

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS February 28, 2017 – BOARD AGENDA

- 9:00 1) **J. Mark Wedel, County Board Chairperson**
A) Call to Order
B) Pledge of Allegiance
C) Board of Commissioners Meeting Procedure
D) Approval of Agenda
- 9:05 E) **Health & Human Services (see separate HHS agenda)**
- 9:30 Break
- 9:40 F) **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 February 14, 2017 – February 27, 2017
 - B) Approve February 14, 2017 County Board Minutes
 - C) Approve Commissioner Warrants
 - D) Approve Auditor Warrants - Sales Tax
 - E) Approve Auditor Warrants - Highway Dept. Contract Payment
 - F) Approve Auditor Warrants - Town Road Auto Payments - Gas Tax
 - G) Adopt Resolution: Form LG220 of the White Pine Riders
 - H) Adopt Resolution: 2017-2021 Tactical Forest Plan
 - I) Adopt Resolution: Mille Lacs Trails Snowmobile Club FRTP Grant Request
 - J) Adopt Resolution: 2017 State Boat & Water Agreement Grant
 - K) Approve Squad Car Purchase - Sheriff's Office
 - L) Approve Call Recording Software Upgrade - Sheriff's Office
 - M) Approve Updated Countywide Fee Schedule
 - N) Information Only: 2015 State Audit Clarification
 - O) Authorize Offer Letter to Patrick Wussow as Mentor to County Administrator
 - P) Ratify Teamsters Licensed Essential Unit 2017-2018 Agreement
- 9:45 3) **Ross Wagner, Economic Development & Forest Industry Coordinator**
A) Barn Quilts Presentation
B) Approve Aitkin County Broadband Development Grant
C) Approve 2017 Aitkin County Tourism and Development Fund Budget
- 10:25 4) **Terry Neff, Environmental Services Director & Steve Hughes, SWCD Director**
A) Buffer Law Information, and adopt Resolution: Updating Aitkin County Comprehensive Local Water Management Plan

- 10:45 5) Lori Grams, Treasurer**
 - A) 2016 Fourth Quarter Investment Report**

- 10:55 6) Kirk Peysar, County Auditor**
 - A) License Center Report**

- 11:10 7) Committee Updates**

- 11:45 Break**

- 12:00 8) Mike Dangers, County Assessor**
 - A) Closed Session under MN Statute 13D.05 Attorney Client Privilege**

- 12:30 Adjourn**

AITKIN COUNTY BOARD

February 14, 2017

The Aitkin County Board of Commissioners met this 14th day of February, 2017 at 9:01 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Bill Pratt, Anne Marcotte, Interim County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the February 14, 2017 amended agenda. Item 3A2 - Ratify Local 49 2017-2018 Collective Bargaining Agreement, was added.

Charlie Christensen of Glen Township voiced his concerns about the Planning Commission to the Board.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: January 24, 2017 to February 13, 2017; B) Approve County Board Minutes: January 24, 2017; C) Approve Commissioner Warrants: General Fund \$252,435.48, Road & Bridge \$208,607.12, Special Revenue \$16,996.34, Health & Human Services \$1,205.86, State \$14.97, Trust \$54,590.29, Forest Development \$6,765.86, Agency \$3,073.85, Long Lake Conservation Center \$5,910.41, Parks \$11,355.73 for a total of \$560,955.91; D) Approve Auditor Warrants - RE Tax Abatements: Agency \$17.16, Taxes & Penalties \$2,574.00 for a total of \$2,591.16; E) Approve Auditor Warrants - Tax Settlements: Agency \$558,979.92; F) Approve January Manual Warrants: General Fund \$273,586.62, Road & Bridge \$18,334.07, Health & Human Services \$945.16, State \$141,077.01, Trust \$45,323.86, Forest Development \$787.48, Long Lake Conservation Center \$494.20 for a total of \$480,548.40; G) Approve Out-of-Town Travel for Education - Sheriff's Office; H) Adopt Resolution: Zoning & Shoreland Management Ordinance Amendments; I) Adopt Resolution: Form LG220 of the Lawler Area Community Club; J) Approve Consumption & Display Permit - Minnewawa Sportsmen's Club; K) Approve Out-of-State Travel - Community Corrections; L) Approve SSTS Inspector Contract; M) Adopt Resolution: Final Contract Payment - Contract No. 20142; N) Schedule Special County Board Meeting on February 23, 2017

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to approve out-of-town travel for Deputy John Novotny to attend 2017 National Interdiction Conference in Valley Forge, PA from April 30 through May 5, 2017. Forfeiture funds (non-levy) will be used for expenses.

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution - Zoning & Shoreland Management Ordinance Amendments:

WHEREAS, the Aitkin County Board adopted the Zoning Ordinance in 1970 and the Shoreland Management Ordinance in 1992, and

WHEREAS, the County Board directed staff, on November 22, 2016, to amend portions of the Zoning Ordinance and Shoreland Management Ordinance, and

WHEREAS, a public hearing was held on December 19, 2016 where public comment was

CALL TO ORDER

**APPROVED
AGENDA**

**CITIZEN'S PUBLIC
COMMENT**

**CONSENT
AGENDA**

**OUT-OF-TOWN
TRAVEL -
SHERIFF'S
OFFICE**

**RESOLUTION
20170214-010
ZONING &
SHORELAND
MANAGEMENT
ORDINANCE
AMENDMENTS**

received, and

WHEREAS, the County Board received those public comments and made revisions based upon those comments,

NOW THEREFORE BE IT RESOLVED, that the Aitkin County Board agrees to amend the Zoning Ordinance and Shoreland Management Ordinance as submitted on January 24, 2017, with an effective date of January 24, 2017.

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution - Form LG220 of the 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 – April 22, 2017)

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to approve Renewal of Consumption & Display (Set Up) Permit: Minnewawa Sportsmen's Club Inc., d/b/a Minnewawa Sportsmen's Club - Shamrock Township.

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to approve budgeted out-of-state travel for Elizabeth DeRuyck to attend the Restorative Justice Symposium 2017 in Casper, Wyoming from March 14 through March 16, 2017.

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to approve entering into contract with Bryan Hargrave for inspection services in the year 2017, as presented.

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution - Final Contract Payment - Contract No. 20142:

WHEREAS, Contract No. 20142 has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, that the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Anderson Brothers Construction in the amount of \$5,148.56.

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to schedule a Special County Board meeting on February 23, 2017 at 1:00 p.m. in the County Boardroom for a Building Addition Presentation. No action will be taken.

**RESOLUTION
20170214-011
FORM LG220 OF
THE LAWLER
AREA
COMMUNITY
CLUB**

**CONSUMPTION &
DISPLAY PERMIT
MINNEWAWA
SPORTSMEN'S
CLUB**

**OUT-OF-STATE
TRAVEL -
COMMUNITY
CORRECTIONS**

**SSTS INSPECTOR
CONTRACT**

**RESOLUTION
20170214-012
FINAL CONTRACT
PAYMENT -
CONTRACT NO.
20142**

**SPECIAL COUNTY
BOARD MEETING
SCHEDULED**

Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voting yes to approve Personnel Committee recommendation to appoint Jessica Seibert as County Administrator, with a start date of March 6, 2017.

NEW COUNTY ADMINISTRATOR

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to ratify the Local 49'ers 2017-2018 Collective Bargaining Agreement and to authorize the Board Chair, Interim Administrator, and HR Director to sign.

LOCAL 49'ERS 2017-2018 BARGAINING AGREEMENT

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to offer collection event to The Retrofit Companies to host a customer free electronic waste collection in 2017, using Solid Waste reserves to pay for the event.

ELECTRONICS WASTE COLLECTION

Terry Neff, Environmental Services Director discussed proposed amendments to the Planning & Zoning Fee Schedule, to be adopted as part of the Countywide Fee Schedule at a future Board meeting.

PLANNING & ZONING FEE SCHEDULE

Tim Terrill, Executive Director Mississippi Headwaters Board gave a power point presentation to the Board on MHB's next direction.

MISSISSIPPI HEADWATERS BOARD

Representative Dale Lueck and Senator Carrie Ruud phoned in and discussed legislation with the Board.

RUUD AND LUECK

Patrick Wussow, Interim County Administrator and Department Heads discussed legislative priorities with the Board.

LEGISLATIVE PRIORITIES

Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting to appoint Donna Rae Asp to a three-year term on the East Central Regional Library Board as an At Large representative.

ECRL COMMITTEE APPOINTMENT

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to approve budgeted purchase of two 2017 Chevrolet Equinox AWD vehicles from Brandl Chevrolet - \$23,283.00 each, and to authorize the trade-in of 2009 Chevrolet Cobalt - \$2,500.00; 2009 Chevrolet Impala - \$4,000.00; and 2010 Chevrolet Impala - \$3,500.00.

MOTOR POOL VEHICLES

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to adopt resolution - Fund 19:

WHEREAS, fund 19 has a cash deficit that has accumulated since 2002 and,

WHEREAS, the County has covered the annual deficits with fund balances in the General

RESOLUTION 20170214-013 FUND 19

Fund and

WHEREAS, the State Auditor has recommended reconciling the deficit fund balance in fund 19.

THEREFORE, the Aitkin County Board of Commissioners resolves to reconcile the cash deficit in fund 19.

Russell Reisz, MN DNR - Aitkin Area Wildlife Manager discussed with the Board Pheasants Forever's plan to purchase private property in Aitkin County using Lessard-Sams Outdoor Heritage Funds and then donate the land to MN DNR to expand existing Wildlife Management areas.

Commissioner Pratt noted there will be a Broadband meeting at Long Lake Conservation Center on February 21, 2017 at 1:00 p.m. The meeting is open to the public.

The Board reported on the following: Forest Advisory, CARE, Extension, HRA, Water Summit, Facilities, NEMOJET, Meeting with Senator Chamberlain, County Gov't 101, Economic Development, McGregor Airport, Big Sandy Lake Watershed, Natural Resources Advisory Board, Facilities, Personnel, and TZD.

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to adjourn the meeting at 12:15 p.m. until Tuesday, February 28, 2017 at 9:00 a.m.

**PHEASANTS
FOREVER LAND
ACQUISITION &
DONATION TO
MN DNR**

**BROADBAND
MEETING**

**BOARD
DISCUSSION**

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, Interim County Administrator

DKB1
2/17/17 2:52PM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
2/17/17 2:52PM
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1 DEPT		Commissioners		
86222 Aitkin Independent Age				
01-001-000-0000-6230	P	12/20 Synopsis	1479	Printing, Publishing & Adv
01-001-000-0000-6230		1/3 Synopsis	1479	Printing, Publishing & Adv
86222 Aitkin Independent Age			2 Transactions	
3590 Niemi/Donald				
01-001-000-0000-6340		February overnight meals		Meals (Overnight)
01-001-000-0000-6330		NEMOJT mileage/Virginia	238@.535	Transportation & Travel & Parking
01-001-000-0000-6330		Senate Building mileage	266@.535	Transportation & Travel & Parking
3590 Niemi/Donald			3 Transactions	
86235 The Office Shop Inc				
01-001-000-0000-6405		Cable/Charger for A.Marcotte	290284-0	Office & Computer Supplies
86235 The Office Shop Inc			1 Transactions	
6097 Verizon Wireless				
01-001-000-0000-6250		Cell phone charges	286287802	Telephone
		01/07/2017	02/06/2017	0
01-001-000-0000-6250		Monthly Mifi charge	786663881	Telephone
		01/05/2017	02/04/2017	0
6097 Verizon Wireless			2 Transactions	
1 DEPT Total:		Commissioners	4 Vendors	8 Transactions
12 DEPT		Court Administration		
10385 Brandt Law Office				
01-012-000-0000-6232		Professional Services	26492	Attorney Services
10385 Brandt Law Office			1 Transactions	
11385 Goossens, MA LP/Paul				
01-012-000-0000-6232		Fees- Habisch 01CR- 14- 887		Attorney Services
01-012-000-0000-6232		Costs	170@.535	Attorney Services
11385 Goossens, MA LP/Paul			2 Transactions	
10208 Ketola/Marvin E.				
01-012-000-0000-6232	P	Fees 01P4- 99- 000194		Attorney Services
10208 Ketola/Marvin E.			1 Transactions	

Aitkin County



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DKB1
2/17/17 2:52PM
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
5176	Wetzel Law Firm				
	01-012-000-0000-6232		Attorney Fees	01-PX-99-99	Attorney Services
	01-012-000-0000-6232		Costs	01-PX-99-99	Attorney Services
5176	Wetzel Law Firm				
		885.00			
		2.30			
		887.30			
			2 Transactions		
12	DEPT Total:	3,025.75	Court Administration	4 Vendors	6 Transactions
40	DEPT		Auditor		
86222	Aitkin Independent Age				
	01-040-021-0000-6230		License Ctr Dir/Age	1014	Printing, Publishing & Adv
86222	Aitkin Independent Age				
		36.00			
		36.00			
			1 Transactions		
783	Canon Financial Services, Inc				
	01-040-000-0000-6231		Contract charges-026	16991186	Services, Labor, Contracts
783	Canon Financial Services, Inc				
		220.24			
		220.24			
			1 Transactions		
10185	Centurylink Communications Inc				
	01-040-021-0000-6250		Long Distance	320146217	License Center-Phone
10185	Centurylink Communications Inc				
		144.47			
		144.47			
			1 Transactions		
14366	CliftonLarsonAllen, LLP				
	01-040-000-0000-6208		2017 Annual Government Trng	March 3rd	Training/Education
14366	CliftonLarsonAllen, LLP				
		100.00			
		100.00			
			1 Transactions		
2214	Holder/Maryann				
	01-040-021-0000-6301		March 2017 Rent		Rentals
2214	Holder/Maryann				
		750.00			
		750.00			
			1 Transactions		
3267	Peysar/Kirk				
	01-040-000-0000-6332		Lodging/MACO conf.	2/6-2/10/17	Hotels / Motels
	01-040-000-0000-6330		Mileage/MACO conf.	264@.535	Transportation & Travel
3267	Peysar/Kirk				
		489.08			
		141.24			
		630.32			
			2 Transactions		
86235	The Office Shop Inc				
	01-040-000-0000-6405		(9) 3-ring binders	1020823-0	Office & Computer Supplies
	01-040-000-0000-6405		Red Gel Pens	1020823-0	Office & Computer Supplies
	01-040-000-0000-6405		Avery Labels	290648-0	Office & Computer Supplies
86235	The Office Shop Inc				
		31.27			
		11.88			
		3.39			
		46.54			
			3 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
2/17/17 2:52PM
1 General Fund

Vendor Name	<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>
40 DEPT Total:		1,927.57	Auditor	7 Vendors	10 Transactions
41 DEPT			Internal Audit		
12780 CliftonLarsonAllen, LLP					
01-041-000-0000-6231		900.00	12/31/16 F/S Prep Svcs- #1	1427173	Services, Labor, Etc
12780 CliftonLarsonAllen, LLP		900.00		1 Transactions	
41 DEPT Total:		900.00	Internal Audit	1 Vendors	1 Transactions
42 DEPT			Treasurer		
86222 Aitkin Independent Age					
01-042-000-0000-6405		52.50	uncashed checks ad	1622	Office & Computer Supplies
86222 Aitkin Independent Age		52.50		1 Transactions	
4173 Grams/Lori					
01-042-000-0000-6332		489.08	Hotel/MACO conference	2/6-2/7	Hotel / Motel Lodging
01-042-000-0000-6340		47.51	Meals/MACO conference	2/6-2/7	Meals (Overnight)
01-042-000-0000-6330		140.17	Mileage/MACO conference	262@.535	Transportation & Travel
4173 Grams/Lori		676.76		3 Transactions	
14330 US Bank					
01-042-000-0000-6625		117.53	Ricoh Contract Payment	323010215	Office Equipment
14330 US Bank		117.53		1 Transactions	
42 DEPT Total:		846.79	Treasurer	3 Vendors	5 Transactions
43 DEPT			Assessor		
170 Aitkin Motor Company					
01-043-000-0000-6511		45.76	2012 F150 Oil Change	12257	Gas And Oil
170 Aitkin Motor Company		45.76		1 Transactions	
4641 Holiday Credit Office					
01-043-000-0000-6511		456.13	January Fuel	1400000147443	Gas And Oil
4641 Holiday Credit Office		456.13		1 Transactions	
86235 The Office Shop Inc					
01-043-000-0000-6405		14.16	Mechanical pencils, lead	1019866-0	Office, Film & Computer Supplies
01-043-000-0000-6405		7.38	sticky notes, packing tape	1019866-1	Office, Film & Computer Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
2/17/17 2:52PM
1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
	01-043-000-0000-6405			16.74	Mechanical pencils	1020022-0	Office, Film & Computer Supplies
	01-043-000-0000-6405			10.36	Return mechanical pencils	C109866-0	Office, Film & Computer Supplies
86235	The Office Shop Inc			27.92			
					4 Transactions		
13934	Tire Barn						
	01-043-000-0000-6302			125.70	07 Jeep Axle Shaft Assembly	37513	Car Maintenance
13934	Tire Barn			125.70			
					1 Transactions		
6097	Verizon Wireless						
	01-043-000-0000-6250			148.62	January cell phone bill	680690882	Telephone
					01/02/2017 02/01/2017	0	
6097	Verizon Wireless			148.62			
					1 Transactions		
43	DEPT Total:			804.13	Assessor	5 Vendors	8 Transactions
44	DEPT				Central Services		
10185	Centurylink Communications Inc						
	01-044-000-0000-6250			0.59	Toll Free Phone charges	320295974	Telephone
10185	Centurylink Communications Inc			0.59			
					1 Transactions		
1181	Crow Wing Co Auditor- Treasurer						
	01-044-000-0000-6231			12,652.65	CMCC Aitkin Retiree Health Ins		Services, Labor, Contracts
					01/01/2017 06/30/2017	0	
1181	Crow Wing Co Auditor- Treasurer			12,652.65			
					1 Transactions		
3336	Office Of MN. IT Services						
	01-044-000-0000-6231			1,300.00	January 2017 Useage	DV17010416	Services, Labor, Contracts
3336	Office Of MN. IT Services			1,300.00			
					1 Transactions		
11590	Safetycare,Inc						
	01-044-000-0000-6208			395.00	Montie Safety Training	36541	In Service Training/Education
11590	Safetycare,Inc			395.00			
					1 Transactions		
86235	The Office Shop Inc						
	01-044-000-0000-6231			277.58	Meter #1 quarterly copy charge	290433-0	Services, Labor, Contracts
	01-044-000-0000-6231			126.23	Meter #2quarterly copy charge	290433-0	Services, Labor, Contracts
86235	The Office Shop Inc			403.81			
					2 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
2/17/17 2:52PM
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
44 DEPT Total:		Central Services	5 Vendors	6 Transactions
14,752.05				
45 DEPT		Motor Pool		
170 Aitkin Motor Company				
01-045-000-0000-6302	47.74	#38 Oil Change, tire rotation	12128	Car Maintenance
01-045-000-0000-6302	48.73	#55 oil Change, tire rotation	12144	Car Maintenance
170 Aitkin Motor Company	96.47	2 Transactions		
45 DEPT Total:	96.47	Motor Pool	1 Vendors	2 Transactions
49 DEPT		Information Technologies		
10403 IEEE				
01-049-000-0000-6208	126.00	Membership Renewal		Training/Education
10403 IEEE	126.00	1 Transactions		
10820 Prodata				
01-049-000-0000-6231	520.00	DBU Maintenance	500916	Programming, Services, Contracts
		01/01/2017 12/31/2017	0	
10820 Prodata	520.00	1 Transactions		
4895 Tom's TV, Inc.				
01-049-000-0000-6402	472.00	Svc call & smart board mount	21920	Computer Supplies & Software
4895 Tom's TV, Inc.	472.00	1 Transactions		
6097 Verizon Wireless				
01-049-000-0000-6231	61.03	Renewal	386695110	Programming, Services, Contracts
		01/02/2017 02/01/2017	0	
6097 Verizon Wireless	61.03	1 Transactions		
49 DEPT Total:	1,179.03	Information Technologies	4 Vendors	4 Transactions
52 DEPT		Administration/Personnel Dept		
89471 Aitkin Co 4- H Council				
01-052-000-0000-6405	40.00	(1) 2016 Aitkin County Plat Bk		Office & Computer Supplies
89471 Aitkin Co 4- H Council	40.00	1 Transactions		
11303 Danielson/Bobbie				
01-052-000-0000-6511	100.92	Mileage- MPELRA 2/3- 2/4/17	232@.435	Gas And Oil

Aitkin County



DKB1
2/17/17 2:52PM
1 General Fund

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		
11303	Danielson/Bobbie		100.92	1 Transactions	
12048	McDowell Agency, Inc./The				
	01-052-000-0000-6234		107.00	Background Screening	84679 Background Check Fee
12048	McDowell Agency, Inc./The		107.00	1 Transactions	
13412	Pemberton, Sorlie, Rufer & Kershner PLLI				
	01-052-000-0000-6232		68.00	Heggem (Partner) .4@\$170.00	20146317-000M Attorney Services
	01-052-000-0000-6232		178.50	Peterson (Legal Asst) 1.7@\$105	20146317-000M Attorney Services
	01-052-000-0000-6232		1,156.00	Hastings (Partner) 6.8@\$170.00	20146317-000M Attorney Services
13412	Pemberton, Sorlie, Rufer & Kershner PLLI		1,402.50	3 Transactions	
86235	The Office Shop Inc				
	01-052-000-0000-6405		11.58	2 boxes manilla folders	1020292-0 Office & Computer Supplies
86235	The Office Shop Inc		11.58	1 Transactions	
6097	Verizon Wireless				
	01-052-000-0000-6250		26.02	Monthly Mifi charge	786663881 Telephone
				01/05/2017 02/04/2017	0
6097	Verizon Wireless		26.02	1 Transactions	
52	DEPT Total:		1,688.02	Administration/Personnel Dept	6 Vendors 8 Transactions
60	DEPT			Elections	
11051	Department of Human Services				
	01-060-000-0000-6405		335.61	Mailing Services	A300IC01166I Office & Computer Supplies
11051	Department of Human Services		335.61	1 Transactions	
13129	SeaChange				
	01-060-000-0000-6406		333.01	Township Election Ballots	10897 Ballots & Programming
13129	SeaChange		333.01	1 Transactions	
60	DEPT Total:		668.62	Elections	2 Vendors 2 Transactions
90	DEPT			Attorney	
117	Aitkin County Sheriff				
	01-090-000-0000-6250		21.08	Ratz Cell phone	17-0519 Telephone
				12/18/2016 01/17/2017	0

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
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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>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
117 Aitkin County Sheriff		21.08	1 Transactions	
783 Canon Financial Services, Inc				
01-090-000-0000-6405		355.45	Contract charge-028	17008710 Office & Computer Supplies
783 Canon Financial Services, Inc		355.45	1 Transactions	
10185 Centurylink Communications Inc				
01-090-000-0000-6250		0.17	Toll Free Phone charges	320295974 Telephone
10185 Centurylink Communications Inc		0.17	1 Transactions	
89541 Culligan				
01-090-000-0000-6213		56.00	Monthly water supply	150X00870501 Drug & Forfeiture Ms387.213
89541 Culligan		56.00	1 Transactions	
3273 Mn Co Attorneys Assn				
01-090-000-0000-6406		40.00	County Attorney Directories	200002491 Law Publ. & Subscriptions
3273 Mn Co Attorneys Assn		40.00	1 Transactions	
8454 Ramsey County Sheriff				
01-090-000-0000-6234		70.00	Subpoena 01CR16648	201700190 Co Sheriff Services
8454 Ramsey County Sheriff		70.00	1 Transactions	
12775 Shook/Stephanie				
01-090-000-0000-6330		138.03	mtg w/ Dr. re Homicide	258@.535 Transportation & Travel & Parking
12775 Shook/Stephanie		138.03	1 Transactions	
86235 The Office Shop Inc				
01-090-000-0000-6405		59.19	DVD/R	1019409-0 Office & Computer Supplies
01-090-000-0000-6405		2.19	Eraser	1020415-0 Office & Computer Supplies
01-090-000-0000-6405		17.71	Rubberbands	1020415-1 Office & Computer Supplies
01-090-000-0000-6405		68.05	Typewriter ribbon, Folders	1020641-0 Office & Computer Supplies
86235 The Office Shop Inc		147.14	4 Transactions	
5173 THOMSON REUTERS- WEST PUBLISHING				
01-090-000-0000-6406		1,216.02	January Information Charges	835523938 Law Publ. & Subscriptions
01-090-000-0000-6406		1,007.50	January Subscription charges	835620554 Law Publ. & Subscriptions
5173 THOMSON REUTERS- WEST PUBLISHING		2,223.52	2 Transactions	

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DKB1
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
90 DEPT Total:		3,051.39	Attorney	9 Vendors 13 Transactions
100 DEPT			Recorder	
86222 Aitkin Independent Age		35.00	one year subscription	1481 Printing, Publishing & Adv
01- 100- 000- 0000- 6230				
86222 Aitkin Independent Age		35.00		1 Transactions
10795 Moriarty/Michael		275.00	MACO Reg Fee Reimbursement	Registration Fee
01- 100- 000- 0000- 6241				
01- 100- 000- 0000- 6332		479.94	Hotel/MACO	Hotels / Motels
			02/06/2017 02/10/2017	0
01- 100- 000- 0000- 6330		113.97	Mileage/MACO	262@.435 Transportation & Travel
10795 Moriarty/Michael		868.91		3 Transactions
100 DEPT Total:		903.91	Recorder	2 Vendors 4 Transactions
110 DEPT			Courthouse Maintenance	
8239 Ameripride Linen & Apparel Services		36.72	mop dry and mop dry handle	2200882751 Janitorial Supplies
01- 110- 000- 0000- 6422				
8239 Ameripride Linen & Apparel Services		36.72		1 Transactions
88628 Dalco		237.55	toilet tissue, roll towels	3134201 Janitorial Supplies
01- 110- 000- 0000- 6422				
88628 Dalco		237.55		1 Transactions
1491 Dutch's Electric, Inc		81.13	Ballast- Attorney's Office	25190 Services, Labor, Contracts
01- 110- 000- 0000- 6231				
1491 Dutch's Electric, Inc		81.13		1 Transactions
1737 G & N Enterprises		177.52	Algae Guard	4184 Janitorial Supplies
01- 110- 000- 0000- 6422				
1737 G & N Enterprises		177.52		1 Transactions
1754 Garrison Disposal Company, Inc		519.12	January waste removal svcs	8237415 Garbage
01- 110- 000- 0000- 6255				
1754 Garrison Disposal Company, Inc		519.12		1 Transactions
2186 Hillyard Inc - Kansas City				

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
			Amount			
	01- 110- 000- 0000- 6422		394.45	soap,liners,drain maintainer	602409323	Janitorial Supplies
2186	Hillyard Inc - Kansas City		394.45	1 Transactions		
2340	Hyytinen Hardware Hank					
	01- 110- 000- 0000- 6422		22.24	electrical, 21" poly pusher	1375923	Janitorial Supplies
	01- 110- 000- 0000- 6422		6.49	Swiffer wetjet Clnr	1377721	Janitorial Supplies
	01- 110- 000- 0000- 6422		169.99	Cordless Drill Lithium 20v	1377744	Janitorial Supplies
2340	Hyytinen Hardware Hank		198.72	3 Transactions		
89765	Minnesota Elevator, Inc					
	01- 110- 000- 0000- 6231		171.64	February Monthly service	693942	Services, Labor, Contracts
89765	Minnesota Elevator, Inc		171.64	1 Transactions		
9692	Minnesota Energy Resources Corporation					
	01- 110- 000- 0000- 6254		1,495.06	Gas Court house	0506823754	Utilities & Heating
9692	Minnesota Energy Resources Corporation		1,495.06	1 Transactions		
6097	Verizon Wireless					
	01- 110- 000- 0000- 6250		31.22	Cell phone charges	286287802	Phone
				01/07/2017 02/06/2017	0	
6097	Verizon Wireless		31.22	1 Transactions		
110	DEPT Total:		3,343.13	Courthouse Maintenance	10 Vendors	12 Transactions
120	DEPT			Service Officer		
10981	Bakken/Glen A.J.					
	01- 120- 000- 0000- 6350		50.00	DRIVE VET VAN	MPLS	Per Diem
				01/18/2017 01/18/2017	0	
	01- 120- 000- 0000- 6350		50.00	DRIVE VET VAN	ST CLOUD	Per Diem
				01/03/2017 01/03/2017	0	
10981	Bakken/Glen A.J.		100.00	2 Transactions		
12445	Brandl Chevrolet, Buick GMC					
	01- 120- 000- 0000- 6302		34.43	2016 Vet Van Oil Change, rotat	227830	Car Maintenance
12445	Brandl Chevrolet, Buick GMC		34.43	1 Transactions		
10185	Centurylink Communications Inc					
	01- 120- 000- 0000- 6250		3.94	Toll Free Phone charges	320295974	Telephone

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10185 Centurylink Communications Inc		1 Transactions		
10097 Harms Monroe/Penny				
01- 120- 000- 0000- 6330		mileage/VA CVSO mtg 1/13/17	190@.435	Transportation & Travel
10097 Harms Monroe/Penny		1 Transactions		
4641 Holiday Credit Office				
01- 120- 000- 0000- 6511		January Gas Vet Van	1400000136034	Gas And Oil
4641 Holiday Credit Office		1 Transactions		
13602 Hughley/Josh				
01- 120- 000- 0000- 6330		January Mileage Reimbursement	381@.435	Transportation & Travel
13602 Hughley/Josh		1 Transactions		
2448 Janzen/Carroll Mark				
01- 120- 000- 0000- 6350		DRIVE VET VAN	MPLS	Per Diem
		01/12/2017	0	
01- 120- 000- 0000- 6350		DRIVE VET VAN	MPLS	Per Diem
		01/30/2017	0	
01- 120- 000- 0000- 6350		DRIVE VET VAN	ST CLOUD	Per Diem
		01/23/2017	0	
2448 Janzen/Carroll Mark		3 Transactions		
5767 Lamke/Dennis				
01- 120- 000- 0000- 6302		VAN WASH		Car Maintenance
01- 120- 000- 0000- 6350		DRIVE VET VAN	ST CLOUD	Per Diem
		01/27/2017	0	
5767 Lamke/Dennis		2 Transactions		
10677 Olsen/Gerald D				
01- 120- 000- 0000- 6350		DRIVE VET VAN	ST CLOUD	Per Diem
		01/19/2017	0	
10677 Olsen/Gerald D		1 Transactions		
3912 Peterson/Richard				
01- 120- 000- 0000- 6350		DRIVE VET VAN	ST CLOUD	Per Diem
		10/25/2017	0	
3912 Peterson/Richard		1 Transactions		

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
11362	Roscoe/Bernie				
	01- 120- 000- 0000- 6302		8.00 VAN WASH		Car Maintenance
			01/24/2017 01/24/2017	0	
	01- 120- 000- 0000- 6302		100.00 TOW- STUCK IN VETS DRIVEWAY		Car Maintenance
			01/03/2017 01/03/2017	0	
	01- 120- 000- 0000- 6350		50.00 DRIVE VET VAN	MPLS	Per Diem
			01/03/2017 01/10/2017	0	
	01- 120- 000- 0000- 6350		50.00 DRIVE VET VAN	MPLS	Per Diem
			01/24/2017 01/24/2017	0	
11362	Roscoe/Bernie		208.00		4 Transactions
11970	Wikelius/Charles				
	01- 120- 000- 0000- 6350		50.00 DRIVE VET VAN	MPLS	Per Diem
			01/10/2017 01/10/2017	0	
11970	Wikelius/Charles		50.00		1 Transactions
5960	Wilmo/Wesley S.				
	01- 120- 000- 0000- 6350		50.00 DRIVE VET VAN	ST CLOUD	Per Diem
			01/31/2017 01/31/2017	0	
5960	Wilmo/Wesley S.		50.00		1 Transactions
9063	Workman/Jeff				
	01- 120- 000- 0000- 6350		50.00 DRIVE VET VAN	MPLS	Per Diem
			01/26/2017 01/26/2017	0	
	01- 120- 000- 0000- 6350		50.00 DRIVE VET VAN	ST CLOUD	Per Diem
			01/11/2017 01/11/2017	0	
9063	Workman/Jeff		100.00		2 Transactions
120	DEPT Total:		1,424.73	Service Officer	14 Vendors 22 Transactions
122	DEPT			Planning & Zoning	
657	Aitkin Glass Service				
	01- 122- 000- 0000- 6405		68.00	plate glass for counter window	13544 Office, Computer, Film, & Field Supplies
657	Aitkin Glass Service		68.00		1 Transactions
86222	Aitkin Independent Age				
	01- 122- 000- 0000- 6230		52.50	1/23 notice of PC hearing	1482 Printing, Publishing & Adv
	01- 122- 000- 0000- 6230		39.38	2/1 notice of Hrg BOA	1482 Printing, Publishing & Adv

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1 General Fund

Vendor Name	<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>
86222 Aitkin Independent Age			91.88		2 Transactions	
14320 Benson/Lin						
01- 122- 000- 0000- 6350			50.00	BOA Meeting	2/1/17	Per Diem
01- 122- 038- 0000- 6330			37.45	BOA Mileage	70@.535	Boa/Pc Mileage
14320 Benson/Lin			87.45		2 Transactions	
14339 Bright/Richard Edward						
01- 122- 000- 0000- 6350			50.00	BOA Meeting	2/1/17	Per Diem
01- 122- 038- 0000- 6330			15.52	BOA Mileage	29@.535	Boa/Pc Mileage
14339 Bright/Richard Edward			65.52		2 Transactions	
4641 Holiday Credit Office						
01- 122- 000- 0000- 6511			19.73	January Fuel Charges	1400000135321	Gas And Oil
4641 Holiday Credit Office			19.73		1 Transactions	
4010 Rasley Oil Company						
01- 122- 000- 0000- 6511			14.74	January Fuel charges	AITCOZOS	Gas And Oil
4010 Rasley Oil Company			14.74		1 Transactions	
9261 RTVision, Inc.						
01- 122- 000- 0000- 6231			4,120.00	Annual OneGov Software Mainten	12705	Services, Labor, Contracts, Programming
				04/01/2017 04/01/2018	0	
9261 RTVision, Inc.			4,120.00		1 Transactions	
12077 Stromberg/Kevin						
01- 122- 038- 0000- 6330			9.10	BOA mileage	17@.535	Boa/Pc Mileage
01- 122- 000- 0000- 6350			50.00	BOA Meeting	2/1/17	Per Diem
12077 Stromberg/Kevin			59.10		2 Transactions	
86235 The Office Shop Inc						
01- 122- 000- 0000- 6231			583.94	Copy Contract- # of copies	290434- 0	Services, Labor, Contracts, Programming
86235 The Office Shop Inc			583.94		1 Transactions	
122 DEPT Total:			5,110.36	Planning & Zoning	9 Vendors	13 Transactions
123 DEPT				Coroner		
988 Hennepin Co Medical Centers						
01- 123- 000- 0000- 6260			54.00	ME- 16- 0134		Autopsies- - Pathologist, Xrays, Etc

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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
988 Hennepin Co Medical Centers			1 Transactions	
2939 McGee P.A./M.B.				
01- 123- 000- 0000- 6231		500.00 ME16- 2762	2669	Coroner Fees
01- 123- 000- 0000- 6231		500.00 ME16- 2801	2669	Coroner Fees
01- 123- 000- 0000- 6231		500.00 ME16- 3072	2669	Coroner Fees
01- 123- 000- 0000- 6231		500.00 ME16- 3144	2669	Coroner Fees
01- 123- 000- 0000- 6231		250.00 ME16- 2805	2669	Coroner Fees
2939 McGee P.A./M.B.		2,250.00	5 Transactions	
3987 Ramsey County Medical Examiner				
01- 123- 000- 0000- 6260		1,400.00 ME 16- 0134		Autopsies- - Pathologist, Xrays, Etc
3987 Ramsey County Medical Examiner		1,400.00	1 Transactions	
123 DEPT Total:		3,704.00	Coroner	3 Vendors 7 Transactions
200 DEPT			Enforcement	
50 Aitkin Body Shop, Inc				
01- 200- 000- 0000- 6302	P	281.64	#225 squad repair	8542 Car Maintenance
50 Aitkin Body Shop, Inc		281.64	1 Transactions	
170 Aitkin Motor Company				
01- 200- 000- 0000- 6302		46.75	oil change #223	12459 Car Maintenance
170 Aitkin Motor Company		46.75	1 Transactions	
11960 ASAP Towing				
01- 200- 000- 0000- 6359		163.00	tow Monte Carlo 17- 0328	5555 Wrecker Service
11960 ASAP Towing		163.00	1 Transactions	
4488 Automated Word Professionals				
01- 200- 000- 0000- 6231		94.50	Transcription	17- SO101 Services & Labor (Incl Contracts)
4488 Automated Word Professionals		94.50	1 Transactions	
13325 Bruggman/Paul				
01- 200- 040- 0000- 6304		80.25	January Mileage	TZD Grant Expenses
01- 200- 040- 0000- 6304		4.50	Jan.Reimburse for copies made	TZD Grant Expenses
01- 200- 040- 0000- 6304		28.50	January phone/internet allowan	TZD Grant Expenses
01- 200- 040- 0000- 6304		800.00	January Hours worked	25@\$32 TZD Grant Expenses

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1 General Fund

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>
13325	Bruggman/Paul		913.25	4 Transactions		
783	Canon Financial Services, Inc 01-200-000-0000-6231		181.45	Monthly lease- admin copier	16954668	Services & Labor (Incl Contracts)
783	Canon Financial Services, Inc		181.45	1 Transactions		
10185	Centurylink Communications Inc 01-200-000-0000-6250		6.02	Toll Free Phone charges	320295974	Telephone
10185	Centurylink Communications Inc		6.02	1 Transactions		
964	Chief Supply Corp 01-200-000-0000-6405		43.72	batteries	419834	Office Supplies
964	Chief Supply Corp		43.72	1 Transactions		
4641	Holiday Credit Office 01-200-000-0000-6511		202.34	Gas Commercial Account	1400000288942	Gas And Oil
4641	Holiday Credit Office		202.34	1 Transactions		
5756	KEEPRS, Inc 01-200-000-0000-6410		46.74	sample uniform shirt	334785	Clothing Allowance
5756	KEEPRS, Inc		46.74	1 Transactions		
4010	Rasley Oil Company 01-200-000-0000-6511		162.27	Gas	AITCOSHERS	Gas And Oil
4010	Rasley Oil Company		162.27	1 Transactions		
13864	Sandberg/Kristi 01-200-000-0000-6150		1,000.00	March 2017 COBRA premium		Health Insurance- Employer
13864	Sandberg/Kristi		1,000.00	1 Transactions		
4681	Streichers 01-200-000-0000-6410		77.98	uniform pants #219	11247291	Clothing Allowance
4681	Streichers		77.98	1 Transactions		
86235	The Office Shop Inc 01-200-000-0000-6405		68.01	Office supplies	1020577- 0	Office Supplies
	01-200-000-0000-6405		12.19	Office supplies	1020577- 1	Office Supplies
86235	The Office Shop Inc		80.20	2 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
200 DEPT Total:		Enforcement	14 Vendors	18 Transactions
203 DEPT		Snowmobile		
13934 Tire Barn		oil change '16 B&W F150	37490	Car Maintenance
13934 Tire Barn			1 Transactions	
5171 Willey's Marine Inc		snowmobile goggles	62127	Equipment
5171 Willey's Marine Inc			1 Transactions	
203 DEPT Total:		Snowmobile	2 Vendors	2 Transactions
206 DEPT		Forfeitures		
86359 Aitkin Co Attorney				
01-206-000-0000-6409	O	20% Admin Forfeiture Fund	15-1497	Forfeiture Supplies
01-206-000-0000-6409	O	20% Admin Forfeiture Fund	15-3938	Forfeiture Supplies
01-206-000-0000-6409	O	20% Admin Forfeiture Fund	15-3938	Forfeiture Supplies
01-206-000-0000-6409	O	20% Admin Forfeiture Fund	15-4376	Forfeiture Supplies
01-206-000-0000-6409	O	20% Admin Forfeiture Fund	16-0252	Forfeiture Supplies
01-206-000-0000-6409	O	20% Admin Forfeiture Fund	16-0279	Forfeiture Supplies
01-206-000-0000-6409	O	20% Admin Forfeiture Fund	16-1071	Forfeiture Supplies
01-206-000-0000-6409	O	20% Admin Forfeiture Fund	16-1876	Forfeiture Supplies
01-206-000-0000-6409	O	20% Admin Forfeiture Fund	16-1876	Forfeiture Supplies
01-206-000-0000-6409	O	20% Admin Forfeiture Fund	16-2286	Forfeiture Supplies
86359 Aitkin Co Attorney			10 Transactions	
9429 State Treasurer's Office General Acct.				
01-206-000-0000-6409		10% Admin Costs	15-1497	Forfeiture Supplies
01-206-000-0000-6409		10% Admin Costs	15-3938	Forfeiture Supplies
01-206-000-0000-6409		10% Admin Costs	15-3938	Forfeiture Supplies
01-206-000-0000-6409		10% Admin Costs	15-4376	Forfeiture Supplies
01-206-000-0000-6409		10% Admin Costs	16-0252	Forfeiture Supplies
01-206-000-0000-6409		10% Admin Costs	16-0279	Forfeiture Supplies
01-206-000-0000-6409		10% Admin Costs	16-1071	Forfeiture Supplies
01-206-000-0000-6409		10% Admin Costs	16-1876	Forfeiture Supplies
01-206-000-0000-6409		10% Admin Costs	16-1876	Forfeiture Supplies
01-206-000-0000-6409		10% Admin Costs	16-2286	Forfeiture Supplies

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1 General Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
9429	State Treasurer's Office General Acct.		237.70			
206	DEPT Total:		713.10	Forfeitures	2 Vendors	20 Transactions
252	DEPT			Corrections		
86222	Aitkin Independent Age					
	01- 252- 252- 0000- 6405		35.00	jail subscription	1088	Prisoner Welfare
86222	Aitkin Independent Age		35.00		1 Transactions	
116	Aitkin Pet & Farm Supply Inc					
	01- 252- 000- 0000- 6590		293.51	softener salt	799671	Repair & Maintenance Supplies
116	Aitkin Pet & Farm Supply Inc		293.51		1 Transactions	
14005	American Tower Corporation					
	01- 252- 000- 0000- 6231		326.19	Jacobson tower rent	403880024	Services & Labor (Incl Contracts)
14005	American Tower Corporation		326.19		1 Transactions	
10185	Centurylink Communications Inc					
	01- 252- 000- 0000- 6250		6.02	Toll Free Phone charges	320295974	Telephone
10185	Centurylink Communications Inc		6.02		1 Transactions	
964	Chief Supply Corp					
	01- 252- 000- 0000- 6405		43.72	batteries	419834	Office & Computer Supplies
964	Chief Supply Corp		43.72		1 Transactions	
89541	Culligan					
	01- 252- 000- 0000- 6231		214.78	replace filter kit,sanitizatio	416272	Services & Labor (Incl Contracts)
89541	Culligan		214.78		1 Transactions	
88628	Dalco					
	01- 252- 000- 0000- 6422		259.92	Jail paper products	3134199	Janitorial Supplies
88628	Dalco		259.92		1 Transactions	
2186	Hillyard Inc - Kansas City					
	01- 252- 000- 0000- 6422		490.81	Janitorial	602409350	Janitorial Supplies
2186	Hillyard Inc - Kansas City		490.81		1 Transactions	
2340	Hyytinen Hardware Hank					
	01- 252- 000- 0000- 6590		49.97	faucet, connector bsmt mop rm	1376283	Repair & Maintenance Supplies

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
2340 Hyytinen Hardware Hank		49.97	1 Transactions	
5503 Keefe Supply Company				
01- 252- 000- 0000- 6418		546.72	Groceries	794850 Groceries
01- 252- 252- 0000- 6408		388.08	Commissary Supplies	795826 Commissary Supplies
01- 252- 252- 0000- 6408		129.68	commissary supplies	797307 Commissary Supplies
5503 Keefe Supply Company		1,064.48	3 Transactions	
13691 MEnD Correctional Care, PLLC				
01- 252- 000- 0000- 6262		5,601.50	February Healthcare Services	123116- 17 Medical Expenses & Supplies - Inmates
01- 252- 000- 0000- 6262		74.68	Inmate Meds	123116- 63 Medical Expenses & Supplies - Inmates
13691 MEnD Correctional Care, PLLC		5,676.18	2 Transactions	
89765 Minnesota Elevator, Inc				
01- 252- 000- 0000- 6231		171.64	February Monthly service	693944 Services & Labor (Incl Contracts)
01- 252- 000- 0000- 6231		2,750.00	MCE board replacement	694553 Services & Labor (Incl Contracts)
89765 Minnesota Elevator, Inc		2,921.64	2 Transactions	
9692 Minnesota Energy Resources Corporation				
01- 252- 000- 0000- 6254		2,369.71	Jail Gas	0505221458 Utilities & Heating
01- 252- 000- 0000- 6254		529.55	Jail Gas	050529958 Utilities & Heating
01- 252- 000- 0000- 6254		178.35	Gas STS	0506726121 Utilities & Heating
9692 Minnesota Energy Resources Corporation		3,077.61	3 Transactions	
11120 Nardini Fire Equipment Co.,Inc				
01- 252- 000- 0000- 6231		267.00	jail alarm service	34812 Services & Labor (Incl Contracts)
11120 Nardini Fire Equipment Co.,Inc		267.00	1 Transactions	
3789 Pan- O- Gold Baking Company				
01- 252- 000- 0000- 6418		173.74	Groceries	010024703327 Groceries
01- 252- 000- 0000- 6418		176.81	groceries	010024704025 Groceries
3789 Pan- O- Gold Baking Company		350.55	2 Transactions	
3810 Paulbeck's County Market				
01- 252- 000- 0000- 6418		5.90	Pasta	927210202 Groceries
3810 Paulbeck's County Market		5.90	1 Transactions	
12110 Revelin Vehicle Solutions, LLC				
01- 252- 000- 0000- 6302		600.00	install partition, camera, xpo	170 Car Maintenance

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
12110 Revelin Vehicle Solutions, LLC			1 Transactions	
600.00				
4070 Riley Auto Supply				
01- 252- 000- 0000- 6590		air handler belts	583753	Repair & Maintenance Supplies
234.40				
4070 Riley Auto Supply			1 Transactions	
234.40				
84172 Riverwood Healthcare Center				
01- 252- 000- 0000- 6262		inmate care	Daniel, G.	Medical Expenses & Supplies - Inmates
56.98				
01- 252- 000- 0000- 6262		inmate care	Hammond, E.	Medical Expenses & Supplies - Inmates
38.11				
01- 252- 000- 0000- 6262		inmate care	Lubins, R.	Medical Expenses & Supplies - Inmates
38.11				
01- 252- 000- 0000- 6262		inmate care	Sperry, R.	Medical Expenses & Supplies - Inmates
56.98				
01- 252- 000- 0000- 6262		inmate care	Tooles, E.	Medical Expenses & Supplies - Inmates
96.25				
84172 Riverwood Healthcare Center			5 Transactions	
286.43				
4761 Sysco Minnesota Inc				
01- 252- 000- 0000- 6418		Groceries	153018042	Groceries
89.91				
01- 252- 000- 0000- 6418		Return	153019061	Groceries
77.20-				
01- 252- 000- 0000- 6420		Groceries	153020568	Kitchen Supplies
14.73				
01- 252- 000- 0000- 6418		Groceries	153021587	Groceries
19.70				
01- 252- 000- 0000- 6418		Groceries	153024939	Groceries
39.15				
01- 252- 000- 0000- 6418		Return	153025318	Groceries
155.50-				
01- 252- 000- 0000- 6418		Return	153028605	Groceries
12.30-				
01- 252- 000- 0000- 6418		Groceries	153029454	Groceries
35.93				
01- 252- 000- 0000- 6418		Return	153030509	Groceries
39.50-				
01- 252- 000- 0000- 6418		Groceries	153033572	Groceries
65.29				
01- 252- 000- 0000- 6418		Groceries	153033573	Groceries
3,712.51				
01- 252- 000- 0000- 6418		groceries	153037496	Groceries
3,437.64				
4761 Sysco Minnesota Inc			12 Transactions	
7,130.36				
86235 The Office Shop Inc				
01- 252- 000- 0000- 6405		Office supplies	1020577- 0	Office & Computer Supplies
68.01				
01- 252- 000- 0000- 6405		Office supplies	1020577- 1	Office & Computer Supplies
12.19				
01- 252- 000- 0000- 6231		annual copy adj.- dispatch copi	290424- 0	Services & Labor (Incl Contracts)
236.47				
86235 The Office Shop Inc			3 Transactions	
316.67				
11608 Thrifty White Pharmacy- McGregor				
01- 252- 000- 0000- 6262		January Prescriptions	52914536063080	Medical Expenses & Supplies - Inmates
3,075.88				
11608 Thrifty White Pharmacy- McGregor			1 Transactions	
3,075.88				

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
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5295 Ziegler Inc		level 1 & 4 insp Cat 3306	SW050270261	Services & Labor (Incl Contracts)
01- 252- 000- 0000- 6231				
5295 Ziegler Inc		1 Transactions		
252 DEPT Total:	28,747.82	Corrections	23 Vendors	47 Transactions
253 DEPT		Sentence to Serve		
12927 Midwest Machinery Co.		Startron	1410266	Services, Labor, Contracts
01- 253- 000- 0000- 6231	8.07			
12927 Midwest Machinery Co.	8.07	1 Transactions		
4010 Rasley Oil Company		Gas	AITCOSHERS	Gas And Oil
01- 253- 000- 0000- 6511	223.96			
4010 Rasley Oil Company	223.96	1 Transactions		
13934 Tire Barn		oil change, rotate tires	37514	Car Maintenance
01- 253- 000- 0000- 6302	57.54			
13934 Tire Barn	57.54	1 Transactions		
253 DEPT Total:	289.57	Sentence to Serve	3 Vendors	3 Transactions
254 DEPT		Enhanced 911 System		
3371 Minnesota Sheriffs' Association		Reg.911 Comm Conf. Priem	132360	Registration Fee
01- 254- 003- 0000- 6241	125.00			
01- 254- 003- 0000- 6241	125.00	Reg.911 Comm Conf. Fistere	132360	Registration Fee
3371 Minnesota Sheriffs' Association	250.00	2 Transactions		
254 DEPT Total:	250.00	Enhanced 911 System	1 Vendors	2 Transactions
257 DEPT		Community Corrections		
14089 DeRuyck/Liz		Airfare/Restorative Justice Sy	1/25/17	Staff Training, Development
01- 257- 251- 0000- 6268	321.90			
01- 257- 251- 0000- 6339	14.96	Meals/Restorative Justice Symp	1/26- 1/27/17	Meals (Overnight)
14089 DeRuyck/Liz	336.86	2 Transactions		
4641 Holiday Credit Office		January gas charges	1400000155373	Gas/Vehicle Fuel Charges
01- 257- 000- 0000- 6335	29.16			
01- 257- 022- 0000- 6335	24.92	January gas charges	1400000155373	Gas/Vehicle Fuel Charges

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<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>
4641 01-257-255-0000-6335 Holiday Credit Office		January gas charges	1400000155373	Gas/Vehicle Fuel Charges
		3 Transactions		
11406 01-257-000-0000-6405 Innovative Office Solutions		Office Supplies	IN1494665	Office Supplies
11406 01-257-000-0000-6405 Innovative Office Solutions				
		1 Transactions		
11997 01-257-022-0000-6406 Minnesota Monitoring		Monitoring	3638	Sobriety Crt Expenses
11997 01-257-267-0000-6341 Minnesota Monitoring		Electronic home monitoring	3639	Equipment Rental
		2 Transactions		
9489 01-257-267-0000-6274 Redwood Toxicology Laboratory, Inc		Urinalysis Testing	02239920171	Drug Testing Fee
9489 01-257-022-0000-6406 Redwood Toxicology Laboratory, Inc	P	Testing of S.T. from 3/19/16	12645820	Sobriety Crt Expenses
		2 Transactions		
9360 01-257-022-0000-6406 Redwood Toxicology Laboratory, Inc.		Drug Testing Supplies	587494	Sobriety Crt Expenses
9360 01-257-022-0000-6406 Redwood Toxicology Laboratory, Inc.				
		1 Transactions		
14370 01-257-255-0000-6204 Scott County Treasurer		Juvenile detention fees	IN19506	Juvenile Detention
14370 01-257-255-0000-6204 Scott County Treasurer				
		1 Transactions		
11030 01-257-257-0000-6330 Tougas/Janet		January mileage reimbursement	120@.435	Mileage
11030 01-257-257-0000-6330 Tougas/Janet				
		1 Transactions		
257 DEPT Total:		Community Corrections	8 Vendors	13 Transactions
280 DEPT		Emergency Management		
10185 01-280-000-0000-6250 Centurylink Communications Inc		Toll Free Phone charges	320295974	Telephone
10185 01-280-000-0000-6250 Centurylink Communications Inc				
		1 Transactions		
280 DEPT Total:		Emergency Management	1 Vendors	1 Transactions

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390 DEPT		Environmental Health (FBL)		
4641 Holiday Credit Office		January Fuel Charges	1400000135321	Gas And Oil
01-390-000-0000-6511				
4641 Holiday Credit Office		1 Transactions		
390 DEPT Total:		Environmental Health (FBL)	1 Vendors	1 Transactions
391 DEPT		Solid Waste		
1754 Garrison Disposal Company, Inc		November Recycling contract		Recycling Contract
01-391-060-0000-6360	P	7,810.92		
01-391-060-0000-6360	P	7,430.94		Recycling Contract
1754 Garrison Disposal Company, Inc		15,241.86	2 Transactions	
3503 Neff/Terry B.		MDH Reg Fee Reimbursement	RS536	Registration Fee
01-391-000-0000-6241		45.00		
3503 Neff/Terry B.		45.00	1 Transactions	
391 DEPT Total:		15,286.86	2 Vendors	3 Transactions
392 DEPT		Water Wells		
13679 THOMAS SCIENTIFIC		Nitrogen, Nitrate	1034892	Office & Film Supplies
01-392-000-0000-6405		59.64		
01-392-000-0000-6405		90.30	1036447	Office & Film Supplies
01-392-000-0000-6405		24.24	1037033	Office & Film Supplies
13679 THOMAS SCIENTIFIC		174.18	3 Transactions	
392 DEPT Total:		174.18	1 Vendors	3 Transactions
601 DEPT		Extension		
10850 Carlson/David		Extension Meeting	2/6/17	Per Diem
01-601-000-0000-6350		35.00		
01-601-000-0000-6360		21.40	40@.535	Extension Comm Expenses (Not Per Diem)
10850 Carlson/David		56.40	2 Transactions	
9440 Dotzler/Sharon A		Extension Meeting	2/6/17	Per Diem
01-601-000-0000-6350		35.00		
9440 Dotzler/Sharon A		35.00	1 Transactions	

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
91345	Elvecrog/Roberta C 01-601-000-0000-6350		Extension Meeting	2/6/17	Per Diem
91345	Elvecrog/Roberta C		35.00	1 Transactions	
12045	Janzen/Joy 01-601-000-0000-6360 01-601-000-0000-6350		9.63 Extension mileage 35.00 Extension Meeting	18@.535 2/6/17	Extension Comm Expenses (Not Per Diem) Per Diem
12045	Janzen/Joy		44.63	2 Transactions	
90853	Mickelson/Bonnie H 01-601-000-0000-6350		35.00 Extension Meeting	2/6/17	Per Diem
90853	Mickelson/Bonnie H		35.00	1 Transactions	
601	DEPT Total:		206.03	5 Vendors	7 Transactions
700	DEPT		Promotion,AEOA Tran,Airport,RC&D,Tot		
14372	The Iowa Sportsman 01-700-909-0000-6800		365.00 Advertisement in Iowa Sportsma	10871	Tourism Miscellaneous
14372	The Iowa Sportsman		365.00	1 Transactions	
700	DEPT Total:		365.00	1 Vendors	1 Transactions
1	Fund Total:		99,440.81	General Fund	252 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
			Amount			
301	DEPT		R&B Administration			
783	Canon Financial Services, Inc					
	03- 301- 000- 0000- 6300		212.26	CONTRACT CHARGE	16991185	Service Contracts
783	Canon Financial Services, Inc		212.26		1 Transactions	
11406	Innovative Office Solutions					
	03- 301- 000- 0000- 6400		71.02	OFFICE SUPPLIES	IN1494666	Supplies And Materials
11406	Innovative Office Solutions		71.02		1 Transactions	
9261	RTVision, Inc.					
	03- 301- 000- 0000- 6300		1,030.00	ANNUAL SUPPORT EAPPROVAL 4/17-	12693	Service Contracts
9261	RTVision, Inc.		1,030.00		1 Transactions	
301	DEPT Total:		1,313.28	R&B Administration	3 Vendors	3 Transactions
303	DEPT			R&B Highway Maintenance		
50	Aitkin Body Shop, Inc					
	03- 303- 000- 0000- 6298		147.31	MCGRATH SHOP SUPPLIES	1015	Shop Maintenance
	03- 303- 000- 0000- 6298		99.00	REPAIR LABOR	8578	Shop Maintenance
	03- 303- 000- 0000- 6590		165.64	REPAIR SUPPLIES	8578	Repair & Maintenance Supplies
50	Aitkin Body Shop, Inc		411.95		3 Transactions	
195	Aitkin Tire Shop					
	03- 303- 000- 0000- 6590		120.00	REPAIR LABOR	0- 056701	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		739.98	TIRES	0- 056701	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		1,515.00	TIRES	0- 056703	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		10.00	REPAIR PARTS	0- 056708	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		60.00	REPAIR LABOR	0- 056708	Repair & Maintenance Supplies
195	Aitkin Tire Shop		2,444.98		5 Transactions	
8674	Boyer Trucks					
	03- 303- 000- 0000- 6590		192.07	REPAIR PARTS	1125131	Repair & Maintenance Supplies
8674	Boyer Trucks		192.07		1 Transactions	
11411	Charter Communications					
	03- 303- 000- 0000- 6254		140.25	PHONE: HWY OFFICE	FEB/MAR	Utilities
11411	Charter Communications		140.25		1 Transactions	
8618	Compass Minerals America					

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<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>
03-303-000-0000-6518		5,935.55	DE-ICING SALT	71605180 De-Icing Salt
03-303-000-0000-6518		3,685.75	DE-ICING SALT	71605181 De-Icing Salt
03-303-000-0000-6518		2,091.69	DE-ICING SALT	71605849 De-Icing Salt
03-303-000-0000-6518		2,006.91	DE-ICING SALT	71605850 De-Icing Salt
8618 Compass Minerals America		13,719.90		4 Transactions
7060 Federated Co- Ops Inc.				
03-303-000-0000-6297		549.55	MCGRATH SHOP PROPANE	0-0102605 Shop Fuel
03-303-000-0000-6297		10.00	TANK LEASE/RENTAL	STMT Shop Fuel
7060 Federated Co- Ops Inc.		559.55		2 Transactions
14368 Freightliner of St Cloud				
03-303-000-0000-6590		2,640.65	REPAIR PARTS	132611 Repair & Maintenance Supplies
03-303-000-0000-6590		1,139.20	REPAIR LABOR	132611 Repair & Maintenance Supplies
03-303-000-0000-6590		195.75	REPAIR PARTS	500017 Repair & Maintenance Supplies
03-303-000-0000-6590		1,092.00	REPAIR LABOR	500017 Repair & Maintenance Supplies
14368 Freightliner of St Cloud		5,067.60		4 Transactions
13468 G & K Services				
03-303-000-0000-6298		41.79	SHOP LAUNDRY	1043690418 Shop Maintenance
03-303-000-0000-6298		14.79	SHOP LAUNDRY	1043696097 Shop Maintenance
13468 G & K Services		56.58		2 Transactions
1754 Garrison Disposal Company, Inc				
03-303-000-0000-6254		78.69	MCGREGOR SHOP	8237683 Utilities
03-303-000-0000-6254		90.00	ROAD CLEAN UP	961584 Utilities
1754 Garrison Disposal Company, Inc		168.69		2 Transactions
1829 Goble's Sewer Service Inc.				
03-303-000-0000-6298		160.00	PALISADE TANK	3538 Shop Maintenance
1829 Goble's Sewer Service Inc.		160.00		1 Transactions
8650 Husky Spring				
03-303-000-0000-6590		419.16	REPAIR PARTS	S2-467521 Repair & Maintenance Supplies
8650 Husky Spring		419.16		1 Transactions
2340 Hyytinen Hardware Hank				
03-303-000-0000-6298		61.98	AITKIN SHOP SUPPLIES	1373987 Shop Maintenance
03-303-000-0000-6298		46.89	MCGRATH SHOP SUPPLIES	1375023 Shop Maintenance

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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.</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>
03- 303- 000- 0000- 6298		5.58	MCGRATH SHOP SUPPLIES	1376206 Shop Maintenance
03- 303- 000- 0000- 6590		8.76	REPAIR PARTS	1376206 Repair & Maintenance Supplies
03- 303- 000- 0000- 6298		30.96	AITKIN SHOP SUPPLIES	1376783 Shop Maintenance
03- 303- 000- 0000- 6516		4.89	SIGN SUPPLIES	1377284 Signs & Posts
03- 303- 000- 0000- 6521		16.99	MAILBOX REPAIR	1377756 Maintenance Supplies
2340 Hyytinen Hardware Hank		176.05		7 Transactions
2763 J & H Transfer Station- Lakes Sanitary				
03- 303- 000- 0000- 6254		93.89	AITKIN	115479 Utilities
03- 303- 000- 0000- 6254		57.65	PALISADE	115480 Utilities
2763 J & H Transfer Station- Lakes Sanitary		151.54		2 Transactions
8101 Kris Engineering Inc				
03- 303- 000- 0000- 6590		3,217.68	3' CUTTING EDGES	28029 Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		2,681.40	5' CUTTING EDGES	28029 Repair & Maintenance Supplies
8101 Kris Engineering Inc		5,899.08		2 Transactions
91187 Lake Country Power				
03- 303- 000- 0000- 6254		100.59	DEC- JAN JACOBSON SHOP	1400073000 Utilities
03- 303- 000- 0000- 6254		963.34	JAN- FEB SWATARA	140946401 Utilities
91187 Lake Country Power		1,063.93		2 Transactions
2991 Malmo Market				
03- 303- 000- 0000- 6513		33.25	GASOLINE	31714 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		29.44	GASOLINE	32198 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		30.36	GASOLINE	32777 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		27.72	GASOLINE	32957 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		23.17	GASOLINE	33998 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		51.02	GASOLINE	38975 Motor Fuel & Lubricants
2991 Malmo Market		194.96		6 Transactions
10824 Maney International Inc				
03- 303- 000- 0000- 6590		141.26	REPAIR PARTS	746012 Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		399.78	REPAIR PARTS	746459 Repair & Maintenance Supplies
10824 Maney International Inc		541.04		2 Transactions
3100 McGregor Oil				
03- 303- 000- 0000- 6513	P	1,232.40	PALISADE DIESEL	56294- B Motor Fuel & Lubricants

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			Amount		
3100	McGregor Oil		1,232.40	1 Transactions	
12927	Midwest Machinery Co.				
	03- 303- 000- 0000- 6590		15.59	REPAIR PARTS	1408378 Repair & Maintenance Supplies
12927	Midwest Machinery Co.		15.59	1 Transactions	
5917	Mike's Bobcat Service				
	03- 303- 000- 0000- 6825		300.00	JAN 2017 PLOWING	FEB 2017 Maintenance Agreements
5917	Mike's Bobcat Service		300.00	1 Transactions	
3160	Mille Lacs Energy Coop- Albert Lea				
	03- 303- 000- 0000- 6254		1,344.78	POWER: PALISADE	18- 52- 026- 01 Utilities
	03- 303- 000- 0000- 6254		57.08	169 & CSAH 3	19- 23- 010- 01 Utilities
	03- 303- 000- 0000- 6254		285.75	POWER: MCGREGOR	29- 53- 003- 01 Utilities
	03- 303- 000- 0000- 6254		1,746.40	POWER: AITKIN	33- 52- 007- 02 Utilities
	03- 303- 000- 0000- 6254		57.74	169 & CSAH 28	39- 62- 022- 01 Utilities
	03- 303- 000- 0000- 6254		36.49	CSAH 12	40- 06- 000- 01 Utilities
	03- 303- 000- 0000- 6254		61.81	47 & CSAH 2	54- 51- 104- 01 Utilities
3160	Mille Lacs Energy Coop- Albert Lea		3,590.05	7 Transactions	
14155	Minnesota Beaver Control				
	03- 303- 000- 0000- 6297	P	518.14	BEAVER CONTROL	15726 Shop Fuel
14155	Minnesota Beaver Control		518.14	1 Transactions	
9692	Minnesota Energy Resources Corporation				
	03- 303- 000- 0000- 6297		1,098.36	NAT GAS: AITKIN SHOP	JANUARY Shop Fuel
9692	Minnesota Energy Resources Corporation		1,098.36	1 Transactions	
10864	Nistler Contruccion Landscapes/Tim				
	03- 303- 000- 0000- 6825		400.00	PLOWING- JANUARY	1195 Maintenance Agreements
10864	Nistler Contruccion Landscapes/Tim		400.00	1 Transactions	
14290	Nortrax, Inc				
	03- 303- 000- 0000- 6590		63.41	REPAIR PARTS	1636622 Repair & Maintenance Supplies
14290	Nortrax, Inc		63.41	1 Transactions	
10720	Nuss Truck & Equipment				
	03- 303- 000- 0000- 6590		196.20	REPAIR PARTS	3163492P Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		71.76	REPAIR PARTS	3163540P Repair & Maintenance Supplies

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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.</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>
03- 303- 000- 0000- 6590		638.03	REPAIR PARTS	3163651P Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		119.50	REPAIR PARTS	3163682P Repair & Maintenance Supplies
10720 Nuss Truck & Equipment		1,025.49		4 Transactions
3760 Palisade Cooperative Oil Assoc				
03- 303- 000- 0000- 6590		16.29	REPAIR PARTS	357695 Repair & Maintenance Supplies
03- 303- 000- 0000- 6513		33.18	GASOLINE	358378 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		33.46	GASOLINE	358768 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		35.86	GASOLINE	359328 Motor Fuel & Lubricants
3760 Palisade Cooperative Oil Assoc		118.79		4 Transactions
4010 Rasley Oil Company				
03- 303- 000- 0000- 6513		20.36	GASOLINE	16286 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		32.13	GASOLINE	16637 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		27.53	GASOLINE	16688 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		64.23	GASOLINE	16711 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		42.15	GASOLINE	16745 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		50.60	GASOLINE	16765 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		72.78	GASOLINE	16767 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		60.72	GASOLINE	16776 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		67.18	GASOLINE	16911 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		76.32	GASOLINE	16964 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		14.63	GASOLINE	16972 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		55.64	GASOLINE	17004 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		52.44	GASOLINE	17044 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		71.41	GASOLINE	17176 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		32.53	GASOLINE	17232 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		46.01	GASOLINE	17266 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		52.49	GASOLINE	17334 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		51.30	GASOLINE	17336 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		66.62	GASOLINE	17387 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		53.40	GASOLINE	17393 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		41.41	GASOLINE	17421 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		141.70	GASOLINE	17426 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		61.45	GASOLINE	17466 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		41.95	GASOLINE	17474 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		45.78	GASOLINE	17508 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		59.99	GASOLINE	17515 Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		55.66	GASOLINE	17522 Motor Fuel & Lubricants

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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>					
03- 303- 000- 0000- 6513		34.42	GASOLINE	17563	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		57.12	GASOLINE	17633	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		25.16	GASOLINE	17645	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		27.61	GASOLINE	17655	Motor Fuel & Lubricants
4010 Rasley Oil Company		1,602.72			31 Transactions
10257 Sadie Llama Designs					
03- 303- 000- 0000- 6516		36.00	E- 911 SIGNING	85518.5797	Signs & Posts
10257 Sadie Llama Designs		36.00			1 Transactions
8230 State Of Minnesota					
03- 303- 000- 0000- 6590		24.00	2017	2017	Repair & Maintenance Supplies
8230 State Of Minnesota		24.00			1 Transactions
4711 Sunnys Citgo					
03- 303- 000- 0000- 6513		32.03	GASOLINE	1016618	Motor Fuel & Lubricants
4711 Sunnys Citgo		32.03			1 Transactions
90805 Temco					
03- 303- 000- 0000- 6590		16.50	REPAIR PARTS	21017	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		60.00	REPAIR LABOR	21017	Repair & Maintenance Supplies
90805 Temco		76.50			2 Transactions
8364 Towmaster, Inc					
03- 303- 000- 0000- 6590		189.04	REPAIR PARTS	388847	Repair & Maintenance Supplies
8364 Towmaster, Inc		189.04			1 Transactions
10431 Verizon Business					
03- 303- 000- 0000- 6254		18.18	JAN- HWY OFFICE	4227948181701	Utilities
10431 Verizon Business		18.18			1 Transactions
6097 Verizon Wireless					
03- 303- 000- 0000- 6254		334.88	JAN- DEPT CELL PHONES	9779634412	Utilities
6097 Verizon Wireless		334.88			1 Transactions
8605 Wayne's Sanitation Llc					
03- 303- 000- 0000- 6254		26.25	GARBAGE: MCGRATH	267052	Utilities
03- 303- 000- 0000- 6254		26.25	GARBAGE: MCGRATH	267730	Utilities

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3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
8605	Wayne's Sanitation Llc				
			Amount	2 Transactions	
303	DEPT Total:		42,095.41	R&B Highway Maintenance	36 Vendors 110 Transactions
307	DEPT			R&B Capital Infrastructure	
9239	Mn Department Of Natural Resources- OM				
	03- 307- 000- 0000- 6260		100.00	PUB WATERS PERMIT APP	2017- 0094 Professional Services
9239	Mn Department Of Natural Resources- OM		100.00	1 Transactions	
12872	Running/Jeffrey P				
	03- 307- 000- 0000- 6362		990.00	DAMAGES	PARCEL NO 12 Right Of Way
	03- 307- 000- 0000- 6362		1,610.00	LAND R- W	PARCEL NO 12 Right Of Way
12872	Running/Jeffrey P		2,600.00	2 Transactions	
5128	Widseth Smith & Nolting Inc				
	03- 307- 000- 0000- 6260	P	2,147.00	PROFESSIONAL SERVICES	114735 Professional Services
5128	Widseth Smith & Nolting Inc		2,147.00	1 Transactions	
11643	Willow Springs Inc.				
	03- 307- 000- 0000- 6362		1,550.00	LAND R- W	PARCEL NO 23 Right Of Way
11643	Willow Springs Inc.		1,550.00	1 Transactions	
307	DEPT Total:		6,397.00	R&B Capital Infrastructure	4 Vendors 5 Transactions
3	Fund Total:		49,805.69	Road & Bridge	118 Transactions

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5 Health & Human Services

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
400	DEPT			Public Health Department		
10185	Centurylink Communications Inc					
	05- 400- 440- 0410- 6250		7.21	Toll Free Phone charges	320295974	Telephone
10185	Centurylink Communications Inc		7.21	1 Transactions		
400	DEPT Total:		7.21	Public Health Department	1 Vendors	1 Transactions
420	DEPT			Income Maintenance		
10185	Centurylink Communications Inc					
	05- 420- 600- 4800- 6250		15.32	Toll Free Phone charges	320295974	Telephone
10185	Centurylink Communications Inc		15.32	1 Transactions		
420	DEPT Total:		15.32	Income Maintenance	1 Vendors	1 Transactions
430	DEPT			Social Services		
10185	Centurylink Communications Inc					
	05- 430- 700- 4800- 6250		22.53	Toll Free Phone charges	320295974	Telephone
10185	Centurylink Communications Inc		22.53	1 Transactions		
430	DEPT Total:		22.53	Social Services	1 Vendors	1 Transactions
5	Fund Total:		45.06	Health & Human Services		3 Transactions

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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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT		Undesignated		
	4580 Mn Dept Of Finance		January Marriage fees		State Fees, Assessments & Surcharges
	09- 000- 000- 0000- 2030				
	4580 Mn Dept Of Finance			1 Transactions	
0	DEPT Total:		Undesignated	1 Vendors	1 Transactions
		450.00			
9	Fund Total:		State		1 Transactions
		450.00			

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
900	DEPT		Timber Permit Bonds		
584	Blandin Paper Co				
	10- 900- 000- 0000- 2300		timber bond refund R#2923	13601	Timber Permit Bonds
584	Blandin Paper Co		1 Transactions		
685.00					
2694	Kromy/Ted				
	10- 900- 000- 0000- 2300		timber bond refund R#2931	13528	Timber Permit Bonds
2694	Kromy/Ted		1 Transactions		
791.20					
5791	Sappi				
	10- 900- 000- 0000- 2300		timber bond refund R#2954	13772	Timber Permit Bonds
5791	Sappi		1 Transactions		
1,821.04					
14367	Sunne/Lyle				
	10- 900- 000- 0000- 2300		timber bond refund R#2915	13641	Timber Permit Bonds
14367	Sunne/Lyle		1 Transactions		
1,314.98					
900	DEPT Total:		Timber Permit Bonds	4 Vendors	4 Transactions
4,612.22					
923	DEPT		Forfeited Tax Sales		
86222	Aitkin Independent Age				
	10- 923- 000- 0000- 6405		Tactical plan Messenger 1/4	1519	Office Supplies
	10- 923- 000- 0000- 6405		Tactical plan Messenger 1/11	1519	Office Supplies
	10- 923- 000- 0000- 6405		Tactical plan Age 1/4/17	1519	Office Supplies
	10- 923- 000- 0000- 6405		Tactical plan Age 1/11	1519	Office Supplies
86222	Aitkin Independent Age		4 Transactions		
316.80					
170	Aitkin Motor Company				
	10- 923- 000- 0000- 6590		LOF front air dam	12018	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590		lof, taillight	12051	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590		LOF	12126	Repair & Maintenance Supplies
	10- 923- 000- 0000- 6590		moulding, cover	12170	Repair & Maintenance Supplies
170	Aitkin Motor Company		4 Transactions		
442.49					
195	Aitkin Tire Shop				
	10- 923- 000- 0000- 6590		Tire	56696	Repair & Maintenance Supplies
195	Aitkin Tire Shop		1 Transactions		
128.00					
91022	Courtemanche/Richard				

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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>	
		<u>Amount</u>			
10- 923- 000- 0000- 6330		45.68	Mileage- N Central Landscape	105@.435	Transportation & Travel
			02/08/2017 02/08/2017	0	
10- 923- 000- 0000- 6330		16.10	Mileage- Master naturalist clas	37@.435	Transportation & Travel
			02/02/2017 02/02/2017	0	
91022 Courtemanche/Richard		61.78	2 Transactions		
7525 Hometown Bldg Supply					
10- 923- 000- 0000- 6231		149.95-	return extra NSL roof material	6570C	Services, Labor, Contracts
10- 923- 000- 0000- 6231		84.83	Roof materials NSL	91496	Services, Labor, Contracts
10- 923- 000- 0000- 6231		104.26	Roof materials NSL	91865	Services, Labor, Contracts
10- 923- 000- 0000- 6231		490.92	Roof materials NSL	92029	Services, Labor, Contracts
10- 923- 000- 0000- 6231		316.73	Roof materials NSL	92090	Services, Labor, Contracts
7525 Hometown Bldg Supply		846.79	5 Transactions		
2340 Hyytinen Hardware Hank					
10- 923- 000- 0000- 6406		9.38	paint thinner	1375212	Field Supplies
2340 Hyytinen Hardware Hank		9.38	1 Transactions		
4251 MACLC					
10- 923- 000- 0000- 6240		500.00	MACLC 2017 Dues		Dues
4251 MACLC		500.00	1 Transactions		
5791 Sappi					
10- 923- 000- 0000- 6820		2,417.23	overappraised refund	13772	Refunds & Reimbursements
5791 Sappi		2,417.23	1 Transactions		
86235 The Office Shop Inc					
10- 923- 000- 0000- 6405		1,017.34	Copies on copier	290426- 0	Office Supplies
86235 The Office Shop Inc		1,017.34	1 Transactions		
10930 Tidholm Productions					
10- 923- 000- 0000- 6405		1,082.48	timber permit tickets	8917 6297	Office Supplies
10- 923- 000- 0000- 6405		68.12	pre harvest forms	8976 6302	Office Supplies
10930 Tidholm Productions		1,150.60	2 Transactions		
5010 Voller/Joe H					
10- 923- 000- 0000- 6231		100.00	claim release consideration		Services, Labor, Contracts
5010 Voller/Joe H		100.00	1 Transactions		

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Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
3518	Voyageur Press Of Mcgregor/The		35.00	subscription renewal		Printing, Publishing & Adv
	10-923-000-0000-6230					
3518	Voyageur Press Of Mcgregor/The		35.00	1 Transactions		
923	DEPT Total:		7,025.41	Forfeited Tax Sales	12 Vendors	24 Transactions
926	DEPT			Law Library		
5173	THOMSON REUTERS- WEST PUBLISHING					
	10-926-000-0000-6408	P	1,222.37	December Information charges	835345859	Law Books
	10-926-000-0000-6408	P	699.92	December Subscription	835428994	Law Books
5173	THOMSON REUTERS- WEST PUBLISHING		1,922.29	2 Transactions		
926	DEPT Total:		1,922.29	Law Library	1 Vendors	2 Transactions
10	Fund Total:		13,559.92	Trust		30 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
924	DEPT		Forest Resource		
12526	Bixby/James				
	11- 924- 000- 0000- 6350		35.00	Natural Res.Committee Mtg	2/13/17 Per Diem
	11- 924- 000- 0000- 6330		29.96	Mileage	56@.535 Transportation & Travel
12526	Bixby/James		64.96	2 Transactions	
589	Blomberg/Judith				
	11- 924- 000- 0000- 6350		35.00	Natural Res.Committee Mtg	2/13/17 Per Diem
	11- 924- 000- 0000- 6330		17.44	Mileage	32.6@.535 Transportation & Travel
589	Blomberg/Judith		52.44	2 Transactions	
2270	Hoppe/Russell Peter				
	11- 924- 000- 0000- 6350		35.00	Natural Res.Committee Mtg	2/13/17 Per Diem
	11- 924- 000- 0000- 6330		32.10	Mileage	60@.535 Transportation & Travel
2270	Hoppe/Russell Peter		67.10	2 Transactions	
10890	Insley/Kevin				
	11- 924- 000- 0000- 6350		35.00	Natural Res.Committee Mtg	2/13/17 Per Diem
	11- 924- 000- 0000- 6330		19.26	Mileage	36@.535 Transportation & Travel
10890	Insley/Kevin		54.26	2 Transactions	
5759	Kitzrow/Donald				
	11- 924- 000- 0000- 6350		35.00	Natural Res.Committee Mtg	2/13/17 Per Diem
	11- 924- 000- 0000- 6330		35.20	Mileage	65.8@.535 Transportation & Travel
5759	Kitzrow/Donald		70.20	2 Transactions	
12512	MARCUM/ROBERT				
	11- 924- 000- 0000- 6350		35.00	Natural Resources Committee	2/13/17 Per Diem
	11- 924- 000- 0000- 6330		25.68	Mileage	48@.535 Transportation & Travel
12512	MARCUM/ROBERT		60.68	2 Transactions	
10906	Shipp/Dale				
	11- 924- 000- 0000- 6350		35.00	Natural Res.Committee Mtg	2/13/17 Per Diem
	11- 924- 000- 0000- 6330		17.12	Mileage	32@.535 Transportation & Travel
10906	Shipp/Dale		52.12	2 Transactions	
4927	Turnock/Franklin Allen				
	11- 924- 000- 0000- 6350		35.00	Natural Res.Committee Mtg	2/13/17 Per Diem
	11- 924- 000- 0000- 6330		32.10	Mileage	60@.535 Transportation & Travel

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11 Forest Development

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4927	Turnock/Franklin Allen		67.10			2 Transactions
6097	Verizon Wireless					
	11-924-000-0000-6250		87.83	January cell phone service	580683827	Telephone
				01/02/2017 02/01/2017	0	
6097	Verizon Wireless		87.83			1 Transactions
12065	Warnest/Timothy					
	11-924-000-0000-6350		35.00	Natural Res.Committee Mtg	2/13/17	Per Diem
	11-924-000-0000-6330		33.71	Mileage	63@.535	Transportation & Travel
12065	Warnest/Timothy		68.71			2 Transactions
924	DEPT Total:		645.40	Forest Resource	10 Vendors	19 Transactions
11	Fund Total:		645.40	Forest Development		19 Transactions

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19 Long Lake Conservation C

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
521	DEPT		LLCC Administration		
22	Aitkin Area Chamber of Commerce				
	19- 521- 000- 0000- 6230		195.00		Commerce show registration
	19- 521- 000- 0000- 6230		25.00		Postcard Distribution
22	Aitkin Area Chamber of Commerce		220.00		2 Transactions
11419	Beaudry Propane				
	19- 521- 000- 0000- 6254		324.68	431617	Propane- Director Residence
	19- 521- 000- 0000- 6254		353.65	431618	Propane- Dining Hall
	19- 521- 000- 0000- 6254		369.63	431619	Propane- Instruction Residence
11419	Beaudry Propane		1,047.96		3 Transactions
8622	Frontier				
	19- 521- 000- 0000- 6250		561.58	2187684653	Service & Long Distance
8622	Frontier		561.58		1 Transactions
2763	J & H Transfer Station- Lakes Sanitary				
	19- 521- 000- 0000- 6255		92.38	115510	Feb Garbage service
2763	J & H Transfer Station- Lakes Sanitary		92.38		1 Transactions
13730	UNIVERSITY OF MINNESOTA				
	19- 521- 000- 0000- 6208		1,100.00	1901246- 984260	MN Master Naturalist training
13730	UNIVERSITY OF MINNESOTA		1,100.00		1 Transactions
521	DEPT Total:		3,021.92		LLCC Administration 5 Vendors 8 Transactions
522	DEPT				LLCC Education
14373	Minnesota Historical Society				
	19- 522- 000- 0000- 6241		144.00	11291	MN Nat Field Trip- Indian museu
14373	Minnesota Historical Society		144.00		1 Transactions
522	DEPT Total:		144.00		LLCC Education 1 Vendors 1 Transactions
523	DEPT				LLCC Food
5814	Hagen/Christine				
	19- 523- 000- 0000- 6418		23.49		Groceries
5814	Hagen/Christine		23.49		1 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5662	McGregor Dairy, Inc 19- 523- 000- 0000- 6418		Groceries	26416	Groceries- Students
5662	McGregor Dairy, Inc	255.48			
		255.48		1 Transactions	
4968	Upper Lakes Foods, Inc 19- 523- 000- 0000- 6418		Groceries	845536- 00	Groceries- Students
	19- 523- 000- 0000- 6420	1,184.90	Groceries	845536- 00	Food Service Supplies
	19- 523- 000- 0000- 6418	184.23	Groceries	853313- 00	Groceries- Students
4968	Upper Lakes Foods, Inc	1,523.28			
		2,892.41		3 Transactions	
523	DEPT Total:	3,171.38	LLCC Food	3 Vendors	5 Transactions
524	DEPT		LLCC Maintenance		
13725	Beartooth True Value 19- 524- 000- 0000- 6422		Softener salt/sand	A15289	Janitorial Services/Supplies
	19- 524- 000- 0000- 6590	44.73	Schoolhouse paint	B29898	Repair & Maintenance Supplies
	19- 524- 000- 0000- 6422	64.34	Keys	B30867	Janitorial Services/Supplies
13725	Beartooth True Value	27.15			
		136.22		3 Transactions	
88628	Dalco 19- 524- 000- 0000- 6422		cleaner, paper towel, toilet p	3134404	Janitorial Services/Supplies
88628	Dalco	353.39			
		353.39		1 Transactions	
2340	Hyytinen Hardware Hank 19- 524- 000- 0000- 6422		Paint Supplies	1374740	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank	60.44			
		60.44		1 Transactions	
12709	K & N Electric LLC 19- 524- 000- 0000- 6590		Light switches & heat sequence	1944	Repair & Maintenance Supplies
12709	K & N Electric LLC	1,580.49			
		1,580.49		1 Transactions	
3760	Palisade Cooperative Oil Assoc 19- 524- 000- 0000- 6511		fuel for plow truck	359231	Gas And Oil
3760	Palisade Cooperative Oil Assoc	45.99			
		45.99		1 Transactions	
4010	Rasley Oil Company 19- 524- 000- 0000- 6511		Fuel for Van	17683	Gas And Oil
4010	Rasley Oil Company	37.00			
		37.00		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
2/17/17 2:52PM
19 Long Lake Conservation C

<u>Vendor Name</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>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
524 DEPT Total:		2,213.53	LLCC Maintenance	6 Vendors	8 Transactions
19 Fund Total:		8,550.83	Long Lake Conservation Center		22 Transactions

Aitkin County



DKB1
2/17/17
21 Parks

2:52PM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 41

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
188	Aitkin Sno- Drifters Snowmobile				
	21- 520- 000- 0000- 6802		GIA payment- 2nd benchmark		Trail Grants- State
188	Aitkin Sno- Drifters Snowmobile				
		7,282.10			
		7,282.10	1 Transactions		
13725	Beartooth True Value				
	21- 520- 000- 0000- 6590		Hardware	B30097	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		Truck Coating	B60711	Repair & Maintenance Supplies
13725	Beartooth True Value				
		9.30			
		7.99			
		17.29	2 Transactions		
1805	Giese Sno- Cruisers Trail Assn.				
	21- 520- 000- 0000- 6802		GIA payment 2nd benchmark		Trail Grants- State
	21- 520- 000- 0000- 6802		GIA Payment 1st Benchmark	R# 2984	Trail Grants- State
1805	Giese Sno- Cruisers Trail Assn.				
		3,908.70			
		7,035.66			
		10,944.36	2 Transactions		
2060	Haypoint Jackpine Savages				
	21- 520- 000- 0000- 6802		GIA Payment 2nd Benchmark		Trail Grants- State
2060	Haypoint Jackpine Savages				
		12,443.20			
		12,443.20	1 Transactions		
4641	Holiday Credit Office				
	21- 520- 000- 0000- 6511		January billing	1400000134961	Gas And Oil
4641	Holiday Credit Office				
		790.61			
		790.61	1 Transactions		
2763	J & H Transfer Station- Lakes Sanitary				
	21- 520- 000- 0000- 6254		garbage service	115575	Utilities
2763	J & H Transfer Station- Lakes Sanitary				
		75.00			
		75.00	1 Transactions		
10337	Mille Lacs Driftskippers				
	21- 520- 000- 0000- 6802		Redtop Trail Work	7/27- 8/11	Trail Grants- State
10337	Mille Lacs Driftskippers				
		3,704.71			
		3,704.71	1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea				
	21- 520- 000- 0000- 6254		Berglund Park electricity	18- 51- 106- 02	Utilities
3160	Mille Lacs Energy Coop- Albert Lea				
		49.02			
		49.02	1 Transactions		
3176	Mille Lacs Trails, Inc.				
	21- 520- 000- 0000- 6802		GIA payment 2nd benchmark		Trail Grants- State
3176	Mille Lacs Trails, Inc.				
		11,049.40			
		11,049.40	1 Transactions		

Aitkin County



DKB1
2/17/17
21 Parks

2:52PM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
9692	Minnesota Energy Resources Corporation		485.94		
	21- 520- 000- 0000- 6254			0502544561	Utilities
9692	Minnesota Energy Resources Corporation		485.94	1 Transactions	
3780	Palisade Supersledders Inc.				
	21- 520- 000- 0000- 6802		7,625.50		Trail Grants- State
3780	Palisade Supersledders Inc.		7,625.50	1 Transactions	
4010	Rasley Oil Company				
	21- 520- 000- 0000- 6511		943.87		Gas And Oil
4010	Rasley Oil Company		943.87	1 Transactions	
4070	Riley Auto Supply				
	21- 520- 000- 0000- 6590		19.99		Repair & Maintenance Supplies
4070	Riley Auto Supply		19.99	1 Transactions	
4800	Tamarack Sno- Flyers				
	21- 520- 000- 0000- 6802		15,665.10		Trail Grants- State
4800	Tamarack Sno- Flyers		15,665.10	1 Transactions	
5171	Willey's Marine Inc				
	21- 520- 000- 0000- 6590		258.90		Repair & Maintenance Supplies
5171	Willey's Marine Inc		258.90	1 Transactions	
520	DEPT Total:		71,354.99	Parks	15 Vendors 17 Transactions
21	Fund Total:		71,354.99	Parks	17 Transactions
	Final Total:		243,852.70	257 Vendors	462 Transactions

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	99,440.81	General Fund
3	49,805.69	Road & Bridge
5	45.06	Health & Human Services
9	450.00	State
10	13,559.92	Trust
11	645.40	Forest Development
19	8,550.83	Long Lake Conservation Center
21	71,354.99	Parks
All Funds	243,852.70	Total

Approved by,

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DKB1
2/13/17 8:56AM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

20



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

Sales Tax

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/13/17 8:56AM
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>
89991 Bremer Bank						
1 01-040-021-0000-5840			1.29	Receipt Nbr 1172 01/23/2017		Misc Receipts
2 01-040-021-0000-5840			0.61	Receipt Nbr 1172 01/23/2017		Misc Receipts
3 01-040-021-0000-5840			0.32	Receipt Nbr 1173 01/30/2017		Misc Receipts
4 01-042-000-0000-5840			0.13	Receipt Nbr 4324 01/09/2017		Misc Receipts
5 01-042-000-0000-5840			0.13	Receipt Nbr 4325 01/10/2017		Misc Receipts
6 01-042-000-0000-5840			12.87	Receipt Nbr 4328 01/11/2017		Misc Receipts
7 01-042-000-0000-5840			0.06	Receipt Nbr 4330 01/12/2017		Misc Receipts
8 01-042-000-0000-5840			12.87	Receipt Nbr 4343 01/20/2017		Misc Receipts
9 01-049-000-0000-5525			1.72	Receipt Nbr 590 01/12/2017		Label & Listing Sales
10 01-090-000-0000-5840			1.93	Receipt Nbr 1845 01/09/2017		Misc Receipts
11 01-090-000-0000-5840			0.64	Receipt Nbr 1846 01/09/2017		Misc Receipts
12 01-090-000-0000-5840			1.29	Receipt Nbr 1847 01/11/2017		Misc Receipts
13 01-090-000-0000-5840			1.93	Receipt Nbr 1849 01/18/2017		Misc Receipts
14 01-090-000-0000-5840			0.64	Receipt Nbr 1850 01/19/2017		Misc Receipts
15 01-090-000-0000-5840			3.22	Receipt Nbr 1851 01/19/2017		Misc Receipts
16 01-090-000-0000-5840			0.64	Receipt Nbr 1852 01/19/2017		Misc Receipts
17 01-090-000-0000-5840			2.57	Receipt Nbr 1856 01/27/2017		Misc Receipts
18 01-252-252-0000-5872			51.65	Receipt Nbr 3094 01/19/2017		Phone Card Prisoner Welfare(Taxable)
19 01-252-252-0000-5872			167.89	Receipt Nbr 3097 01/19/2017		Phone Card Prisoner Welfare(Taxable)
20 01-252-252-0000-5872			79.25	Receipt Nbr 3100 01/24/2017		Phone Card Prisoner Welfare(Taxable)
21 01-252-252-0000-5885			29.25	Receipt Nbr 3088 01/05/2017		Commissary Sales Taxable
22 01-252-252-0000-5885			15.65	Receipt Nbr 3094 01/19/2017		Commissary Sales Taxable
23 01-252-252-0000-5885			20.34	Receipt Nbr 3097 01/19/2017		Commissary Sales Taxable
24 01-252-252-0000-5885			10.89	Receipt Nbr 3100 01/24/2017		Commissary Sales Taxable
47 01-100-000-0000-6311			127.46	Jan. sales tax from copies		Sales Tax
48 01-100-000-0000-6312			0.46	January sales tax adjustment		Sales Tax Adjustment
89991 Bremer Bank			544.78			
				26 Transactions		
1 Fund Total:			544.78	General Fund	1 Vendors	26 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/13/17 8:56AM
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>
45 8410 Bremer Bank			1,621.08	January 2017 Diesel Tax		Motor Fuel & Lubricants
8410 Bremer Bank			1,621.08	1 Transactions		
89991 Bremer Bank						
25 03-000-000-0000-5855			1.93	Receipt Nbr 2967 01/05/2017		Charges- Individuals
26 03-000-000-0000-5855			3.86	Receipt Nbr 959 01/17/2017		Charges- Individuals
27 03-000-000-0000-5855			1.93	Receipt Nbr 959 01/17/2017		Charges- Individuals
28 03-000-000-0000-5855			1.93	Receipt Nbr 2976 01/23/2017		Charges- Individuals
29 03-000-000-0000-5855			0.13	Receipt Nbr 960 01/23/2017		Charges- Individuals
30 03-000-000-0000-5855			1.93	Receipt Nbr 961 01/31/2017		Charges- Individuals
31 03-000-000-0000-5855			1.93	Receipt Nbr 961 01/31/2017		Charges- Individuals
32 03-000-000-0000-5855			0.13	Receipt Nbr 961 01/31/2017		Charges- Individuals
89991 Bremer Bank			13.77	8 Transactions		
3 Fund Total:			1,634.85	Road & Bridge	2 Vendors	9 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/13/17 8:56AM
9 State

<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>
4580 Mn Dept Of Finance						
49 09-000-000-0000-2022			112.00	January Birth		Birth/Death Surcharges
50 09-000-000-0000-2022			412.00	January Death		Birth/Death Surcharges
51 09-000-000-0000-2024			84.00	January Children's		St Share Of Birth Cert.- Children
52 09-000-000-0000-2031			10.50	January Torrens		Real Estate Assurance (Was 5874 And 627
53 09-000-000-0000-2036			4,000.50	January State General Fund		Recording Surcharges (Was 5871 & 6281)
54 09-000-000-0000-2036			280.00	Jan.State Gen Fund Surcharge		Recording Surcharges (Was 5871 & 6281)
4580 Mn Dept Of Finance			4,899.00		6 Transactions	
3375 Mn Dept Of Health						
46 09-000-000-0000-2027			722.50	January State Well		State Well Cert Fees (Was 5097 & 6203)
3375 Mn Dept Of Health			722.50		1 Transactions	
9 Fund Total:			5,621.50	State	2 Vendors	7 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/13/17 8:56AM
19 Long Lake Conservation C

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
	89991 Bremer Bank				
33	19- 521- 000- 0000- 5885		16.89	Receipt Nbr 1377 01/24/2017	Commissary Sales Taxable
34	19- 521- 000- 0000- 5885		1.80	Receipt Nbr 1379 01/30/2017	Commissary Sales Taxable
35	19- 521- 000- 0000- 5885		40.99	Receipt Nbr 1380 01/31/2017	Commissary Sales Taxable
	89991 Bremer Bank		59.68	3 Transactions	
19 Fund Total:			59.68	Long Lake Conservation Center	1 Vendors 3 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/13/17 8:56AM
21 Parks

Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
89991 Bremer Bank						
36 21-520-000-0000-5510			5.15	Receipt Nbr 2968 01/05/2017		Co. Parks Campground Fees
37 21-520-000-0000-5510			7.72	Receipt Nbr 2968 01/05/2017		Co. Parks Campground Fees
38 21-520-000-0000-5510			5.15	Receipt Nbr 2974 01/19/2017		Co. Parks Campground Fees
39 21-520-000-0000-5510			2.57	Receipt Nbr 2977 01/24/2017		Co. Parks Campground Fees
40 21-520-000-0000-5510			5.15	Receipt Nbr 2977 01/24/2017		Co. Parks Campground Fees
41 21-520-000-0000-5510			5.15	Receipt Nbr 2977 01/24/2017		Co. Parks Campground Fees
42 21-520-000-0000-5510			6.43	Receipt Nbr 2979 01/30/2017		Co. Parks Campground Fees
43 21-520-000-0000-5510			15.44	Receipt Nbr 2979 01/30/2017		Co. Parks Campground Fees
44 21-520-000-0000-5510			9.01	Receipt Nbr 2980 01/30/2017		Co. Parks Campground Fees
89991 Bremer Bank			61.77	9 Transactions		
21 Fund Total:			61.77	Parks	1 Vendors	9 Transactions
Final Total:			7,922.58	7 Vendors	54 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	544.78	General Fund	
	3	1,634.85	Road & Bridge	
	9	5,621.50	State	
	19	59.68	Long Lake Conservation Center	
	21	61.77	Parks	
	All Funds	7,922.58	Total	Approved by,
			
			
			

DKB1
2/15/17 3:12PM

Aitkin County

2E



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

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

Highway Dept. Contract Payment

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/15/17 3:12PM
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
307	DEPT		R&B Capital Infrastructure		
	7050 Anderson Brothers Construction		Final Contract Payment	20142	Contract Payments
	03-307-000-0000-6262				
	7050 Anderson Brothers Construction		1 Transactions		
307	DEPT Total:		R&B Capital Infrastructure	1 Vendors	1 Transactions
3	Fund Total:		Road & Bridge		1 Transactions
	Final Total:		1 Vendors	1 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	5,148.56	Road & Bridge
All Funds		5,148.56	Total

Approved by,
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DKB1
2/23/17 8:41AM

Aitkin County

2F



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

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

Town Road Auto Payments
Gas Tax

DKB1
2/23/17 8:41AM
3 Road & Bridge

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
303 DEPT		R&B Highway Maintenance		
7000 Town Of Aitkin Treasurer 03-303-000-0000-6830		18,854.31	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7000 Town Of Aitkin Treasurer		18,854.31	1 Transactions	
7001 Town Of Ball Bluff Treasurer 03-303-000-0000-6830		8,682.15	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7001 Town Of Ball Bluff Treasurer		8,682.15	1 Transactions	
7002 Town Of Balsam Treasurer 03-303-000-0000-6830		3,121.26	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7002 Town Of Balsam Treasurer		3,121.26	1 Transactions	
7003 Town Of Beaver Treasurer 03-303-000-0000-6830		5,998.73	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7003 Town Of Beaver Treasurer		5,998.73	1 Transactions	
7004 Town Of Clark Treasurer 03-303-000-0000-6830		9,287.86	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7004 Town Of Clark Treasurer		9,287.86	1 Transactions	
7005 Town Of Cornish Treasurer 03-303-000-0000-6830		3,710.85	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7005 Town Of Cornish Treasurer		3,710.85	1 Transactions	
7006 Town Of Farm Island Treasurer 03-303-000-0000-6830		21,912.90	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7006 Town Of Farm Island Treasurer		21,912.90	1 Transactions	
7007 Town Of Fleming Treasurer 03-303-000-0000-6830		11,462.69	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7007 Town Of Fleming Treasurer		11,462.69	1 Transactions	
7008 Town Of Glen Treasurer 03-303-000-0000-6830		14,704.51	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7008 Town Of Glen Treasurer		14,704.51	1 Transactions	
7009 Town Of Haugen Treasurer 03-303-000-0000-6830		7,803.84	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/23/17 8:41AM
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>				
7009 Town Of Haugen Treasurer		7,803.84	1 Transactions	
7010 Town Of Hazelton Treasurer				
03- 303- 000- 0000- 6830		17,448.06	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7010 Town Of Hazelton Treasurer		17,448.06	1 Transactions	
4879 Town Of Hill Lake Clerk- Treas				
03- 303- 000- 0000- 6830		10,671.07	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
4879 Town Of Hill Lake Clerk- Treas		10,671.07	1 Transactions	
7011 Town Of Idun Treasurer				
03- 303- 000- 0000- 6830		7,612.21	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7011 Town Of Idun Treasurer		7,612.21	1 Transactions	
7012 Town Of Jevne Treasurer				
03- 303- 000- 0000- 6830		9,989.51	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7012 Town Of Jevne Treasurer		9,989.51	1 Transactions	
7013 Town Of Kimberly Treasurer				
03- 303- 000- 0000- 6830		9,509.04	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7013 Town Of Kimberly Treasurer		9,509.04	1 Transactions	
7014 Town Of Lakeside Treasurer				
03- 303- 000- 0000- 6830		14,804.28	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7014 Town Of Lakeside Treasurer		14,804.28	1 Transactions	
7015 Town Of Lee Treasurer				
03- 303- 000- 0000- 6830		4,036.63	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7015 Town Of Lee Treasurer		4,036.63	1 Transactions	
7016 Town Of Libby Treasurer				
03- 303- 000- 0000- 6830		3,019.33	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7016 Town Of Libby Treasurer		3,019.33	1 Transactions	
7017 Town Of Logan Treasurer				
03- 303- 000- 0000- 6830		10,193.85	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7017 Town Of Logan Treasurer		10,193.85	1 Transactions	
7018 Town Of Macville Treasurer				

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



DKB1
2/23/17 8:41AM
3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
7018 Town Of Macville Treasurer		7,546.95	1 Transactions	Twp Road Allotment Gas Tax
7019 Town Of Malmo Treasurer		10,343.98	1 Transactions	Twp Road Allotment Gas Tax
7020 Town Of Mcgregor - Treasurer		4,101.66	1 Transactions	Twp Road Allotment Gas Tax
7021 Town Of Millward Treasurer		4,505.47	1 Transactions	Twp Road Allotment Gas Tax
7022 Town Of Morrison Treasurer		8,369.71	1 Transactions	Twp Road Allotment Gas Tax
7023 Town Of Nordland Treasurer		22,937.02	1 Transactions	Twp Road Allotment Gas Tax
7024 Town Of Pliny Treasurer		4,546.42	1 Transactions	Twp Road Allotment Gas Tax
7025 Town Of Rice River Treasurer		7,475.10	1 Transactions	Twp Road Allotment Gas Tax
7026 Town Of Salo Treasurer		7,015.24	1 Transactions	Twp Road Allotment Gas Tax
7027 Town Of Seavey Treasurer		4,317.51	1 Transactions	Twp Road Allotment Gas Tax

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/23/17 8:41AM
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>				
7028 Town Of Shamrock Treasurer 03- 303- 000- 0000- 6830		28,614.67	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7028 Town Of Shamrock Treasurer		28,614.67	1 Transactions	
7029 Town Of Spalding Treasurer 03- 303- 000- 0000- 6830		8,264.87	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7029 Town Of Spalding Treasurer		8,264.87	1 Transactions	
7030 Town Of Spencer Treasurer 03- 303- 000- 0000- 6830		13,161.68	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7030 Town Of Spencer Treasurer		13,161.68	1 Transactions	
7031 Town Of Turner Treasurer 03- 303- 000- 0000- 6830		5,871.62	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7031 Town Of Turner Treasurer		5,871.62	1 Transactions	
7032 Town Of Verdon Treasurer 03- 303- 000- 0000- 6830		4,891.24	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7032 Town Of Verdon Treasurer		4,891.24	1 Transactions	
7033 Town Of Wagner Treasurer 03- 303- 000- 0000- 6830		9,417.85	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7033 Town Of Wagner Treasurer		9,417.85	1 Transactions	
7034 Town Of Waukenabo Treasurer 03- 303- 000- 0000- 6830		8,996.77	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7034 Town Of Waukenabo Treasurer		8,996.77	1 Transactions	
7035 Town Of Wealthwood Treasurer 03- 303- 000- 0000- 6830		7,326.01	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7035 Town Of Wealthwood Treasurer		7,326.01	1 Transactions	
7036 Town Of White Pine Treasurer 03- 303- 000- 0000- 6830		2,642.51	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax
7036 Town Of White Pine Treasurer		2,642.51	1 Transactions	
7037 Town Of Williams Treasurer 03- 303- 000- 0000- 6830		7,071.96	Gas Tax Paid in 2017	Twp Road Allotment Gas Tax

DKB1
 2/23/17 8:41AM
 3 Road & Bridge

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
7037 Town Of Williams Treasurer		7,071.96		1 Transactions	
7038 Town Of Workman - Treasurer 03-303-000-0000-6830		8,022.75	Gas Tax Paid in 2017		Twp Road Allotment Gas Tax
7038 Town Of Workman - Treasurer		8,022.75		1 Transactions	
303 DEPT Total:		378,264.07	R&B Highway Maintenance	40 Vendors	40 Transactions
3 Fund Total:		378,264.07	Road & Bridge		40 Transactions
Final Total:		378,264.07	40 Vendors	40 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	378,264.07	Road & Bridge
All Funds	378,264.07	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

26
Agenda Item #

Requested Meeting Date: February 28, 2017

Title of Item: LG220 Application for Exempt Permit-White Pine Riders

<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: Sally M. Huhta		Department: Auditor's
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Please approve the following resolution: BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the White Pine Riders, at the following location – Jackson’s Hole, which has an address of 36232 Kestrel Avenue, MN 55760 – Salo Township. (Note: Date of activity for Raffle – June 24, 2017)		
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 checked="" type="checkbox"/> No <i>Please Explain:</i>		

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



Board of County Commissioners Agenda Request

2H
Agenda Item #

Requested Meeting Date: 2/28/2017

Title of Item: Approve: 2017 - 2021 Tactical Forest Plan

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

Submitted by: Land Commissioner	Department: Land Department
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Presenter (Name and Title): Mark Jacobs	Estimated Time Needed: n/a
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Summary of Issue:
The Aitkin County Land Department utilizes 5-year tactical forest plans as mechanism to provide the public with information on our program goals and as a work plan for field staff. The results are measurable and allow us to track how we are doing relative to our long-range goals and objectives, as outlined in our strategic plan.

On 1/23/17 a meeting was held to get public input. The comments and responses were reviewed by the Natural Resources Advisory Committee on 2/13/17.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Staff recommends approving the attached resolution accepting the 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:*

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

ADOPTED February 28, 2017

By Commissioner: xx

20170228-0xx

2017-2021 Tactical Forest Plan

WHEREAS, on November 15, 2016, the Forest Advisory Committee reviewed the Aitkin County Land Departments' five year operating plan called the "Aitkin County Tactical Plan 2017-2021" and moved to present it to the public and to solicit comments for this plan, and

WHEREAS, a public meeting was held on January 23, 2017 at 6:30 pm, to receive public comments on this Tactical Plan, and

WHEREAS, on February 13, 2017, the Aitkin County Natural Resource Advisory Committee has reviewed the received comments and made the recommendation that the Tactical Plan be adopted as amended.

THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopt this "Aitkin County Tactical Plan 2017-2021" for the management of the county tax forfeited lands 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, Patrick Wussow, Interim 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 28th day of February 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of February 2017

Patrick Wussow
Interim County Administrator



Board of County Commissioners Agenda Request

21

Agenda Item #

Requested Meeting Date: 2/28/2017

Title of Item: F RTP grant request - Mille Lacs Trails snowmobile club

<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) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Land Commissioner		Department: Land Department
Presenter (Name and Title): Mark Jacobs		Estimated Time Needed: n/a
Summary of Issue: The Mille Lacs Trails snowmobile club is applying for a grant through the Federal Recreational Trail Program, to purchase trail maintenance equipment. As we are the sponsor of the snowmobile trail system, a resolution from the Aitkin County Board is required for the application process.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Staff recommends approving the attached resolution.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input 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>		

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

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

ADOPTED February 28, 2017

By Commissioner: xx

20170228-0xx

Mille Lacs Trails Snowmobile Club FRTP Grant Request

WHEREAS, the Mille Lacs Trails Snowmobile Club is applying for a Federal Recreational Trail Program grant for purchasing a Rubber tracked skid steer loader with bucket and forks to groom snowmobile trails in the Aitkin County area, and

WHEREAS, Aitkin County contracts with the Mille Lacs Trails to groom approx. 109 miles of snowmobile trails in Aitkin County through the Grants in Aide snowmobile trail funds, and

WHEREAS, Aitkin County feels that no undue environmental impact will be created by the purchase of a new skid steer loader.

THEREFORE, BE IT RESOLVED, that Aitkin County supports the Mille Lacs Trails Snowmobile Club's application for the \$48,000.00 Federal Recreational Trail Program grant, and recognizes the matching requirement on this grant which will be the club's responsibility.

The fiscal agent for this grant will be the Aitkin County Land Department, Mark Jacobs, Land Commissioner, at 209 2nd St. NW, Room 206 Aitkin, Mn. 56431.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Patrick Wussow, Interim 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 28th day of February 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of February 2017

Patrick Wussow
Interim County Administrator



Board of County Commissioners Agenda Request

25
Agenda Item #

Requested Meeting Date: February 28, 2017

Title of Item: 2017 State Boat & Water Safety Grant Agreement

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

Submitted by: Sheriff Scott A. Turner	Department: Aitkin County Sheriff's Office
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Presenter (Name and Title): Sheriff Scott A. Turner	Estimated Time Needed:
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Summary of Issue:

Approve annual Boat & Water Safety Agreement Grant for 2017. The amount is \$22,180.00 which is slightly greater than last year.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Request board chair to sign agreement. Please forward signed agreement and resolution.

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:*

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, RM #185
Aitkin, MN 56431

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

MEMO

TO:	Aitkin County Board	DATE:	February 13, 2017
FROM:	Sheriff Scott A. Turner	RE:	2017 Boat & Water Safety Agreement Grant for Aitkin County Board Agenda

I would like to request the 2017 Boat & Water Safety Grant Agreement be placed on the Board Agenda for February 28, 2017.

Attached is a copy of the 2017 Boat and Water Safety Grant Agreement for Signatures. Also attached is the resolution that is required for that grant. The grant amount for 2017 is \$22,180.00. This grant is an annual grant that helps fund the Boat and Water Safety Program in Aitkin County.

I would ask that you sign the original agreement and return to me along with a signed resolution.

Thank you.

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

ADOPTED February 28, 2017

By Commissioner: xx

20170228-0xx

2017 State Boat & Water Agreement Grant

BE IT RESOLVED, that the Aitkin County Board of Commissioners approve the 2017 Boat and Water Safety Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Administrator to sign the agreement in the amount of \$22,180.00 for the term of January 1, 2017, through June 30, 2018

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, Patrick Wussow, Interim 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 28th day of February 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of February 2017

Patrick Wussow
Interim County Administrator



DEPARTMENT OF NATURAL RESOURCES

2017 STATE OF MINNESOTA ANNUAL COUNTY BOAT AND WATER SAFETY GRANT AGREEMENT

ENCUMBRANCE WORKSHEET

Contract #: **120248**

PO#: **3000107944**

State Accounting Information:

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2017	Source Type State	Vendor Number 0000197275-001
Total Amount \$22,180	Project ID R29G40CGFFY16	Billing Location R297000221	DUNS 047464805	

Accounting Distribution:

Fund 2100	Fin. Dept. ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A4CG002
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Grant Begin Date January 1, 2017	Grant End Date June 30, 2018
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Grantee Name and Address:

Aitkin Co. Sheriff
217 - 2nd St. NW, Rm. 185
Aitkin, MN 56431

**Payment Address:
(where DNR sends the check)**

Aitkin Co. Treasurer
209 - 2nd St. NW, Rm. 202
Aitkin, MN 56431

**2017 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Aitkin Co. Sheriff, 217 - 2nd St. NW, Rm. 185, Aitkin, MN 56431 ("Grantee"). The payment address for this grant agreement is Aitkin Co. Treasurer, 209 - 2nd St. NW, Rm. 202, Aitkin, MN 56431.

Recitals

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statute §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1 Term of Grant Agreement

- 1.1 **Effective date:** January 1, 2017 or the date the State obtains all required signatures under Minnesota Statutes § 16B.98, Subdivision 5, whichever is later. Reimbursements will only be made for expenditures made according to the terms of this grant agreement.
- 1.2 **Expiration date:** June 30, 2018. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

Reporting Requirements: The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing. Exhibit "B", which is attached and incorporated into this grant further defines reporting requirements.

3 Time

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

4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Twenty-two thousand one hundred eighty dollars (\$22,180).
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed Twenty-two thousand one hundred eighty dollars (\$22,180).

4.2 **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this contract.
- (b) **Federal funds.** (Where applicable, if blank this section does not apply) Payments under this grant agreement will be made from federal funds obtained by the State through Title NA CFDA number _____ of the _____ Act of _____. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

4.3 Contracting and Bidding Requirements per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property:

- (a) If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
- (b) If the amount of the contract is estimated to exceed \$25,000 but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2) and paragraph (c).
- (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
- (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 **Conditions of Payment**

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 **Authorized Representative**

The State's Authorized Representative is Rodmen Smith, Director, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, (651) 259-5361, rodmen.smith@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is the County Sheriff or designee. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Grant Agreement Complete**

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8 **Liability**

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

- 9 **State Audits**
Under Minnesota Statute § 16B.98, Subdivision 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- 10 **Government Data Practices and Intellectual Property**
10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute § 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.
- If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.
- 11 **Workers' Compensation**
The Grantee certifies that it is in compliance with Minnesota Statute § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.
- 12 **Publicity and Endorsement**
12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.
12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.
- 13 **Governing Law, Jurisdiction, and Venue**
Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 14 **Termination**
14.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:
a) It does not obtain funding from the Minnesota Legislature
b) 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 Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 15 **Data Disclosure**
Under Minnesota Statute § 270C.65, Subdivision 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 **Invasive Species Prevention**

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

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: Garland Muse

Date: 1/26/17

SWIFT Contract # 120248

Purchase Order # 3000107944

2. GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: County Sheriff

Date: _____

By: _____

Title: Chairperson of County Board

Date: _____

By: _____

Title: County Auditor or Administrator

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

Title: Director, Enforcement Division – Central Office

Date: _____

Attachments: Exhibits "A" & "B"

Distribution:

- 1. DNR - OMBS
- 2. Grantee - 2 (Sheriff's Office & Co. Board)
- 3. State's Authorized Representative



Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: February 28, 2017

Title of Item: Vehicle Purchase

<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*

**provide copy of hearing notice that was published*

Submitted by: Undersheriff John Drahota	Department: Sheriff's Office
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Presenter (Name and Title): Undersheriff John Drahota	Estimated Time Needed: N/A
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Summary of Issue:
The Sheriff's Office is requesting the purchase of "3" 2017 Ford Interceptors (sedans) vehicles from Ranger GM for the price of \$24,724.00 each--total of \$ 74,172.00. In addition, the Sheriff's Office is requesting the purchase of "1" 2017 Ford Utility (SUV) from Aitkin Motors for the price of \$28,924.00.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
It is recommended that the state bid of \$24,724.00 be accepted for the purchase of 3 vehicles (Ford Interceptor) from Ranger GM and the low bid of \$28,924.00 be accepted from Aitkin Motors to purchase 1 vehicle (Ford Utility).

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$ \$ 103,096.00
 Is this budgeted? Yes No *Please Explain:*
 Sheriff Turner budgeted \$104,000. for vehicle replacement costs for 2017.

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

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

February 22, 2017

Aitkin County Board of Commissioners,

I have included price quotes for several Police Packages vehicles. There are quotes for a sedan (Ford Interceptor and Chevy Caprice) and quotes for an SUV (Ford Utility and Chevrolet Tahoe).

I confined the quotes to dealership brands that can be serviced within the County (Ford & Chevrolet). It would be cost prohibitive to consider brands (i.e. Dodge) outside the county since considerable time is invested in maintenance, warranty service, and recalls.

I did not request quotes from Brandl Motors since it was apparent from the state bid quotes that it would be cost prohibitive to consider a Caprice, which is also in its last year of production or the Tahoe, which was considerably more money than the Ford Utility.

I recommend the purchase of "3" Ford Interceptors (sedans) from Ranger GM at the state bid price of \$24,724 per vehicle for a total cost of \$74,172.00. I also recommend the purchase of "1" Ford Utility (SUV) from Aitkin Motors for the price of \$28,924, which was below the state bid quote. The SUV will be replacing our current SUV that is used for our canine unit. Total cost for 3 sedans and 1 SUV is \$103,096.00. Sheriff Turner budgeted \$104,000 for squads in 2017.

Undersheriff John Drahota

2017 Police Vehicle Quotes

Vehicle	Engine	Warranty	MPG	Interior Space Cubic Feet	Vendor	Price
			Sedan Quotes			
Ford Taurus (AWD)	3.7 V6	5 yr/100,000 Powertrain	22 Hwy/16 City	104	Ranger GM–Hibbing	State Bid \$24,724.00
Ford Taurus (AWD)	3.7 V6	5 yr/100,000 Powertrain	22 Hwy/16 City	104	Aitkin Motors	\$24,929.00
Chevrolet Caprice (last year of production)	V8 or V6	5 yr/100,000 Powertrain	24 Hwy/15 City	112	Ranger GM-Hibbing	State Bid \$ 25,670.39
			SUV Quotes			
Ford Utility (SUV) (AWD)	3.7 V6	5 yr/100,000 Powertrain	20 Hwy/15 City		Aitkin Motors	\$28,924.00
Ford Utility (SUV) (AWD)	3.7 V6	5 yr/100,000 Powertrain	20 Hwy/15 City		Nelson Auto Center-Fergus Falls	State Bid \$ 28,947.95
Chevrolet Tahoe (SUV)	5.3 V8	5 yr/100,000 Powertrain	22 Hwy/16 City		Ranger GM–Hibbing	State Bid \$ 36,097.78



Board of County Commissioners Agenda Request

2L
Agenda Item #

Requested Meeting Date: 02/28/17

Title of Item: Call Recording Software Upgrade

<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: Sheriff Scott Turner	Department: Sheriff's Office
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Presenter (Name and Title): Sheriff Scott Turner	Estimated Time Needed:
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Summary of Issue:

Please see the attached memoranda and information concerning an upgrade to our Call Recording software

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Accept quote from Northland Business (Audiolog) for a total of \$14,205.00 using E911 funds.

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:*

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

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

MEMO

TO: Aitkin County Board

DATE: February 22, 2017

FROM: Sheriff Scott Turner

RE: Dispatch Recorder

Attached are copies of quotes for the replacement of our dispatch recording system. The current system from HigherGround was installed in 2003 and operates on a legacy software system that can no longer be supported.

As you can see from the quotes:

HigherGround (Mactek)	AudioLog
Install - \$18,425	Install - \$12,157
Annual	Annual
Maintenance - \$ 3,170	Maintenance - \$ 2,048
Total: \$21,595.00	Total: \$14,205.00

It is recommended that we go with the quote from AudioLog. This product is used in dispatch centers in Itasca, Cass and Crow Wing Counties. It is also less expensive for the product install as well as the annual maintenance. The funds for this project will come from the E911 funds – those funds we get from the State of Minnesota (a 911 user fee that is attached to all phone bills) specifically for use for dispatch center operations.

If you have any questions, please do not hesitate to call.

Northland Business (Audiolog) new installation proposal includes :

- Install new hardware and software
- Records 16 channel with the ability to add more for a fee
- Redaction
- Interaction Search and Retrieval
- Real Time Monitor
- Compatible with NG911 for future capture of 911 texts and pictures
- Licensing per channel with the ability to add more for a fee
- 24/7 notification alerts and services including parts, labor, on site trip charges and software updates
- Certified Motorola technicians (3 year training)
- 9 Technicians
- 2-3 week installation from approval date
- Ability to utilize existing server as a backup for redundancy

TOTAL **\$12,157.00** (installation and training included in price)

ANNUAL MAINTENANCE **\$ 2,048.00**

GRAND TOTAL **\$14,205.00**

Both businesses are well known in the State of Minnesota as they both service many Law Enforcement Agencies and Regional Radio Loggers. The Aitkin Sheriff's Office would be fine using either of the two systems.



Board of County Commissioners Agenda Request

2M

Agenda Item #

Requested Meeting Date: February 28, 2017

Title of Item: Updated Countywide Fee Schedule

<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: Patrick Wussow		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Seeking County Board approval to make the changes as indicated to the Countywide Fee Schedule (changes are in red) and to adopt the updated Countywide Fee Schedule effective February 28, 2017. The offices with the most updates this year are Environmental Services and Health & Human Services. Environmental Services presented their changes at the February 14th Board meeting. Health & Human Services updated their immunization schedule and eliminated Bicycle Helmet fees. The Sheriff's Office updated one fee, the Treasurer's Office added fees that previously weren't listed. Other changes are minimal.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve changes as indicated and adopt updated fee schedule effective February 28, 2017.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input 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
Fee Schedule
Approved by the Board on February 28, 2017 June 14, 2016
Effective February 28, 2017 June 14, 2016**

Postage expenses shall be borne by requestor.

COMMON FEES

COPIES - Black and White (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.25 per page (single or double sided) \$ 3.00 per page (single or double sided)
COPIES - Color (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.50 per page (single or double sided) \$ 6.00 per page (single or double sided)
FAX, per page International Fax Fee	\$ 1.00 \$ 7.00 first page, \$4.00 each additional page
AS400 OR PRINTED REPORTS	\$ 25.00 minimum or \$0.25 per page, whichever is greater
LABELS	\$ 25.00 minimum or \$3.00 per sheet (30 labels/sheet), whichever is greater
BLUEPRINTS (non copyright)	\$ 5.00 each

ASSESSOR'S OFFICE

FIELD CARDS	
Fax of Field Cards	\$ 4.00 per parcel
Email of Field Cards	\$ 4.00 per parcel
SIMPLE SALES QUERY	\$ 5.00 per query
PARCEL DATA REQUESTS (Large Quantity)	\$ 25.00 or \$0.04 per parcel, whichever is greater
LINK GIS Subscription	\$ 180.00 per year

ATTORNEY'S OFFICE

AUDIO/VIDEO	
Audio CD's	\$ 10.00
Video Recordings - DVD	\$ 10.00

AUDITOR'S OFFICE

ASSESSMENT (SPECIAL)	
Admin Set-up	\$7.00 per parcel
ASSEMBLY LICENSE	\$500.00 plus \$25,000 bond
AUCTIONEER	\$20.00
BOND INFORMATION REQUESTS / Auditor Tax Certificate	\$250.00 each
COPIES See Common Fees Section	
Maps, Black and White, 8 1/2" x 11"	\$2.00
Maps, Color, 8 1/2" x 11"	\$3.00
DANGEROUS DOGS	\$25.00
DITCH AND HWY LIEN RELEASES	\$15.00
FAXES See Common Fees Section	
FIREWORKS	\$2.00 Auditor's fee \$8.00 Sheriff's fee
GAMBLING	Varies State
JUDGMENT - CONFESSION OF	
Initial Fee	\$25.00 per description
Payments on	\$2.00 per statement
JUDGMENT COST - Publication	\$20.00 per parcel
LIQUOR LICENSES:	
Consumption & Display/Set-Ups	\$250.00 each (paid to State)
Temporary Consumption & Display Permit	\$25.00 per each date
3.2% Beer License	\$40.00 off sale \$10.00 on sale \$50.00 on & off sale
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
VOTER'S CERTIFICATION	\$ 2.00

COMMUNITY CORRECTIONS (Effective July 1, 2016)

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 2016)	\$ 500.00
Tax Abatement	\$ 500.00
TIF	\$ 500.00

ENVIRONMENTAL SERVICES

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

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 (effective January 1, 2017)	\$ 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
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

WATER LAB TESTING FEES

Bacteria Water Analysis (Coliform and E. Coli)	\$	25.00
Nitrate Water Analysis	\$	25.00
Bacteria AND Nitrate Analysis	\$	40.00
Fee if Aitkin County Collects the Sample for You	\$	40.00 per hour

ZONING

ACCESSORY BUILDINGS/SIGN

Accessory Buildings/Sign <239 120 sq.ft. (no pre-onsite)	\$	50.00
Accessory Buildings 240 sq.ft. to 1000 sq.ft and/or Water-Oriented	\$	150.00
Accessory Buildings 1001 sq.ft. and larger	\$	250.00
>121 sq.ft. to 239 sq.ft. (no pre-onsite)	\$	75.00
>240 sq.ft. and/or WATER ORIENTED	\$	175.00
Open on three sides or lean-to	\$	75.00

FENCE (8 feet or greater in height)	\$	50.00
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COMMERCIAL BUILDINGS/ADDITIONS (FOOTPRINT OF STRUCTURE)

<500sq.ft.	\$	250.00	\$200.00
501—1500 sq.ft.-	\$	300.00	
1501—2500 sq.ft.-	\$	400.00	
501—2500 sq.ft.	\$	400.00	
2501 sq. ft. and larger >2501 sq.ft.-	\$	600.00	\$500.00

RESIDENCE, NEW CONSTRUCTION (FOOTPRINT - INCLUDING ATTACHED GARAGE, DECK, AND/OR PORCH)

Additions (decks, porches and patios platforms are separate permit fees)			
<500 SQ.FT.	\$	250.00	\$200.00
501—1000 sq.ft.-	\$	250.00	
1001—2000 sq.ft.-	\$	300.00	
501—2000 sq.ft.	\$	350.00	
2001 sq. ft. and larger >2001-3001 sq.ft.	\$	500.00	

DECK/PATIO PLATFORM

<199 sq.ft.	\$	100.00	\$75.00
200 sq. ft. and larger >100 sq.ft.-	\$	150.00	\$125.00

(Patios are those within the required building setback to the lake)
 (Platforms are larger than 32 sq.ft. Less than 30 inches above ground.)

LAND ALTERATIONS	\$	200.00	\$150.00
VEGETATION ALTERATION		No fee	
PLANNING CALL/SITE REVIEW	\$	100.00	
CONDITIONAL USE PERMIT	\$	650.00	
AMENDMENT TO EXISTING CUP	\$	650.00	
RENEWAL OF INTERIM USE PERMIT	\$	650.00	
VARIANCE (DOES NOT INCLUDE PERMIT FEE)	\$	650.00	
APPEAL TO BOA	\$	650.00	
REPUBLICATION OF VARIANCE OR CUP	\$	50.00	
REZONING	\$	650.00	
ORDINANCE AMENDMENT	\$	500.00	
TOWER / WECC APPLICATION	\$	650.00	\$700.00
PRELIMINARY PLATS AND RESIDENTIAL PUD'S (1-5 lots/units)	\$	650.00	\$600.00
(6 or more lots/units an additional \$50.00/lot/unit)			
FINAL PLATS AND RESIDENTIAL PUD'S	\$	650.00	\$600.00
(6 or more lots/units an additional \$50.00/lot/unit)			
NEW ROAD SIGN AND POST (each sign and post in new plat)	\$	175.00	
COMMERCIAL PUD'S AND RESORT EXPANSIONS (6 or less lots -no CUP)	\$	300.00	
SURVEYOR REVIEW FEE (for plats and residential PUD's 1-5 lots)	\$	150.00	
(6 or more lots/units an additional \$20.00 per lot/unit)			
ENGINEERS REVIEW FEE	\$	150.00	
REPLAT OF EXISTING PLAT TO COUNTY BOARD (does not include surveyor fee)	\$	200.00	
ADMINISTRATIVE SUBDIVISIONS AND EXEMPTIONS (review prior to approval)	\$	75.00	per lot
-if wetlands exist on parcels and/or if onsite inspection to verify submitted info ... add'l	\$	100.00	
COMPLAINT ENFORCEMENT (after receipt of (2ND) notice - addition to permit fee)	\$	200.00	
REINSPECTION/ADDITIONAL INSPECTION FEE ON ALL	\$	100.00	
911 ADDRESSING (includes assignment of number, sign, and post)	\$	55.00	

AFTER THE FACT FEE'S - 5 X permit fee in Shoreland areas, 5 X permit fee in non-Shoreland areas (includes variances, IUP's and CUP's)

RESIDENTIAL SEWERS FEES

Drainfield/Bed	\$	250.00
Mound/At-Grade	\$	300.00
Other/Performance Systems	\$	350.00
Tank Replacement/Outhouse/Privy	\$	150.00
Holding Tank (requires onsite)	\$	150.00
Operating Permits	\$	100.00
Late Operating Permit Renewal Fee	\$	150.00
Indemnification Form (homeowner installed systems) in addition to permit fee	\$	100.00

COMMERCIAL and CLUSTER SEWERS

Gallons/Day		
1-500	\$ 500.00	
501-1,000	\$ 600.00	
1,001-2,500	\$ 1,000.00	
2,501-10,000	\$ 1,200.00	plus any additional costs for design review and inspections (5)

WETLAND CONSERVATION ACT FEES

Wetland Exemption Certificate	\$ —	25.00
Wetland/Banking/Offsite-Mitigation Application	\$ 1,000.00	
Wetland Replacement Plan	\$ 400.00	\$300.00
Wetland Site Review	\$ 100.00	
Appeal of LGU Decision	\$ 50.00	per hour, + any additional costs to County

OTHER CHARGES

Ordinances (excluding Shoreland and General Zoning)	\$ 10.00	
Shoreland and General Zoning Ordinances	\$ 25.00	
Comprehensive Land Use Plan	\$ 25.00	
EAW Fees	\$ 50.00	per hour, + any additional costs to County
Administrative Fee	\$ 50.00	per hour, + mileage, min charge of 1/2 hr

Copies of Meeting Recordings \$ 25.00

GIS

MAP SETUP/DATA EXTRACTION/DATA CONVERSION	\$ 50.00	per hour
Plotting Existing Map or Graphic		
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.

HEALTH AND HUMAN SERVICES

INCOME MAINTENANCE

LICENSING		
Child Care Initial Licensing Fee	\$ 30.00	
Child Care Renewal Licensing Fee	\$ 50.00	

BACKGROUND CHECK		
Initial Processing Fee	\$ 50.00	
Fees per HH member over Age 13 (total fees not to exceed \$100.00 annually)	\$ 10.00	

SOCIAL SERVICE (STAFF HOURLY EXPENSE = \$73.00 \$77.00)

CD ASSESSMENTS		
Ordered by the Court (DUI or DWI)	\$ 200.00	May be subject to sliding fee scale.
All Other	\$ 200.00	May be subject to sliding fee scale.

CUSTODY STUDIES		
Ordered by the Court	\$ 1,000.00	Each parent responsible for half.

VISITATION EXPEDITOR/VISITATION SUPERVISOR		
Fee based on what Remica House charges.	\$ 25.00	per hour, per family.

ADOPTION FINALIZING		
Fingerprint Process for Licensing	\$ 10.00	per person

COMMUNITY EDUCATION	\$ 400.00	per month, registration fee
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CORPORATE FOSTER CARE	\$ 250.00	per home, per licensing year
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PUBLIC HEALTH

SAFETY SEATS		
Convertible	\$ 48.00	\$45.00
Combo	\$ 55.00	
No Back Booster	\$ 25.00	

BIKE HELMETS		
Toddler	\$ —	10.00
Child	\$ —	10.00
Youth	\$ —	10.00
Adult	\$ —	10.00
Child/Youth Multi-sport	\$ —	15.00
Youth/Adult Multi-sport	\$ —	15.00

NIPPLE SHIELDS **for NON WIC or Home Visiting Clients	\$ 10.00
HYDROGEL PADS **for NON WIC or Home Visiting Clients	\$ 9.00
THERASHELLS **for NON WIC or Home Visiting Clients	\$ 11.00
LEAD DRAW	\$ 19.00
IMMUNIZATIONS (prices subject to change based on price of serum)	
Hepatitis A (1st in Series)	\$ 52.00
Hepatitis A (2nd in Series)	\$ 52.00
Hepatitis B (1st in Series)	\$ 59.00 \$56.00
Hepatitis B (2nd in Series)	\$ 59.00 \$56.00
Hepatitis B (3rd in Series) **15% discount for no outstanding balance, cash payment and complete series given by PH	\$ 59.00 \$56.00
Td	\$ 39.00
Tdap	\$ 54.00
Varicella	\$ 127.00
Pneumonia	\$ 66.00
Fluzone Influenza-Quad 90688 (90685 & 90686)	\$ 35.00
Fluzone High-dose (90682)	\$ 57.00 \$50.00
Fluzone Influenza-Quad 90687 < 36 mo. And 90688 > 36 mo.	\$ 35.00
FluMist Quad (90672)	\$ 39.00
Flulaval Influenza-Quad (90685 & 90686)	\$ 39.00
MNVFC Immunizations (Child and Adult)	\$ 19.00
Mantoux (Serum, Admin, and Read)	\$ 31.00 \$25.00
Mantoux (Admin and Read Only)	\$ 19.00

CHILD SUPPORT AND OTHER COLLECTIONS

IV-D, CASE OPENING FOR NON-PUBLIC ASSISTANCE CLIENTS	\$ 25.00
IV-E FOSTER CARE	Varies
ADMIN FOSTER CARE / NON SED	Varies
SED FOSTER CARE, PARENTAL FEE WORKSHEET	Varies
DETOX, use sliding fee scale when financial info is supplied	Varies

HIGHWAY DEPARTMENT

EQUIPMENT (including Operator):

Motor Grader	\$ 90.00 per hour
Tandem Truck	\$ 100.00 per hour
Single Axle Truck	\$ 95.00 per hour
3 Cubic Yard Articulating Loader	\$ 85.00 per hour
Dozer	\$ 85.00 per hour
Tractor	\$ 55.00 per hour
Tractor/Loader/Backhoe	\$ 75.00 per hour
Track Backhoe	\$ 85.00 per hour
ASV Posi Track with Brush Head	\$ 80.00 per hour
Tractor/Mower	\$ 75.00 per hour
Sioux Steamer w/Truck	\$ 45.00 per hour
Self Propelled Steel Drum Roller	\$ 55.00 per hour

MATERIALS (for Other Governmental Units Only):

Deicing Salt/Sand (15% salt)	Inventory Cost
Culverts	Inventory Cost
Cutting Edges	Inventory Cost
Signs and Posts	Inventory Cost
Calcium Chloride	Spring bid unit price

MATERIAL (for Private Sale):

E-911 Address (includes sign and post)	\$ 30.00 each
Mailbox Supports	\$ 53.44 each
Dust Control Treatment	Based on Spring bid
Driveway Approach Culverts (as determined by Permit)	60% of Inventory Cost

MISCELLANEOUS:

Driveway Approach Deposits	\$ 500.00 Refundable
Utility Permit	\$ 50.00 each

IT DEPARTMENT

REPORTS OR LABELS

See Common Fees Section

CD OR EMAIL FILE

\$ 50.00 minimum or \$0.04 per parcel, whichever is greater

RECORDER'S OFFICE

Rates established by the State are subject to change without notice.

RECORDING FEE	\$ 46.00 per document
RECORDING WELL CERTIFICATE	\$ 50.00
OVERSIZE COPIES (up to 36 inches)	\$ 5.00
COPY OF OFFICIAL PLAT Certification on Official Plat	\$ 10.00 \$ 5.00
CERTIFIED COPIES OF DOCUMENTS	\$ 10.00
COPIES OF RECORDED DOCUMENTS	\$ 1.00 per page
FAX FEE	Refer to Common Fees Section
FAX FEE FOR RECORDED DOCUMENTS	\$5.00 base fee, plus \$1.00 per page

VITAL RECORDS	
Birth Certificates	\$ 26.00
Additional Birth Certificate at same time	\$ 19.00
Death Certificates	\$ 13.00
Additional Death Certificates at same time	\$ 6.00

SHERIFF'S OFFICE

ALARM FEES

Initial	\$ 20.00
Renewal	\$ 5.00
Non-compliance Fee	\$ 50.00
False Alarms - Per each after third	\$ 50.00

GUN PERMIT TO CARRY

New	\$ 100.00
Renewal	\$ 75.00

BACKGROUND CHECKS

\$ 10.00

REPORTS AND ICR'S

Victim	No charge
Walk-in	\$ 0.25 per page (single or double sided)
By mail	\$ 0.25 per page plus postage costs

AUDIO/VIDEO/PHOTOGRAPHY

Audio CD's	\$ 10.00
Transcript of audio recordings	\$ 4.00 per page
Photographs/Digital by disk	\$ 10.00
Booking photos	\$ 5.00
Video Recordings - VHS	\$ 16.00
Video Recordings - DVD	\$ 10.00

FINGERPRINTING

Aitkin County Resident	No charge
Non-resident	\$ 10.00

BOAT & WATER

Raft Permits	\$ 2.00 per year (renewed in 5 year increments)
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CIVIL PROCESS

¹ For Paper Service, \$100.00 Deposit is required.

Charge per person served/Not found	\$ 30.00 plus mileage noted below
Mileage charge per attempt (round trip)	\$ 0.60 per mile
Mileage charge for City of Aitkin	\$ 1.00
Charge for Real Estate Sales	\$ 50.00
Mechanics Lien Sale	\$ 50.00 plus mileage
Cancelled real estate sale w/no notification	\$ 50.00
Redemption fee on redeemed real estate	\$ 250.00 plus \$30.00 for each rescheduling of redemption date
Posting three notices of sale	\$ 45.00 plus mileage
Charge for sending a fax	See Common Fees Section
Levy fee on a Writ of Execution	\$ 20.00
Commission on Writ \$ Levied upon	5%
Deputy Time	\$ 30.00 actual cost plus mileage

STORAGE FEES

Vehicle	\$ 5.00 per day
Boat	\$ 1.00 per foot, per day
Snowmobile	\$ 5.00 per day
Forfeited Vehicles, payment in full of	Tow Bill, plus \$5.00 per day storage

¹ If the actual fee exceeds the amount of deposit, you will be billed for the additional amount. When the actual amount of the fee is less than your deposit, you will receive a refund with your affidavit.

Securing and safety keeping property in replevin, attachment or an execution \$ based on time spent and hourly rate of pay for Deputy executing the process.

Contact the Sheriff's Office for Writ of Execution Instructions.

SHERIFF'S OFFICE (JAIL)

BOARDING OF PRISONERS

per Sheriff

BOOKING FEE

\$ 20.00

FINGERPRINTING

\$ 10.00 for out of county

HUBER FEES

\$ 20.00 per day

JAIL NURSE

Co-pay	\$ 5.00
Medication Co-Pay	\$ 5.00

PAY TO STAY

\$ 20.00 per day

URINALYSIS

STS	
Huber	

TREASURER'S OFFICE

MARRIAGE LICENSE

(with Premarital Education)	\$ 40.00
(without Premarital Education)	\$ 115.00

APPENDIX C
AITKIN COUNTY GUIDELINES AND PROCEDURES FOR MINNESOTA GOVERNMENT DATA PRACTICES ACT

PASSPORT	Varies
RESEARCH FEE	\$ 25.00 per hour
TAX STATEMENTS - Duplicate	\$ 2.00



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: February 28, 2017

Title of Item: 2015 State Audit Clarification

<input type="checkbox"/> REGULAR AGENDA <input checked="" 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 type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Patrick Wussow		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>At the November 8, 2016 County Board meeting staff presented quotes for 2017 & 2018 annual audits. The Office of the State Auditor (OSA) cost was incorrectly noted at \$85,917.00 for the 2015 audit. Staff later learned the correct amount was \$68,628.00</p> <p>At the request of Greg Hierlinger of the State Auditor's Office, we are providing this information to the Board for clarification.</p> <p>Attached, please find the quotes presented at the November 8, 2016 County Board meeting. Please note that even when presenting the correct amount paid to the (OSA) for the 2015 audit, all quotes received from other firms were lower than the OSA cost for the 2015 audit.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: No action requested. Informational only.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input 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 Annual Audit - Quote Tabulations

	2017 Financial Statement Audit	2017 Single Audit	2017 Reimbursable Expenses	2017 Total	2018 Financial Statement Audit	2018 Single Audit	2018 Reimbursable Expenses	2018 Total	2017/2018 Grand Total	Notes
CliftonLarsonAllen - Doug Host	\$46,000.00	\$6,000.00	\$0.00	\$52,000.00	\$47,600.00	\$6,200.00	\$0.00	\$53,800.00	\$105,800.00	See Pg. 54 for add'l details
BerganKDV - Steve Wischmann	\$36,000.00	\$7,500.00	\$750.00	\$44,250.00	\$37,000.00	\$7,500.00	\$750.00	\$45,250.00	\$89,500.00	See Pg. 22 for add'l details
Baker Tilly - Ryan Engelstad	\$54,500.00	\$8,250.00	\$2,000.00	\$64,750.00	\$56,000.00	\$8,500.00	\$2,000.00	\$66,500.00	\$131,250.00	See Pg. 14 - offer 1st yr discount
ABDO, EICK & MEYERS Andrew K. Berg	\$43,500.00	\$6,000.00	\$0.00	\$49,500.00	\$44,800.00	\$6,200.00	\$0.00	\$51,000.00	\$100,500.00	Single Audit #s may vary
Eide Bailly LLP - James Ford	\$43,000.00	\$6,000.00	\$0.00	\$49,000.00	\$44,250.00	\$6,250.00	\$0.00	\$50,500.00	\$99,500.00	Quotes reflect 2016 & 2017
Redpath CPAS - P. Moeller	\$33,000.00	\$5,000.00	\$1,000.00	\$39,000.00	\$34,000.00	\$5,150.00	\$1,025.00	\$40,175.00	\$79,175.00	Add'l to prepare finance statements
Office of State Auditor Chuck Kandel										None received

Note:

2015 State Auditor's
Audit - \$85,917.00**

**** Correct amount =
\$68,628.00**



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: February 28, 2017

Title of Item: Authorize Signature to Letter to Patrick Wussow as Mentor

<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) <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: Patrick Wussow		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Seeking Board authorization for signature to attached letter.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Authorize signature to letter.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input 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

Aitkin County Courthouse

Mark Wedel, Chair

217 Second Street N.W. Room 130

Aitkin, MN 56431

218-927-7276

Fax: 218-927-7374

February 28, 2017

Mr. Patrick Wussow
2018 Crestview Lane
Brainerd, MN 56401

Subject: County Administrator Mentor

Dear Mr. Wussow:

On behalf of Aitkin County, I am pleased to offer you the position of part-time County Administrator Mentor, effective March 6, 2017, at the rate of \$25.00 per hour, up to 8 hours per week, through December 31, 2017. (If not needed, no hours will be billed.)

To restate some specific aspects of the position, it is a non-union, non-supervisory, FLSA non-exempt position. There are no insurance or other benefits with this temporary position.

Please sign below to indicate your acceptance of this offer. If you have any questions, feel free to contact me at 218-927-7276.

Sincerely,

Mark Wedel
Chair

cc: Jessica Seibert
Personnel File
Payroll



Board of County Commissioners Agenda Request

2P

Agenda Item #

Requested Meeting Date: 2/28/2017

Title of Item: Ratify Teamsters Licensed Essential Unit 2017-2018 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) <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: Bobbie Danielson		Department: Administration/HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 0~consent agenda
Summary of Issue: <p>A tentative agreement was reached with the Teamsters Licensed Essential Unit (Deputies unit). The union ratified 2/22/2017. The Agreement includes a 2-year duration 2017-2018. Includes pattern wage settlement for 2017 and 2018 (value of lump sums split amongst all members) and conversion from the Teamsters Health Fund plan to PEIP on 4/1/2017. The Personal Leave Article was modified 1/1/2018. Christmas Eve 2018 (Monday) recognized by MOA with 8 personal hours. Plus misc language updates. A red-lined copy is attached.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to ratify the Teamsters Licensed Essential Unit 2017-2018 Collective Bargaining Agreement and authorize the Chairman, Interim Administrator, and HR Director to sign.		
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.

AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT
CONTRACT
2017 - 2018

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A G R E E M E N T

By and Between

AITKIN COUNTY

and

TEAMSTERS GENERAL LOCAL UNION
NO. 346
(LICENSED ESSENTIAL UNIT)

Deleted: GENERAL DRIVERS,
WAREHOUSEMEN, HELPERS & INSIDE
EMPLOYEES LOCAL UNION NO. 346

Duluth, Minnesota
January 1, 2017 to December 31, 2018

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AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT
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2017 - 2018

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AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT
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AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT
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PREAMBLE

Aitkin County, hereinafter referred to as the "Employer" and the General Drivers, Dairy Employees, Warehousemen, Helpers and Inside Employees Local Union No. 346 of Duluth, Minnesota, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, representing employees in those classifications covered by this Agreement, hereinafter referred to as the "Union", agree to the following provisions covering wages, hours and working conditions during the period of this Agreement. This Agreement shall supersede and replace all previous agreements between the parties hereto.

TERMS AND RELATIONS

This Agreement is intended to secure proper employment terms and conditions of said Employer and to advance friendly relations between the Employer and the employees. Both the Employer and the employees agree to carry it out fairly.

CONDITIONS OF EMPLOYMENT

The Employer agrees that all conditions of employment relating to wages, hours of work, overtime differentials, vacations and other benefits shall be maintained at not less than the highest minimum standard in effect at the time of signing this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvement are made elsewhere in this Agreement.

ARTICLE 1.

RECOGNITION

Local Union No. 346, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, shall be recognized as the sole and exclusive collective bargaining agent for all essential licensed employees of the Aitkin County Sheriff's Department, Aitkin, Minnesota, whose service exceeds 67 working days in a calendar year or the lesser of 14 hours per week or 35% of the normal work week, excluding supervisory, confidential and non-licensed essential employees, as set forth in the Certification of Exclusive Representative, BMS Case No. 00-PCE-454, dated October 20, 1999, by the Minnesota Bureau of Mediation Services.

REPRESENTATION

The Union shall be the sole representative of all classifications of employees covered by this Agreement in collective bargaining with the Employer, and there shall be no discrimination against any employee because of non-union affiliation.

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CHECK OFF

The Employer agrees to deduct from the pay of all employees covered by this Agreement, dues and initiation fees of the Local Union having jurisdiction over such employees, and agrees to remit to said Local Union all such deductions. Where laws require written authorization by the employee, the same is to be furnished in the form required. No deduction shall be made which is prohibited by applicable law. Check-off procedures and timing shall be worked out locally. If there is no agreement, the matter shall be referred to the grievance procedure.

UNION SECURITY

All new regular employees shall become a member of the Local Union on or after the 91st day of their employment. When an employee does not wish to become a member of the Local Union, they shall make arrangements with the Local Union to pay a Fair Share Fee as provided for by legislation. Each employee in the bargaining unit covered by this Agreement and certification who fails to acquire and maintain membership in the exclusive representative Union shall, beginning on the 91st day following the beginning of such employment or the effective date of this Agreement whichever is later, pay to the Union each month a Fair Share Fee for services rendered by the exclusive representative. The required contribution shall in no instance exceed a pro rata share of the specific expenses incurred for services rendered by the representative in relationship to negotiations and administration of grievance procedures. The Employer, upon notification of the exclusive representative of such employees and of the amount of the Fair Share Fee, shall check off said fee each month from the earnings of the employee and transmit the same to the exclusive representative. Students who are employed on a temporary basis shall not be subject to the Fair Share clause.

TIME OFF

The Employer agrees to grant reasonable and necessary time off, without discrimination or loss of seniority rights and without pay, to any employee designated by the Union to attend a labor convention or serve in any capacity or other Official Union business, provided one (1) week's written notice is given to the Sheriff by the Union, specifying length of time off. The Union agrees that in making its request for time off for Union activities, due consideration shall be given to the number of individuals affected in order that there shall be no disruption of the Employer's operations due to lack of available employees.

Deleted: Sheriff

Deleted: Sheriff's

The Employer will not pay any employee to come in on their scheduled time or day(s) off for negotiations, but when on-duty, the Employer will permit the Teamsters Negotiating Committee, comprised of up to two members of the bargaining unit, to appear at all negotiation meetings with the Employer without the loss of pay.

AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT
CONTRACT
2017 - 2018

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ARTICLE 2.

VESTED RIGHT OF MANAGEMENT

The right to employ, transfer, direct and discipline employees and the management of the property and equipment of Aitkin County is reserved and shall be vested exclusively in the County Board, including the sole authority of the County Board to define "cause" for management action. The County Board through authority vested by the Minnesota State Statutes shall have the right to determine how many individuals will be employed or retained together with the right to exercise full control and discipline in the proper conduct of its operation. The County Board shall have the sole right to contract for any work it chooses, and direct employees to perform such work wherever located in its jurisdiction. The County Board shall have the exclusive right to determine the hours of employment and the length of the work week and to make changes in the detail of the employment of the various employees from time to time as is deemed necessary for the efficient operation of the Sheriff's Department, and the Union and the members agree to cooperate with the County Board in all respects to promote the efficient operation of the Sheriff's Department. The Union will be notified by the County Board of any said changes or adjustments. The provisions of this Article are subject to the procedural rights of the employees as set forth in the other Articles contained in this Agreement.

ARTICLE 3.

EMPLOYMENT STATUS

A regular employee is hereby defined as a person hired to fill a permanent full-time position.

A regular seasonal employee is hereby defined as a person on the active payroll only during the season in which the services are required.

A temporary employee is hereby defined as a person hired for a period of time not to exceed six (6) months and they shall be separated from the payroll at the end of such period. At the time of hiring, temporary employees will be notified that their employment is temporary and that they shall accrue no rights under this Agreement for such periods of time worked. Successive appointments to temporary positions will not be made unless mutually agreed to between the County and the Union.

A part-time employee is hereby defined as a person hired to do less than eight (8) hours work per day or less than five (5) days' work per week on a regular basis.

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ARTICLE 4.

PROBATION

All newly hired employees shall serve a one year probationary period of continuous service. During such probationary period they shall not accrue any seniority rights and shall be subject to dismissal for any reason without recourse to the grievance procedure. Upon completion of the one (1) year probationary period, the employee shall be granted seniority rights from the date of original hire.

During the first 90 days of the probationary period, the employee will not be entitled to any of the benefits provided by this Agreement, except Health Insurance which starts as per the plan specified in Article 21, and sick leave pursuant to Article 17. Upon satisfactory completion of the 90 day period, the employee shall be entitled to all of the benefits provided by this Agreement, except paid holidays, computed from their starting date of employment. Employees will receive only those paid holidays that occur following the completion of a 90 day period.

ARTICLE 5.

SENIORITY

The seniority of all employees covered by the terms of this Agreement shall begin with the employee's starting date of employment as a regular employee, provided, however, that no time prior to discharge or quit shall be included. The employee's seniority shall not be diminished by temporary lay-off due to lack of work, shortage of funds or any other contingency beyond the control of either party to this Agreement.

The policy of seniority shall prevail to regular employees and seasonal employees.

The seniority list shall be posted and kept up-to-date annually by the Employer. A copy of the list shall be made available to the Secretary of Local No. 346. Said seniority list shall contain the name and starting date of each employee. Seasonal and part time employees shall be carried on the bottom of the list in proper sequence and the list shall so state that they are seasonal or part time.

No seasonal employee, part-time employee, or temporary employee shall exceed in seniority a regular employee who fills a full-time position.

Seniority shall terminate if:

1. An employee quits.
2. An employee is discharged for cause and is not reinstated.
3. An employee is absent because of a layoff for a period exceeding one (1) year.

AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT
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Any employees accepting a supervisory position outside of the bargaining unit contract covering deputies will be granted a leave of absence and have their seniority frozen as of the date they accepted the new position. Their sick leave benefits shall be carried forward with them to the supervisory unit.

In the event of a reduction in the work force or hours, the employee with the least seniority in the affected classification shall be laid off first. Employees on layoff status shall have the right to recall for a period of one (1) year from their date of layoff when a recall is initiated by the Employer. In the event of a recall employees will be recalled in the inverse order of layoff by classification. In the event of a layoff of a sergeant or investigator, the employee to be laid off may bump the least senior deputy, provided the employee to be laid off has previously held a deputy position in the bargaining unit and has more seniority than the least seniority deputy.

ARTICLE 6.

SCHOOLING

All employees who are required to attend school shall be paid the straight time hourly rate for each day of attendance at school. It is further agreed that they shall be reimbursed for necessary and actual expenses in accordance with the established policy of the County of Aitkin on presentation of expense report with receipts. Any function which requires mandatory attendance shall have the hours counted toward computing weekly overtime.

ARTICLE 7.

SAFETY EQUIPMENT

No employee shall be required to drive a vehicle that does not comply with all state and city safety regulations. All vehicles shall be equipped with adequate heaters, defrosters and matting.

EXPENSES

All employees, when away from their homes overnight because of their duty, or outside the County, shall be reimbursed for food and lodging expenses during their absence in accordance with the established policy of the County of Aitkin on presentation of expense report with receipts.

LOSS OR DAMAGE

Employees shall not be charged for loss or damage to equipment unless clear proof of negligence is shown. This Article is not to be construed as applying to charging for normal usage or wear and tear on equipment.

ARTICLE 8.

UNIFORMS

The County agrees to supply to all regular full-time employees, three (3) winter and three (3) summer uniforms. Replacements will be furnished when needed.

Deleted: 2014
Deleted: 2016

ARTICLE 9.

MEDICAL EXAMINATIONS

Physical, mental or other examinations required by the Employer shall be promptly complied with by all employees, provided, however, the Employer shall pay for all such examinations. Examinations not to exceed one in any one year, unless the employee has suffered serious injury or illness during the year. Employees shall receive their regular compensation and shall not be deducted pay for time spent during an examination required by the Employer.

If the employee disagrees with the results of the medical examination required by the Employer, the employee may be examined by a doctor chosen by the employee or the Union. The Employer shall not be required to pay for said examination. The employee and the Union shall provide the Employer with a copy of the second opinion.

If the opinions of the Employer's and the employee's or Union's physician differ, the Employer may require the employee to submit to a third examination by a physician at the Brainerd Medical Center, at the expense of the Employer. The opinion of the third physician shall be binding. Employees shall receive their regular compensation and shall not be deducted pay for time spent during this third examination.

ARTICLE 10.

WEEKLY HOURS AND OVERTIME RATES

The Sheriff's Department maintains the facilities on a twenty-four (24) hour a day basis. The Employer shall establish work schedules for its employees and shall post the schedules for one (1) week.

In an 8 hour per day schedule: All hours over eight (8) hours per day and 40 hours per week shall be paid at one and one-half (1-1/2) times the rate of pay.

In a 10 hour per day schedule: All hours over ten (10) hours per day and 40 hours per week shall be paid at one and one-half (1-1/2) times the rate of pay.

If the needs of the service permit, all employees shall be allowed two (2) fifteen (15) minutes rest breaks in each eight (8) and ten (10) hour shift, at times determined by the work load.

When a regular employee reports to work in accordance with the work schedule without having been previously notified not to report to work or if any employees are called back to work after completing the scheduled work day, or are called out for work during

AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT
CONTRACT
2017 - 2018

Deleted: 2014
Deleted: 2016

scheduled time off, they shall receive the minimum of two (2) hours pay at time and one-half (1-1/2).

Rescue organizations under the control of the Sheriff (including the ATV Posse and similar organizations) may perform duties covered by this Agreement only in the case of an emergency or when all bargaining unit employees (except those on sick leave, workers compensation, vacation or temporary layoff) are engaged in work. An emergency is defined as a circumstance where additional persons are needed to seek to prevent death or serious bodily harm. "Rescue organizations under the control of the Sheriff" do not include search and rescue organizations from other jurisdictions, the civil air patrol, volunteer fire departments, or other similar rescue organizations, and said rescue organizations may be called at the discretion of the Sheriff. This section shall not be interpreted to prohibit the ATV Posse or similar organizations from providing crowd and traffic control at community events or assisting at the annual County fair.

COURT TIME

An employee who is scheduled to appear in court during the employee's scheduled off duty time shall receive a minimum of four (4) hours pay at the employee's regular base rate of pay, unless the court appearance is cancelled by 8:00 a.m. on the date of the scheduled court appearance. This pay shall be used in computing overtime pay. An extension of or early report to a regularly scheduled shift for court appearance does not qualify the employee for the four (4) hour minimum.

ARTICLE 11.

PAY PERIOD

All employees covered by this Agreement shall be paid bi-weekly on Friday for work performed during the previous pay period. If a holiday falls on Friday, pay day will be the last workday before the holiday. Each employee shall be provided with a statement of gross earnings and an itemized statement of all deductions made for any purpose.

ARTICLE 12.

WORKERS' COMPENSATION

~~An employee receiving workers' compensation loss of time benefits due to a work-related injury or illness has the option of using accumulated sick leave, personal leave or vacation leave until exhausted to equal the difference between the payment received from workers' compensation and the gross amount the employee would have been paid in a normal pay period. At no time shall the combined total weekly rate of compensation exceed the average weekly wage of the employee on the date of the injury. Employees shall be responsible for benefit deductions that would normally be taken out of their paycheck to the extent not covered by use of the leave benefits as well as after leave balances are exhausted.~~

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~~The Employer will continue to contribute its portion of the medical insurance in force when the workers' compensation begins during the period an employee is receiving workers' compensation loss of time benefits due to a work-related injury or illness.~~

~~In compliance with the Minnesota Workers' Compensation Act, Minn. Stat. §176.021, subd. 5, and the PERA, workers' compensation wage loss payments are exempt from federal, state, social security tax and PERA deductions and any other deductions that would normally be taken out of the employee's paycheck.~~

ARTICLE 13.

PROMOTIONS

In filling job vacancies or new positions preference shall be given to those employees oldest in point of service, provided, however, that the qualifications and physical fitness of the employees being considered for the job have to be relatively equal. In judging employee's qualifications for the job, the following factors shall be considered:

1. Ability to perform related work.
2. Attitude.
3. Aptitude.
4. Versatility.
5. Efficiency.
6. Previous work record.
7. Attendance.

Where qualifications and ability are equal, then seniority shall prevail.

All job vacancies or new positions shall be posted on the bulletin board for a period of five (5) weekdays (Monday through Friday) so that the interested employees may have an opportunity to apply. Such notice shall state the requirements of the job. Employees shall apply for the vacancy or new position in writing, and only those applicants who meet the requirements shall be considered.

The successful applicant shall have a ninety (90) calendar day trial period in which to demonstrate his or her ability to perform the job. During the trial period, either the employee or the County may request that the employee return to their previous position and rate of pay per the collective bargaining agreement without loss of seniority.

The Employer may make immediate temporary assignments to fill any vacancy or new position while the job posting procedures are being carried out. If there is a dispute involving the provisions of this Article it shall be referred to the grievance procedure of this Agreement for resolution.

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ARTICLE 14.

LEAVE OF ABSENCE

Family and Medical Leave - Eligible employees will be granted FMLA in accordance with legal mandates and County policy.

Deleted: Family and Medical Leave shall be granted in accordance with legal mandates and Aitkin County Policy. Attached Aitkin County Resolution #93-88.

Leave of Absence - Any employee desiring a leave of absence from his or her employment shall secure written permission from the Sheriff. The maximum leave of absence shall be two (2) thirty (30) day periods and may be extended for like periods upon approval of the County Administrator. During the period of absence, the employee shall not engage in gainful employment without prior written approval of the County Administrator. Failure to comply with this provision shall result in the complete loss of seniority rights. The employee must make suitable arrangements for continuation of health and welfare and pension payments before the leave may be approved by the Employer. The employee will provide written notice to the Union of all leaves of absence approved pursuant to this paragraph.

Temporary Lay-Off - A temporary lay-off is defined as a lay-off lasting not more than one (1) year. After such period, the employee shall be considered terminated.

Recall - Recall of an employee shall be provided for in the following manner. Initially, the County shall attempt to locate the employee by telephone. If that attempt is unsuccessful, the Employer shall post a certified or registered letter to the employee's last known address. If the employee fails to respond to said letter within a five (5) working day period from the date of receipt of the signed, requested "Return Receipt" or notification from the Post Office that said notice is undeliverable, the employee shall be considered terminated.

ARTICLE 15.

HOLIDAYS

All regular full-time employees shall be entitled to the following paid eight (8) hour holidays:

- | | |
|------------------------|-------------------------------|
| New Year's Day | Labor Day |
| Presidents Day | Veteran's Day |
| Martin Luther King Day | Thanksgiving Day |
| Good Friday | Friday after Thanksgiving Day |
| Memorial Day | Christmas Day |
| Fourth of July | |

When an employee is required to work on any of these holidays, they shall be paid at the rate of time and one-half (1-1/2) in addition to their regular holiday pay.

When an employee does not work on any of the above-named holidays, the holiday

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shall, nevertheless, count as eight (8) hours work for the purpose of computing overtime for hours worked in excess of forty (40) in any such week. Employees may elect to use their accrued and unused vacation or personal leave, up to the number of hours in each employee's regularly scheduled shift, to complete a holiday.

For the purpose of overtime pay, holidays shall be celebrated on the day on which the holiday falls. Employees may use accrued vacation or comp time at the employee's option, up to the employee's normal scheduled hours.

ARTICLE 16.

VACATIONS

All regular full-time employees shall be granted vacation as follows:

<u>Completed Years of Service</u>	<u>Working Hours Employee May Earn as Vacation Per Year</u>
0 - 3	96
3 - 5	120
5 - 10	144
10 - 15	168
15+	192

The number of hours equivalent to the employee's scheduled shift will be deducted for each day of vacation used.

For the purposes of administering an employee's vacation time earned, the accumulated time will be shown in hours earned on the employees pay stub. An employee may accumulate vacation hours up to a maximum of 280 hours. Vacation hours over the 280 hours maximum will be forfeited as accumulated on the monthly rate until such time as the employee is below the 280 hour maximum.

Employees who have taken at least 80 hours of vacation during the calendar year may elect to take straight time pay in lieu of a maximum of 80 hours of earned vacation in December. Such vacation will not be counted as hours worked for the purpose of computing overtime.

When an employee is not working because of illness or injury and has exhausted accumulated sick leave, they will be permitted to draw earned vacation pay.

Upon termination of employment for any cause, regular employees shall be paid for any accumulated vacation credits, including prorated payments for periods of less than one (1) year. See also Article 17, Section 3, MSRS HCSP.

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Probationary employees can use vacation after 6 months of employment.

ARTICLE 17.

SICK LEAVE:

Section 1. Sick Leave

Full-time (probationary and non-probationary) employees shall be entitled to eight (8) hours of sick leave with pay for each month of continuous employment. Unused sick leave may be accumulated up to a maximum of nine hundred sixty (960) hours. Employees begin earning sick leave as of the day of employment and may use sick leave during the probationary period.

Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of working hours; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For the purpose of this paragraph, immediate family is defined as; child, step child, adult child, spouse, sibling, parent, grandparent, or step parent.

Employees must notify the employee's supervisor or sick leave usage prior to employee's starting time, unless an emergency prevents the employee from doing so. The Sheriff at his/her discretion may require a doctor's certificate showing the nature of an injury or illness.

Section 2. Severance Pay

All regular employees of Aitkin County who were hired on or before April 1, 2008, after completion of ten (10) years continuous service, shall be entitled to severance pay upon retirement, death, layoff, or resignation. An employee must be laid off for more than one year before being entitled to severance pay. The requirement of ten (10) years continuous service is waived as to any payment of severance pay due to death or retirement pursuant to a bona fide retirement plan. Such severance pay shall be allowed as follows:

- | | |
|--|------------------------------|
| Retirement pursuant to a bona fide retirement plan or death. | 100% of unused sick leave |
| Retirement, resignation, or a voluntary quit with a 40 day maximum | 50% of all unused sick leave |

Upon layoff for more than one year, retirement, or resignation, the severance benefit will be paid to the eligible employee. In the event of death, the severance pay shall be paid

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to the employee's estate. The severance pay benefit is eliminated for all employees hired after April 1, 2008.

Section 3. MSRS HCSP

For employees who have met age and service requirements necessary to receive an annuity from PERA or who are receiving a disability benefit from PERA, the County will deposit 100% of the employee's severance pay and accrued but unused vacation into a MSRS HCSP account upon retirement or resignation in good standing.

ARTICLE 18.

PERSONAL LEAVE

Effective January 1, 2017, a regular full-time employee shall be granted three (3) days (24 hours) personal leave each year, not to be accumulative. Employees may elect to use their accrued and unused vacation, up to the number of hours in each employee's regularly scheduled shift, to complete a personal leave day. Personal leave days shall be granted on a pro-rated basis for employees working a portion of the calendar year.

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Effective January 1, 2018, full-time (probationary and non-probationary) employees shall be granted twelve (12) hours of personal leave on or about January 1 and July 1, and may accumulate up to 24 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death. Employees may elect to use their accrued and unused vacation, up to the number of hours in each employee's regularly scheduled shift, to complete a personal leave day.

Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. Seasonal and temporary employees are not entitled to personal leave with pay.

ARTICLE 19.

FUNERAL LEAVE

When a death occurs in a regular full-time employee's immediate family, the employee may take up to 24 hours off with pay to attend the funeral or make funeral arrangements over the course of up to three (3) days. i.e. 3 eight-hour days or 2.4 ten-hour days or 2 twelve-hour days. Employees may elect to use their accrued and unused sick leave, up to the number of hours in each employee's regularly scheduled shift, to complete a funeral leave day. The County may require verification of the need for the leave. For purposes of this Article, immediate family members are defined as an employee's husband, wife, son, daughter, father, mother, sister, brother, father-in-law, mother-in-law, grandmother, grandfather, and grandchildren.

In cases requiring extensive travel time, the employee may be granted up to an

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additional 16 hours off with pay over the course of up to two (2) days, subject to approval of the Sheriff. Extensive travel time is defined as travel distance greater than 250 miles, one way.

Additional time, if needed, may be allowed by the County Sheriff, but such additional time in excess of 40 hours off with pay, over the course of up to five (5) days as indicated above, shall be charged against the employee's sick leave.

As an example, the general intent is as follows: If the employee is working 12 hour shifts and needs two days off, they would be paid for 24 hours funeral leave – or if they are working 10 hour shifts and need two days off, they would be paid for 20 hours funeral leave – or if they are working 8 hour shifts and need two days off, they would be paid for 16 hours funeral leave – or if they are working 12 hour shifts and need 3 days off and there's no extensive travel time, they would be paid for 24 hours funeral leave and can elect to use 12 hours from their sick leave bank for the third day – or if they are working 10 hour shifts and need three days off and there's no extensive travel time, they would be paid for 24 hours funeral leave and can elect to use 6 hours from their sick leave bank to complete the third day and it is understood that in most cases the County is not likely to schedule an employee to return for a partial shift on the last day.

ARTICLE 20.

RETIREMENT

Retirement benefits, specifically PFERA and PERA, will be provided to each employee covered by this Agreement as required by state statute.

ARTICLE 21.

INSURANCE AND BONDS

GROUP HEALTH INSURANCE

Section A Effective January 1, 2017 - March 31, 2017

Regular full-time employees and their dependents shall be provided with group insurance through the Teamsters Local 346 Health Fund, Benefit Plan E, and effective July 1, 2000, Benefit Plan G. The Employer's contribution toward the total premium for group insurance shall be as follows:

Effective January 1, 2017, \$1,000 per month flat dollar contribution.

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Effective January 1, 2015, \$920.00 per month flat dollar contribution. ¶

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In no event will the Employer's contribution exceed the actual cost of the coverage. Any additional amount due shall be paid by the employee. Notwithstanding anything herein contained, it is agreed that in the event the County is delinquent in the payment of its

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contribution to the Health and Welfare Program in effect for the employees covered under this contract, the Local Union shall have the right to take such legal action as they deem necessary until such delinquent payments are made. It is further agreed that in the event that action is taken, the County shall be responsible to the employees for losses resulting therefrom.

Coverage starts on the first of the month following date of hire.

In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

This Section A becomes void on March 31, 2107, end of day.

Section B Effective April 1, 2017:

The Employer agrees to offer a Group Health Insurance plan equivalent to existing coverage, subject to the provisions of this Article and limitations, benefit and conditions established by the contract with the insurance carrier. The aggregate value of benefits provided by the group health insurance contract for employees covered by this collective bargaining agreement shall not be reduced, unless the employer and union agree to a reduction in benefits.

In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

The Employer shall contribute on behalf of eligible permanent and probationary employees working thirty (30) or more hours per week as follows:

<u>HSA Compatible Plan</u>	<u>Employer's Share of the Premium per month</u>	<u>Employee's Share of the Premium per month</u>
<u>Single</u>	<u>\$502.48 per month for 2017.</u> <u>To be determined for 2018.</u>	<u>\$0/month for 2017.</u> <u>\$0/month for 2018.</u>
<u>Single + 1</u>	<u>\$1,005.24 per month for 2017.</u> <u>To be determined for 2018.</u>	<u>\$150.00/month for 2017.</u> <u>\$150.00/month for 2018.</u>
<u>Family</u>	<u>\$1,142.82 per month for 2017.</u> <u>To be determined for 2018.</u>	<u>\$300.00/month for 2017.</u> <u>\$300.00/month for 2018.</u>

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The Employer's contribution shall not exceed the cost of the premium.

The employer may offer a waiver plan by county policy.

The employee may "buy up" to available higher cost plans by paying the premium difference. However, note, there is no employer HSA contribution offered on the higher cost plans.

Effective April 1, 2017, the Employer shall make a contribution to each eligible employee's HSA account, pro-rated by pay period [over 24 pay periods per calendar year], as follows:

Single	\$2,260 per year, pro-rated by pay period
Single + 1	\$3,260 per year, pro-rated by pay period
Family	\$3,260 per year, pro-rated by pay period

Eligible employees will receive a pro-rated HSA contribution for all pay periods in which the employee is in a compensated payroll status or on FMLA.

The Employer shall be obligated to make only one (1) HSA account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.

(Les: Just a note for your discussion purposes, the pro-rated HSA amount for 4/1/2017 - 12/31/2017 is \$1695 for Single, \$2445 for Single+1 or Family.)

LIABILITY INSURANCE

The County of Aitkin agrees to furnish, at no cost to the employee, liability insurance to protect officers in amounts equal to the county's statutory liability for claims where the county has a duty of indemnification pursuant to Minnesota Statute Section 466.07.

LIFE INSURANCE

The Employer agrees to provide and pay for a life insurance policy of \$15,000 for all regular employees and to provide life insurance coverage in the amount of \$10,000 for their spouses and dependents up to age 26.

BONDS AND PREMIUMS

Should the Employer require any employee to give bond, cash bond shall not be compulsory, and any standard premium involved shall be paid by the Employer.

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The primary obligation to procure the bond shall be on the Employer. If the Employer cannot arrange for a bond within ninety (90) days, he must so notify the employee in writing. Failure to so notify shall relieve the employee of the bonding requirement.

If the proper notice is given, the employee shall be allowed thirty (30) days from the date of such notice to make his/her bonding requirements. Standard premiums only on said bond to be paid by the Employer. The standard premium shall be that premium paid by the Employer for bonds applicable to all other of its employees in similar classifications. Any excess premium to be paid by the employee.

ARTICLE 22.

INDIVIDUAL AGREEMENT

The Employer agrees not to enter into any contract or agreement with any employees, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement.

JOB STEWARD

Aitkin County and the Aitkin County Sheriff recognize the right of the Union to designate Job Stewards to handle such Union business as may from time to time be delegated to the Job Stewards by the Union. The Employer shall be notified in writing of the names of the employees designated as Job Stewards.

ARTICLE 23.

GRIEVANCE PROCEDURE

23.1 Definition of a Grievance

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

23.2 Union Representatives

The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Union representatives and of their successors when so designated.

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23.3 Processing of a Grievance

It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during the normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a Union representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours provided that the employee and the Union representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

23.4 Procedure

Grievances, as defined by Article 23 shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the Employee's supervisor as designated by the Employer (Sheriff). The Employer-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the Employer-designated representative's final answer in Step 1. Any grievance not appealed in writing shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative (Human Resources Manager). The Employer designated representative shall give the Union the Employer's answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer-designated representative's final answer in Step 2. Any grievance not appealed in writing shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 3 representative (County Administrator). The Employer designated representative shall give the Union the Employer's answer in writing within ten (10) calendar days after receipt of such

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Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer-designated representative's final answer in Step 3. Any grievance not appealed in writing shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

23.5 Arbitrator's Authority

A. The arbitrator shall have no right to amend, modify, nullify, ignore, or add to or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) calendar days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union. Each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

23.6 Waiver

If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by

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mutual agreement of the Employer and the Union in each step.

23.7 Choice of Remedy

If, as a result of the written Employer response in Step 3, the grievance remains unresolved, and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article 23 or to another procedure such as Veterans Preference. If appealed to any procedure other than Step 4, the grievance shall not be subject to the arbitration procedure provided in Step 4. The aggrieved employee shall indicate in writing which procedure is to be used – Step 4 of this grievance procedure, or an alternative procedure. The election set forth above shall not apply to claims subject to the jurisdiction of the United States Equal Employment Opportunity Commissioner unless allowed by law.

23.8 Postmark

A grievance shall be considered to have been presented within the time limits set forth in this Article if it is postmarked within the time limits specified. The Employer's written response to a grievance shall be considered to have been made within the time limits set forth in this Article if it is postmarked within the time limits specified.

ARTICLE 24.

SUSPENSION

An employee may be temporarily suspended for just cause after the investigation. The employee shall be notified of the reason for the suspension seven (7) calendar days prior to the date of suspension except in emergency. If the employee believes that the suspension is without just cause, or that the period of suspension is unwarranted, the employee shall have the right to appeal by invoking the normal grievance procedure within twenty-one (21) calendar days of the date of suspension. If it is determined without just cause, the employee shall be reinstated immediately and shall receive full pay lost as the result of the suspension.

ARTICLE 25.

DISCHARGE

This Article 25 shall pertain to discharge cases only.

An employee who has completed the required probationary period shall be discharged only for just cause after an investigation. An action to discharge an employee shall be taken by the appointing authority only after a meeting has been held between the designated Union representative and employee, and the County Administrator or a

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subcommittee thereof or the County Board's designee. The employee and the Union shall be given written notice of the charges against the employee and of the meeting date and time at least ten (10) calendar days prior to the meeting. The Union and the employee shall be present at the meeting, and the Union shall present information relevant to the proposed discharge and may present witnesses and evidence. The Employer shall have the right to present information, witnesses and evidence at the meeting. This meeting shall be in lieu of Steps 1 and 2 of the Grievance Procedure set forth in Article 23 of this Agreement.

In the event the appointing authority proceeds to discharge, then a grievance relating to discharge shall be filed at Step 3 of the Grievance Procedure within fourteen (14) calendar days of the date of the discharge action.

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ARTICLE 26.

WAGES

Section 1.

Effective January 1, 2017, employees covered by this Agreement shall be paid in accordance with Appendix A.

Deleted: Employees covered by this Agreement shall be paid in accordance with Appendix A. ¶

1/1/2017 3.0% general adjustment, no step increase.

1/1/2017 One-time Lump Sum payment, See Appendix B

In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

Effective January 1, 2018, employees covered by this Agreement shall be paid in accordance with Appendix A.

1/1/2018 0% general adjustment. Employees whose wage is below the maximum of the appropriate wage schedule will advance to the next step on January 1, 2018.

1/1/2018 One-time Lump Sum payment, See Appendix B

In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

All employees shall remain at their rate of pay at the expiration date of this Agreement until a new Agreement is executed by the parties.

Section 2.

Shift Differential –Effective January 1, 2017, employees will receive shift differential of \$0.68 per hour for hours worked from 6:00 p.m. to 6:00 a.m.

Deleted: Employees whose wage is below the maximum of the appropriate wage schedule will advance to the next step on the wage schedule on January 1 each year of the 2014-2016 Agreement. In no event shall an employee's wage exceed the maximum of the appropriate wage schedule. All employees shall remain at their rate of pay at the expiration date of this Agreement until a new Agreement is executed by the parties. ¶

Effective February 22, 2017, employees will receive shift differential of \$0.80 per hour for hours worked from 6:00 p.m. to 6:00 a.m.

Effective January 1, 2018, employees will receive shift differential of \$0.80 per hour for hours worked from 6:00 p.m. to 6:00 a.m.

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Section 3.

Employees who terminate employment prior to the date of County Board approval of this Agreement shall not be eligible for retroactive wage adjustments.

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Section 4.

An employee who is promoted to a higher paid classification would be placed on the step that results in at least a \$0.25 per hour increase. Thereafter, the employee would receive step increases as provided for by the Agreement.

An employee who posts for a job at a lower classification pay rate or who exercises seniority preference into a lower classification would move to the lower classification at the same longevity step as their previous position.

An employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$0.75 per hour increase.

ARTICLE 27.

SAVINGS AND SEPARABILITY CLAUSE

If any Articles or Sections of this Agreement or any riders thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this contract and any rider thereto, or the application of such Article or Section to persons or circumstances other than those to which it had been held invalid or to which compliance with or enforcement of has been restrained, shall not be affected thereby.

In the event that any Article or Section of this Agreement is held invalid or enforcement of or compliance with which has been restrained, as set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations, upon the request of the Union or the County, for the purpose of arriving at a mutually satisfactory replacement, pertaining to the same subject matter for such Article or Section during the period of invalidity or restraint.

ARTICLE 28.

EXPIRATION

The period of this Agreement shall be from the 1st day of January 2014 until the 31st day of December, 2016 and shall continue in full force and effect from year to year thereafter, unless written notice of intention to terminate or modify this Agreement is given by either party to the other party sixty (60) days prior to the date of expiration or any anniversary thereof. Such notice may be delivered personally or by certified mail and if by mail, the notice must be received sixty (60) days prior to the expiration or anniversary date thereof. If the notice is to terminate, this Agreement shall then terminate on the anniversary date next following. If the notice is to change or modify, such notice shall specify the changes or modifications demanded.

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IN WITNESS WHEREOF, we have hereunto set our hands and seals this 28th day of
February, 2017,

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Secretary/Treasurer, Local No. 346

Chairperson,
Aitkin County Board of Commissioners

President, Local No. 346

Interim County Administrator

Business Agent

Human Resources Director

AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT
CONTRACT
2017 - 2018

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Memorandum of Agreement (Comp Time)

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and the Teamsters General Local Union No. 346, (hereafter "Union").

Deleted: General Drivers, Warehousemen, Helpers & Inside Employees Local Union No. 346

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for the 2014-2016 collective bargaining agreement, the parties agreed to provide compensatory time off, on a trial basis, for the duration of the 2014-2016 agreement.

NOW, THEREFORE, the parties agree as follows:

1. At the discretion of the Sheriff, employees shall be permitted to accrue compensatory time off hours in lieu of the overtime pay set forth in Article 10 of the collective bargaining agreement. Compensatory time shall accrue at the rate of one and one-half (1-1/2) hours for each overtime hour worked:
2. Employees must obtain prior approval from the Sheriff or the Sheriff's designee for accrual of compensatory time off in lieu of overtime pay.
3. Use of compensatory time is subject to the prior approval of the Sheriff or the Sheriff's designee and the needs of the Sheriff's Office.
4. It is agreed and understood that the use of compensatory time shall not result in overtime hours for any other employee of the Sheriff's Office.
5. The maximum compensatory time accrual shall be fifty (50) hours.
6. All accrued and unused compensatory time hours will be paid out at the end of each calendar year so as to not carry a balance forward into each subsequent year.
7. This Memorandum of Agreement will be in effect the date of County Board approval of the 2014-2016 collective bargaining agreement, and it shall sunset on December 31, 2016 and shall be of no effect thereafter.
8. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 28th day of February, 2017,

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FOR LOCAL NO. 346:

FOR COUNTY OF AITKIN:

Secretary/Treasurer, Local No. 346

Chairperson,
Aitkin County Board of Commissioners

President, Local No. 346

Interim County Administrator

Business Agent

Human Resources Director

AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT
CONTRACT
2017 - 2018

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Deleted: 2016

Memorandum of Agreement (Permanent Part-time Employees)

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and the Teamsters General Local Union No. 346, (hereafter "Union").

Deleted: General Drivers, Warehousemen, Helpers & Inside Employees Local Union No. 346

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for the 2017, collective bargaining agreement, the parties agreed to meet to negotiate language concerning permanent part-time employees if the County decides to hire permanent part-time employees starting in calendar year 2017.

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NOW, THEREFORE, the parties agree as follows:

1. If the County decides to hire permanent part-time employees, the parties will meet to negotiate language concerning part-time employees.
2. This Memorandum of Agreement will be in effect the date of County Board approval of the 2017, bargaining agreement.
3. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

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IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 20th day of December, 2016.

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FOR LOCAL NO. 346:

FOR COUNTY OF AITKIN:

Secretary/Treasurer, Local No. 346

Chairperson,
Aitkin County Board of Commissioners

President, Local No. 346

Interim County Administrator

Business Agent

Human Resources Director

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Memorandum of Agreement (8 Hours Personal Leave)

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and the Teamsters General Local Union No. 346 (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for the 2017-2018 collective bargaining agreement, the union expressed interest in adding Christmas Eve as a holiday; and

WHEREAS, the County indicated its interest in maintaining open facilities on Christmas Eve and is not interested in adding Christmas Eve as a holiday; and

WHEREAS, in the spirit of compromise with the expedited settlement, the parties agreed that one-time, on December 24, 2018, 8 hours of personal leave would be provided to active (probationary and non-probationary) full-time employees.

NOW, THEREFORE, the parties agree as follows:

1. The parties agree these 8 hours of personal leave granted on December 24, 2018, will be administered in accordance with the existing Personal Leave Article (Article 18) and that prior supervisory approval is required.
2. The parties agree these personal leave hours will not be stacked in any way to generate overtime pay.
3. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 28th day of February, 2017.

FOR LOCAL NO. 346: _____ FOR COUNTY OF AITKIN: _____

Secretary/Treasurer, Local No. 346 Chairperson,
Aitkin County Board of Commissioners

President, Local No. 346 Interim County Administrator

Business Agent Human Resources Director

AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT
CONTRACT
2017 - 2018

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AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT CONTRACT
2017 - 2018

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APPENDIX A

WAGE SCHEDULES

1/1/2014

	Min/A	
Investigators/Sergeants	\$ 23.50	\$
Deputies	\$ 22.00	\$

Effective January 1, 2014, employees sh:

1/1/2015

	Min/A	
Investigators/Sergeants	\$ 23.80	\$
Deputies	\$ 22.30	\$

1/1/2016

	Min/A	
Investigators/Sergeants	\$ 24.15	\$
Deputies	\$ 22.65	\$

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AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT CONTRACT
2017 - 2018

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2017 3% general adjustment, no steps, effective 1/1/2017															
Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/O
20	\$ 41.87	\$43.11	\$44.38	\$45.69	\$47.04	\$48.43	\$49.86	\$51.34	\$52.86	\$54.43	\$56.04	\$57.70	\$59.41	\$61.17	\$ 62.47
19	\$ 40.32	\$41.51	\$42.74	\$44.00	\$45.30	\$46.64	\$48.02	\$49.44	\$50.90	\$52.41	\$53.96	\$55.56	\$57.21	\$58.90	\$ 60.15
18	\$ 38.78	\$39.92	\$41.10	\$42.31	\$43.56	\$44.85	\$46.17	\$47.54	\$48.95	\$50.39	\$51.89	\$53.42	\$55.01	\$56.64	\$ 57.83
17	\$ 37.23	\$38.33	\$39.46	\$40.63	\$41.82	\$43.06	\$44.33	\$45.64	\$46.99	\$48.38	\$49.81	\$51.28	\$52.80	\$54.37	\$ 55.52
16	\$ 35.69	\$36.74	\$37.82	\$38.94	\$40.08	\$41.27	\$42.49	\$43.74	\$45.03	\$46.36	\$47.73	\$49.15	\$50.60	\$52.10	\$ 53.20
15	\$ 34.14	\$35.15	\$36.18	\$37.25	\$38.35	\$39.48	\$40.64	\$41.84	\$43.07	\$44.35	\$45.66	\$47.01	\$48.40	\$49.83	\$ 50.88
14	\$ 32.60	\$33.56	\$34.54	\$35.56	\$36.61	\$37.69	\$38.80	\$39.94	\$41.12	\$42.33	\$43.58	\$44.87	\$46.19	\$47.56	\$ 48.56
13	\$ 31.05	\$31.97	\$32.90	\$33.87	\$34.87	\$35.89	\$36.95	\$38.04	\$39.16	\$40.32	\$41.50	\$42.73	\$43.99	\$45.29	\$ 46.25
12	\$ 29.51	\$30.37	\$31.27	\$32.18	\$33.13	\$34.10	\$35.11	\$36.14	\$37.20	\$38.30	\$39.43	\$40.59	\$41.79	\$43.02	\$ 43.93
11	\$ 27.96	\$28.78	\$29.63	\$30.50	\$31.39	\$32.31	\$33.26	\$34.24	\$35.25	\$36.28	\$37.35	\$38.45	\$39.59	\$40.75	\$ 41.61
10	\$ 26.42	\$27.19	\$27.99	\$28.81	\$29.65	\$30.52	\$31.42	\$32.34	\$33.29	\$34.27	\$35.28	\$36.31	\$37.38	\$38.48	\$ 39.29
9	\$ 24.87	\$25.60	\$26.35	\$27.12	\$27.91	\$28.73	\$29.57	\$30.44	\$31.33	\$32.25	\$33.20	\$34.17	\$35.18	\$36.22	\$ 36.98
8	\$ 23.33	\$24.01	\$24.71	\$25.43	\$26.17	\$26.94	\$27.73	\$28.54	\$29.37	\$30.24	\$31.12	\$32.04	\$32.98	\$33.95	\$ 34.66
7	\$ 21.78	\$22.42	\$23.07	\$23.74	\$24.43	\$25.15	\$25.88	\$26.64	\$27.42	\$28.22	\$29.05	\$29.90	\$30.77	\$31.68	\$ 32.34
6	\$ 20.24	\$20.83	\$21.43	\$22.05	\$22.70	\$23.36	\$24.04	\$24.74	\$25.46	\$26.20	\$26.97	\$27.76	\$28.57	\$29.41	\$ 30.02
5	\$ 18.69	\$19.24	\$19.79	\$20.37	\$20.96	\$21.57	\$22.19	\$22.84	\$23.50	\$24.19	\$24.89	\$25.62	\$26.37	\$27.14	\$ 27.71
4	\$ 17.15	\$17.64	\$18.15	\$18.68	\$19.22	\$19.77	\$20.35	\$20.94	\$21.55	\$22.17	\$22.82	\$23.48	\$24.17	\$24.87	\$ 25.39
3	\$ 15.60	\$16.05	\$16.51	\$16.99	\$17.48	\$17.98	\$18.50	\$19.04	\$19.59	\$20.16	\$20.74	\$21.34	\$21.96	\$22.60	\$ 23.07
2	\$ 14.06	\$14.46	\$14.87	\$15.30	\$15.74	\$16.19	\$16.66	\$17.14	\$17.63	\$18.14	\$18.66	\$19.20	\$19.76	\$20.33	\$ 20.75
1	\$ 12.51	\$12.87	\$13.24	\$13.61	\$14.00	\$14.40	\$14.81	\$15.24	\$15.67	\$16.12	\$16.59	\$17.07	\$17.56	\$18.06	\$ 18.44

2018 0% general adjustment, plus one step for eligible employees, up to the Maximum 1/1/2018															
Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/O
20	\$ 41.87	\$43.11	\$44.38	\$45.69	\$47.04	\$48.43	\$49.86	\$51.34	\$52.86	\$54.43	\$56.04	\$57.70	\$59.41	\$61.17	\$ 62.47
19	\$ 40.32	\$41.51	\$42.74	\$44.00	\$45.30	\$46.64	\$48.02	\$49.44	\$50.90	\$52.41	\$53.96	\$55.56	\$57.21	\$58.90	\$ 60.15
18	\$ 38.78	\$39.92	\$41.10	\$42.31	\$43.56	\$44.85	\$46.17	\$47.54	\$48.95	\$50.39	\$51.89	\$53.42	\$55.01	\$56.64	\$ 57.83
17	\$ 37.23	\$38.33	\$39.46	\$40.63	\$41.82	\$43.06	\$44.33	\$45.64	\$46.99	\$48.38	\$49.81	\$51.28	\$52.80	\$54.37	\$ 55.52
16	\$ 35.69	\$36.74	\$37.82	\$38.94	\$40.08	\$41.27	\$42.49	\$43.74	\$45.03	\$46.36	\$47.73	\$49.15	\$50.60	\$52.10	\$ 53.20
15	\$ 34.14	\$35.15	\$36.18	\$37.25	\$38.35	\$39.48	\$40.64	\$41.84	\$43.07	\$44.35	\$45.66	\$47.01	\$48.40	\$49.83	\$ 50.88
14	\$ 32.60	\$33.56	\$34.54	\$35.56	\$36.61	\$37.69	\$38.80	\$39.94	\$41.12	\$42.33	\$43.58	\$44.87	\$46.19	\$47.56	\$ 48.56
13	\$ 31.05	\$31.97	\$32.90	\$33.87	\$34.87	\$35.89	\$36.95	\$38.04	\$39.16	\$40.32	\$41.50	\$42.73	\$43.99	\$45.29	\$ 46.25
12	\$ 29.51	\$30.37	\$31.27	\$32.18	\$33.13	\$34.10	\$35.11	\$36.14	\$37.20	\$38.30	\$39.43	\$40.59	\$41.79	\$43.02	\$ 43.93
11	\$ 27.96	\$28.78	\$29.63	\$30.50	\$31.39	\$32.31	\$33.26	\$34.24	\$35.25	\$36.28	\$37.35	\$38.45	\$39.59	\$40.75	\$ 41.61
10	\$ 26.42	\$27.19	\$27.99	\$28.81	\$29.65	\$30.52	\$31.42	\$32.34	\$33.29	\$34.27	\$35.28	\$36.31	\$37.38	\$38.48	\$ 39.29
9	\$ 24.87	\$25.60	\$26.35	\$27.12	\$27.91	\$28.73	\$29.57	\$30.44	\$31.33	\$32.25	\$33.20	\$34.17	\$35.18	\$36.22	\$ 36.98
8	\$ 23.33	\$24.01	\$24.71	\$25.43	\$26.17	\$26.94	\$27.73	\$28.54	\$29.37	\$30.24	\$31.12	\$32.04	\$32.98	\$33.95	\$ 34.66
7	\$ 21.78	\$22.42	\$23.07	\$23.74	\$24.43	\$25.15	\$25.88	\$26.64	\$27.42	\$28.22	\$29.05	\$29.90	\$30.77	\$31.68	\$ 32.34
6	\$ 20.24	\$20.83	\$21.43	\$22.05	\$22.70	\$23.36	\$24.04	\$24.74	\$25.46	\$26.20	\$26.97	\$27.76	\$28.57	\$29.41	\$ 30.02
5	\$ 18.69	\$19.24	\$19.79	\$20.37	\$20.96	\$21.57	\$22.19	\$22.84	\$23.50	\$24.19	\$24.89	\$25.62	\$26.37	\$27.14	\$ 27.71
4	\$ 17.15	\$17.64	\$18.15	\$18.68	\$19.22	\$19.77	\$20.35	\$20.94	\$21.55	\$22.17	\$22.82	\$23.48	\$24.17	\$24.87	\$ 25.39
3	\$ 15.60	\$16.05	\$16.51	\$16.99	\$17.48	\$17.98	\$18.50	\$19.04	\$19.59	\$20.16	\$20.74	\$21.34	\$21.96	\$22.60	\$ 23.07
2	\$ 14.06	\$14.46	\$14.87	\$15.30	\$15.74	\$16.19	\$16.66	\$17.14	\$17.63	\$18.14	\$18.66	\$19.20	\$19.76	\$20.33	\$ 20.75
1	\$ 12.51	\$12.87	\$13.24	\$13.61	\$14.00	\$14.40	\$14.81	\$15.24	\$15.67	\$16.12	\$16.59	\$17.07	\$17.56	\$18.06	\$ 18.44

AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT CONTRACT
2017 - 2018

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Appendix B (One-time Lump Sum Payment Amounts 1/1/2017 and 1/1/2018)

COOK	AARON	DEPUTY SHERIFF	\$ 328.57
NOVOTNY	JOHN	DEPUTY SHERIFF	\$ 350.48
DERKSEN	LAWRENCE	DEPUTY SHERIFF	\$ 547.62
EVERSON	RICHARD	DEPUTY SHERIFF	\$ 438.10
COOK	SHERYL	INVESTIGATOR	\$ 416.19
GUIDA	DANIEL	PATROL SERGEANT	\$ 481.90
LENK	HEIDI	PATROL SERGEANT	\$ 460.00
COOK	STEVE	INVESTIGATOR	\$ 394.29
BENNETT	KEITH	DEPUTY SHERIFF	\$ 87.62
WINTER	TRAVIS	DEPUTY SHERIFF	\$ 153.33
CLINE	JONATHAN	DEPUTY SHERIFF	\$ 219.05
PAYMENT	GREGORY	DEPUTY SHERIFF	\$ 219.05
ASMUS	DANIEL	DEPUTY SHERIFF	\$ 219.05
WERSAL	JOHNATHON	DEPUTY SHERIFF	\$ 262.86
PARENTEAU	NATHAN	DEPUTY SHERIFF	\$ 21.90



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: February 28, 2017

Title of Item: Barn Quilts Presentation

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input checked="" 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: Ross Wagner	Department: Economic Development & Forest Ind
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Presenter (Name and Title): Ross Wagner, Economic Development & Forest Industry Coordinator	Estimated Time Needed: 10 minutes
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Summary of Issue:
Jeanette Smith and other Quilting enthusiasts would like to give a presentation to the Board on a project that they feel would benefit Aitkin County. The project is developing a Barn Quilt Tour in Aitkin County that has become popular in other areas. Essentially, people design and produce a quilt like display on a wooden background and attach it to their barn. There is a Barn Quilt Tour in Carver County and the Scandia area among others, below is the link to give a better idea on what is involved.
www.barnquiltsocarvercounty.com/barn-quilt-tours
www.washingtoncountybarnquilttrail.com/

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

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:*



Board of County Commissioners Agenda Request

3B

Agenda Item #

Requested Meeting Date: February 28, 2017

Title of Item: Aitkin County Broadband Development Grant

<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: Attached is the revised Aitkin County Broadband Grant. Revisions are per my initial presentation last November and include; - Review by County Attorney Jim Ratz, the use of Con-Con funds can be used only if the affected area is in the Con-Con area, therefore, the entire program could be funded through the Economic Development Fund. - Wording was added so that Aitkin County has the right to refuse or deny any grant application. - A technical review committee would be established to review the grant applications and make a recommendation to the county board. - Request a 3 year work plan. With the broadband developments that are happening in Aitkin County, the timing of this grant program is very good. Broadband providers will be working in the county over the next 5 years. It is our intent to partner with existing internet service providers to provide high speed internet access to as much area in Aitkin County as possible. The purpose of this grant fund is to incentivize private investment in the Aitkin County broadband infrastructure. Aitkin County is striving to have as many of our citizens, businesses and institutions to have access to high speed broadband internet. Currently, areas of Aitkin County are experiencing growth in the broadband infrastructure; the purpose of this grant to assist private broadband providers to reach areas in Aitkin County that otherwise would not be part of planned broadband infrastructure investments.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Aitkin County Broadband Development Grant		
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

Aitkin County Broadband Development Grant

Overview: It is our intent to partner with existing internet service providers to provide high speed internet access to as much area in Aitkin County as possible. The purpose of this grant fund is to incentivize private investment in the Aitkin County broadband infrastructure.

Purpose: Aitkin County is striving to have as many of our citizens, businesses and institutions to have access to high speed broadband internet. Currently, areas of Aitkin County are experiencing growth in the broadband infrastructure; the purpose of this grant to assist private broadband providers to reach areas in Aitkin County that otherwise would not be part of planned broadband infrastructure investments.

Availability of Funds, required match:

Aitkin County is providing \$150,000.00 per year in funding for the Aitkin County Broadband Development Grant for the years 2017, 2018, 2019. Applicants can apply for all or some of the total amount available. Aitkin County reserves the right to not award any grants and or to offer a pro-rated amount if more than one qualified application is received. Applicants must provide, at a minimum, a match equal to or greater than the grant amount requested.

Criteria of Aitkin County Broadband Development Grant:

The goal of this grant program is to fund those projects that will provide internet access at the State of Minnesota established speeds of 10Mbps down and 5Mbps upload. Aitkin County will consider projects that do not immediately meet those guidelines but demonstrate they will be scalable to meet those speeds in the future. A Fiber to the Home (FTTH) network is most desired by Aitkin County; projects that are not FTTH but can meet the guidelines will be eligible. Applications that demonstrate the ability to meet the State of Minnesota guidelines of 10Mbps down and 5Mbps up, ability to provide service to the largest number of households and offer the ability to be scalable up to even higher speeds will receive the most consideration in the awarding of grant funds. Any broadband development project located in Aitkin County is eligible for the Aitkin County Broadband Development Grant. However, most consideration will be given to those projects that provide service to areas of Aitkin County that either do not have adequate coverage nor will not have adequate coverage in the near future.

Eligible Program Costs:

Aitkin County Broadband Development Grant Program can be used for infrastructure deployment costs for a qualifying project. "Broadband deployment costs" or "costs" mean the cost of the acquisition and installation of middle-mile and last-mile infrastructure that support broadband service.

Construction of broadband infrastructure may include any of the following: project planning; obtaining construction permits; construction of facilities, including construction of both "middle mile" and "last mile" infrastructure; equipment; and installation and testing of the broadband service. All costs must occur after the awarding of this grant to be eligible, no reimbursements will be allowed.

Leverage of State of Minnesota or other broadband funding sources:

Aitkin County Broadband Grants funds can be used to match State, Federal or other public or private funding as those funding sources allow. Though it is our desire that additional funds be leveraged by this grant, it is not a requirement to receive Aitkin County Broadband Grant funds.

Application Process:

Applications are available through the Aitkin County Economic Development & Forest Industry Coordinator Department, c/o

Ross Wagner

Aitkin County Courthouse

217 2nd Street NW, #131

Aitkin, MN 56431

rwagner@co.aitin.mn.us

218-927-7305

Please direct any questions or inquiries to Ross Wagner

Due Date:

Applications with all attachments are accepted annually on or before 4:00 PM May 31st and must be submitted to the address above or emailed with attachments to rwagner@co.aitkin.mn.us

Technical Review Committee:

All completed applications will be reviewed by the Technical Review Committee. The Technical Review Committee will then make recommendations on funding to the Aitkin County Board. It is anticipated that recommendations will be made at the first regular board meeting in July. The Aitkin County Board will have final say in any funding decisions. Furthermore, Aitkin County reserves the right to refuse, reject or deny any and or all applications.

Aitkin County Broadband Development Grant Application Form

Project Title: _____

Name of Applicant Organization: _____

Applicant Primary Contact Person: _____

Applicant Address: _____

City: _____ Zip Code: _____

Telephone Number: _____ Email Address: _____

Authorized Signature: _____

By signing this application on behalf of the above organization I am agreeing that I have the authority to do so and that all information contained in this application is true and accurate.

Description of your project, area to be covered, speeds that will be obtained now and in the future:

Description of need, why are Aitkin County funds necessary to complete this project:

Provide information on any activities planned to actively promote the adoption of broadband services in the project area when the services become available: Include a description on any marketing and training programs on broadband applications for residents, businesses and institutions in the areas served by the project. _____

Grant request amount: How much funding are you seeking from the Aitkin County Broadband Development Grant Program for this project? How much are you committing?

Total cost of project: \$ _____

Local/Provider match provided: \$ _____

County Funds Applied for: \$ _____

Other Funds applied for or anticipating to apply for: \$ _____

What is the source of these funds: _____

General Time Frame of Grant Project:

Starting Month ____ / ____ Year Ending Month ____ / ____ Year

Location(s) of your project:

In addition to the written location information supplied above, you must provide a map of the project area, including geographical boundaries and road segments where broadband will be provided. Include the service area boundaries and also include place names, boundaries, buildings, road/street names, street addresses, or other features that clearly identify the project coverage area. Please be clear and concise and add any other information you feel is pertinent.

Total number of eligible properties to be served:

Provide information on what properties will be eligible for broadband under this project. Include what broadband speeds will be available to that property and what if any options for scalability there is. This can be provided on the map requirement above or on a separate map. Information that needs to provided;

- Number of and location of properties that will be able to receive service of at least 10Mbps down and 5Mbps upload as a result of this broadband development grant project.
- Number of and location of properties that will be receiving less than 10Mbps down and 5Mbps upload but will be scalable to meet those speeds in the near future.
- Number of locations that will be receiving less than 10Mbps down and 5Mbps upload now and into the future.
- What is your estimated time table to meet 10Mbps down and 5Mbps upload for those properties not meeting those speeds.
- Provide a three year work plan as it relates to your planned work in Aitkin County, it is our intention to not duplicate services in the same area.

Project Costs, Attach a list or schedule of all project elements including materials, equipment, design services, etc. to be purchased for the project. This will be used to determine the applicants match for this grant request.

Attachments: Please attach any additional information or use attachments for the application questions. Label each attachment for the question you are intending to provide information on.



Board of County Commissioners Agenda Request

3C

Agenda Item #

Requested Meeting Date: February 28, 2017

Title of Item: Aitkin County Tourism and Development Fund Budget

<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): Consent		Estimated Time Needed: 10 Minutes
Summary of Issue: Attached is the 2017 Tourism and Development Fund Budget as approved by the Economic Development Committee. The budget is similar to past years with the exception being an increase in the budget from \$12,800.00 to \$15,000.00. The increase in budget is directed to the Promotion and Development area including product development testing by the Natural Resources and Research Institute (NRRI) at UMD and the Grand Prize for the 2017 Walleye Tank program. The NRRI product development is a one time expense to determine if it is feasible to produce Nail Cross Laminated Timber (NCLT) products in Aitkin County. We feel we have the resource and wood products industry base to pursue this.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve 2017 Tourism and Development Budget		
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.

Aitkin County Tourism and Development Fund Budget 2017

	<u>2016</u>	<u>2017</u>
Aitkin County Northwood's ATV Trail Total		
• Minnesota ATVentures, Explore MN Edition with 50,000 circulation, 6 monthly ads MN Off Road	\$2,000.00	\$2,000.00
• Out State Advertising, ATV Publications and Websites	\$1,000.00	\$2,000.00
• Tote Bags for GFO & ATVAM Events	\$1,000.00	
• Geo Cache Challenge & Misc.	<u>\$ 500.00</u>	<u>\$ 500.00</u>
○ Total	\$4,500.00	\$4,500.00
Promotion and Development		
• Tourism Promotion & Development Grants	\$4,000.00	\$2,500.00
• Trail Enhancement Grants	\$2,000.00	\$2,000.00
• Northland Connection Re-New Membership		\$1,000.00
• Walleye Tank Grand Prize		\$1,000.00
• NRRRI Product Development	<u> </u>	<u>\$1,500.00</u>
○ Total	\$6,000.00	\$8,000.00
County Wide Promotions		
• Promote County as a destination	\$ 500.00	\$ 500.00
• Display Booths at Sports Shows	<u>\$1,800.00</u>	<u>\$2,000.00</u>
○ Total	\$2,300.00	\$2,500.00
TOTAL BUDGET	<u>\$12,800.00</u>	<u>\$15,000.00</u>



Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: February 28, 2017

Title of Item: Buffer Law information, County Water Plan update resolution

<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) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Steve Hughes		Department: Aitkin County SWCD
Presenter (Name and Title): Steve Hughes, SWCD Manager and Terry Neff, Environmental Services Director		Estimated Time Needed: 20 minutes
Summary of Issue: 1. The State may adopt a ditch, stream, and lake buffer law to protect water quality. SWCD and County Staff have reviewed existing aerial photos and used our combined knowledge of the county to complete a buffer base map. We would like to review and discuss the base map and answer questions. 2. Aitkin County will begin our Local Water Plan update. A resolution to amend the County Water Plan must be passed to officially start the process. Resolution attached.		
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>		

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

By Commissioner: xx

20170228-0xx

Updating Aitkin County Comprehensive Local Water Management Plan

WHEREAS, Minnesota Statutes, §103B.301, Comprehensive Local Water Management Act (Act), authorizes Minnesota counties to develop and implement a Comprehensive Local Water Management Plan, and

WHEREAS, the Act requires that a county update and revise their Comprehensive Local Water Management Plan on a periodic basis, and

WHEREAS, the Act encourages that a county coordinate its planning with contiguous counties, and solicit input from local governmental units and state review agencies, and

WHEREAS, the Act requires that plans and official controls of other local governmental units be consistent with the Comprehensive Local Water Management Plan, and

WHEREAS, Aitkin County has determined that the revision and continued implementation of a Comprehensive Local Water Management Plan will help promote the health and welfare of the citizens of Aitkin County.

NOW, THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners resolve to revise and update its current Comprehensive Local Water Management Plan.

BE IT FURTHER RESOLVED, that Aitkin County will coordinate its efforts in the revision and update of its Comprehensive Local Water Management Plan with all local units of government within the county, and the state review agencies; and will incorporate where appropriate any existing plans and rules which have been developed and adopted by watershed districts having jurisdiction wholly or partly within Aitkin County into its Comprehensive Local Water Management Plan.

BE IT FURTHER RESOLVED, that the Aitkin County Board of Commissioners authorizes the establishment of a Water Management task force with the responsibility of revising and updating the plan and who shall report to the County Board on a periodic basis.

BE IT FURTHER RESOLVED, that the Aitkin County Board of Commissioners delegates the Aitkin County SWCD the responsibility of coordinating, assembling, writing and implementing the revised Comprehensive Local Water Management Plan pursuant to Minnesota Statutes, §103B.301.

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, Patrick Wussow, Interim 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 28th day of February 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of February 2017

Patrick Wussow
Interim County Administrator



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: February 28, 2017

Title of Item: 4th Quarter 2016 Investment Report

<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 type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" 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: Lori Grams	Department: Treasurers Office
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Presenter (Name and Title): Lori Grams County Treasurer	Estimated Time Needed: 10 minutes
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Summary of Issue:
4th Quarter 2016 Investment Report

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

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:*

Lori Grams, County Treasurer

Bank #	Bank	Type of Investment	Purchase Date	Maturity Date	Interest Rate	Total
8	Grand Timber Bank	Money Market	-	-	0.15	\$7,569.03
15	Federal Reserve	Bond	4/20/1987	4/1/2017	8.00	\$5.14
104	Magic-General	Money Market	-	-	0.81	\$3,881,965.97
108	Wells Fargo	Money Market	-	-	0.01	\$24,887.97
109	Security State	Checking	-	-	0.05	\$22,656.00
110	Bremer	Checking	-	-	0.01	\$411,200.91
147	Magic-Ditch 2	Money Market	-	-	0.81	\$12,393.91
148	Magic-Ditch 30	Money Market	-	-	0.81	\$28,148.79
177	Magic-Envir Trust	Money Market	-	-	0.81	\$26,812.28
189	Bremer	Money Market	-	-	0.81	\$5,426,029.60
323	WFA	Money Market	-	-	0.01	\$0.00
363	Security State Bank	Money Market	-	-	0.35	\$852,316.90
414	Magic	Note	3/30/2011	3/8/2018	3.25	\$2,530,876.39
448	Grand Timber Bank	CD	1/11/2015	1/11/2017	1.25	\$200,000.00
457	Neighborhood National Bank	CD	2/17/2016	2/17/2017	0.40	\$25,000.00
190	Bremer	Money Market	4/1/2016	-	0.81	\$3,322,065.06
460	WFA	Note	7/27/2016	7/27/2021	1.13	\$1,000,000.00
461	WFA	Note	8/24/2016	8/24/2021	1.00	\$2,000,000.00
462	MBS	Note	8/23/2016	8/23/2023	1.25	\$2,000,000.00
463	WFA	Note	10/27/2016	10/27/2023	1.00	\$1,500,000.00
464	MBS	Bond	10/27/2016	10/27/2023	1.50	\$2,000,000.00
465	WFA	Bond	12/22/2016	12/22/2021	2.01	\$1,000,000.00
						\$26,271,927.92

Unrestricted Funds as of 12/31/16

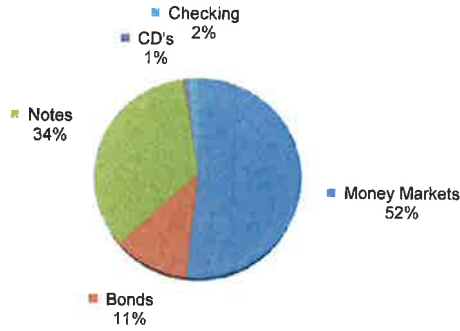
Fund 1-General	\$10,031,526.70
Fund 3-R & B	\$4,273,574.09
Fund 3 #232	\$2,891,162.13
Fund 5-HHS	\$4,132,946.42
	\$21,329,209.34
Fund 3 #232	(\$2,891,162.13)
	\$18,438,047.21

December 2016

INVESTMENT PORTFOLIO DIVERSIFICATION

PORTFOLIO

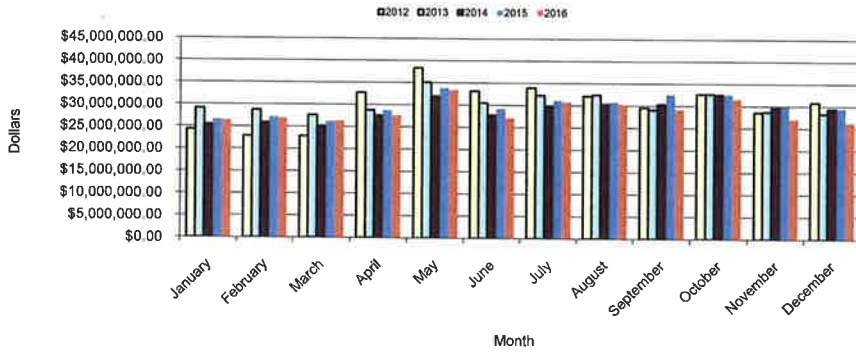
Money Markets	\$13,582,189.51
Bonds	\$3,000,005.11
Notes	\$9,030,876.39
CD's	\$225,000.00
Checking	\$433,856.91
Total	\$26,271,927.92



PORTFOLIO BALANCE

	2012	2013	2014	2015	2016
January	\$24,367,549.40	\$29,088,294.41	\$25,412,093.97	\$26,612,279.57	\$26,392,114.18
February	\$22,873,046.63	\$28,763,352.90	\$25,861,121.83	\$27,155,630.95	\$26,871,160.73
March	\$22,854,934.11	\$27,609,036.85	\$25,149,483.96	\$26,218,443.65	\$26,337,929.23
April	\$32,720,309.44	\$28,787,188.45	\$27,598,300.21	\$28,744,085.23	\$27,586,789.69
May	\$38,314,598.16	\$35,123,488.24	\$31,918,369.74	\$33,856,148.33	\$33,374,397.11
June	\$33,155,604.57	\$30,534,488.26	\$27,734,491.87	\$29,203,774.06	\$27,109,091.47
July	\$33,946,246.47	\$32,269,580.09	\$29,807,467.71	\$31,133,075.27	\$30,782,367.62
August	\$32,141,928.59	\$32,424,958.90	\$30,319,081.32	\$30,827,856.78	\$30,322,969.88
September	\$29,568,924.83	\$29,111,435.84	\$30,375,578.52	\$32,589,735.30	\$29,194,672.71
October	\$32,703,656.18	\$32,689,893.97	\$32,542,627.19	\$32,646,664.14	\$31,526,612.20
November	\$28,619,875.28	\$28,738,753.69	\$29,564,837.09	\$29,937,105.23	\$27,083,896.45
December	\$30,798,195.43	\$28,332,441.56	\$29,375,220.36	\$29,517,788.65	\$26,271,927.92
Average Balance	\$30,172,072.42	\$30,289,409.43	\$28,804,889.48	\$29,870,215.60	\$28,571,160.77

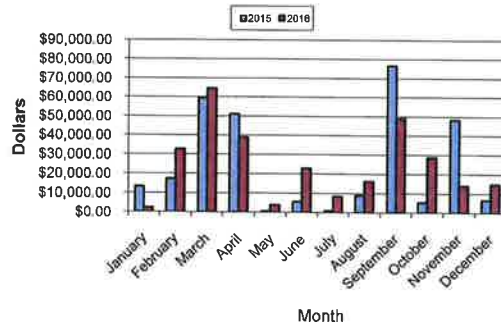
PORTFOLIO BALANCE



INTEREST EARNED

	2015	2016
January	\$13,218.32	\$2,253.20
February	\$17,173.38	\$32,633.21
March	\$59,380.97	\$64,489.44
April	\$51,054.69	\$38,879.71
May	\$468.57	\$3,811.94
June	\$5,590.61	\$22,870.45
July	\$735.31	\$8,334.49
August	\$8,822.00	\$16,186.93
September	\$76,483.42	\$48,969.62
October	\$5,283.05	\$28,573.97
November	\$48,217.44	\$14,044.58
December	\$6,674.55	\$14,868.70
Total	\$293,102.31	\$295,916.24

INTEREST EARNED



Interest Earned

2014	\$349,429.98
2013	\$314,830.42
2012	\$314,893.06



Board of County Commissioners Agenda Request

GA
Agenda Item #

Requested Meeting Date: February 28, 2017

Title of Item: License Center Report

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input checked="" 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: Kirk Peysar	Department: County Auditor
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Presenter (Name and Title): Kirk Peysar	Estimated Time Needed:
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Summary of Issue:

I will be reviewing the activity of the License Center with the County Board.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

n/a

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:**

The result of new legislation (2016).

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

February 21, 2017

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

RE: License Center Update

During 2016 the staff at the License Center provided assistance to approximately 25,000 licensing transactions. Of those, 17,404 were motor vehicle transactions, these included renewals, transfers, and expedited transfer services.

Driver's license transactions totaled 4,862.

DNR License fee revenue was \$16,133.50, this includes ATV's, boats, and other recreation vehicles.

864 Game and Fish Licenses were issued.

Over the last three years, the License Center has provided an average of \$8,000 to the General Fund each year. Those funds helped reduce the annual property tax levy.

Aitkin County License Center

February 2017

Account	Account Description	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Budget with staff changes
5504	G & F License Fee	\$1,115	\$887	\$809	\$1,000	\$1,000
5520	Drivers License Fees	\$31,967	\$34,650	\$34,832	\$25,000	\$25,000
5522	Motor Vehicle License Tab Fees	\$116,264	\$118,631	\$119,189	\$125,000	\$125,000
5523	DNR/License Tab Fees	\$14,848	\$14,969	\$16,186	\$17,500	\$17,500
5840	Misc Receipts	\$941	\$1,250	\$1,284	\$1,300	\$1,300
6101	Salaries-Full Time	\$85,026	\$88,502	\$87,254	\$74,860	\$111,083
6102	Wages-Part Time	\$3,437	\$12,176	\$13,156	\$17,035	\$0
6108	Meals (not overnight)	\$0	\$12	\$0	\$50	\$50
6109	Overtime	\$6,326	\$7,882	\$12,414	\$6,000	\$6,000
6124	Medicare-Employer 1.45%	\$1,185	\$1,379	\$1,625	\$1,332	\$1,698
6148	Employer Deduct Contribution-"HSA"	\$0	\$0	\$1,833	\$0	\$0
6149	Employer Deduct Contribution-Veba	\$3,432	\$3,540	\$0	\$2,000	\$7,780
6150	Health Insurance-Employer	\$22,017	\$20,691	\$12,138	\$19,752	\$25,773
6152	Life Insurance-Employer	\$125	\$125	\$95	\$125	\$150
6159	Pera-Co-or 7.50%	\$6,623	\$7,929	\$7,166	\$6,892	\$8,781
6165	Fica-Employer 6.2%	\$5,066	\$5,897	\$6,947	\$5,697	\$7,262
6168	NACO Deferred Comp ER In-Lieu	\$0	\$0	\$1,593	\$0	\$0
6205	Postage	\$1,190	\$1,001	\$1,220	\$1,000	\$1,000
6208	Training/Education	\$0	\$0	\$0	\$400	\$400
6230	Printing, Publishing & Adv	\$1,468	\$1,210	\$1,304	\$1,100	\$1,100
6231	Services, Labor, Contracts	\$453	\$548	\$687	\$500	\$500
6240	Dues	\$253	\$253	\$253	\$300	\$300
6241	Registration Fee	\$140	\$50	\$0	\$50	\$50
6250	License Center-Phone	\$3,527	\$3,606	\$4,070	\$3,500	\$3,500
6301	Rentals	\$9,000	\$8,250	\$9,750	\$9,000	\$9,000
6330	Transportation/Travel/Parking	\$34	\$119	\$0	\$100	\$100
6352	Insurance	\$590	\$576	\$735	\$569	\$569
6353	Workers Compensation Insurance	\$195	\$207	\$219	\$248	\$248
6405	Office & Computer Supplies	\$1,752	\$1,712	\$2,746	\$1,800	\$1,800
6511	Gas and Oil	\$17	\$14	\$4	\$0	\$0
6625	Office Equipment & Other Equipment	\$569	\$0	\$489	\$1,200	\$1,200
Total Revenue		\$165,135	\$170,387	\$172,300	\$169,800	\$169,800
Total Expenses		\$152,425	\$165,679	\$165,698	\$153,510	\$188,344
Net Profit		\$12,710	\$4,708	\$6,602	\$16,290	-\$18,544



Aitkin County Board of Commissioners Agenda Request Form

7

Agenda Item #

Requested Meeting Date: February 28, 2017
Title of Item: Committee Reports

<input checked="" type="checkbox"/> 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 Anne Marcotte Commissioner Don Niemi Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Mark Wedel Commissioner Bill Pratt
Aitkin Airport Commission	Monthly	1 st Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Pratt
Aitkin County CARE Board			Westerlund
Aitkin County Community Corrections Advisory			Wedel and 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		Pratt and Marcotte
Big Sandy Lake Management Plan	Monthly	2 nd Thursday	Pratt, Alt. Marcotte
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	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Wedel and Westerlund
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Westerlund and Pratt
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	Pratt 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	Pratt
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	Monthly	3 rd Monday	Niemi, Westerlund
Mississippi Headwaters Board	Monthly	3 rd Friday	Marcotte
MN Rural Counties Caucus	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2nd Monday	Marcotte and Pratt
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	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
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		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: February 28, 2017

Title of Item: Tax Court Update - Blandin Paper vs. County of Aitkin et al.

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

Submitted by: Mike Dangers	Department: County Assessor
--------------------------------------	---------------------------------------

Presenter (Name and Title): Mike Dangers, County Assessor	Estimated Time Needed: 20 minutes
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Summary of Issue:
Closed Session Item

Please see attached memo for more information.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

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:*

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