subscriber and/or Government Subscriber's Individual Users.

4.6.2 If the Court decides to terminate the access for Government Subscriber and/or Government Subscriber's Individual Users, the Court shall notify the affected party in writing. The termination shall be effective immediately. Prior notice to Government Subscriber and/or Government Subscriber's Individual Users is not required. Reinstatement of the access shall only be upon the written direction of the Court.

5. GUARANTEES OF CONFIDENTIALITY. Government Subscriber agrees:

5.1 To not disclose Court Confidential Information to any third party except where necessary to carry out the Government Subscriber's Legitimate Governmental Business Need as defined in this Agreement.

5.2 To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Government Subscriber's obligations under this Agreement.

5.3 To limit the use of and access to Court Confidential Information to Government Subscriber's Individual Users. Government Subscriber shall advise Government Subscriber's Individual Users of the restrictions upon access, use and disclosure contained in this Agreement, requiring each Government Subscriber's Individual User to acknowledge in writing that the individual has read and understands such restrictions. Government Subscriber's Individual Users shall sign the User Acknowledgment Form (Exhibit A) before accessing Court Data Services.

5.4 That, without limiting Clause 1 of this Agreement, the obligations of Government Subscriber and Government Subscriber's Individual Users with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Agreement and the termination of their relationship with Government Subscriber.

- 5.5 That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Government Subscriber and Government Subscriber's Individual Users under this Agreement, such obligations of Government Subscriber and Government Subscriber's Individual Users are founded independently on the provisions of this Agreement.
- 5.6 That, a violation of Government Subscriber's agreements contained in this Clause 5, or a violation of those same agreements by Government Subscriber's Individual Users, shall be grounds for the Court to terminate this agreement and Government Subscriber and/or Government Subscriber's Individual Users access to Court Data Services and Court Records (including Court Documents).
6. **APPLICABILITY TO COURT CASE INFORMATION PROVIDED UNDER LEGAL MANDATE AND PREVIOUSLY DISCLOSED COURT RECORDS AND COURT DOCUMENTS.** Subscriber acknowledges and agrees:
- 6.1 **Court Case Information Provided Under Legal Mandate.** When the Court is required to provide Government Subscriber with Court Case Information under a legal mandate and the provision of such data by the Court is not optional or otherwise left to the discretion of the Court, for example in the case of a state statutory reporting requirement, the provisions of this Agreement that govern or restrict Government Subscriber's access to and use of Court Case Information do not apply to the specific data elements identified in the legal mandate, but remain in effect with respect to all other Court Case Information provided by the Court to Government Subscriber. All other provisions of this Agreement remain in full effect, including, without limitation, provisions that govern or restrict Government Subscriber's access to and use of Court Confidential Security and Activation Information.
- 6.2 **Previously Disclosed Court Records and Court Documents.** Without limiting section 6.1, all Court Records and Court Documents disclosed to Government Subscriber prior to the effective date of this Agreement shall be subject to the provisions of this Agreement.
7. **ACKNOWLEDGMENT BY INDIVIDUALS WITH ACCESS TO COURT RECORDS UNDER THIS AGREEMENT.**
- 7.1 **Requirement to Advise Government Subscriber's Individual Users.** To affect the purposes of this Agreement, Government Subscriber shall advise each of Government Subscriber's Individual Users who are permitted to use and/or access Court Data Services and Court Records (including Court Documents) under this Agreement of the requirements and restrictions in this Agreement.
- 7.2 **Required Acknowledgement by Government Subscriber's Individual Users.**
- 7.2.1 Government Subscriber shall require each of Government Subscriber's Individual Users to sign the User Acknowledgement Form (Exhibit A).
- 7.2.2 The User Acknowledgement Forms of current Government Subscriber's Individual Users must be obtained prior to submitting this Agreement to the

Court for approval and shall accompany the submission of this Agreement for approval.

7.2.3 Until the User Acknowledgement Form required in Clause 7.2.1 is signed, a Government Subscriber's Individual User is prohibited from accessing, using or disseminating Court Data Services and Court Records (including Court Documents). The access, use or dissemination of Court Data Services or Court Records (including Court Documents) by a Government Subscriber's Individual User that has not completed a User Acknowledgement Form as required in Clause 7.2.1 is a violation of this Agreement.

7.2.4 Government Subscriber shall keep all such written User Acknowledgment Forms on file while this Agreement is in effect and for one (1) year following the termination of this Agreement. Government Subscriber shall promptly provide the Court with access to, and copies of, such acknowledgements upon request to the Agency Account Manager.

7.2.5 The User Acknowledgment Forms are incorporated herein by reference.

8. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Agreement, subject to the terms and conditions hereof, the Court, with the permission of the SCAO, hereby grants to Government Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive Court Records (including Court Documents). SCAO and the Court reserve the right to make modifications to the Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Government Subscriber. These modifications shall be treated in all respects as their previous counterparts.

8.1 Court Data Services Programs. SCAO is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of SCAO and its licensors.

8.2 Court Data Services Databases. SCAO is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of SCAO and its licensors.

8.3 Marks. Government Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

8.4 Restrictions on Duplication, Disclosure, and Use.

8.4.1 Trade secret information of SCAO and its licensors will be treated by Government Subscriber in the same manner as Court Confidential

Information. In addition, Government Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of SCAO or its licensors, in any way or for any purpose not specifically and expressly authorized by this Agreement. As used herein, "trade secret information of SCAO and its licensors" means any information possessed by SCAO which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of SCAO and its licensors" does not, however, include information which was known to Government Subscriber prior to Government Subscriber's receipt thereof, either directly or indirectly, from SCAO or its licensors, information which is independently developed by Government Subscriber without reference to or use of information received from SCAO or its licensors, or information which would not qualify as a trade secret under Minnesota law.

8.4.2 It will not be a violation of Clause 8.4 for Government Subscriber to make up to one (1) copy of training materials and configuration documentation for each individual authorized to access, use, or configure Court Data Services, solely for its own use in connection with this Agreement.

8.4.3 Government Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of SCAO and its licensors and Government Subscriber will advise Government Subscriber's Individual Users who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of SCAO and its licensors, of the restrictions upon duplication, disclosure and use contained in this Agreement.

8.5 **Proprietary Notices.** Government Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of SCAO and its licensors, or any part thereof, made available by SCAO or the Court, and Government Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of SCAO and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Government Subscriber by SCAO or the Court, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

8.6 **Title; Return.** The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, made available by the Court and SCAO to Government Subscriber hereunder, and all copies, including partial copies, thereof are and remain the property of the respective licensor. Within ten days of the effective date of termination of this Agreement, Government Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration

materials, if any, and logon account information; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

- 8.7 Reasonable Security Measures.** The Court may add reasonable security measures including, but not limited to, a time-out feature, to Court Data Services Programs.
- 9. INJUNCTIVE RELIEF; LIABILITY.** Government Subscriber acknowledges that the Court, SCAO, SCAO's licensors, and DCA will be irreparably harmed if Government Subscriber's obligations under this Agreement are not specifically enforced and that the Court, SCAO, SCAO's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Government Subscriber of its obligations. Therefore, Government Subscriber agrees that the Court, SCAO, SCAO's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Government Subscriber or Government Subscriber's Individual Users without the necessity of the Court, SCAO, SCAO's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Government Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Government Subscriber shall be liable to the Court, SCAO, SCAO's licensors, and DCA for reasonable attorney's fees incurred by the Court, SCAO, SCAO's licensors, and DCA in obtaining any relief pursuant to this Agreement.
- 10. COMPROMISE LIABILITY.** Government Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Government Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Government Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law.
- 11. AVAILABILITY.** Specific terms of availability shall be established by the Court and set forth in the Policies & Notices. The Court reserves the right to terminate this Agreement immediately and/or temporarily suspend Government Subscriber's approved Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system. Monthly fees, if any, shall be prorated only for periods of suspension or upon termination of this Agreement.
- 12. ADDITIONAL USER OBLIGATIONS.** The obligations of the Government Subscriber set forth in this section are in addition to the other obligations of the Government Subscriber set forth elsewhere in this Agreement.
- 12.1 Judicial Policy Statement.** Government Subscriber agrees to comply with all policies identified in applicable Policies & Notices. Upon failure of the Government Subscriber to comply with such policies, the Court shall have the option of immediately suspending or terminating the Government Subscriber's Court Data Services on a temporary basis and/or immediately terminating this Agreement.

12.2 Access and Use; Log.

- 12.2.1 Government Subscriber shall be responsible for all access to and use of Court Data Services and Court Records (including Court Documents) by Government Subscriber's Individual Users or by means of Government Subscriber's equipment or passwords, whether or not Government Subscriber has knowledge of or authorizes such access and use.
- 12.2.2 Government Subscriber shall also maintain a log identifying all persons to whom Government Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Government Subscriber shall maintain such logs while this Agreement is in effect and for a period of one (1) year following termination of this Agreement. Government Subscriber shall promptly provide the Court with access to, and copies of, such logs upon request.
- 12.2.3 Government Subscriber, through the Agency Account Manager, shall promptly notify the Court when Government Subscriber's Individual Users with individual logins should have accounts added or deleted. Upon Government Subscriber's failure to notify the Court of these changes, the Court may terminate this Agreement without prior notice to Government Subscriber.
- 12.2.4 The Court may conduct audits of Government Subscriber's logs and use of Court Data Services and Court Records (including Court Documents) from time to time. Upon Government Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Agreement without prior notice to Government Subscriber.

12.3 Personnel. Government Subscriber agrees to investigate (including conducting audits), at the request of the Court, allegations of misconduct pertaining to Government Subscriber's Individual Users having access to or use of Court Data Services, Court Confidential Information, or trade secret information of the SCAO and its licensors where such persons violate the provisions of this Agreement, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records. Government Subscriber, through the Agency Account Manager, agrees to notify the Court of the results of such investigation, including any disciplinary actions, and of steps taken to prevent further misconduct. Government Subscriber agrees to reimburse the Court for costs to the Court for the investigation of improper use of Court Data Services, Court Records (including Court Documents), or trade secret information of the SCAO and its licensors.

13. FEES AND INVOICES. Applicable monthly fees commence ten (10) days after notice of the Court's approval of this Agreement or upon the initial Government Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the State shall invoice Government Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within thirty (30) days of the date of the invoice, the Court may immediately cancel this Agreement without notice to Government Subscriber and pursue all available legal remedies. Government Subscriber certifies that

funds have been appropriated for the payment of charges under this Agreement for the current fiscal year, if applicable.

14. **MODIFICATION OF FEES.** SCAO may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty (30) days from the publication of the Policies & Notices. Government Subscriber shall have the option of accepting such changes or terminating this Agreement as provided in section 1 hereof.
15. **WARRANTY DISCLAIMERS.**
 - 15.1 **WARRANTY EXCLUSIONS.** EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.
 - 15.2 **ACCURACY, COMPLETENESS AND AVAILABILITY OF INFORMATION.** WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS. THE COURT IS NOT LIABLE FOR ANY COURT RECORDS OR COURT DOCUMENTS NOT AVAILABLE THROUGH COURT DATA SERVICES DUE TO COMPUTER OR NETWORK MALFUNCTION, MISTAKE OR USER ERROR.
16. **RELATIONSHIP OF THE PARTIES.** Government Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, SCAO, SCAO'S licensors, or DCA. Neither Government Subscriber nor the Court, SCAO, SCAO'S licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.
17. **NOTICE.** Except as provided in Clause 2 regarding notices of or modifications to Court Data Services and Policies & Notices, and in Clauses 13 and 14 regarding notices of or modification of fees, any notice to Court or Government Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.
18. **NON-WAIVER.** The failure by either Party at any time to enforce any of the provisions of this Agreement or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Agreement. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. **FORCE MAJEURE.** Neither party shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.
20. **SEVERABILITY.** Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Agreement so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effect.
21. **ASSIGNMENT AND BINDING EFFECT.** Except as otherwise expressly permitted herein, neither Party may assign, delegate and/or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any corporation or other legal entity into, by or with which Government Subscriber may be merged, acquired or consolidated or which may purchase the entire assets of Government Subscriber.
22. **GOVERNING LAW.** This Agreement shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.
23. **VENUE AND JURISDICTION.** Any action arising out of or relating to this Agreement, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Government Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.
24. **INTEGRATION.** This Agreement sets forth the entire Agreement and understanding between the Parties regarding the subject matter hereof and supersedes any prior representations, statements, proposals, negotiations, discussions, understandings, or agreements regarding the same subject matter. Except as otherwise expressly provided in Clause 2 regarding Court Data Services and Policies & Notices, and in Clauses 13 and 14 regarding fees, any amendments or modifications to this Agreement shall be in writing signed by both Parties.
25. **MINNESOTA DATA PRACTICES ACT APPLICABILITY.** If Government Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Government Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (*see* section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Government Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided under this Agreement; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Agreement, intending to be bound thereby.

1. **GOVERNMENT SUBSCRIBER**
Government Subscriber must attach documented verification of authority to sign on behalf of and bind the entity ("Master Subscriber Agreement Signing Authority"), such as a council resolution, board authority or legally binding decision maker, and attach same as Exhibit B.

By _____
(SIGNATURE)

Date _____

Name (typed) Mark Wedel

Title Aitkin County Board Chair

Office Community Corrections

2. **THE COURT**

By _____
(SIGNATURE)

Date _____

Title CIO/Director

Office Information Technology
Division of State Court
Administration

3. **Form and execution approved for Court by:**

By: _____
(SIGNATURE)

Title: Staff Attorney - Legal Counsel Division

Date: _____

PARTICIPATION AGREEMENT

Participant:

Aitkin County Community Corrections
204 1st Street NW
Aitkin, MN 56431

Government Payment Service, Inc. (“GPS”)
7102 Lakeview Parkway West Drive
Indianapolis, Indiana 46268
Phone: (866) 564-0169
Facsimile: (888) 665-4755
Email: accountservices@govpaynet.com

1. Services. The above Participant authorizes GPS to act on its behalf in processing credit, debit, and prepaid debit card transactions through the Visa, MasterCard, Discover, and American Express payment systems for the payment types specified in this Participation Agreement (“Agreement”). GPS shall provide Participant with training, documentation, and electronic and telephonic support at GPS’ expense. GPS shall cause funds to be forwarded electronically to such account as Participant designates within two banking days after transaction authorization or by mailed check if Participant so indicates.

2. Term and Termination. This Agreement shall become effective upon the date of the latter signature to this Agreement and shall continue for five years, automatically renewing for additional one year periods. This Agreement may be terminated (i) by Participant at any time with or without cause upon 30 days written notice to GPS; (ii) by GPS upon 30 days’ written notice to Participant prior to any renewal term; or (iii) by either party immediately upon notice to the other party of such other party’s material breach of this Agreement, subject to a reasonable opportunity to cure such breach.

3. Fees. GPS shall not charge Participant for services. GPS shall collect all service fees from cardholders as its sole compensation. All service fees are non-refundable. GPS may modify service fees at its sole option, providing Participant with 30 days’ advance written notice. Service fees are as described in Attachment “A” to this Agreement.

4. Chargebacks. Participant shall have no liability for chargebacks. GPS shall be responsible for handling all transaction disputes associated with cardholders’ use of cards to make payments to Participant through GPS, for asserting any challenges to chargeback claims, and for any resulting chargeback liability. All payments will be considered no longer subject to chargeback 12 months after their authorization date.

5. Warranties. Each party warrants that this Agreement is valid, binding, and enforceable against such party in accordance with its terms and that each party has full power and authority to execute and deliver this Agreement and to perform its obligations hereunder. GPS further warrants that during the performance of this Agreement, GPS (i) shall provide services in a non-discriminatory manner and shall not deny services or employment on the basis of race, creed, color, national origin, sex, age, disability, sexual orientation, military status, marital status or any other legally protected class; (ii) will comply with all applicable laws and regulations and the rules and procedures applicable to the credit and debit card brands it accepts and processes; and (iii) in accordance with PCI DSS v3.0, requirement 12.9, will maintain proper security and responsibility for cardholder data while it is in GPS’s possession, all at GPS’ sole cost.

5.1. IF PARTICIPANT IS A BAIL BONDSMAN: Participant is duly licensed to provide its services in the jurisdiction(s) in which it operates and shall take all necessary actions to keep such license(s) current and in full force and effect. Participant, upon GPS request, shall provide GPS with current copies of such license(s). Participant shall only use GPS services for the collection of customer fees payable to Participant, not for the posting of cash sureties.

6. Indemnification and Disclaimers. GPS shall indemnify and save harmless Participant, its agents, officers, and employees from responsibility or liability for all damages, costs, expenses, (including reasonable attorney fees and defense costs) relating to death or bodily injury or damages to physical property directly resulting from GPS’ performance under this Agreement. **GPS ACCEPTS NO RESPONSIBILITY FOR SECURITY OF CARDHOLDER DATA ON SYSTEMS OTHER THAN THOSE CONTROLLED BY GPS. GPS LIABILITY WITH RESPECT TO PAYMENTS PROCESSED HEREUNDER IS LIMITED TO MAKING PAYMENTS IN THE AMOUNTS AUTHORIZED. GPS IS NOT A SURETY AND PROCESSING A PAYMENT THROUGH GPS**

DOES NOT GUARANTEE ANY PARTICULAR OUTCOME INCLUDING, BUT NOT LIMITED TO, A DEFENDANT'S COURT APPEARANCE OR FULL SATISFACTION OF A FINANCIAL OBLIGATION. OTHER THAN WARRANTIES EXPLICITLY MADE IN THIS AGREEMENT, GPS DISCLAIMS ALL WARRANTIES OR REPRESENTATIONS OF ANY KIND, EXPRESS OR IMPLIED. NEITHER PARTY SHALL BE LIABLE FOR INCIDENTAL, INDIRECT, PUNITIVE, OR CONSEQUENTIAL DAMAGES EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. PARTICIPANT BEARS RESPONSIBILITY FOR ANY ADMINISTRATIVE ACTIONS IT MAY TAKE IN CONNECTION WITH SERVICES PROVIDED UNDER THIS AGREEMENT.

7. Independent Contractor. GPS shall provide all services to Participant as an independent contractor. Nothing contained herein shall be deemed to create any association, partnership, joint venture, or relationship of master and servant or employer and employee between the parties or to provide either party with the right, power, or authority, expressed or implied, to create any such duty or obligation on behalf of the other party.

8. Taxes. GPS shall be responsible for the payment of all taxes legally imposed upon its services.

9. Notices. All notices permitted or required by this Agreement shall be in writing and given to the respective parties in person, by first class mail, by recognized private courier, or by facsimile (with a hard copy following) directed to the address first stated in this Agreement or to such other person or place that the parties may from time to time designate (if to GovPayNet, note "Attention: Account Services"). Notices and consents under this section shall be deemed to be received, if sent by mail or courier, five days following their deposit in the U.S. Mail or with such courier or, if sent by facsimile, when such facsimile is transmitted to the number the intended recipient provides and sender receives a confirmation that such facsimile was transmitted.

9.1. FOR PURPOSES OF SERVICE CHANGES:

Participant is responsible for advising GPS as to the types of payments GPS is authorized to accept on Participant's behalf (per the fees in Attachment "A") and the type of service and equipment modes that will apply to each payment type. Participant may at any time (i) authorize GPS to accept additional types of payments, (ii) cancel the processing through GPS of any types of payments, (iii) modify the service or

equipment modes (from among Internet, telephone, Internet and telephone, *Gov\$wipe*[®], etc.), (iv) modify the account(s) to which GPS shall direct payments to Participant, or, if Participant is a government entity and using appropriate means, (v) add other agencies, departments or sub-agencies ("Affiliated Agencies") to, or delete Affiliated Agencies from Participant's use of any GPS services and equipment by specifying all such changes to GPS in writing. Any such changes will be subject to GPS acknowledgment and acceptance in writing. For purposes of this subsection only, "in writing" shall mean via letter, facsimile, or email (if to GovPayNet, to accountservices@govpaynet.com).

10. Gov\$wipe. GPS will provide Participants who select *Gov\$wipe* with card readers and peripheral equipment (cables, etc.), which are and will remain the property of GPS. Participant understands that GPS card readers are embedded with proprietary technology ("Firmware"). GPS grants Participant a license to use such card readers and Firmware for the duration of the Agreement. Participant's use of card readers and Firmware shall be limited to the purposes of this Agreement. Acceptance and use of card readers does not convey to Participant any title, patent, copyright or other proprietary right in or to the Firmware. At all times, GPS or its suppliers retain all rights to the Firmware, including but not limited to updates, enhancements, and additions. Participant shall not attempt to access or disclose the Firmware to any party, or transfer, copy, license, sub-license, modify, translate, reverse engineer, decompile, disassemble, tamper with, or create any derivative work based on Firmware.

Participant will use reasonable care to protect card readers from loss, theft, damage or any legal encumbrance. GPS shall provide card readers and installation instructions at service implementation and when providing any replacement or additional card readers by shipment to a location Participant designates or, at GPS's option, Participant will allow GPS and its designated representatives reasonable access to Participant's premises for training purposes and device installation, repair, removal, modification, upgrades, and relocation.

Card readers for use with *Gov\$wipe* are designed to communicate cardholder data to GPS through Participant's computing equipment to which they are cable-attached via USB port. Internet access to GPS is required for transaction processing via *Gov\$wipe* and is enabled solely by Participant's computers and networks. Participant is responsible to use standard safeguards and practices to keep its computers and

networks secure and free from malicious software or hardware. GPS shall not be held liable to Participant for exposure of Participant’s computers or networks to malicious software or hardware of any kind. GPS is solely responsible for the maintenance of any card readers and shall supply Participant with replacement card readers on Participant’s request and as GPS deems appropriate. Upon termination of the Agreement, GPS may require Participant to return card readers at GPS’s expense and by such method as GPS specifies.

11. Miscellaneous. There are no third-party beneficiaries to this Agreement. This Agreement may not be assigned, in whole or in part, by either party hereto without prior written consent of the other party, which consent shall not be unreasonably withheld. Either party is excused from performance and shall not be liable for any delay in performance or non-performance, in whole or in part, caused by the occurrence of any contingency beyond the control of the non-performing party including, but not limited to, work stoppages, fires, civil disobedience, riots, rebellions, terrorism, loss of power or telecommunications, flood, storm, Acts of God, and similar occurrences. This Agreement shall be governed by the internal laws of the state of Indiana.

A waiver of any portion of this Agreement shall not be deemed a waiver or renunciation of other portions. Rights and obligations under this Agreement which by their nature should survive will remain in effect after termination or expiration hereof. In the event that any provision of this Agreement is adjudicated by any court of competent jurisdiction to be invalid, illegal, void, or unenforceable, all other provisions of this Agreement shall remain in full force and effect.

12. Completeness and Execution. This Agreement is the entire agreement between the parties and expresses the complete understanding of the parties, superseding all prior or contemporaneous agreements with regard to the subject matter herein. This Agreement may not be altered, amended or modified except in a writing incorporated hereto and signed by the parties, provided, however, that GPS may revise the terms of this Agreement if required to comply with law, regulation, or card industry rules and GPS provides prompt notice to Participant of such change(s). This Agreement may be executed simultaneously in multiple counterparts, each of which is deemed an original, but all of which taken together constitute one and the same instrument. All signed fax or electronically imaged counterparts to this Agreement shall be deemed as valid as originals.

AITKIN COUNTY COMM CORRECTIONS

GOVERNMENT PAYMENT SERVICE, INC.

Mark Wedel
Chair of the Aitkin County Board

Mark E. MacKenzie
President & Chief Executive Officer

Date

Date



ATTACHMENT “A” – SERVICE FEES

GPS Agree. No. 4637 MN-Aitkin County Community Corrections, 2016May19

Service Fee Schedule for Administration & Civil Payments #1			
Payments Made via Internet (Web/Gov\$wipe®) Service Fee Schedule #108		Telephone-Assisted Payments (Call Center/Live Agent) Service Fee Schedule #109	
Transaction Range	Service Fee	Transaction Range	Service Fee
\$0.01 > \$50.00	\$1.50	\$0.01 > \$50.00	\$5.50
\$50.01 > \$75.00	\$1.75	\$50.01 > \$75.00	\$5.75
\$75.01 > \$100.00	\$3.00	\$75.01 > \$100.00	\$7.00
\$100.01 > \$150.00	\$5.00	\$100.01 > \$150.00	\$9.00
\$150.01 > \$200.00	\$7.00	\$150.01 > \$200.00	\$11.00
<i>For each additional increment of \$50.00, or portion thereof, add \$1.75.</i>		<i>For each additional increment of \$50.00, or portion thereof, add \$1.75.</i>	

All Service Fees Are Non-Refundable



Grand American Resources, Inc.

P.O. Box 7052 • Saint Cloud MN 56302
(855) 580-3793 (Main) • (855) 580-3792 (Fax)
info@grandamericanresources.com
www.grandamericanresources.com

Date: June 3rd 2016

Client Name: Aitkin County Community Corrections

Address: 204 1st Street NW

City/State/Zip: Aitkin MN 56431

Contact Name and Phone: Liz DeRuyck - 218-927-2142

Contact Email: liz.deruyck@co.aitkin.mn.us

Collection Agreement

This agreement is between **Grand American Resources, Inc. (GAR)**, a licensed collection agency, and Aitkin County Community Corrections (**hereinafter Client**), is for the collection of unpaid, credit accounts, placed by Client with Grand American Resources, Inc..

FDCPA & HIPPA COMPLIANT - Both Client and Grand American Resources, Inc. will follow any applicable state and federal laws and regulations including the Fair Debt Collection Practices Act and the Health Insurance Portability and Accountability Act, regarding all accounts placed with Grand American Resources, Inc. for collection.

ACCOUNT PLACEMENT ACCURACY - Client certifies that each account placed for collection has been reviewed prior to placement with Grand American Resources, Inc., and to the best of Client's knowledge, the balance placed for collection is correct and that Client is aware of no valid defense to this claim.

DEBTOR DISPUTES - Client will provide Grand American Resources, Inc. with all documentation of accounts disputed by debtors. If client is unable to provide documentation, Grand American Resources, Inc. will close and return the account to Client.

ACCOUNT CANCELATION - Client may request that accounts be returned at any time. However, Client authorizes Grand American Resources, Inc. to retain an account until Client has paid Grand American Resources, Inc. all commissions to which Grand American Resources, Inc. is entitled for the account.

SUIT AUTHORIZATION - Grand American Resources, Inc. is authorized to use any legal means available to collect claims placed by Client. Client signing a Suit Authorization and returning it to Grand American Resources, Inc. on an individual account basis will authorize litigation. The suit authorization will give Grand American Resources, Inc. authority to act as Client's agent and to advance costs on behalf of Client for any investigation Grand American Resources, Inc. deems necessary to aid in its collection of an account. Legal costs advanced by Grand American Resources, Inc. on accounts placed for collection, will be only at the risk of Grand American Resources, Inc. Client assumes no responsibility for uncollected legal costs advanced by Grand American Resources, Inc. Legal costs advanced by Grand American Resources, Inc. will be deducted from the first monies paid by debtor and are included in any compromise accepted by Client. Compromise settlements will be accepted only with the permission of Client.

FUNDS COLLECTED AND REMITTED TO CLIENTS - All funds collected by Grand American Resources, Inc. will be deposited Grand American Resources, Inc.'s trust account. Remittance to Client and a statement of payments received will be mailed once a month, no later than the end of the following month in which payment was received.

COMMISSION STRUCTURE - A commission rate of **10%** will be paid by Client to GAR. After 90 days, with no payments, accounts will be transferred to collections and the regular commission rate paid by Client to Grand American Resources, Inc. for collection will be **25%**. A rate of **40%** will be paid to Grand American Resources, Inc. for all accounts upon which signed suit authorization has been received from Client.

PAYMENTS MADE - All payments made on the account after it has been placed for collection are subject to the above commission rates whether paid direct to Client or to Grand American Resources, Inc.

CLIENT PAYMENTS REPORTED TO GAR - Client will report to Grand American Resources, Inc. all payments or credits made at Client to any accounts placed by Client with Grand American Resources, Inc. for collection promptly.

OVER PAYMENTS & REVERSALS - In the event monies are refunded to debtors or Grand American Resources, Inc. or Client reverses payments due to bankruptcy, NSF checks or other reasons, and remittance has been made on payments, Grand American Resources, Inc. and Client will reimburse the other on the next scheduled remittance statement.

AGENCY MISC FEES AND INTEREST - Grand American Resources, Inc. is instructed by Client to collect all interest and all other amounts of money to which Client is entitled. This includes civil penalties, court fees, other statutory costs and judgment interest allowed by statute, when practicable. With the exception of accounts placed that already have a finance charge in place, any interest that may be collected may be retained by Grand American Resources, Inc. for the purpose of offsetting investigational losses and other expenses. Such interest to be retained, however, only after the amount listed as owing has been collected in full.

CLIENT MISC FEES & INTEREST - If Client seeks the recovery of collection fees, interest or finance charges included in the amount of an account, Client certifies that any and all collection fees, interest or finance charges added by Client were done in compliance with all State and Federal laws, statutes and regulations governing the charging or addition of such collection fees, interest or finance charges.

HOLD HARMLESS - Client will be responsible for any suit or claim that arises from Client's or its employees' improper acts; Client will indemnify, hold harmless, defend and pay costs related to such a claim against Grand American Resources, Inc. Grand American Resources, Inc. will comply with all laws governing third party collections; Grand American Resources, Inc. will be responsible for any suit or claim that arises from Grand American Resources, Inc.'s or its employees' improper acts; Grand American Resources, Inc. will indemnify, hold harmless, defend and pay costs related to such a claim.

LITIGATION AND AUTHORIZATION TO EMPLOY ATTORNEY - In the event of legal activity or litigation, Grand American Resources, Inc. is authorized to employ an attorney to act as intermediary conducting investigations, monitoring the attorney and legal process, receive remittances, and advancing and receiving other fees and expenses on behalf of Client.

TERMINATION OF CONTRACT - Client may terminate this contract at any time upon a thirty (30) day notice in writing to Grand American Resources, Inc.

GRAND AMERICAN RESOURCES INC. and CLIENT agree to the terms of this contract as written both above and below these signatures and any other attachments that may be made part of this contract. The duly authorized representatives enter into this agreement by and between **GAR** and **CLIENT** on this _____ day of _____ 20____.

Grand American Resources, Inc.

Client Signature

Christopher Winkelman
General Manager

Title

Grand American Resources, Inc.

P.O. Box 7052 • Saint Cloud MN 56302
(855) 580-3793 (Main) • (855) 580-3792 (Fax)
info@grandamericanresources.com
www.grandamericanresources.com

Date: June 3rd 2016

Client Name: Aitkin County Community Corrections

Address: 204 1st Street NW

City/State/Zip: Aitkin MN 56431

Contact Name and Phone: Liz DeRuyck - 218-927-2142

Contact Email: liz.deruyck@co.aitkin.mn.us

SUIT AUTHORIZATION

The undersigned has retained the services of Grand American Resources, Inc., to collect certain accounts receivable. More specifically as follows:

I understand that pursuant to Minnesota statutes, Grand American Resources, Inc. cannot employ the services of an attorney on my behalf without prior written consent from me authorizing said agency to secure legal counsel on my behalf, and that said agency's course of conduct must at all times be consistent with a true relationship of attorney and client as between the attorney and creditor.

I hereby authorize Grand American Resources, Inc. to retain the service of an attorney on my behalf and to institute legal proceedings thereon in my name, the original creditor, for recovery of any accounts receivables assigned to Grand American Resources, Inc. In addition Grand American Resources, Inc. is authorized to be a financial conduit for all monies collected by the attorney for the creditor.

Client signature: _____

Title: _____ **Date:** _____

Aitkin County Sobriety Court Joint Powers Agreement

Agreement is hereby made between the **Ninth Judicial District Administrator's Office on behalf of the Adult Sobriety Court operating in Aitkin County** and **Aitkin County Community Corrections** set forth below according to the following terms, conditions, and provisions:

1. **JOB TO BE PERFORMED** The Adult Sobriety Court in Aitkin County desires that Aitkin County Community Corrections perform, and Aitkin County Community Corrections agrees to perform, the following in accordance with laws and regulations of the United States, the State of Minnesota and the ethical guidelines of the corrections professional. Aitkin County Community Correction shall provide documentation as required by Aitkin Adult Sobriety Court and the State Court Administrator's Office to assure compliance with federal, state, and local laws and regulations and permit evaluation of the operations of Minnesota Adult Specialty Courts. Aitkin County Community Corrections shall provide:
 - a. Probation Services (1 FTE) to supervise Adult Sobriety Court clients in accordance with the Aitkin Sobriety Court Policies and Procedures Manual.

2. **TERMS OF PAYMENT** Ninth Judicial District shall pay Aitkin County Community Corrections the following:
 - a. For Probation Agent in Aitkin County: Salary and benefits up to a maximum total of \$75,721 for the period July 1, 2016, through June 30, 2017, a total of 12 months.
The total services provided under this contract shall not exceed seventy-five thousand seven hundred twenty-one dollars (\$75,721) for the entire 12 month period. Ninth Judicial District shall commence making quarterly payments upon submission of invoices/Finance Status Reports by Aitkin County Community Corrections.

3. **EQUIPMENT, TOOLS, MATERIALS, OR SUPPLIES AND WORK SPACE** Aitkin County Community Corrections shall supply, at Aitkin County Community Corrections' sole expense, all equipment, tools and materials and/or supplies to accomplish the job agreed to be performed. Aitkin County shall provide any required information technology systems or information technology services necessary for the Specialty Court.

4. **HOURS OF SERVICE** The hours of service shall be mutually agreed upon by the Aitkin Country Sobriety Court and Aitkin County Community Corrections.

5. **OWNERSHIP** The Aitkin County Sobriety Court agrees that all reports, memoranda, handwritten notes, referrals, and corresponding generated and maintained in the Aitkin County Community Corrections' information systems (CSTS) by Aitkin County Community Corrections in fulfilling this Agreement shall become the property of Aitkin County Community Corrections. The Aitkin County Sobriety Court will have access to this information and Aitkin County Community Corrections will have access to Aitkin County Sobriety Court information contained on the Aitkin County Sobriety Court information systems for the purposes of efficiently managing applicable Court cases and meeting Court objectives.

6. **DATA PRACTICES** Aitkin County Community Corrections must comply with the Minnesota Governmental Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data created, collected, received, stored, used, maintained, or disseminated pursuant to or under this Agreement. Pursuant to Minn. Stat. 13.90 the Judicial Branch is exempt from Minn. Stat. Ch. 13. The Sobriety Court is governed by the Rules of Public Access to Records of the Judicial Branch. It is further understood that Aitkin County Community Corrections shall not, unless otherwise authorized by Aitkin County Sobriety Court, disclose any information to the media or other third parties relating to the specific details of any documents, discussions, or meetings which may arise during the performance of services under this Agreement. All requests for data or information from third parties shall be directed to the Aitkin County Sobriety Court for response.

7. **INDEMNIFICATION/HOLD HARMLESS** Aitkin County Sobriety Court and Aitkin County Community Corrections agree that they are, and will be, responsible for all actions and conduct, or lack thereof, of their respective employees, contractors, agents and volunteers. Consequently, Aitkin County Sobriety Court and

Aitkin County Community Corrections, and the State of Minnesota agree to indemnify and hold each other harmless against any and all claims, demands and damages arising from the conduct or management of the activities, or lack thereof, conducted here under. The Aitkin County Community Corrections' liability shall be governed by Minnesota Statutes, Section 466.04, and the Aitkin County Sobriety Court's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.736, and other applicable law.

8. TERM OF AGREEMENT This agreement shall begin on July 1, 2016, and terminate at the close of business on June 30, 2017.
9. TERMINATION WITH CAUSE With reasonable cause, either party may terminate this agreement effective immediately upon the giving of written notice of termination for cause. Reasonable cause shall include:
 - a. Material violation of this agreement
 - b. Any act exposing the other party to liability to others for personal injury or property damage.
10. INSUFFICIENT FUNDING The Aitkin County Sobriety Court may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Aitkin County Community Corrections. The Aitkin County Sobriety Court is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Aitkin County Community Corrections will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The Aitkin County Sobriety Court will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The Aitkin County Sobriety Court must provide the Aitkin County Community Corrections notice of lack of funding within a reasonable time of the Aitkin County Sobriety Court's receiving that notice.
11. CONTROL Aitkin County Community Corrections retains the sole and exclusive right to control or direct the manner or means by which the work described herein is to be performed. The Aitkin County Sobriety Court in Aitkin County retains only the right to control the ends to insure that the objectives and mission of the Aitkin County Sobriety Court are achieved.
12. HOW NOTICES SHALL BE GIVEN Any notice given in connection with this Agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party-s address stated herein. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.

Elizabeth DeRyck, Director
Aitkin County Community Corrections
204 1st St NW
Aitkin, MN 56431

Paul Maatz, or his successor, Ninth Judicial District Administrator
Ninth Judicial District Administration Office
616 America Ave NW, Suite 250
Bemidji, MN 56601
13. ENTIRE AGREEMENT This is the entire agreement of the parties. This Agreement supersedes and replaces any existing agreements between parties relating to the same subject matter.
14. AMENDMENTS This Agreement may be supplemented, amended, or revised only in writing by agreement of the parties, or their successors, and signed by the authorized representatives of the Aitkin County Community Corrections and Aitkin County Sobriety Court.

Aitkin County Community Corrections

Signature: _____

Printed Name and Title: _____

Date: _____

Ninth Judicial District Administrator on behalf of the Aitkin County Sobriety Court

Signature _____

Printed Name and Title: Paul Maatz, Ninth Judicial District Administrator

Date: _____

Minnesota State Court Administrator

Signature _____

Printed Name and Title: Jeff Shorba, State Court Administrator

Date: _____

Minnesota State Legal Counsel

Signature _____

Printed Name and Title: _____

Date: _____

Funds have been encumbered as required by State Court Finance Policy by

Signature _____

Printed Name and Title: _____

Date: _____



Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: 6/14/16

Title of Item: Community Corrections Department Fees

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Elizabeth DeRuyck		Department: Community Corrections
Presenter (Name and Title): Elizabeth Deruyck, Director		Estimated Time Needed:
Summary of Issue: Community Corrections has been charging fees for supervision, ua testing and electronic monitoring for clients under CMCC. I am requesting continuation of the following fees and that they be added to the county fee schedule to be effective 7/1/16 and include the addition of a fee for an upcoming Driving With Care Program: SUPERVISION FEES Felony and Supervised Release (with over one year supervision) Case Fee \$400.00 Supervised Release (under one year supervision) Case Fee \$200.00 Gross Misdemeanor Case Fee \$300.00 Misdemeanor Case Fee \$200.00 Short-Term Supervision Case Fee \$50.00 Non Resident Supervision Fee \$200.00 Juvenile Client Fee \$50.00 Juvenile Diversion Client Fee \$25.00 URINALYSIS FEES \$15.00 per drug lab screened ELECTRONIC HOME MONITORING FEES \$22.00 per day DRIVING WITH CARE CLASS FEES Level I Class \$75.00 Level II Class \$150.00		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve the listed fees and the addition of the fees to the Countywide Fee Schedule		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Wine License	\$100.00	yearly
Temporary Wine License	\$50.00	per each date
Combination Wine/Strong Beer License	\$500.00	
Liquor License	\$100.00	club
	\$1,500.00	on sale
	\$360.00	off sale
	\$120.00	Sunday
PLATS (NEW) - AUDITOR'S FEE	\$75.00	plus \$2.00 per lot
PLAT (NEW) - SURVEYORS FEE	\$150.00	after 5 lots, \$5.00 per lot
PRECIOUS METALS	\$25.00	
REPURCHASE - COST OF FORF. FEE	\$100.00	
REPURCHASE - SHERIFF'S COST	\$40.00	
TAX/ASSESSMENT SEARCH	\$5.00	per parcel
TAX STATEMENTS - Duplicate	\$2.00	
TRANSIENT MERCHANTS, PEDDLERS, HAWKERS	\$150.00	
TRUTH IN TAXATION 1/3 COST TO CITIES, TOWNS & SCHOOLS		
TIF DISTRICTS - ANNUAL COUNTY ADMINISTRATION OF	\$100.00	and \$16.00 per parcel for maint (splits, etc.)
TIF - CERTIFICATION OF ORIGINAL VALUE	\$150.00	

COMMUNITY CORRECTIONS

SUPERVISION FEES

Felony and Supervised Release (with over one year supervision) Case Fee	\$ 400.00
Supervised Release (under one year supervision) Case Fee	\$ 200.00
Gross Misdemeanor Case Fee	\$ 300.00
Misdemeanor Case Fee	\$ 200.00
Short-Term Supervision Case Fee	\$ 50.00
Non Resident Supervision Fee	\$ 200.00
Juvenile Client Fee	\$ 50.00
Juvenile Diversion Client Fee	\$ 25.00

URINALYSIS FEES \$ 15.00 Per Drug Lab Screened

ELECTRONIC HOME MONITORING FEES \$ 22.00 Per Day

DRIVING WITH CARE CLASS FEES

Level I Class	\$ 75.00
Level II Class	\$ 150.00

ECONOMIC DEVELOPMENT

APPLICATION FEE

JOBZ (expires in 2015)	\$ 500.00
Tax Abatement	\$ 500.00
TIF	\$ 500.00

GIS

MAP SETUP/DATA EXTRACTION/DATA CONVERSION

Plotting Existing Map or Graphic	\$ 50.00	per hour
8.5" x 11" Black and White	\$ 2.00	per copy
8.5" x 11" Color	\$ 3.00	per copy
11" x 17"	\$ 5.00	per copy
18" x 24"	\$ 10.00	per copy
24" x 36"	\$ 15.00	per copy
36" x 48"	\$ 30.00	per copy

PARCEL BOUNDARIES (~ 43,000 parcels) Shapefile *\$0.10 per parcel (\$50 minimum), license required**

TAX ATTRIBUTES - AS400 dBase *\$0.04 per parcel (\$50 minimum), license required**

ROAD CENTERLINES Shapefile *\$0.25 per feature, license required**

ADDRESS POINTS Shapefile *\$0.25 per feature, license required**

OTHER GEOSPATIAL DATA Shapefile \$50 per dataset

GIS WEBSITE ACCESS, Standard Level Free

****Geospatial data shall not be released until a proper license agreement is on file with this office.**

*Cost recovery fees for data development are waived for government and academic users. Requests for services not described here are charged at \$50.00 per hour. Funds collected from the distribution of data and maps are used to develop and maintain our county's digital geospatial data.



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: 6/14/16

Title of Item: Out of State Travel Request - Commissioner Marcotte

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Nathan Burkett, County Administrator	Department: Administration
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:
At the first board meeting in May the board had a brief discussion about sending a commissioner to the NACO conference. The Board indicated that they were interested in sending a representative.

Commissioner Marcotte has indicated a willingness to attend the annual NACO conference. In my experience sending at least one commissioner to the NACO conference is good for the county board and the county as a whole. it helps us to learn new things, and to raise awareness of issues happening at the federal level that will impact us.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve out of state travel for Commissioner Marcotte for the purpose of attending the 2016 NACO annual conference.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$ 2000
Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: 06/14/16

Title of Item: Replacement of 911 Telephone System

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Scott Turner		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Scott Turner		Estimated Time Needed: 5 minutes
Summary of Issue: Request to accept bid from IES to replace our 911 telephone system. Please see attached memo.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Accept EIS bid of # \$199,051.60 for replacement 911 system, which includes 5 years of maintenance and support.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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: June 1, 2016

From: Sheriff Scott Turner Re: 9-1-1 Telephone System Upgrade

We recently solicited Requests For Proposals (RFPs) from interested vendors for the replacement of our existing 911 system. The current "Rescue Star" system has been in operation since 2001. In response to our solicitation of RFPs, we received one from Independent Emergency Services, LLC (IES).

Attached is a copy of the bid form that we received from IES for a replacement for our 911 system. IES has been the provider of this service for a great number of years – going back to 1997. Our current Rescue Star System was configured by IES in 2001. They have been, during the last 15 years, a great provider of this service.

The bid of \$199,051.61 is \$149,477.81 for the system and \$49,573.80 for an additional 4 years of maintenance. This total price is about \$50,000 less than the original quoted cost of this 911 system replacement. It would appear that technology drops in price following the initial release price. This replacement will allow us to enhance our 911 system consistent with the voice-over-internet protocol 911 system backbone which is in operation statewide at this time.

This purchase was originally budgeted for 2015, but was carried over to this year.... waiting for, amongst other things, other dispatch projects to be completed. This purchase will come from dedicated E911 funding that is channeled back to the counties from telephone 911 user fees. We currently have a fund balance of about \$412,000 in this dedicated fund.

I am recommending that we go with the bid from IES in the amount of \$199,051.61.

If you have any questions prior to the June 14, 2016 Aitkin County Board meeting, please do not hesitate to call or stop by.

Thanks

BID FORM

**VoIP E9-1-1 Phone System
For the Aitkin County Sheriff Office in Aitkin, MN**

Proposal of Independent Emergency Services LLC, a corporation licensed to do business in the State of Minnesota is shown on the following cost summary sheets.

Vendor hereby attests by signature that he/she has read and will comply with all provisions of this entire document including Addenda email sent 5/9/2016 at 1:45PM from Patrice Ericson.

Bid for Turn-Key VoIP E9-1-1 Phone System, Installation, and Training Includes 1 year warrantee, and Airbus and IES Support	\$ 144,670.81
Bid for Management Information System	\$ 3,135.00
Bid for 5 Year OEM Server and Workstation Warranties	\$ 1,672.00
Total Cost of VoIP E9-1-1 Phone System	\$ 149,477.81
Maintenance Cost for Year 2	\$ 14,607.67
Maintenance Cost for Year 3	\$ 15,045.90
Maintenance Cost for Year 4	\$ 15,497.27
Maintenance Cost for Year 5	\$ 15,962.19
System purchased with pre-paid 3 years of Maintenance and Support	\$175,337.21
System purchased with pre-paid 5 years of Maintenance and Support	\$199,051.61

Submitted by:


(Signature)

Company Name
Independent Emergency Services LLC

Address
235 Franklin St SW
Hutchinson, MN 55350

Date



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: 6/14/16

Title of Item: Appoint Community Corrections Director

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Nathan Burkett, County Administrator	Department: Administration
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Presenter (Name and Title): Nathan Burkett, County Administrator	Estimated Time Needed: 5 Min
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Summary of Issue:
The County Administrator has received and considered applications for the position of Aitkin County Community Corrections Director and recommends appointment of Elizabeth DeRuyck, effective June 30, 2016 at 4:31 pm.

Ms DeRuyck has more than 15 years experience in the corrections field, including more than 8 years as the Aitkin County Associate Director for Central Minnesota Community Corrections. She also has a Masters in Business Administration and a Bachelors in Psychology.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve appointment of Elizabeth Deruyck as Aitkin County Community Corrections Director.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ Salary + Benefits

Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

4B
Agenda Item #

Requested Meeting Date: 6/14/16

Title of Item: 2016 Governor's Fishing Opener Letter of Appreciation

<input type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Nathan Burkett, County Administrator		Department: Administration
Presenter (Name and Title): Nathan Burkett, County Administrator		Estimated Time Needed: 5 Min
Summary of Issue: see attached letter		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



AITKIN COUNTY BOARD OF COMMISSIONERS

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

2016 Governor's Fishing Opener Coordinators and Volunteers
c/o Ms. Lisa Kruse
PO Box 160
148 South 2nd St
McGregor, MN 55760

To all who assisted in planning the 2016 Governor's Fishing Opener;

The Aitkin County Board of Commissioners wishes to thank you all for your efforts to make the 2016 Governor's Fishing Opener a tremendous success. The activities and coordination of events were exemplary.

Aitkin County has all of you to thank for making us look good. You planned and executed a slate of events that showed off all that our community has to offer. You coordinated the movement of people, and accommodations for large crowds that appeared seamless.

The 2016 Governor's Fishing Opener and associated activities stand as a great credit to the ingenuity and class of the Aitkin County Community. We sincerely thank you on behalf of the Aitkin County Community.

Sincerely,

J. Mark Wedel, Chair

Anne Marcotte, Vice Chair

Brian Napstad, Commissioner

Laurie Westerlund, Commissioner

Don Niemi, Commissioner



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: 6/14/2016

Title of Item: Community Corrections Comprehensive Plan

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Elizabeth DeRuyck	Department: Community Corrections
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Presenter (Name and Title): Elizabeth Deruyck, Director	Estimated Time Needed: 15 minutes
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Summary of Issue:

The community corrections department is required to develop a Comprehensive Plan for the Department of Corrections per MS 401.11. The Aitkin County Community Corrections Advisory Board approved the plan on May 31, 2016 and recommended it be subsequently approved by the Aitkin County Board.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve the Aitkin County Community Corrections Comprehensive Plan.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No Please Explain:



Aitkin County
Community
Corrections

2016-2017
Comprehensive Plan

ACRONYM REFERENCE GUIDE

CJ-Criminal Justice.

CORE-CORE Professional Services- A sex offender treatment program for adult and juveniles.

CSTS - An electronic records management system for probation/supervision agencies in Minnesota. It uploads information to the Statewide Supervision System.

DOC-Department of Corrections.

EBP-Evidence-Based Practices- Current best research evidence in corrections which administrators use in selecting programs designed to manage offenders, reduce recidivism, and increase public safety.

FTE-Full-Time Equivalent.

LS/CMI-Level of Service Case Management Inventory- An assessment that measures the risk and need factors of adult offenders. The LS/CMI is also a fully functioning case management tool.

MACCAC-Minnesota Association of Minnesota Counties- An association of counties who operate corrections programming within their communities under the provisions of the Minnesota Community Corrections Act of 1973.

OHP-Out of Home Placement.

POSIT-Problem Orientated Screening Instrument for Teenagers- A brief screening tool designed for adolescents 12 through 19 years of age to identify problems requiring subsequent in-depth assessment. It also can help determine a potential need for treatment.

YLS/CMI- Youth Level of Service Inventory, Case Management Inventory-A risk assessment tool to assess juvenile risk to reoffend, and to identify the youth's major needs, strengths, barriers, and incentives; select the most appropriate goals for him or her; and produce an effective case management plan.

The Aitkin County Community Corrections Department is settling into the idea of a single departmental structure after withdrawing from the Joint Powers Agreement with Crow Wing and Morrison Counties. We are busy re-working the structure to provide the best possible services to adult and juvenile offenders in Aitkin County.

Some of the changes include retooling program infrastructure within Aitkin County to employ our programming efforts as a single entity. We were able to begin efforts with an Aitkin County Advisory Board beginning January 2016. A subgroup of the Advisory Board initially met and included judiciary, law enforcement, county attorney, human services, corrections, two commissioners and the county administrator. Representatives of education, lay citizen and victim services were later added to the Board.

Our staff is currently utilizing the standards related to evidence-based practices and have been trained in four of the five skill sets. Each agent is assigned to focus on one of the skills sets to help develop professionally through our office team meetings.

Aitkin County struggles with having local resources for the treatment of offenders. The Aitkin County Community Corrections Staff utilize the latest online programming as available for lower risk offenders and assists the client in locating treatment resources that will lead to the best chance for success in the community including coordinating transportation. Some of the strategies include: increased urinalysis testing for high risk offenders, swift and certain response to those who continue to use controlled substances, and regular visits to the offender's homes.

Efforts have begun to take a systematic look at programming efforts and local needs for revision and enhancements. This includes working more closely with human services in endeavors to better treat our growing mental health population by assisting them with wrap around services. Further, we are adding programming to deal with our DWI population since this is the highest rate of offenders. We continue to be challenged with the inclusion of creative alternatives and advancements due to the lack of resources and funding. Aitkin County is doing their best to deliver effective, affordable correctional services to the community.

It is the mission of Aitkin County Community Corrections to promote public safety and victim restoration by holding offenders accountable, exercising an evidence-based model of correctional services, and actively providing offenders opportunities to become law-abiding citizens. The collaborative work and efforts is duly appreciated and critical for the ongoing success of Aitkin County and its clients as we strive to meet our mission.



Elizabeth DeRuyck
Aitkin County
Community Corrections Director

2016 HIGHLIGHTS

Aitkin County is entering its first year as a stand-alone community corrections agency after a dissolution of a Joint Powers Agreement with Crow Wing and Morrison Counties. We are excited for this endeavor and look forward to advancing our programs for adult and juvenile clients under the single county structure. We continue to participate in the Minnesota Association of Community Corrections Act Counties (MACCAC). Below are some of the highlights specific to Aitkin County for 2015.

Implementation of the MACCAC Quality Assurance Model

Aitkin County Community Corrections is dedicated to improving and maintaining quality assurance regarding supervision and programming for offenders. The Corrections Department has adopted the MACCAC quality assurance model and continues much of the work that began under the Aitkin County Community Corrections structure. The model includes four phases, and includes the following five skills sets:

- Professional alliance
- Risk assessments
- Cognitive interventions
- Case planning
- Motivational interviewing

The community corrections department has continued its advancement of evidence-based practices. All staff has been trained in Thinking for a Change, a cognitive intervention, validated risk assessments including the LS/CMI and YLS, motivational interviewing and applicable staff have been trained in case planning. One agent is interested in becoming a Master Trainer for Professional Alliance once available.

Aitkin County continues to provide a 32-hour “Thinking for a Change” group for high risk adult offenders.

The Aitkin County Sobriety Court also continues to provide needed services to high risk drug and alcohol offenders. We have been able to continue Aitkin’s specialty court with county funds and legislatively appropriated grant funds for at-risk specialty courts.

Aitkin County has one staff member trained in Driving with Care, a cognitive-behavioral based program for DWI Offenders. We will be introducing the program to offenders during calendar year 2016.

INTRODUCTION

Aitkin County is located in central Minnesota. The region is dominated by services and trade in the tourism, lumber and agriculture industries. Since the region is a tourism and retirement destination the population fluctuates greatly, often increasing in summer months.



Aitkin County is governed by a five-member county board employing the county administrator model of management. Aitkin County is in the Ninth Judicial District. The Ninth Judicial District consists of seventeen counties in Northwest to North Central Minnesota, including Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, Kittson, Koochiching, Lake of the Woods, Mahnomon, Marshall, Norman, Pennington, Polk, Red Lake, Roseau.

The most recent US Census Bureau noted 15,771 persons in Aitkin County. The County of Aitkin is comprised of 1,821 square miles and the City of Aitkin is the county seat.

<u>Population</u>	15,771
Under age 5, percent, 2014	4.1%
Under age 18, percent, 2014	17.5%
Over age 65, percent, 2014	30.1%
Female, percent 2014	49.4%
Veterans, percent, 2009-2013	13.3%

<u>Race, 2014</u>	
White	94.9%
Black	0.4%
Native American	2.8%
Asian	0.3%
Multi-Racial	1.6%
Hispanic/Latino	1.2%

<u>Housing Unit, 2014</u>	16,237
Homeownership rate, 2009-2013	81.8%
Units in Multi-unit structure, 2009-2013	4.6%
Median Home Value of owner-occupied housing units	\$168,700
Per Capita money income in past 12 months	\$24,939
Median Household income, 2009-2013	\$41,617
Persons below poverty, 2009-2013	12.1%

Source: US Census Bureau: *State and County Quick Facts*. Data derived from population estimates, American Community Survey, Census of Population.

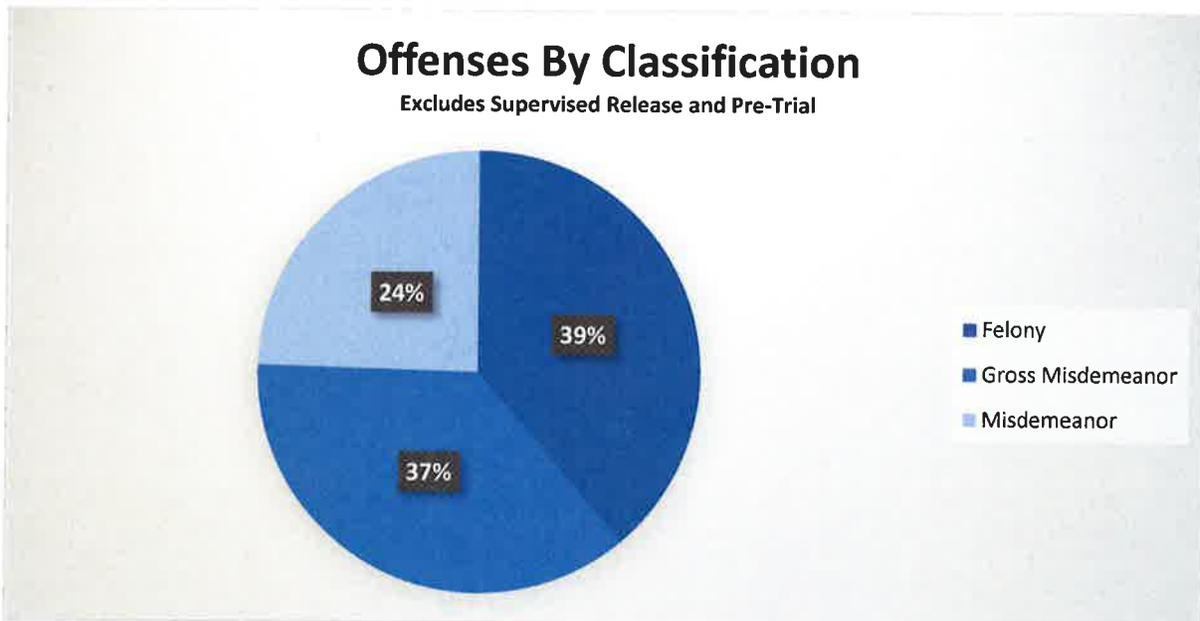
CRIME RATE AND CHANGE

“Part I” offenses include murder, rape, aggravated assault, robbery, burglary, larceny, motor vehicle theft and arson. “Part II” offenses include simple assault, curfew offenses and loitering, embezzlement, forgery and counterfeiting, disorderly conduct, driving under the influence, drug offenses, fraud, gambling, liquor offenses, offenses against the family, prostitution, public drunkenness, runaways, sex offenses, stolen property, vandalism, vagrancy, and weapons offenses.

Total Arrests Per Agency	Part I Crimes	Part II Crimes	Total Adult
Statewide Total (160,797)	3,450	123,091	134,017
Judicial District 9 (8,771)	1,630	7,124	7,581
Aitkin County (369)	72	297	357

Source: 2013 Bureau of Criminal Apprehension Uniform Crime Report, Table 16, No Data Reported for Mahnomon and Marshal Counties

The following Graph data was drawn from the 2015 Probation Survey Reports and is only indicative of active probation supervision and is not inclusive of duties by agents regarding supervised release, pre-sentence, pre-trial, diversion or monitoring cases.



Adult Probation Rates by Offense Level

Over the past 10 years there has been a continued incline of felony offenses. This trend is continuing into 2016. At the beginning of 2006 felony offenders were 24% of the total offender population. At the beginning of 2016 felony offenders make up 39% of adult probation caseloads. These statistics do not include the felony offenders on supervised release. Supervised release cases have also been on the rise. Since 2006, supervised release cases have increased from 22 offenders to 36 offenders on supervised release. Felony offenders tend to utilize more resources, yet employee numbers have not increased in Aitkin County.

In Aitkin County, we plan to work with the County Attorney's Office and the Court in an attempt to earlier discharge lower level offenders by classification and assessment who pose less risk to the community noted by validated risk assessments and programming. The goal is to have a fully implemented integrated case management model.

Crime Trends by Offense Group

DWI offenders continue to be the largest population served within our agency across all offense levels. 10% of the DWI offenders under supervision are felony level offenders and 59% are repeat DWI gross misdemeanor clients. We have chosen to utilize the validated program, Driving with Care, to focus on prevention of future offenses in a cognitive-based approach. This program is scheduled to begin Fall 2016.

Drug cases are also a larger portion of caseloads in Aitkin County. Drug cases make up 13% of probation cases under supervision. Assaultive offenders include 7% of the offenders on probation in our community.

11% of sex offenders on probation supervision are juvenile clients. This trend has been similar for the past 10 years. Focus on this population is expanding and efforts are being made to expand prevention services to our local schools for this population. We are considering regular media articles to continue to educate the public focused on prevention and reporting the safety of our community.

Adult Female Offender Populations

Female offenders account for 22% of offenders on supervision in our community. In Aitkin County, we are making referrals to programs that are gender based in an effort to increase opportunities for the female clientele. Further, during the 2017 calendar year we plan to begin discussion to include a trailer risk assessment tool for this population.

Minority Offender Rates

Minority offenders currently account for 13% of ACCC's total offender population. ACCC does not operate any minority driven programs, but the agents will make referrals to programs for specific populations as applicable and as available to meet the individual needs of clients.

ADMINISTRATION AND ORGANIZATION OF CORRECTIONAL SERVICES

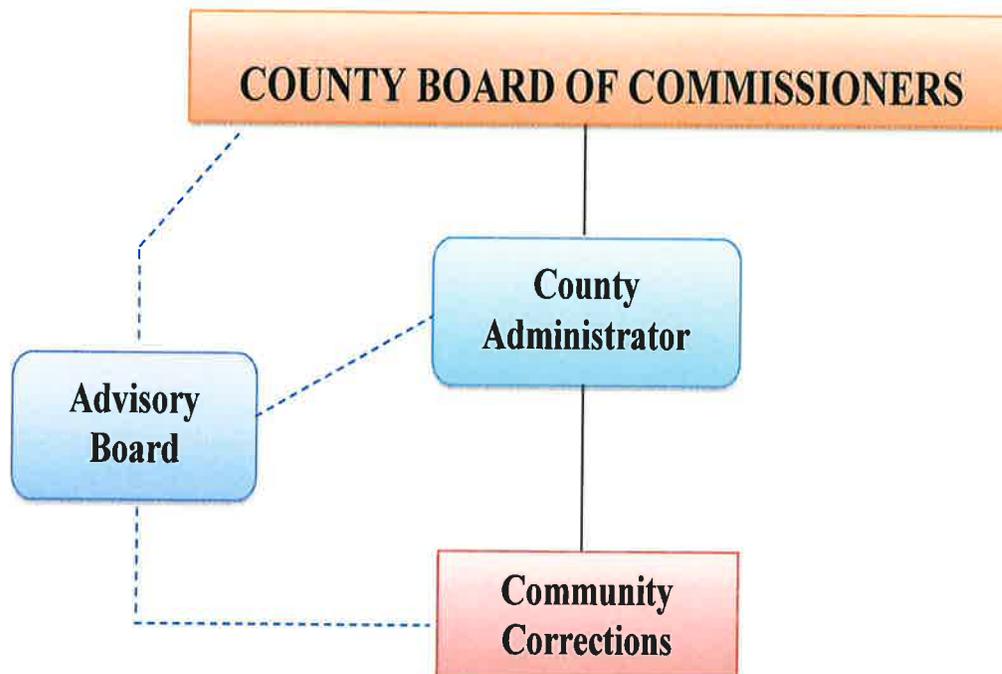
Effective supervision and opportunity for change are essential to increasing rehabilitative and restorative programming and assisting offenders in increasing their skills and reducing their risk to continue to commit crimes

VISION

It is the vision of Aitkin County Community Corrections to reduce recidivism within our community and work with our local stakeholders and other Minnesota Correctional Agencies to promote positive change among our clientele.

MISSION

It is the mission of Aitkin County Community Corrections to promote public safety and victim restoration by holding offenders accountable, exercising an evidence-based model of correctional services, and actively providing offenders opportunities to become law-abiding citizens.

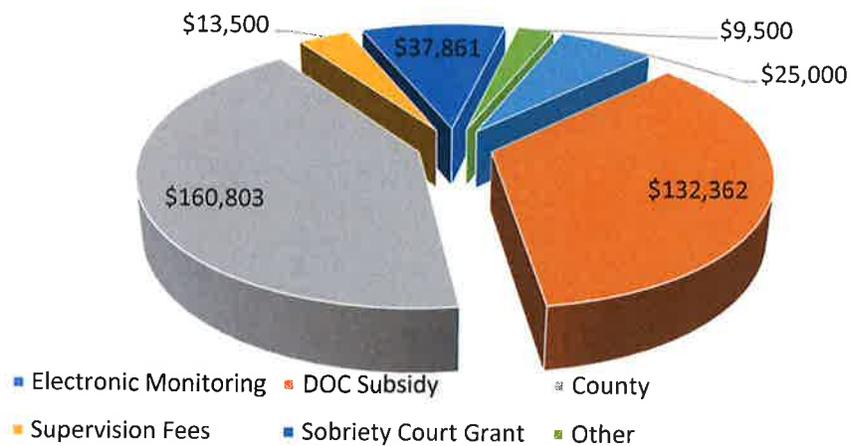


DEPARTMENT BUDGET

See Appendix for the full department budget.

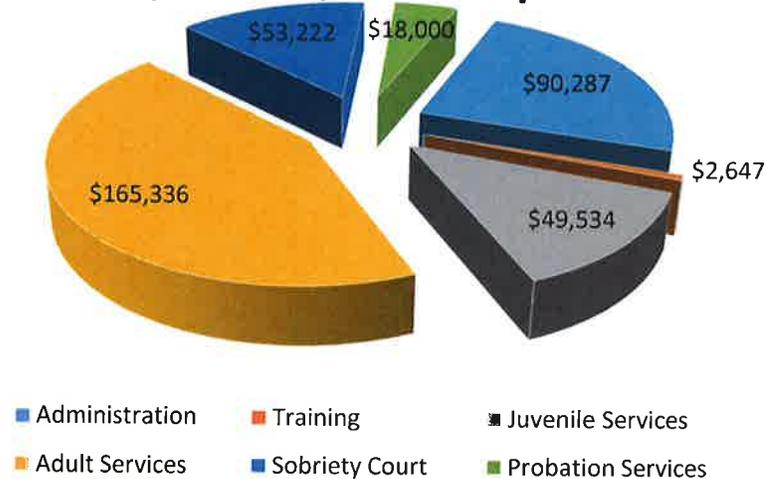
Below are the expected 2016 revenues for the period July 1, 2016 through December 31, 2016.

2016 Expected 1/2 Year Revenues



Below are the expected 2016 revenues for the period July 1, 2016 through December 31, 2016.

2016 Expected 1/2 Year Expenditures



FTE'S BY PROGRAM AREA

PROGRAM AREA	DESCRIPTION	FTE's
ADMINISTRATIVE	Director employed as the Department Head to oversee the correctional operations in Aitkin County and provide as the liaison with all stakeholders.	1.0
SPECIALITY COURT AGENT	Corrections Agent to provide full-time services to the Aitkin County Sobriety Court.	1.0
ADULT PROBATION SERVICES	Corrections Agent and Part-Time Case Aide services to adult offenders sentenced to probation in Aitkin County and supervised release offenders accepted to supervision in Aitkin County.	3.6
JUVENILE PROBATION SERVICES	Corrections Agent and Part-Time Case Aide services to juveniles sentenced to probation in Aitkin County.	1.2
EVALUATION	Part-Time Case Aide services provided to oversee the CSTS database statistical reports and assist the Director in gathering outcomes.	0.2

SALARY ROSTER

Position	Salary Range	FTE's
Probation Case Aide	34,632-51,272	1.0
Corrections Agents	53,352-79,352	5.0
Director	65,832-98,072	1.0

SIGNED BOARD RESOLUTION/SIGNATURE PAGE

See Appendix

BOARD STRUCTURE

Aitkin County Board 2016

This Aitkin County Board is comprised of the five county commissioners from each district.

J. Mark Wedel	District #1
Laurie Westerlund	District #2
Donald Niemi	District #3
Brian Napstad	District #4
Anne Marcotte	District #5

The county board's role in regard to Community Corrections is: 1) Establish the budget for the Community Corrections Department. 2) To determine, establish, continue, modify and terminate Aitkin County correctional services and programs with input from the Director and the Corrections Advisory Board. 3) Approve and authorize the application of the annual comprehensive plan. 4) Ensure compliance with the Community Corrections Act. 5) Establish all matters of policy in relation to correctional services under its authority.

Aitkin County Corrections Advisory Board 2016

The Advisory board is appointed by the Aitkin County Board to oversee the corrections planning process and to take an active role in the development of the Comprehensive Plan. The Plan is approved by the Board.

Members

J. Mark Wedel	Commissioner, Aitkin County
Laurie Westerlund	Commissioner, Aitkin County
Honorable John Solien	Judiciary
Sheriff Scott Turner	Law Enforcement
Attorney James Ratz	Prosecution
Attorney Jeff Haberkorn	Defense
Director Tom Burke	Social Services
Cheryl Meld	Education
Nancy Johnson-Houg	Citizen Member
Sharon Richardson	Citizen Minority
Jessica Brown	Victim Services
Director Elizabeth DeRuyck	Corrections

Ex-Officio Advisory Board members

Victor Moen	State Liaison, Minnesota Department of Corrections
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STAFF TRAINING

Aitkin County Community Corrections remains committed to providing the opportunity for staff to access other training and educational opportunities that keeps them current on professional practices. The Director has regular meetings with staff to determine training needs and available resources. We attempt to maximize limited training resources by facilitating in-house training when it is possible and collaborating with outside agencies in training evidence-based practices (EBP).

A variety of topics were covered during in-house trainings over the last two-year period through our former structure as CMCC including Level of Service Case Management Inventory (LS/CMI) and YLS booster training, CSTS Upgrades, Motivational Interviewing refresher meetings, and a variety of webinar's specific to the duties of staff. The staff participated in learning teams with the Crow Wing and Morrison offices to focus on Evidence-Based Practices. Our department is hopeful we can continue this project with our neighboring counties and is hopeful to expand the opportunity to counties that border Aitkin County through collaboration efforts.

VOLUNTEERS

Aitkin County utilizes volunteers primarily in the role of Field Service Interns. Intern and volunteer requests are reviewed by the Director. Prospective applicants make a formal application and complete a short interview process. Internship and volunteer appointments are unpaid. All volunteers receive a general orientation to correctional services and may specialize in adult or juvenile departments.

We also offer a job shadow program where students from community colleges and universities may spend up to one day assigned to a corrections agent. This allows students to gain practical knowledge of the field of corrections early in their academic careers. Students have also interviewed staff for various academic works during their course of study. Overseeing interns and job shadow students is encouraged for the Career Corrections Agent as part of their role in the department.

Our juvenile agent was an integral part of the Aitkin County Restorative Justice Program and finding volunteers to facilitate meetings. There are two volunteers who have been formally trained to facilitate the group. At this time the program is focused primarily on juvenile offenders.

RESEARCH AND EVALUATION EFFORTS

Aitkin County Community Corrections is not able to employ a full-time employee in the evaluation program area. The responsibility of data collection and management is completed by the Director or designee as required to monitor programs and data within our department.

Staff utilizes CSTS to effectively manage caseloads. Data is collected from CSTS regarding caseload sizes, offender supervision and risk levels, fee collection rates, predatory offender rates, work load reports, agent work reports, and violation reports.

All department staff are up to date regarding CSTS enhancements and the latest technological updates. Further, the Director informs the staff of the latest information regarding evidence-based practices and strives to ensure a learning environment.

JUVENILE FIELD SERVICES AND PROGRAMMING

Juvenile offenders that come to the attention of Aitkin County Community Corrections are processed and supervised traditionally or through diversion programming. The Aitkin County Attorney's Office in consultation with the Corrections Department has determined Corrections will operate youth diversion programming in Aitkin County. All juvenile offenders placed on probation are screened to determine level of supervision required. Troubled youth may continually be assessed and monitored for improvement.

The juvenile agent is under the administrative authority of the community corrections department Director. One FTE supervises all juvenile files in Aitkin County. This caseload averages approximately 60-70 clients, of which approximately 50% are diversion clients. The agent facilitates a cognitive behavioral based program for diversion. The agent is also part of a restorative justice initiative for traditional clients.

The juvenile agent also provides direct support services to the juvenile court. The agent is present at all hearings to make recommendations, record orders, and coordinate activity with our department. Furthermore, the agent is responsible to make contacts with victims, prepare social history reports, certification studies, Extended Juvenile Jurisdiction studies, and make referrals for chemical dependency assessments. The juvenile agent also attends detention hearings and provides temporary supervision during investigations. The role of the juvenile agent also includes working closely with Health and Human Services to provide the most holistic of services possible for the youth and their families.

Prevention

ACCC is currently working on a brochure to distribute to our educational professionals working with teens. The brochure will focus on criminal sexual conduct laws and sexting as a method of prevention. By focusing on healthy relationship and describing the current laws that affect this population we are hopeful we can prevent these types of offenses from occurring in our community. We plan to distribute these at the beginning of the 2016-2017 school year. The agent will also facilitate presentations at each school as invited as a prevention method.

Our juvenile agent also participates on local Children's Justice Initiative committee to stay informed on legislative changes and rules of Court, and to maintain a network to discuss local issues. The agent continues to work with the social workers intricately to deal with files proactively.

Juvenile Diversion

The Aitkin County Probation Agent currently administers a Juvenile Diversion Program in conjunction with the Aitkin County Attorney's Office. Diversion level youth are typically first time, lower risk petty or status clients. The County Attorney's Office will petition more serious offenses or juveniles with prior legal or diversion history. Eligibility criterion is established by the Aitkin County Attorney's Office. Services provided to Juvenile Diversion clients by ACCC include a cognitive-behavioral component. Juvenile clients are not assessed by a formal assessment tool for risk. Each juvenile on diversion provides service work in the community for six hours. Approximately 30 clients are on diversion and/or participating in the restorative justice as a diversion method at any given time.

Restorative Justice

The Aitkin County Juvenile Agent oversees the Aitkin County Area Restorative Justice Program for juvenile clients. The program is generally for person or property crimes, and often times is a requirement of diversion for applicable offenses. The program includes a face-to-face encounter between victim(s), the offender, individuals who support them, and community members or others affected by the incident. Led by the facilitator(s), this voluntary process seeks to identify, repair and prevent harm. The Juvenile Agent is responsible to oversee the process and document progress of the terms and conditions of the Restorative Justice Contract. Initially the case is referred by the Aitkin County Attorney's Office, the agent prepares a file and contacts the facilitators. The facilitators contact the parties and schedule initial meetings and the conference. At the conference, the parties determine the conditions of the contract. Contract duration varies depending on offense and conditions. Ultimately the facilitators submit a completion packet to the agent when conditions satisfied, and the agent notifies the County Attorney of the completion.

Juvenile Risk/Needs Assessment

Aitkin County Community Corrections utilizes the YLS/CMI Assessment Tool for assessing non-petty/status offenders. Supervision expectations and policy are in line with statewide standards of supervision. A POSIT is completed on applicable cases in accordance to M.S. § 260B.157 subd. 1.

Administrative Supervision

These cases are provided low-administrative services and include juveniles that have been involved with petty or traffic offenses. Juveniles under administrative supervision are assigned to the juvenile agent. After an initial meeting with the child and parent(s) to clarify expectations, the agent monitors compliance with court-ordered conditions. Conditions may include community service work, chemical and/or mental health evaluations, educational programs, restitution and/or fines.

Traditional Supervision

Traditional supervision is targeted at juveniles between the ages of 10-19 placed on probation by the Courts. Extended Jurisdiction Juveniles, when ordered by the Court, may be supervised until age 21. Traditional supervision provides structured supervision of juveniles in the community. Our agent provides direct supervision of juveniles and typically has close contact with others involved with that juvenile, including parents, schools, social service agencies and various treatment providers. Payment of fines or restitution and completion of community service work are used as measures of accountability and efforts to assist juveniles in making reparations for the harm caused by their illegal behavior.

Agents received training in case management and motivational interviewing skills. Goals are discussed with the offender, identifying behaviors which will be addressed during the probation supervision period.

Sex Offender Supervision

The juvenile agent has completed specialized training in assessing and supervising juvenile sex offenders and all juvenile cases involving a sex offense are assigned.

Aitkin County considers any untreated juvenile sex offender to be high risk/enhanced and therefore exempt them from initial risk assessment. These offenders are supervised at an intensive level for the first year of treatment. After a year the juvenile's progress is reviewed and may be reduced to high supervision. After completion of treatment the juvenile will be supervised in accordance to his/her risk/needs tool.

Juvenile Programs

Program resources are scarce in Aitkin County. The juvenile agent refers to neighboring counties for chemical dependency treatment. Some of these programs include: Destiny By Choice, Ron Brusven, Independent Counselor, PORT, Northern Pines, Nystroms, Maple Lake, Recovery Plus, Avalon, and North Homes. In addition, other programs include the following:

Program	Description
3rd Millennium	Online offender education courses for alcohol violations, misdemeanor drug violations and shoplifting violations. Tobacco classes will be available soon.
Alcohol and Drug Testing	Juveniles ordered by the Court will have drug and alcohol testing at no cost to the juvenile.
AEOA and Aitkin Workforce Center	A work program through the government that can offer employment for juveniles and GED program.
Aitkin County Area Restorative Justice	Juveniles referred to this program participate in mediation with the victim. See description above.
Alive at 25	This is a driver education course.
CORE	Provides juvenile sex offender treatment with active agent involvement.
Crossroad Juvenile Referrals	This is an intense six-hour drug and alcohol education program for first-time offenders.
Family Group Decision Making Conference	The family and support persons of the juvenile meet to identify a child's needs and sets up supports for those needs.
In-Home Family Counseling	In-home counseling with the juvenile and the parents focused on appropriate rules and consequences in the home.
Northern Pines Children's Mental Health	This program provides contracted mental health services and housed within the Aitkin High School.
Psychological Services	Monthly an on-site Doctor provides diagnostic assessments for juveniles referred by probation, the Court and/or social services. The cost is covered by Aitkin County Health and Human Services.

Out-of-Home Placements

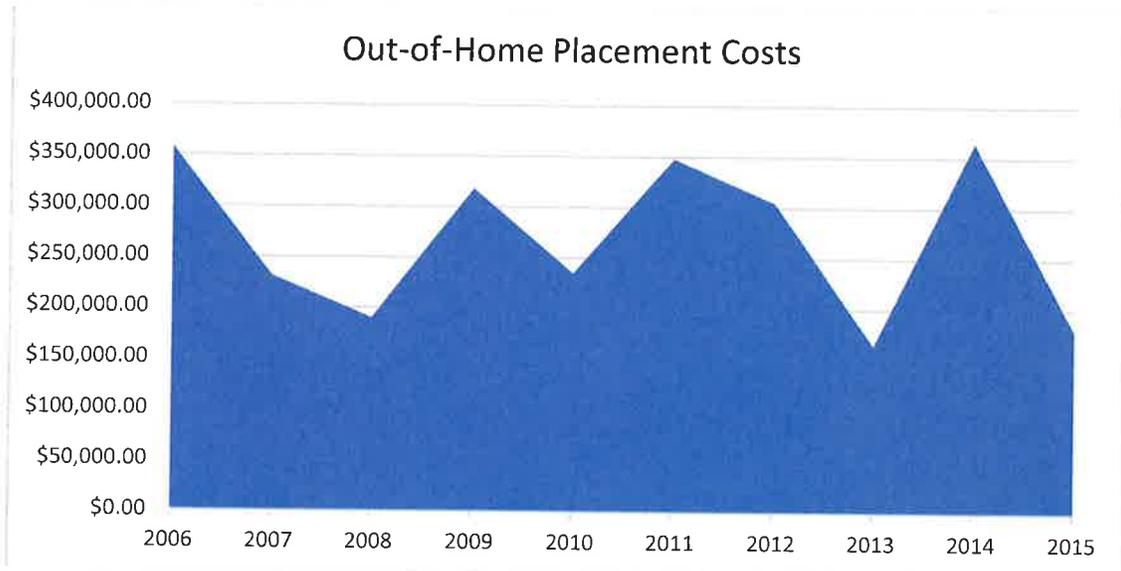
The philosophy for out of home placements in Aitkin County encompasses public safety factors as well as the individual needs of the juvenile. Prior to placement consideration all appropriate community based resources have been reviewed and/or attempted. Currently, ACCC does not operate any juvenile institutions, so referrals are made to neighboring counties when possible and if appropriate.

The juvenile agent is part of the Screening Team. The team consists of the probation agent, a social worker, an assistant county attorney and/or other appropriate professionals. A mental health worker or chemical dependency evaluator is also part of the screening team as requested by the probation agent and/or the social worker. The team addresses the best interests of the juvenile for placement to ensure that least restrictive alternatives have been attempted or will not meet the needs of the juvenile and/or protect the community. A plan for a successful transition to the community is developed with the agent and treatment personnel.

Community Corrections considers itself an integral part of the placement process in assuring the Screening Team is successful in its mission and purpose. The juvenile agent appearing before the Screening Team is required to be professionally prepared to address his/her cases being reviewed, answer team questions and make recommendations based on the best interests of the child and community safety. The practice of considering the least restrictive sanctions whenever possible is followed and required. Frequently, the probation agent makes a joint recommendation with an assigned social worker and in many cases Social Services is active with the client and client family prior to corrections involvement.

Out-of-Home Placement Costs

The following graph reflects corrections costs related to placements during the past ten years, 2006-2015:



All costs for corrections out-of-home placements are expensed to the Aitkin County Health and Human Services Budget. Community Corrections and Social Services work in collaboration in regard to the best interests of our juvenile populations. Collaboration is necessary and also includes the County Attorney's Office and the Court. Together new and existing programs are reviewed statewide to remain proactive in addressing needs of the juveniles and at the most reasonable expense to the county. Family preservation is the main goal when possible.

ADULT FIELD SERVICES AND PROGRAMMING

Adult services are under the administrative authority of the Director. This includes direct staff supervision. Administrative services are provided by the Director in alliance with Aitkin County Policies and Procedures.

ACCC provides programs and services in support of its mission and the vision of the Aitkin County Board. Programs and services are directed toward protecting the public by reducing the probability of future criminal behavior and holding offenders accountable for repairing the harm caused by crime to victims and communities.

Adult Caseloads (as of January 1, 2016)

The Probation and Supervised Release Survey notes there are 697 active adult clients on supervision and 42 juvenile clients. The Aitkin office is comprised of four full-time agents who provide supervision to adult offenders. One agent is responsible for the specialty court supervision and the caseload is approximately 20 clients at any given time. Another agent in the office is responsible for supervising supervised release/sex offenders and high risk clientele. This caseload varies between 70-90 offenders. Currently there are 99 cases and our office will be restructuring during the 2016-2017 year so more resources can be utilized toward this population. The other two remaining agents supervise a combination of administrative, low, and medium risk offenders. These two agents also conduct Pre-Sentence Reports, complete transfer requests and monitor clients who are not transferrable.

Adult Risk/Needs Assessment

The Wisconsin Risk Assessment is used to pre-screen all felony cases (unless a pre-sentence investigation is completed), gross misdemeanor cases and all misdemeanor crimes against a person offense cases. An elevated score of 14 or above on the Wisconsin Assessment requires an LS/CMI be completed.

ACCC continues to correlate services with the needs and risk level of the offender. ACCC has established supervision guidelines based on the risk level of the adult. High risk sex offenders in treatment receive high level supervision including agent involvement in sex offender programming and home visits at least quarterly. High traditional adults are seen at least twice monthly, with a home visit at a minimum of every 90 days. Medium risk adults are seen at least once a month, and low risk adults are seen at least once every three months. All adult cases require collateral contacts as necessary. Specialty Court clients are high risk offenders and receive enhanced supervision. Felony DWI offenders are also seen at a more intense level for the first 90 days. Thereafter, the risk assessment is utilized to determine the supervision level. Non-person misdemeanor offenders are unclassified and supervised at an administrative level.

Administrative Monitoring Supervision

Administrative Monitoring supervision includes cases where monitoring of court conditions needs to occur, but active supervision does not.

Administrative Non-Monitoring Supervision

Administrative Non-Monitoring supervision includes cases where all conditions are completed and there is no longer a need for active supervision per policy. It may also include cases where an offender is not eligible for an early discharge from probation, per ACCC or court policy.

Traditional Supervision

This would include the typical supervision of offenders on probation or supervised release, according to risk levels. This would include high, medium and low offenders who are supervised by ACCC staff.

Aitkin County Drug Court

Aitkin County operates a Sobriety Court. ACCC provides a full time probation agent in this program and provides for related costs to the program.

Adult Programs

Program	Description
AEOA and Aitkin Workforce Center	A work program through the government that can offer employment for Adults and a GED program.
Alcohol and Drug Testing	Adults ordered by the Court will have random drug and alcohol testing at no cost for instant testing. Confirmation testing is the responsibility of the client.
Cognitive-Behavioral Programming	Thinking for a Change (T4C) is a cognitive-behavioral curriculum designed to assist with changing the criminogenic thinking of offenders. T4C is a cognitive-behavioral therapy (CBT) program that includes cognitive restructuring, social skills development, and the development of The curriculum is designed to be implemented with small groups of 10-12 high risk, higher medium risk offenders.
Driving With Care	Driving With Care is a 12-week Level II education program specifically for individuals convicted of repeat DWI offenses. The curriculum utilizes cognitive-behavioral approaches to help participants understand how problem behaviors are learned, gain insight into their impaired driving behavior and the negative consequences of chemical use. Program participants are able to develop strategies to prevent further problems of use, involvement in DWI behavior, and relapse prevention.
Electronic Home Monitoring	A house arrest program, which utilizes electronic equipment to monitor the offender while they serve a custodial sentence at home.
Institutions	The sheriff's office is responsible for the detention and incarceration of pre-trial and sentenced offenders, as well as for the operation of treatment programs in the jail. NERCC in the Arrowhead Region is being discussed as another option for Aitkin County offenders.
MADD Panel	A two-hour panel presentation regarding the impact on victims of drinking and driving.
Psychological Services	Monthly an on-site Doctor provides diagnostic assessments for adults referred by probation, the Court and/or social services. The cost is covered by Aitkin County Health and Human Services. Additional services are referred to the community.
Sentence-to-Service	The Aitkin County Sheriff administers the STS program. STS is a valuable opportunity for the offender to give back to the community.
Sex Offender Programming	Sex offenders are referred to neighboring counties for treatment. The sex Offender supervision maintains active attendance with each program and/or Communicates with agent from neighboring counties to ensure compliance and involvement in the therapy.

CONTRACT SERVICES/GRANTS

Aitkin County Sobriety Court Grant

Aitkin County currently receives a grant for Sobriety Court from the State Court Administrator's Office. With the assistance of county funds, this grant allows a probation agent to be assigned full-time to the program.

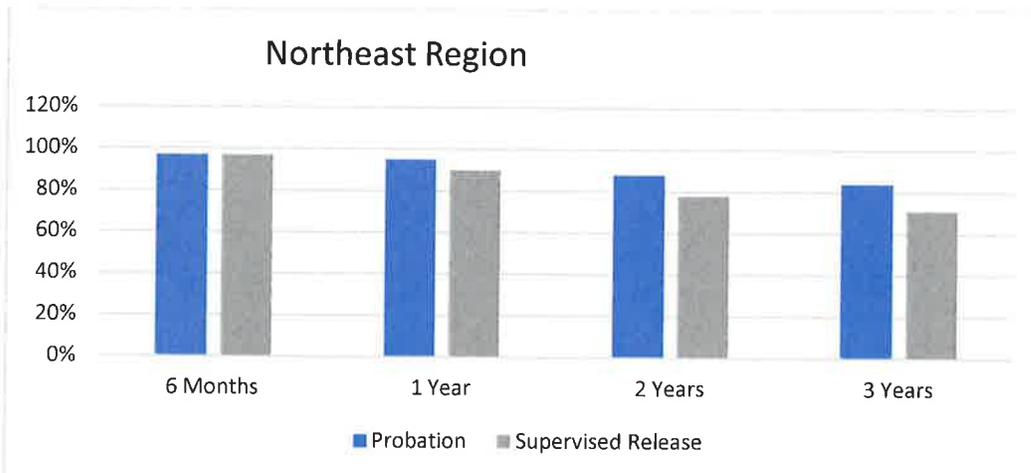
OFFENDER HOUSING

Adult residential services are available for Level III offenders on intensive supervised release as determined and funded by the Minnesota Department of Corrections. Aitkin County does not have any specialized re-entry housing for other offenders. Further, there currently is no funding available for specialized residential services. Therefore, relevant to other hard to place offenders, agents make referrals to existing resources in neighboring counties. The Department of Corrections has allowed placement of non-level III offenders in their housing if available in other counties. There are not housing options within Aitkin County at this time.

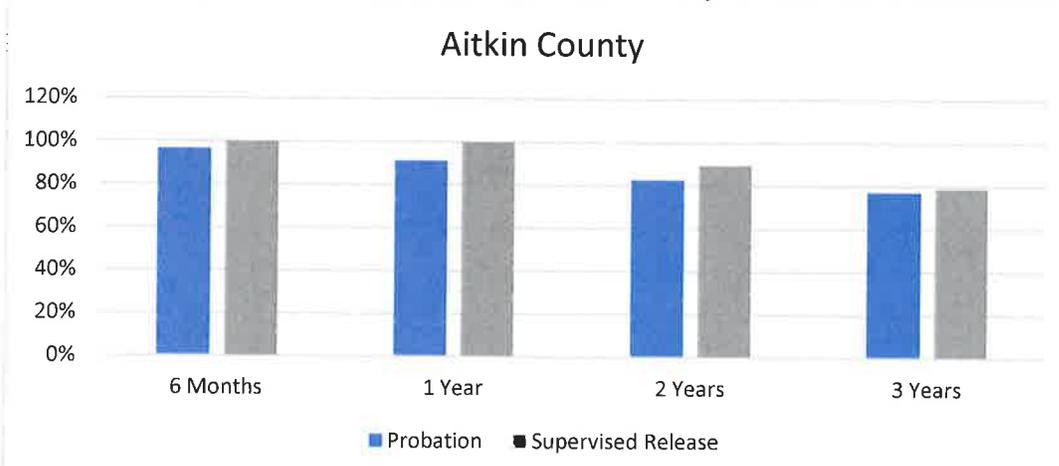
OUTCOME MEASURES AND STRATEGIC PLAN

Aitkin County is part of the Northeast Region for statistical reporting by the Minnesota Definition Team. The Northeast Region includes: Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis.

The following graph represents the percentage of probation and supervised release offenders who did not commit a new felony offense within six months, one year, two years or three years post release from supervision. The offenders were released in 2011 according to the 2015 Minnesota Probation and Supervised Release Outcomes Report.



The following graph represents the percentage of probation and supervised release offenders who did not commit a new felony offense within six months, one year, two years or three years post release from supervision. The offenders were released in 2011 and is the same data used for the Northeast Region calculation noted in the 2015 Minnesota Probation and Supervised Release Outcomes Report. Data shows there is not a significant margin of difference between Aitkin County and the entire Northeast region.



PHASE ONE AGENCY PREPAREDNESS

MACCAC agreed in April 2013 the Continuous Quality Improvement Plan would be reported within the Comprehensive Plan. Phase One is designed to measure and prepare your agency for implementing Evidence Based Practices. This work was completed in Aitkin County with Central Minnesota Community Corrections. However, based on the structural changes Aitkin County Community Corrections has reviewed many of the Phase One objectives and will be making a more detailed review in the following year and a half based on the new structure. Phase Two will be reported on during the 2018-2019 Comprehensive Plan.

Objectives	Narrative Update
Assess the agency's mission/vision and operating principles/policies for alignment with EBP practices	The ACCC Advisory Board has approved the overall vision and mission for ACCC to ensure alignment with EBP.
Conduct an organizational assessment and evaluate the culture/structure support for implementation of EBP	This goal was met under the structure of CMCC. The same employees are vested in EBP and the culture is expected to continue.
Develop an EBP plan to guide implementation strategies and progress	The plan for training in EBP principles was completed with CMCC. All staff have been trained in the core practices and ACCC will continue to attend more in depth training along with the Director. A formal guide will also be developed.
Ensure staff's participation in EBP through communication strategies and/or involvement in a task force	This goal is ongoing. Currently the Director is involved with EBP committees throughout the state. This includes serving on the Statewide EBP Policy team since 2013, chairing the MACCAC QA Group, and recently serving on the newly formed Supervision Outcomes Steering Committee. ACCC will strive to involve direct line staff as Master Trainers in specialized areas.

Develop a plan that outlines methodology for tracking outcomes

This goal will be reviewed in the upcoming 18 months. Quality assurance is conducted via statewide proficiency testing and booster trainings. Feedback is consistently provided to staff by the Director who is also trained in these tools.

MI coding is conducted on an annual basis and goals are set with staff to increase their proficiency. Additional tracking will be the focus of the next 18 months.

Define actual outcomes to establish a baseline and to establish a process to measure outcomes annually

This work will be done under the new structure of ACCC during 2017.

Ensure hiring strategies and performance expectations are aligned with EBP

This goal will be ongoing in 2016 in light of the change in structure. The goal will include modifying hiring practices will be to include knowledge and experience in evidence based practices specific to corrections staff.

Performance outcome statements will be defined for staff. Those who demonstrate proficiency and continue to hone their skills with EBP are compensated according to the county's compensation structure.

GOALS AND OBJECTIVES

Restore the Victim

- The agency will take a baseline measurement of the collection rate and work to improve the rate by having clients commit to regular payment arrangements.
- A victim survey will be developed and implemented.
- The STS Crew operated through the Aitkin County Sheriff's Office will work on community projects.

Rehabilitate the Offender

- Agents will continue to participate in training in the core evidence based practice skill sets and receive booster training as applicable.
- Agents will participate in communities of practice with neighboring agencies to improve their skills for working with offenders.
- Case plans will be implemented for high risk clients.
- Violation rates will be measured to determine a baseline.
- Recidivism rates on felony cases will be reviewed.
- Performance feedback to staff will support EBP.

Reduce Risk to the Community

- Agents will work closely with law enforcement to ensure proper notification is provided in sex offender and violent offender cases.
- Agents will include the factors linked to rehabilitation in case plans including employment and education.
- Aitkin County Community Corrections will continue to provide intensive supervision for the Aitkin County Sobriety Court.

MINNESOTA DEPARTMENT OF CORRECTIONS - COMMUNITY CORRECTIONS ACT SUBSIDY

To be used for original application and for amendments to the original comprehensive plan that adds or deletes units of service.
Check one: XX **Original Application** ___ Amendment

Applicant: AITKIN COUNTY COMMUNITY CORRECTIONS

Application Period: JULY 1, 2016 to DECEMBER 31, 2016

Original Proposed Budget:	DOC Subsidy	\$ <u>132,362</u>
	Other State Funds	\$ <u>0</u>
		\$ _____
	County Funding	\$ <u>160,803</u>
	Other Funding	\$ <u>85,861</u>
	TOTAL BUDGET	\$ <u>379,026</u>

*Amendment: Name of Units of Service (attach budget sheets) _____

Community Corrections Administrator:

Name/Title/Signature ELIZABETH DERUYCK, DIRECTOR
Address 204 1st Street, AITKIN, MN 56401
Telephone # (218) 927-7394

Financial Officer:

Name/Title/Signature KIRK PEYSOR, AITKIN COUNTY AUDITOR
Address 209 2nd Street NW, #202, AITKIN MN 56431
Telephone # (218) 927-7354

APPLICANT'S AGREEMENT

It is understood and agreed to by the applicant that:

- 1) Funds granted for this community corrections comprehensive plan will be used only to implement the plan as approved by the Commissioner of Corrections.
- 2) The grant may be terminated in whole, or in part, by the Commissioner of the Minnesota Department of Corrections. Such termination shall not affect obligations incurred under the subsidy prior to the effective date of such termination.
- 3) The applicant will apply for approval to change the plan whenever implementation or financing will be materially changed. Approval will be governed by Minnesota Rules Chapter 2905.0500.
- 4) Financial status reports will be submitted every three months and narrative progress reports every six months as directed by the Commissioner of Corrections. Necessary records and accounts, including financial and property controls, will be maintained and made available to the Department of Corrections.
- 5) The applicant will strictly adhere to rules promulgated by the Department of Corrections (Minnesota Rules 2905).

SIGNATURES OF AUTHORIZED OFFICIALS

Please remember: These same signatures are required to be on any amendment that adds or deletes programs/services/funding.

Name/Title/Signature: Mark Wedel, Aitkin County Board Chair

Name/Title/Signature: Nathan Burkett, Aitkin County Administrator



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: June 14, 2016

Title of Item: Central Minnesota Housing RRDL Program Renewal Request

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Ross Wagner		Department: Economic Development & Forest Ind
Presenter (Name and Title): Ross Wagner, Economic Development & Forest Industry Coordinator		Estimated Time Needed: 5 minutes
Summary of Issue: <p>Central Minnesota Housing Partnership (CMHP) was awarded funding from the Minnesota Housing Finance agency to be the program administrator for the Rental Rehabilitation Deferred Loan Program (RRDL) in Aitkin County for 2015-2016. The Aitkin County Board previously approved Central Minnesota Housing Partnership as the administrator for the RRDL program.</p> <p>At this time all participating RRDL administrators are being required by the MN Housing Finance agency to receive renewed approval from each county that would continue to offer this program. This renewal approval would be provided through the attached resolution which would allow CMHP to continue to provide 0% deferred loans to owners of affordable rental properties to be used to complete needed repairs to their property in Aitkin County. Please use the following link to the CMHP website for additional program details.</p> <p>http://www.cmhp.net/index.php/our-services/rehabilitation-programs/rental-rehabilitation-deferred-loan-program</p> <p>Attached is the a copy of the previous resolution passed by the county board, Program Document and the rent guidelines per county, along with the proposed new resolution.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

ADOPTED February 11, 2014

By Commissioner: Napstad

021114-014

Central Minnesota Housing Partnership

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

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

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

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

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

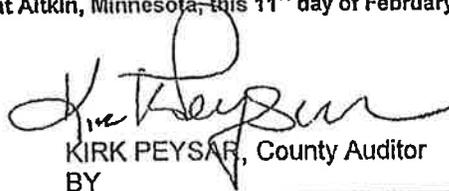
FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 11th day of February A.D., 2014, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 11th day of February A.D., 2014


KIRK PEYSAR, County Auditor

BY _____

Deputy

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

ADOPTED June 14, 2016

By Commissioner: xx

20160614-0xx

Central Minnesota Housing Partnership

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

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

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

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

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 14th day of June 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14th day of June 2016

Nathan Burkett
County Administrator

Central Minnesota Housing Partnership has received the 2016-2017 funding for the Rental Rehabilitation Deferred Loan Program, we will now begin accepting applications for 2016 projects. **Key Change for 2016:** program funds will be split into two funding pools; small project funding (1-4 units) and large project funding (5+ units). See below for updated loan terms.

RRDL loan funds can be used to cover the costs of eligible rehabilitation items and project soft costs. Common rehabilitation items include roofing, siding, windows, doors, insulation, floor coverings, painting, kitchen cabinets/bathroom vanities, appliances, plumbing, furnaces/boilers, electrical, code issues and health and safety items. Eligible soft costs may include administrative fee, title and recording fees, lead paint/asbestos assessment costs and architect fees.

RRDL loan funds can be used to cover the costs of eligible rehabilitation items and project soft costs. Common rehabilitation items include roofing, siding, windows, doors, floor coverings, painting, appliances, plumbing, furnaces/boilers, electrical, code issues and health and safety items.

Program requirements include, but are not limited to:

- Property must meet minimum financial feasibility and selection requirements
- Documentation of positive cash flow and low vacancy rates
- At least 51% of the property must be residential space
- Project must meet tenant income and rent limits ([view current rent and income limits here](#))
- Rehabilitation must address all rehabilitation items required by program such as lead paint remediation, electrical outlet/panel upgrades, smoke detectors, etc.
- Architect involvement determined by proposed scope of work
- Owner must contribute a minimum of 3% of RRDL loan to the project
- Application fee of \$100 per unit with a \$500 minimum fee/\$3,000 maximum fee collected after initial approval

Loan Information, Features and Benefits:

SMALL PROJECTS (1 - 4 UNIT):

- Loan maximum of \$25,000 per unit or \$35,000 for single family homes/duplexes
- 0% interest construction/permanent loan
- Loan term of 10 years with deferred payments
- Up to 100% loan forgiveness for maintaining rent and income compliance requirements for full term of loan
- Non-recourse loan

LARGE PROJECTS (5+ UNITS):

- Up to \$25,000 per unit with maximum loan of \$300,000 per project
- 0% interest construction/permanent loan
- Loan terms of 10 - 30 years based on loan amount
- Up to 10% loan forgiveness for maintaining rent and income compliance requirements for full term of loan
- Non-recourse loan
- Loan may be extended in lieu of repayment for continued affordability

2015 RRDL Rent and Income Limits

Income limit is at or below 80% AMI, not adjusted for household size (gross annual household income)

RRDL household income limit: \$62,000

Rent Limits (tenant paid utility allowance included)

County	Efficiency	1 BR	2 BR	3 BR	4 BR	5 BR
Aitkin	\$594	\$636	\$764	\$882	\$985	\$1,087
Benton	\$703	\$753	\$905	\$1,044	\$1,226	\$1,287
Carlton	\$739	\$792	\$952	\$1,098	\$1,115	\$1,353
Cass	\$513	\$549	\$660	\$762	\$851	\$939
Chisago	\$691	\$740	\$889	\$1,026	\$1,145	\$1,264
Crow Wing	\$661	\$707	\$850	\$981	\$1,095	\$1,209
Isanti	\$701	\$751	\$902	\$1,041	\$1,162	\$1,283
Kanabec	\$631	\$676	\$813	\$938	\$1,047	\$1,155
Mille Lacs	\$604	\$647	\$777	\$897	\$1,001	\$1,105
Morrison	\$608	\$651	\$783	\$903	\$1,008	\$1,113
Pine	\$531	\$569	\$684	\$789	\$881	\$972
Sherburne	\$760	\$813	\$978	\$1,128	\$1,259	\$1,390
Stearns	\$775	\$830	\$997	\$1,151	\$1,284	\$1,418
Todd	\$634	\$679	\$816	\$942	\$1,052	\$1,161
Wadena	\$672	\$719	\$865	\$998	\$1,113	\$1,229
Wright	\$721	\$772	\$928	\$1,071	\$1,196	\$1,320



Board of County Commissioners Agenda Request

6B

Agenda Item #

Requested Meeting Date: June 14, 2016

Title of Item: Aquaponics/Hydroponics Feasibility Study

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Ross Wagner		Department: Economic Development & Forest Ind
Presenter (Name and Title): Ross Wagner, Economic Development & Forest Industry Coordinator		Estimated Time Needed: 20 minutes
Summary of Issue: <p>Hydroponics and aquaponics consists of growing vegetables in an inside controlled environment using fish waste or other methods to fertilize the plants and provide other nutrients. There is a project in Silver Bay that is sponsored by UMD, there are also private operation in the Twin Cities and other areas. This is becoming an idea that is gaining great acceptance as a way to grow and provide the community with fresh vegetables year round.</p> <p>In the recent past I have had discussion with various individuals interested in starting a hydro/aquaponics operation in Aitkin County but there is little research and financial information available as this is such a new concept. This has been a detriment and about where the conversations end.</p> <p>In response I would like to submit a grant application to the Blandin Foundation for \$5,000.00 and to the North East Regional Sustainable Development Partnership (NE RSDP) for \$2,500.00 to conduct a feasibility study for starting and operating a Aquaponics/Hydroponics facility in Aitkin County. The grants would be matched by an anticipated contribution from Aitkin County Growth of \$2,500.00. Aitkin County would provide in-kind services and be the fiscal agent. I would partner with Aitkin County Growth in developing an RFP for firms to do the study if successful with the grant applications. Once completed, the study would be posted on Aitkin County's as well as other web sites and distributed to those who have expressed interest.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve request to submit grant applications to Blandin Foundation and NE RSDP		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.



Board of County Commissioners Agenda Request

7A

Agenda Item #

Requested Meeting Date: June 14, 2016

Title of Item: Public Hearing on Amendments to the MHP and RCA Ordinance

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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Submitted by: Terry Neff, Environmental Services Director	Department: Environmental Services
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Presenter (Name and Title): Terry Neff, Environmental Services Director	Estimated Time Needed:
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Summary of Issue:

At the February 9, 2016, Aitkin County Board meeting, I proposed adding a fish house site fee to the Food, Beverage and Lodging (FBL) Fee Schedule. After lengthy discussion, the Board requested that I meet with the resort owners to resolve concerns they had with the proposed amendments and return to the Board at a later date with an agreeable solution. Enclosed are the proposed amendments to the Mobile Home Park (MHP) and Recreational Camping Area (RCA) Ordinance. The Aitkin County Ordinance Committee and the resort owners have reviewed and found the amendments to be satisfactory. The public hearing on the amendments to the MHP and RCA Ordinance is scheduled for June 14, 2016, at 3:00pm.

Alternatives, Options, Effects on Others/Comments:

Continue to inspect fish houses within resorts without clear regulations and requirements for these structures.

Recommended Action/Motion:

Recommend approving the proposed amendments.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ N/A

Is this budgeted? Yes No *Please Explain:*

No fee has been charged for these inspections in past years. There is staff time involved inspecting these sites. The proposed amendments will make it clear that these structures are part of the resort community and will require inspections.

NOTICE OF HEARING

The Aitkin County Board of Commissioners will hold a public hearing on the adoption of amendments to the Aitkin County Mobile Home Park and Recreational Camping Areas Ordinance. The hearing will be conducted on June 14, 2016 at 3:00 pm in the Aitkin County Board Room of the Aitkin County Courthouse.

The Aitkin County Board has entered into a Delegation Agreement with the Minnesota Department of Health based on MN Statutes Section 145A.07. Through this delegation of authority, the Aitkin County Board has been charged with protecting the public health as outlined under MN Statutes Chapters 144, 157, and 327. The Mobile Home Park and Recreational Camping Areas Ordinance is being amended to update definitions, include provisions for fish house parks and update references.

Language that is proposed for deletion is in ~~strikethrough~~ and proposed new language is highlighted in yellow.

Copies of the Ordinance with the proposed amendments are available for review and inspection at the Aitkin County Planning and Zoning Office and the Aitkin County Auditor's Office in the Aitkin County Courthouse during regular business hours. A copy with proposed amendments can also be viewed in their entirety on the Aitkin County website at www.co.aitkin.mn.us. Comments can be submitted in writing to the Aitkin County Planning and Zoning Office 209 2nd St NW RM 100, Aitkin, MN 56431, by facsimile (218) 927-4372, or by e-mail to aitkinpz@co.aitkin.mn.us before 4:30pm on June 6, 2016. Please include a full name and a complete address with all correspondence.

c:\fb\fb\hearing2016

AITKIN COUNTY ORDINANCE REGULATING MANUFACTURED HOME PARKS AND RECREATIONAL CAMPING AREAS

Section 1.00 Purpose

The purpose of this ordinance is to establish standards for all mobile home parks, ~~and~~ recreational camping areas and fish house parks and to protect the health, safety and general welfare of the people in Aitkin County.

Section 2.00 Scope

This ordinance shall provide for the licensing and inspection of all mobile home parks, ~~and~~ recreational camping areas and fish house parks; regulation of the design, construction, operation and maintenance of such establishments; and the enforcement of violations of this ordinance.

This ordinance shall be applicable to all manufactured home parks, ~~and~~ recreational camping areas and fish house parks as defined in Minnesota Statutes and in this ordinance, whether or not a license is required pursuant to Minnesota Statutes Chapter 327 and MN Rule 4630.

Section 3.00 Authority

This ordinance is adopted by the Board pursuant to Minnesota Statutes Chapter 157A.05 and Section 145A.07 which authorizes the Commissioner of Health to enter into a delegation agreement with counties or cities organized under the provisions of to perform all or part of the licensing, inspection and enforcement duties.

Section 4.00 Definitions

- 4.01 Commercial Planned Unit Developments.** "Commercial planned unit developments" means land uses that provide transient, short-term lodging spaces, rooms, or parcels and their operations are essentially service-oriented. For example: hotel/motel accommodations, resorts, recreational vehicle and camping parks, and other service-oriented activities.
- 4.02 County.** "County" shall mean the County of Aitkin.
- 4.03 County Board.** "County Board" shall mean the Aitkin County Board of Commissioners and its authorized representatives.
- 4.04 Deck.** "Deck" means a horizontal, unenclosed platform with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site and at any point the deck surface extends more than 30 inches above ground.
- 4.05 Department.** "Department" shall mean the Aitkin County Environmental Services Department and its authorized representatives.
- 4.06 Dependent Site.** "Dependent Site" shall mean recreational camping area sites and fish house sites, that do not have sewer connections and are dependent upon a central facility for this utility.
- 4.06A Fish House.** A portable structure built on a chassis with wheels, skids or other means of portability, and is designed to be used as a temporary dwelling for travel, recreational, and/or vacation uses. Fish houses must be licensed with a Minnesota Department of Natural Resources shelter license and moved at least every other year.
- 4.06B Fish House Park.** means any area, whether privately or publicly owned, used on a daily, nightly, weekly, or longer basis for the accommodation of three or more fish houses free

of charge or for compensation. This does not include fish houses being stored in the off season.

- 4.07 Independent Site.** "Independent Site" shall mean recreational camping area sites and fish house sites that are provided with individual sewer connections.
- 4.08 Individual Sewage Treatment System.** "Sewage Treatment System" shall mean a system as described and regulated in the Aitkin County Subsurface Sewage Treatment System Ordinance.
- 4.09 Landing.** "Landing" shall mean the top or bottom of a section of stairway, with or without railings.
- 4.10 Manufactured Home.** "Manufactured Home" means a structure, transportable in one or more sections, which in the traveling mode is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein; except that the term includes any structure which meets all the requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary and complies with the standards established under this ordinance.
- 4.11 Manufactured Home Park.** "Manufactured Home Park" means any site, lot, field or tract of land upon which two or more occupied manufactured homes are located, either free of charge or for compensation and includes any building, structure, tent, vehicle or enclosure used or intended for use as part of the equipment of the manufactured home park.
- The term "manufactured home park" shall not be construed to include manufactured homes, buildings, tents, or other structures temporarily maintained by any individual or company on premises associated with a work project and used exclusively to house labor or other personnel occupied in such work project. It also does not include single family duplex lots that were established in accordance with the Aitkin County Zoning Ordinance.
- 4.12 Person.** "Person" shall mean any individual, firm, partnership, public or private corporation, municipality or other organization, receiver, trustee, assignee or agent, and with respect to acts prohibited or required herein, shall include employees or licensees.
- 4.13 Platform.** "Platform" shall mean a horizontal, unenclosed structure with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site and the platform surface extends less than 30 inches above ground.
- 4.14 Recreational Camping Area.** "Recreational Camping Area" means any area, whether privately or publicly owned, used on a daily, nightly, weekly, or longer basis for the accommodation of three or more tents, or recreational camping vehicles free of charge or for compensation.
- Recreational camping area does not include youth camps, industrial camps, migrant labor camps, as defined in Minnesota Statutes and State Commissioner of Health Rules, United States Forest Service Camps, State Forest Service Camps, State Wildlife Management Areas or state-owned public access areas which are restricted in use to picnicking and boat landing.
- 4.15 Recreational Camping Vehicle.** "Recreational Camping Vehicle" includes the following:
- 4.151** Any vehicular, portable structure built on a chassis, designed to be used as a

temporary dwelling for travel, recreational and vacation uses:

4.152 Any structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation;

4.153 Any portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle; or

4.154 Any folding structure mounted on wheels and designed for travel, recreation and vacation use.

4.16 **Resort.** "Resort" means a lodging structure located on or near any lake, stream, skiing or hunting area, or any recreational area for convenient access, and held out to the public to be a place where sleeping accommodations are furnished to the public for recreational periods of one day, one week, or longer, and having for rent five or more cottages, rooms, or enclosures.

4.17 **Sanitary Station.** "Sanitary station" means a facility used for removing and disposing of wastes from recreational vehicle and fish house holding tanks.

4.18 **Sewer System.** "Sewer system" means pipelines or conduits, pumping stations, and force main, and all other construction, devices, appliances, or appurtenances used for conducting sewage or industrial waste or other wastes to a point of ultimate disposal.

4.19 **Shoreland.** "Shoreland" means land located within the following distances from public waters: 1,000 feet from the ordinary high water level of a lake, pond, or flowage; 500 feet from the ordinary high water level of the Mississippi River; and 300 feet from a river or stream, or the landward extent of a floodplain designated by ordinance on a river or stream, whichever is greater. The limits of shorelands may be reduced whenever the waters involved are bounded by topographic divides which extend landward from the waters for lesser distances and when approved by the commissioner.

4.20 **Seasonal Establishment.** "Seasonal Establishment" shall mean any manufactured home park or recreational camping area that operates for a continuous period of six (6) months (183 days) or less during a calendar year.

4.21 **Year Round Establishment.** "Year Round Establishment" shall mean any manufactured home park or recreational camping area that operates on a year-round basis (in excess of 183 days).

Section 5.00 General Requirements

5.01 **Location.** No manufactured home park, or recreational camping area or fish house park shall be so located that drainage from the park or camp area will endanger any water supply. All such parks and camps shall be well drained and no portion of the park or camp shall be located in an area subject to flooding, except that camps may be located in flood plain which has been approved for recreational use. No wastewater from manufactured homes, or recreational camping vehicles or fish houses shall be deposited on the surface of the ground.

5.02 **Caretaker.** A responsible attendant or caretaker shall be in charge of every manufactured home park, or recreational camping area or fish house park at all times and the duty of said attendant shall be to maintain the park, its facilities and equipment in a clean, orderly and sanitary condition. The caretaker or attendant shall be the owner or operator of the park or camping area or fish house park, or his/her appointed representative.

5.03 Spacing

5.031 No manufactured home shall be parked closer than thirty (30) feet to the side lot lines of a manufactured home park or closer than 10 feet to an internal street or alley or closer than 50 feet from any boundary line abutting upon a public street or highway. Each individual manufactured home site shall abut or face on a driveway, roadway, or clear unoccupied space of not less than 21 feet in width if no parking is allowed or if parking is allowed on one side of the street. The roadway must be 36 feet in width if parking will be allowed on both sides of the street. This space shall have unobstructed access at all times to a public road. There shall be an open space of at least 10 feet between the side of adjacent manufactured homes including their attachments, and at least three feet between manufactured homes when parked end to end. The space between manufactured homes may be used for parking of motor vehicles or other property provided such vehicle or other property be parked at least 10 feet from the nearest adjacent manufactured home position.

5.032 All new manufactured home parks constructed after January 1, 1970 shall allot the following minimum site sizes for each manufactured home: 4,000 square feet if sewage from the park is discharged into a soil absorption system; 2,800 square feet if any other acceptable method of sewage disposal is used.

5.033 In recreational camping areas and fish house parks, recreational camping vehicles and fish houses shall be separated from each other and from other structures by at least 10 feet.

5.034 Any accessory structure such as attached awnings, car ports or individual storage facilities, shall, for the purpose of this separation requirement, be considered to be part of the recreational camping vehicle or fish house. A minimum site size of 2,000 square feet shall be provided for each recreational camping vehicle and/or fish house in camping areas or fish house parks constructed after January 1, 1970.

All recreational camping vehicles and/or fish houses shall be located at least 50 feet from any camping area or fish house park property boundary line abutting upon a public street or highway and at least 30 feet from other park property boundary lines. Each individual recreational camping site and/or fish house site shall abut or face on a driveway, roadway, or clear unoccupied space of not less than 14 feet for one way and 24 feet for two way roads. This space shall have unobstructed access at all times to a public road. Parking shall be on individual campsites, individual fish house sites or designated parking areas. There shall be no parking on interior access roads.

5.04 Domestic Animals. No domestic animals or house pets shall be allowed to run at large or commit any nuisances within the limits of a manufactured home park, or recreational camping area or fish house park. Any kennels, pens or other facilities provided for such pets shall be maintained in a sanitary condition at all times. Unless a different number is prescribed by local ordinance or park rule, the maximum number of dogs allowed per manufactured home is two, and the maximum number of cats allowed per

manufactured home is four. In the case of new litters, the above numbers may be exceeded for ten weeks following the birth and only once per manufactured home during a calendar year.

5.05 Water Supply.

5.051 Every manufactured home park, ~~or~~ recreational camping area or fish house park shall obtain a safe, adequate supply of water from a public community water supply system, a public non-community water supply system, or a source of supply and system that is located, constructed and operated in accordance with the provisions of the rules of the Commissioner of Health governing public water supplies (Minn. Rules, parts 4720.0010 to 4720.4600) and wells (Minn. Rules, parts 4725.0100 to 4725.7600).

5.052 In manufactured home parks, the water supply shall be capable of supplying a minimum of 150 gallons per day per manufactured home, and in recreational camping areas, the water supply shall be capable of supplying 50 gallons per site per day for all sites lacking individual water connections, and 100 gallons per site per day for all spaces provided with individual water connections. In recreational camping areas or fish house parks water from the drinking water supply shall be available within at least 400 feet of every campsite or fish house site.

5.053 The water piping system shall not be connected with non-potable or questionable water supplies and shall be protected against the hazards of back flow and back siphonage. The system shall be so designed and maintained as to provide a pressure of not less than 20 pounds per square inch under normal operating conditions at service buildings and other locations requiring a potable water supply. In manufactured home parks, ~~and~~ on recreational camping sites and on fish house sites provided with individual water service connections, riser pipes shall be so located and constructed that they will not be damaged by the parking of manufactured homes, ~~or~~ recreational camping vehicles or fish houses. Water riser pipes shall extend at least 4 inches above the ground elevation and the minimum pipe size shall be 3/4 inch. Adequate provisions shall be made to prevent freezing of service lines, valves and riser pipes. If underground stop and waste valves are installed, they shall be at least 10 feet from the nearest buried portion of the sewage system. Water risers on unoccupied sites shall be valved off. There shall be a horizontal distance of at least 10 feet between water and sewer pipes; provided, that where the sewer pipe and the water pipe is constructed of approved material the distance between may be less than 10 feet.

5.06 Plumbing. All systems of plumbing in manufactured home parks, ~~and~~ recreational camping areas and fish house parks shall be installed in accordance with the provisions of the rules of the Minnesota Commissioner of Health entitled the Minnesota Plumbing Code (Minn. Rules, parts 4715.0100 to 4715.5600).

5.07 Toilet, Bathing and Laundry Facilities

5.071 In dependent recreational camping areas one or more central buildings equipped with a toilet and bathing facilities shall be provided. The number of fixtures shall be in accordance with the following schedule.

Number of Dependent Sites	Toilets		Urinals	Lavatories		Showers	
	Men	Women	Men	Men	Women	Men	Women
1-15	1	1	1	1	1	1	1
16-30	1	2	1	2	2	1	1
31-45	2	2	1	3	3	1	1
46-60	2	3	2	3	3	2	2
61-80	3	4	2	4	4	2	2
81-100	3	4	2	4	4	2	2
101-130	4	5	3	5	5	3	3
131-160	5	6	3	6	6	4	4
161-190	6	7	3	7	7	4	4
191-220	7	8	4	8	8	5	5
221-250	8	9	4	9	9	5	5
251-280	9	10	4	10	10	6	6
281-310	10	11	5	11	11	6	6

Privies and other toilets not connect to water-carried systems may be used in recreational camping areas and fish house parks when approved by the Department.

5.072 In recreational camping areas and fish house parks where laundry and bathing facilities are provided, such facilities shall be in buildings that are well constructed, in good repair and have adequate heating and ventilation, good lighting and floors of impervious material sloped to drain. Walls shall be of washable material. There shall be no exposed studs or rafters. Toilet facilities shall not be more than 400 feet from the furthest site to be served and shall be plainly marked according to gender.

5.073 In conjunction with bathing facilities there shall be provided a dressing area or dressing compartment, the floor of which shall be impervious and well drained. Mats, grids and walkways made of cloth or other absorbent material shall not be used, provided that single service mats may be used.

5.074 Where clothes drying lines are provided, they shall be located in areas out of regular pedestrian traffic patterns and where they will generally not be a hazard to the safety of the occupants of the camping area and fish house park. No laundry trays, washing machines, dryers or extractors shall be located in any toilet, bath, or dressing room.

Recreational camping areas accommodating recreational camping vehicles having a self-contained liquid waste system with a waste reservoir shall provide a sanitary station for the disposal of wastewater. Such sanitary stations shall be equipped with a 4-inch sewer riser pipe, surrounded at the inlet by a concrete

apron sloped towards the inlet drain, and provided with a suitable hinged cover. A water outlet, with the necessary means to prevent back flow of contamination into the camp water supply system shall be provided to permit periodic wash-down of the immediate adjacent areas. Each recreational camping area accommodating self-contained camping vehicles shall provide sanitary stations in the ratio of 1 sanitary station to 300 recreational camping vehicle sites or fraction thereof. Sanitary stations shall be screened from other activities by visual barriers such as fences, walls or natural growth, and shall be separated from any recreational camping vehicle site by a distance of at least 50 feet. Final disposal of sewage from such sanitary stations shall be by a method acceptable to the Department and the Minnesota Pollution Control Agency.

Accessibility. All new and major remodeling of toilet, bathing and laundry facilities shall cause such facilities to be accessible in accordance with the Minnesota Accessibility Code, Minn. Rules Chapter 1341.

- 5.08 Barbecue Pits, Fireplaces, Stoves and Incinerators.** In manufactured home parks, ~~or~~ recreational camping areas **or fish house parks**, cooking shelters, barbecue pits, fireplaces, and wood burning stoves shall be so located, constructed, and maintained and used as to minimize fire hazards and smoke nuisance both on the property on which used and on neighboring properties. No open fire shall be permitted except in facilities provided. No open fire shall be left unattended. No fuel shall be used or no material burned ~~which~~ that emits dense smoke or objectionable odors.
- 5.09 Insect and Rodent Harborage and Infestation Control.** Manufactured home parks, ~~and~~ recreational camping areas **and fish house parks** shall be maintained free of accumulations of debris or other materials that may provide rodent harborage or breeding places for flies, mosquitoes and other pests. Storage areas shall be so maintained as to prevent rodent harborage. Lumber, pipe and other building materials shall be stored at least one foot above the ground. Areas shall be so maintained as to prevent the growth of ragweed, poison ivy, poison oak, poison sumac and other noxious weeds considered detrimental to health.
- 5.10 Night Lighting.** The walkways, drives and other used portions of manufactured home parks shall be lighted during hours of darkness.
- 5.11 Community Kitchens and Dining Rooms.** When community kitchens and dining rooms are provided, such facilities and equipment shall be maintained in a clean and sanitary condition at all times.
- 5.12 Bottled Gas.** Where bottled gas is used, the container shall be firmly connected to the appliance by tubing of copper or other suitable metallic material. Cylinders containing bottled gas shall not be located within five feet of any manufactured home door, ~~or~~ recreational camping vehicle door **or fish house door**. The container shall not be installed or stored even temporarily inside any manufactured home, ~~or~~ recreational

camping vehicle or fish house. No container may be permitted to stand free, but must be firmly mounted in an upright position.

- 5.13 Fuel Oil Supply Systems.** All piping from outside fuel storage tanks or cylinders to manufactured homes, or recreational camping vehicles or fish houses shall be permanently installed and securely fastened in place. All fuel oil storage tanks or cylinders shall be securely fastened in place and shall not be located inside or beneath any manufactured home, or recreational camping vehicle or fish house or less than five feet from any manufactured home, or recreational vehicle or fish house exit. All fuel oil containers shall be mounted upon a stand or rack constructed of a non-combustible material.
- 5.14 Fire Protection.** Fire protection shall be provided in accordance with the requirements of the State Fire Marshall.
- 5.15 Speed Limit.** The speed limit in a mobile home park, or recreational camping area or fish house park shall not be greater than 10 miles per hour. The speed limit shall be clearly posted throughout the mobile home park, or recreational camping area or fish house park and may be enforced by the municipality in which the park or area is located. A local municipality may, by ordinance, increase the speed limit over 10 miles per hour but not to exceed 30 miles per hour.
- 5.16 Streets and Roadways.** A manufactured home park owner shall maintain streets and roadways in the park so as to permit passage of emergency vehicles and normal residential travel.
- 5.17 Skirting.** All manufactured homes within the park shall be skirted.

Section 6.0 Licensing

- 6.01 License Required.** No person shall operate a manufactured home park, or recreational camping area or fish house park within Aitkin County unless a license for the current year has been obtained pursuant to this ordinance.
- 6.02 Transfer of License.** Only a person who complies with the requirements of this ordinance shall be entitled to receive a license. Licenses shall not be transferable as to person or place.
- 6.03 License Fees.** Fee for licenses issued hereunder shall be those established from time to time by resolution of the County Board. An additional fee shall be charged for each additional service or operation that is separate, distinct or unique from the central or main manufactured home park, or recreational camping area or fish house park.
- 6.04 Application.** The application for such licenses shall be made on forms furnished by the Department and shall set forth the general nature of the business, the location, and other information as the County Board may require. The issuance of such licenses and their maintenance, termination and administration shall be in accordance with and subject to all conditions of the Aitkin County Administrative Procedure Ordinance relative to the general requirements for licenses in Aitkin County.
- 6.05 Seasonal Establishments.** Renewal of licenses for manufactured home parks, and recreational camping areas which operate for a continuous period of six (6) months (183 days) or less shall be issued effective the first day of the establishments operation in the calendar year for which the license is issued. Such renewal license

shall expire after the 183rd day from the effective date of the license or on December 31 of the year-that the license was issued, whichever occurs first.

Section 7.00 Inspection

- 7.01 Inspection Prior to Approval of Application.** Prior to approval of an application for a license for a new manufactured home park, ~~or~~ recreational camping area or fish house park or for a manufactured home park, ~~or~~ recreational camping area or fish house park that has not previously been licensed by Aitkin County or the Minnesota Department of Health, the Department shall inspect the proposed manufactured home park, ~~or~~ recreational camping area or fish house park to determine compliance with the requirements of this ordinance.
- 7.02 Inspection of Manufactured Home Parks, Recreational Camping Areas or Fish House Parks.** The Department shall inspect every manufactured home park, ~~and~~ recreational camping area and fish house park as frequently as it may deem necessary to insure compliance with this ordinance, but not less than one complete inspection each 12 months.
- 7.03 Notification of Inspection Results.** The Department shall notify the licensee in writing regarding the results of each inspection. The inspection report shall be delivered to the licensee or the licensee's authorized agent in person or by certified or registered mail. A copy of the inspection report shall be filed with the records of the Department and the Licensee shall maintain a copy for at least 3 years of the date of the last inspection.
- 7.04 Removal and Correction of Violations.** All licensees, owners, or operators of manufactured home parks, ~~or~~ recreational camping areas or fish house parks having received a report giving notification of one or more violations of this ordinance shall correct or remove each violation in a reasonable length of time determined by the Department. The length of time for the correction or removal of each such violation shall be noted on the inspection report. The failure to remove or correct each such violation within the time period noted on the inspection report shall constitute a separate violation of this ordinance for each day the violation exists.

Section 8.00 Construction – Plan Review

- 8.01 Plan Review.** All persons, who hereafter construct, remodel or convert buildings or facilities for use as manufactured home parks or recreational camping areas, shall submit a complete set of plans and specifications to the Department for review and approval before any construction can begin. The plans and specifications shall show the layout; arrangement; mechanical, plumbing and electrical specifications; construction materials of work areas; and location, size and type of equipment and facilities. The plans must be drawn to scale and must be legible and complete in all details. Plumbing specifications shall be submitted to the ~~Minnesota Department of Health~~ Minnesota Department of Labor and Industry for approval.
- 8.02 Plan Review Fees.** The appropriate fee, as established by resolution of the County Board, shall be submitted at the time construction plans are submitted.
- 8.03 Construction Inspections.** The Department shall inspect the mobile home park, ~~or~~ recreational camping area or fish house park as frequently as it may deem necessary during construction to ensure that construction occurs in conformance with this ordinance.
- 8.04 Building Permits.** A city or town shall not issue a building permit for a mobile home park

or recreational camping area or remodeling or alteration permit for such establishment until such plans have the approval of the Department.

- 8.05 Plan Approval.** The Department shall review and approve or not approve the plans and specifications within 30 days of the time a complete set of plans and specifications are submitted. The Department shall notify the applicant, in writing, of the results of the review.
- 8.06 Final Inspection.** The Department shall conduct a final inspection prior to the start of operations and issuance of an approved license. The mobile home park, ~~or~~ recreational camping area or fish house park shall be constructed and finished in conformance with the approved plans.
- 8.07 Expansion.**
- 8.071** An expansion, conversion or change of use of a resort, mobile home park, ~~or~~ recreational camping area or fish house park shall be through a Conditional Use Permit through the Aitkin County Planning and Zoning Office. Expansions, conversions or changes in use within Shorelands of Aitkin County shall meet the requirements set forth in Section 7.0 (Commercial Planned Unit Development) of the Aitkin County Shoreland Ordinance.
- 8.072** A compliance inspection of all individual sewage treatment systems on the property shall be completed prior to acceptance of an application for a Conditional Use Permit. Any individual sewage treatment systems not in compliance shall be repaired, replaced or otherwise brought into compliance when the Conditional Use Permit is approved or as otherwise agreed upon, in writing, by the Department.

Section 9.00 Sewage Disposal

- 9.01** All sewage and other water-carried wastes shall be managed in accordance with the Aitkin County Subsurface Sewage Treatment System Ordinance.
- 9.02** All sewer lines shall be located in trenches of sufficient depth to be free of breakage from traffic, or other movements and shall be installed in accordance with Minnesota Rules Chapter 4715 (Minnesota Plumbing Code).
- 9.03** Individual site, sewer connection shall be at least a 4-inch diameter sewer riser pipe. The sewer connections shall consist of one pipeline only without branch fittings. All joints shall be watertight. All materials used for sewer connections shall be corrosive-resistant, nonabsorbent and durable. The inner surface shall be smooth.
- 9.04** The sewer riser pipe must be properly capped when a manufactured home, ~~or~~ recreational camping vehicle or fish house does not occupy the site. Surface drainage shall be directed away from the riser, the rim of the riser pipe shall extend at least 4 inches above ground elevation.

Section 10.00 Solid Waste

- 10.01** The storage, collection and disposal of refuse and garbage in the manufactured home parks, ~~and~~ recreational camping areas and fish house parks shall be so conducted as to create no health hazards, rodent harborage, insect breeding areas, accident or fire hazards, water pollution or air pollution. All refuse and garbage shall be stored in fly-tight, water-tight, rodent proof containers which shall be located convenient to any

manufactured home site, provided that, on days of collection plastic garbage and refuse bags may be used for outside storage as long as no nuisance conditions are created. In recreational camping areas and fish house parks, garbage and refuse containers shall be provided on the ratio of at least one for every four sites or centrally located facilities may be provided. Refuse and garbage collection shall be made as often as necessary, but not less frequently than once per week, to prevent nuisance conditions. Final disposal of refuse and garbage shall be accomplished in accordance with the criteria and standards established by the Aitkin County Solid Waste Ordinance.

10.02 Open Burning. Open burning of solid waste is prohibited.

Section 11.00 Registration of Guests

11.01 Persons operating a recreational camping area or a manufactured home park furnishing overnight accommodations for transient guests, shall provide and keep a guest register. Upon arrival, every guest shall provide the name and home address of all persons in their party, the make of the party's motor vehicle, vehicle registration number, the state the vehicle is registered and other identifying letters or characters appearing on the plate. Such registration shall be kept in an accurate and orderly manner and retained for one year.

11.02 Guest Registration. Every person, upon arriving at a recreational camping area or manufactured home park applying for guest accommodations shall furnish the operator or other attendant in charge the information necessary to complete registration.

11.03 Registration Records, Inspection. The registration records shall be open to the inspection of all state and local law enforcement officers.

Section 12.00 Park Shelters

12.01 In the case of manufactured home parks with less than ten manufactured homes, all mobile home park owners shall provide to this Department, a plan for the sheltering or the safe evacuation to a safe place of shelter of the residents of the park in times of severe weather conditions, such as tornadoes, high winds, and floods. The shelter or evacuation plan shall be developed with the assistance and approval of municipality where the park is located and shall be posted at conspicuous locations throughout the park. The park owner shall provide each resident with a copy of the approved shelter or evacuation plan. Nothing in this paragraph requires the Department to review or approve any shelter or evacuation plan developed by the park. Failure of a municipality to approve a plan submitted by a park shall not be grounds for action against the park by the Department if the park has made a good faith effort to develop the plan and obtain municipal approval.

12.02 All owners of a manufactured home park with ten or more manufactured homes, licensed prior to March 1, 1988 shall provide a safe place of shelter for park residents or a plan for the evacuation of park residents to a safe place of shelter within a reasonable distance of the park for use by park residents in times of severe weather such as

tornadoes or high winds. The municipality must approve the shelter or evacuation plan by March 1, 1989.

The municipality may require the park owner to construct a shelter if it determines that a safe place of shelter is not available within a reasonable distance from the park. A copy of the municipal approval and the plan shall be submitted by the park owner to the Department. The park owner shall provide each resident with a copy of the approved shelter or evacuation plan.

- 12.03** A manufactured home park with ten or more manufactured homes, receiving its initial license after March 1, 1988 must provide an approved storm shelter except those exempted in Minn. Stat. Chapter 327 section 327.20.

Section 13.00 Variance

In any case where, upon application of responsible persons, the Department finds that by reason of exceptional circumstances the strict enforcement of Section 5.03, Section 5.052 5.05 item B and Sections 5.07, through 5.14 would cause undue hardship and would be unreasonable, impractical or not feasible, the Department in its discretion may permit a variance. The Department shall grant a variance only to these sections according to the procedures set forth in Minnesota Rules, Section 4717.7000 through 4717.7050.

Such variances may be reviewed periodically and rescinded or altered as necessary to protect the public health or eliminate nuisance conditions.

Section 14.00 Enforcement

- 14.01 Misdemeanor.** The violation of any provision of this ordinance shall be a misdemeanor, and upon conviction thereof, the violator shall be subject to a fine of not more than one-thousand dollars (\$1,000.00) or imprisonment for a term not to exceed 90 days or both. A separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.
- 14.02 Injunction.** In the event of a violation or the threatened violation of any provision of this ordinance, or any provision or condition of a permit issued pursuant to this ordinance, the county in addition to other remedies, may institute appropriate actions or proceedings to prevent, restrain, correct or abate such violation or threatened violation.
- 14.03 Interpretation.** In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the governing body and shall not be deemed a limitation or repeal of any other powers granted by State Statutes.

Section 15.00 Severability

If any section, clause, provision or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

Section 16.00 Supremacy

When any condition imposed by a provision of this ordinance is either more restrictive or less restrictive than similar conditions imposed by any provision of any other county ordinance or state regulation, the more restrictive conditions shall prevail.

Section 17.00 Effectivity

This shall be effective upon passage by the County Board and publication according to law.

**Adopted by the Aitkin County Board of Commissioners this ____ Day of
_____ 2016.**

Chairperson
Aitkin County Board of Commissioners

ATTEST:

Kirk Peysar
Aitkin County Auditor

Effective Date: _____ 2016



Aitkin Independent Age

P.O. BOX 259 • AITKIN, MN 56431-0259 • 218-927-3761

May 18 & 25 & June 1, 2016
NOTICE OF HEARING

The Aitkin County Board of Commissioners will hold a public hearing on the adoption of amendments to the Aitkin, County Mobile Home Park and Recreational Camping Areas Ordinance. The hearing will be conducted on June 14, 2016 at 3:00 p.m. in the Aitkin County Board Room of the Aitkin County Courthouse.

The Aitkin County Board has entered into a Delegation Agreement with the Minnesota Department of Health based on MN Statutes Section 145A.07. Through this delegation of authority, the Aitkin County Board has been charged with protecting the public health as outlined under MN Statutes Chapters 144, 157, and 327. The Mobile Home Park and Recreational Camping Areas Ordinance is being amended to update definitions, include provisions for fish house parks and update references.

Language that is proposed for deletion is in strikethrough and proposed new language is highlighted in yellow.

Copies of the Ordinance with the proposed amendments are available for review and inspection at the Aitkin County Planning and Zoning Office and the Aitkin County Auditor's Office in the Aitkin County Courthouse during regular business hours. A copy with proposed amendments can also be viewed in their entirety on the Aitkin County website at www.co.aitkin.mn.us. Comments can be submitted in writing to the Aitkin County Planning and Zoning Office 209 2nd St NW RM 100, Aitkin, MN 56431, by facsimile 218-927-4372, or by email to aitkin_pz@co.aitkin.mn.us before 4:30 p.m. on June 6, 2016. Please include a full name and a complete address with all correspondence.

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
) ss.
COUNTY OF AITKIN)

Linda Bauer, being duly sworn, on oath says that he/she is the publisher or authorized agent and employee of the publisher of the newspaper known as Aitkin Independent Age, and has full knowledge of the facts which are stated below:

A) The newspaper has complied with all of the requirements constituting qualifications as a qualified newspaper, as provided by Minnesota Statute §331A.02, §331A.07, and other applicable laws, as amended.

B) The printed Notice of Hearing

On the adoption of amendments to the Aitkin County Mobile Home Park and Recreational Camping Areas Ordinance

which is attached, was cut from the columns of said newspaper, and was printed and was printed and published once each week, for three successive weeks; it was first published on the Weds.

The 18th day of May, 2016 and was thereafter printed and published on every

Wednesday to and including Wednesday, the 1st day of June, 2016

Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located Aitkin County.

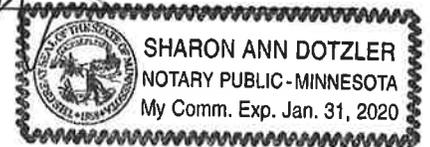
The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: Linda Bauer Title: Bookkeeper

Subscribed and sworn to before me on this 1st day of June, 2016

Notary Public [Signature]

Publishing Fee: 195.00



RATE INFORMATION

Maximum rate allowed by law for the above matter\$ _____
(Line or inch rate)

Rate actually charged for the above matter.....\$ 10.00
(Column inch rate)

Repeat Rate.....\$ 10.00



Board of County Commissioners Agenda Request

7B
Agenda Item #

Requested Meeting Date: June 14, 2016

Title of Item: Amend FBL Fee Schedule

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Terry Neff, Environmental Services Director	Department: Environmental Services
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Presenter (Name and Title): Terry Neff, Environmental Services Director	Estimated Time Needed:
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Summary of Issue:

A public hearing is being held on June 14, 2016 at 3:00pm, to amend the Mobile Home Park and Recreational Camping Area Ordinance to include regulations for fish houses within fish house parks. Inspections will be conducted within these parks and a fee needs to be included to cover the cost of these inspections. Enclosed is a copy of the proposed amendment to the fee schedule which includes a \$3.50 per fish house campsite fee. The resort owners felt this fee was reasonable.

Alternatives, Options, Effects on Others/Comments:

Continue to inspect fish houses within resorts without charging a fee or regulate as a recreational camping vehicle, bunk house or camper cabin - these have higher site fees.

Recommended Action/Motion:

Recommend approving the proposed fish house campsite fee..

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ N/A

Is this budgeted? Yes No *Please Explain:*

No fee has been charged for these inspections in past years. There is staff time involved inspecting these sites. The proposed fee should cover the staff cost for inspection.

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



MEMORANDUM

DATE: June 6, 2016

TO: Aitkin County Board of Commissioners
Nathan Burkett, County Administrator

FROM: Terry Neff, Environmental Services Director 

RE: Adopt amendment to the FBL Fee Schedule

At the February 9, 2016, Aitkin County Board meeting, I proposed adding a fish house site fee to the Food, Beverage and Lodging (FBL) Fee Schedule. After lengthy discussion, the Board requested that I meet with the resort owners to resolve concerns they had with the proposed amendments and return to the Board at a later date with an agreeable solution. Concerns raised by the resort owners will require amending the Mobile Home Park (MHP) and Recreational Camping Area (RCA) Ordinance. A public hearing has been set for June 14, 2016, at 3:00pm, for the proposed amendment to the MHP and RCA Ordinance.

Enclosed is the proposed FBL fee schedule which includes a site fee for the fish house campsites. This fee was discussed with the resort owners who agreed the fee was reasonable. I will be requesting approval of the amendment to the FBL fee schedule with an effective date of January 1, 2017.

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

enclosure

c:\ctybrd\ctybrd2016

FOOD BEVERAGE LODGING (FBL) FEE SCHEDULE

Approved by the Board on **June 14, 2016**

Effective **June 14, 2016**

FOOD BEVERAGE LODGING (FBL)

FOOD (if both food & alcoholic beverages are served then a separate fee is charged for each)

Base Fee	\$ 180.00
Plus:	
Limited	\$ 28.50
Small Establishment	\$ 171.50
Medium	\$ 228.50
Large	\$ 343.50
For each "Satellite"	\$ 57.00
Schools - includes two annual inspections	\$ 360.00

Example: One base fee is paid if you own a small restaurant & resort, but it must be located on the same property.

BEVERAGE

Plus:	
Beer or wine served at the table	\$ 58.00
Full bar service	\$ 150.00

MOBILE FOOD UNIT, PUSH CARTS, SEASONAL AND PERMANENT FOOD STANDS, ETC.

Base Fee	\$ 180.00
Plus:	\$ 10.00 Per unit

TEMPORARY FOOD SERVICE (MAXIMUM 3 TIMES PER YEAR AND 21 DAYS AT A SITE)

Base Fee	\$ -
Plus:	\$ 35.00 Per 3 events

Note: all 3 events must be applied for at the same time to receive the \$35.00 per 3 events rate.

LODGING AND RECREATION

Base Fee	\$ 180.00
Plus:	
Motel or Hotel per unit (a room is a unit)	\$ 11.50
Resort or Lodge per unit (e.g. a cabin is a unit)	\$ 11.50
Vacation Home, Cabin or Camper Cabin per unit	\$ 11.50
Mobile Home Park/Recreational Camping Area per site	\$ 6.75
Fish House campsite per site	\$ 3.50

YOUTH CAMP

Base Fee	\$ 180.00
Plus:	\$ 114.50 1 - 99 campers
	\$ 229.00 100 - 199 campers
	\$ 343.00 > 200 campers

POOLS AND SPAS

Base Fee	\$ 180.00
Plus:	\$ 130.00 Each pool
	\$ 130.00 Each spa

DRINKING WATER

Annual testing for those who are not a NCPW supply of > 25 people for 60 days or more	\$ 40.00 includes sampling, testing and reporting of results
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ADMINISTRATIVE FEES

1/2 the annual license fee	Re-inspection fee after the 2nd inspection
1/2 the annual license fee	Operating without a license for the first 30 days after license is due
Double the annual license fee	Operating without a license for day 30 - 60 after license is due
License Suspension	Operating without a license after day 60

Please make checks payable to: Aitkin County Environmental Services



Aitkin County Board of Commissioners Agenda Request Form

8

Agenda Item #

Requested Meeting Date: June 14, 2016
Title of Item: Committee Reports

REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Brian Napstad Commissioner Anne Marcotte HHS Director Tom Burke HHS Director Tom Burke Commissioner Laurie Westerlund Commissioner Don Niemi
Aitkin Airport Commission	Monthly	1 st Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Napstad
Aitkin County CARE Board			Westerlund
Aitkin County Water Planning Task Force	Bi-monthly	3 rd Wednesday	Wedel
Aitkin Economic Development Administration	As needed		Wedel
Arrowhead Counties Association	8 or 9x yearly	1x a month	Niemi and Marcotte
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund
Arrowhead Regional Development Council	Monthly	3 rd Thursday	Niemi
ATV Committee	As needed		Napstad and Marcotte
Big Sandy Lake Management Plan	Monthly	2 nd Thursday	Napstad, Alt. Marcotte
Central MN Corrections	Monthly	3 rd Wednesday	Wedel, Westerlund
Development Achievement Center	Monthly	3 rd Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi
Economic Development	Monthly	1 st Wednesday	Marcotte and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x year	Monday	Wedel and Westerlund
Facilities/Technology	As needed		Wedel and Napstad
Forest Advisory	Every other month	3 rd Tues of even numbered mths	Marcotte and Napstad
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Westerlund and Marcotte
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA	Monthly	4 th Monday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Napstad and Land Cmr Jacobs
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 st Wednesday	Napstad
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	Monthly	3 rd Monday	Niemi, Westerlund
Mississippi Headwaters Board	Monthly	3 rd Friday	Napstad
MN Rural Counties Caucus	8x year	Varies	Niemi, Alt. Marcotte
NE MN Office Job Training	As called		Napstad
Northeast MN ATP	2x year		Niemi and Engineer Welle
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Napstad, Alt. Marcotte
Ordinance	As needed		Napstad and Marcotte
Park Commission	Monthly	2 nd Monday	Westerlund
Personnel/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 rd Monday	Westerlund
Snake River Watershed	Monthly	4 th Monday	Niemi
Sobriety Court	Monthly	3 rd Tuesday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund