

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS March 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)
- 9:50 Break
- 10:00 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 March 14, 2017 – March 27, 2017
  - B) Approve March 14, 2017 County Board Minutes
  - C) Approve March 14, 2017 Special Meeting Minutes
  - D) Approve Commissioner Warrants
  - E) Approve Auditor Warrants - RE Tax Overpays
  - F) Approve Auditor Warrants - February Sales & Use Tax
  - G) Approve License Center Rental Agreement
  - H) Approve Tobacco License Applications
  - I) Adopt Resolution: Apportionment of 2016 Tax-Forfeited Funds
  - J) Adopt Resolution: Calcium Chloride
  - K) Award Pavement Marking Quote - Traffic Marking Services
  - L) Adopt Resolution: Form LG220 - Wealthwood Rod and Gun Club
  - M) Approve Personnel Committee Recommendations - Recruitments
    - 1. FT Network Administrator - IT Dept.
    - 2. FT Assistant County Attorney - Attorney's Office
    - 3. FT County Surveyor - Administration
  - N) Approve Personnel Committee Recommendation
    - 1. PT Admin/HR Confidential Office Assistant
  - O) Approve Personnel Committee Recommendations - Job Evaluations
    - 1. HHS Administrative Assistant, (Grade 5) effective 3/28/2017
    - 2. Assistant Corrections Agent, (Grade 8) effective 2/22/2017
    - 3. Corrections Agent, (Grade 9) effective 3/28/2017
    - 4. Social Worker, (Grade 9) effective 3/28/2017
    - 5. Career Corrections Agent, (Grade 10) effective 3/28/2017
    - 6. County Surveyor, (Grade 12) effective 3/28/2017
    - 7. Correctional Officer (CO), (Grade 4) effective 3/28/2017
    - 8. Dispatcher, (Grade 4) effective 3/28/2017

- 10:00 3) Jessica Seibert, County Administrator**  
**A) 10:00 Senator Ruud and Representative Lueck - Conference Call**
- 10:30 4) Mark Jacobs, Land Commissioner**  
**A) Kennecott Exploration Update**
- 11:00 5) Ross Wagner, Economic Development & Forest Industry Coordinator**  
**A) Public Hearing - Five Year Capital Improvement Plan Pursuant to Minnesota Statutes, Section 373.40**  
**1. Adopt Resolution: Resolution Relating to Financing of Certain Proposed Projects to be Undertaken by the County; Establishing Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code**  
**2. Adopt Resolution: Resolution Approving the 5-Year Capital Improvement Plan and Authorizing the Issuance and Sale of General Obligation Capital Improvement Plan Bonds**
- 11:15 6) John Welle, County Engineer**  
**A) TH 210 Discussion**  
**B) Approve Equipment Purchase - Air Compressor for Sign Truck**
- 12:00 7) Jessica Seibert, County Administrator**  
**A) Approve Application for License to Sell Tobacco Products - Westerlund Cenex**  
**B) Approve Strategic Plan Proposal**
- 12:15 8) Committee Updates**
- 12:45 Adjourn**

# AITKIN COUNTY BOARD

March 14, 2017

The Aitkin County Board of Commissioners met this 14th day of March, 2017 at 9:02 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Bill Pratt, Anne Marcotte, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

**CALL TO ORDER**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the March 14, 2017 amended agenda. Consent Agenda Item 2J – Ratify Teamsters Supervisory Unit 2017-2018 Agreement, and Regular Agenda Item – Senator Ruud and Representative Lueck Conference Call, were removed. Senator Ruud and Representative Lueck were called into Session and will reschedule their Conference Call on March 28<sup>th</sup>.

**APPROVED AGENDA**

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: February 28, 2017 to March 13, 2017; B) Approve Special Meeting Minutes: February 23, 2017; C) Approve County Board Minutes: February 28, 2017; D) Approve Commissioner Warrants: General Fund \$71,490.47, Road & Bridge \$37,725.22, Special Revenue \$12,058.45, Health & Human Services \$1,279.07, Trust \$6,032.01, Forest Development \$10,255.64, Long Lake Conservation Center \$7,040.91, Parks \$3,399.21 for a total of \$149,280.98; E) Approve Auditor Warrants - Highway Department Contract Payment: Road & Bridge \$22,764.13; F) Approve February Manual Warrants: General Fund \$14,940.72, Road & Bridge \$62.00, Health & Human Services \$8,055.83, State \$40,048.68, Forest Development \$271.36, Long Lake Conservation Center \$1,296.75 for a total of \$64,675.34; G) Approve Consumption & Display Permit - Hidden Meadows Campground; H) Approve Fire Protection Contracts with City of Hill City Fire Department; I) Accept Donations to the Veterans Office; K) Approve Quotes for ATV's - Land Department; L) Approve Affidavit for Duplicate of Lost Warrant #106373, dated January 24, 2017, to Shopko Store, in the amount of \$46.00

**CONSENT AGENDA**

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to approve the following Renewal of Consumption & Display (Set Up) Permit:

**CONSUMPTION & DISPLAY PERMIT  
HIDDEN MEADOWS  
CAMPGROUND**

Danny J. Volk, d/b/a Hidden Meadows Campground on Blind Lake - Unorg 48-27 Township

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting to accept the following donations raised at the Cast-A-Ways Cares event for the Aitkin County Veterans Office:

**DONATIONS TO VETERANS SERVICE OFFICE**

\$ 500.00 Mille Lacs Drift Skippers Snowmobile Club  
\$ 100.00 Sandelands Realty  
\$1,920.00 from proceeds from the fund raiser  
\$2,520.00 Total

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to approve quotes from Farm Island Repair and Marine for the budgeted purchase of two 2017 CF Moto CForce 400

**ATV PURCHASE - LAND DEPT.**

# AITKIN COUNTY BOARD

March 14, 2017

ATV's at a cost of \$9,598.00 - Land Department.

John McDonald and Steve Voss, MnDOT Representatives from District 1 and 3, reviewed the proposed 2017-2021 Area Transportation Improvement Program with the Board, and Andy Hubley, ARDC, discussed the Aitkin County Transportation Alternatives Program with the Board.

**MnDOT / ARDC  
PRESENTATION**

Mark Jacobs, Land Commissioner discussed with the Board the difficulties loggers experienced due to periods of unusually warm/wet weather this season. Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting to grant a free, one-year extension on timber permits due to expire on March 15, 2017; including permits that have previously been extended.

**TIMBER PERMITS  
EXTENSION**

Curt Lugert, ANGELS Executive Director reviewed the ANGELS program with the Board and answered questions.

**ANGELS**

Sheriff Scott Turner gave a PowerPoint presentation to the Board which provided an overview of the responsibilities, functions, and partnerships of the Sheriff's Office.

**SHERIFF'S  
OFFICE  
POWERPOINT**

The Board discussed NCLUCB, Natural Resources Advisory Board, Library, Mille Lacs Watershed, CARE, Aitkin Airport, Sobriety Court, TZD, Sports & Commerce Show, and Aitkin County Emergency Preparedness.

**BOARD  
DISCUSSION**

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting to adjourn the meeting at 12:24 p.m. until Tuesday, March 28, 2017 at 9:00 a.m.

**ADJOURN**

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J. Mark Wedel, Board Chair  
Aitkin County Board of Commissioners

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Jessica Seibert, County Administrator

The Aitkin County Board of Commissioners met this 14th day of March, 2017 at 1:04 p.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Bill Pratt, Anne Marcotte, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham. The following Department Heads were also present: County Attorney Jim Ratz, Land Commissioner Mark Jacobs, Sheriff Scott Turner, County Engineer John Welle, County Recorder Mick Moriarty, Environmental Services Director Terry Neff, Treasurer Lori Grams, IT Director Steve Bennett and HR Director Bobbie Danielson.

**CALL TO ORDER**

Motion by Commissioner Pratt, seconded by Commissioner Marcotte and carried, all members voting yes to approve the March 14, 2017 agenda.

**APPROVED  
AGENDA**

Ross Wagner, Economic Development & Forest Industry Coordinator presented and reviewed a preliminary building design, and Travis Feuchtmann from Contegrity Group was present to answer questions. The presentation included the following:

**BUILDING  
DESIGN  
PRESENTATION**

- Why is the County planning the project?
- Site Plan
- Preliminary Floor Plans
- Exterior Rendering
- Schedule
- Budget Estimate prepared by Contegrity Group Inc.
- Budget & Financing

After the presentation former Commissioner Brian Napstad, who had been on the Aitkin County Facilities Committee for many years, reviewed the history of the project. The Board, the County Administrator, Department Heads, Brian Napstad, and Travis Feuchtmann from Contegrity then discussed the project further. No other public comment was given. No action was taken.

**DISCUSSION**

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to adjourn the meeting at 2:53 p.m.

**ADJOURN**

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J. Mark Wedel, Board Chair  
Aitkin County Board of Commissioners

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Jessica Seibert, County Administrator

DKB1  
3/20/17 10:28AM

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor 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		89.25 Synopsis 1/10	1479	Printing, Publishing & Adv
01-001-000-0000-6230		78.75 Synopsis 1/24	1479	Printing, Publishing & Adv
01-001-000-0000-6230		55.13 Synopsis budget hearing 12/6	1479	Printing, Publishing & Adv
86222 Aitkin Independent Age		223.13 3 Transactions		
10200 Marcotte/Anne Marie				
01-001-000-0000-6330		10.00 Taxi for AMC Conf		Transportation & Travel & Parking
		02/15/2017 02/15/2017	0	
10200 Marcotte/Anne Marie		10.00 1 Transactions		
86235 The Office Shop Inc				
01-001-000-0000-6405		12.89 Coffee filters	1022010-0	Office & Computer Supplies
		03/03/2017 03/03/2017	0	
01-001-000-0000-6405		26.58 Coffee	1022010-1	Office & Computer Supplies
		03/06/2017 03/06/2017	0	
01-001-000-0000-6405		31.38 Decanters	1022010-2	Office & Computer Supplies
		03/06/2017 03/06/2017	0	
86235 The Office Shop Inc		70.85 3 Transactions		
6097 Verizon Wireless				
01-001-000-0000-6250		31.22 Cell phone charges	28628780200001	Telephone
		03/06/2017 03/06/2017	0	
01-001-000-0000-6250		35.01 Monthly MIFI Commissioner	78666388100002	Telephone
		03/04/2017 03/04/2017	0	
6097 Verizon Wireless		66.23 2 Transactions		
1 DEPT Total:		370.21 Commissioners	4 Vendors	9 Transactions
40 DEPT		Auditor		
88012 Aitkin Co Auditor				
01-040-021-0000-6205		200.00 Postage for License Center		Postage
88012 Aitkin Co Auditor		200.00 1 Transactions		
86222 Aitkin Independent Age				
01-040-000-0000-6230		145.20 Summary Budget Notice	1014	Printing, Publishing & Adv
01-040-000-0000-6405		35.00 One year AGE subscription	1014	Office & Computer Supplies
01-040-021-0000-6230		36.00 Serv/Dir/Age	1014	Printing, Publishing & Adv

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
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		
86222	Aitkin Independent Age		293.00 509.20	Resource Directory 1496	Printing, Publishing & Adv
				4 Transactions	
10185	Centurylink Communications Inc		144.47	License Center Local charges 03/06/2017 04/05/2017	License Center- Phone
				320146217 0	
10185	Centurylink Communications Inc		144.47	1 Transactions	
2099	Harmon/Elizabeth		16.68	Equip maint supplies 03/03/2017 03/03/2017	Repair & Maintenance Supplies
				0	
2099	Harmon/Elizabeth		16.68	1 Transactions	
2214	Holder/Maryann		750.00	License Center Rent	Rentals
				April 2017	
2214	Holder/Maryann		750.00	1 Transactions	
86235	The Office Shop Inc		200.78	Toner for license center	Office & Computer Supplies
				1021760-0	
86235	The Office Shop Inc		200.78	1 Transactions	
40	DEPT Total:		1,821.13	Auditor	6 Vendors 9 Transactions
42	DEPT			Treasurer	
86222	Aitkin Independent Age		35.00	1 yr AGE subscription	Office & Computer Supplies
				1622	
86222	Aitkin Independent Age		35.00	1 Transactions	
86235	The Office Shop Inc		21.99	Stapler	Office & Computer Supplies
				1021849-0	
			3.59	Stamp pad ink	Office & Computer Supplies
				291167-0	
86235	The Office Shop Inc		25.58	03/17/2017 03/17/2017	
				0	
				2 Transactions	
14330	US Bank		117.53	Ricoh Contract Payment	Office Equipment
				325186856	
14330	US Bank		117.53	1 Transactions	



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
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
42 DEPT Total:		178.11	Treasurer	3 Vendors 4 Transactions
43 DEPT			Assessor	
4641 Holiday Credit Office 01-043-000-0000-6511		402.51	Feb Fuel	1400000147443 Gas And Oil
			03/01/2017 03/01/2017	0
4641 Holiday Credit Office		402.51		1 Transactions
86235 The Office Shop Inc 01-043-000-0000-6405		254.32	Copy contract- color & B&W	290897-0 Office, Film & Computer Supplies
86235 The Office Shop Inc		254.32		1 Transactions
43 DEPT Total:		656.83	Assessor	2 Vendors 2 Transactions
44 DEPT			Central Services	
10185 Centurylink Communications Inc 01-044-000-0000-6250		0.62	Toll free charges	320295974 Telephone
10185 Centurylink Communications Inc		0.62		1 Transactions
3336 Office Of MN. IT Services 01-044-000-0000-6231		1,300.00	February 2017 usage	DV17020421 Services, Labor, Contracts
			03/08/2017 03/08/2017	0
3336 Office Of MN. IT Services		1,300.00		1 Transactions
9261 RTVision, Inc. 01-044-000-0000-6231		2,598.80	annual basic support	12728 Services, Labor, Contracts
			05/01/2017 05/01/2018	0
9261 RTVision, Inc.		2,598.80		1 Transactions
44 DEPT Total:		3,899.42	Central Services	3 Vendors 3 Transactions
45 DEPT			Motor Pool	
170 Aitkin Motor Company 01-045-000-0000-6302		45.76	oil change, rotate #31 Escape	12397 Car Maintenance
			01-045-000-0000-6302	12679 Car Maintenance
170 Aitkin Motor Company		95.48		2 Transactions
13152 APPLIED Maintenance Supplies & Solution				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01-045-000-0000-6302	86.56	Tags for motor pool key rings	96779208	Car Maintenance
13152 APPLIED Maintenance Supplies & Solution	86.56	03/06/2017 03/06/2017 1 Transactions	0	
13934 Tire Barn				
01-045-000-0000-6302	25.00	#60 tire repair- Van	37837	Car Maintenance
13934 Tire Barn	25.00	1 Transactions		
<b>45 DEPT Total:</b>	<b>207.04</b>	<b>Motor Pool</b>	<b>3 Vendors</b>	<b>4 Transactions</b>
<b>49 DEPT</b>		<b>Information Technologies</b>		
6097 Verizon Wireless				
01-049-000-0000-6231	21.08	Renewal March 2017	386695110	Programming, Services, Contracts
6097 Verizon Wireless	21.08	03/01/2017 03/01/2017 1 Transactions	0	
<b>49 DEPT Total:</b>	<b>21.08</b>	<b>Information Technologies</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>52 DEPT</b>		<b>Administration/Personnel Dept</b>		
86222 Aitkin Independent Age				
01-052-000-0000-6230	81.93	Vacancies Feb 8	1483	Printing, Publishing & Adv
		02/28/2017 02/28/2017	0	
01-052-000-0000-6230	81.93	Vacancies Feb 15	1483	Printing, Publishing & Adv
		02/28/2017 02/28/2017	0	
86222 Aitkin Independent Age	163.86	2 Transactions		
3249 MACA				
01-052-000-0000-6240	508.00	Seibert Membership dues		Dues & Subscriptions
3249 MACA	508.00	1 Transactions		
12048 McDowell Agency, Inc./The				
01-052-000-0000-6234	35.00	Background screening	85706	Background Check Fee
12048 McDowell Agency, Inc./The	35.00	1 Transactions		
13243 Shred- N- Go, Inc				
01-052-000-0000-6231	81.83	296 pound purge service	64138	Services, Labor, Contracts
13243 Shred- N- Go, Inc	81.83	1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
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
86235	The Office Shop Inc				
	01-052-000-0000-6405		59.77 labels and folders	1021395-0	Office & Computer Supplies
	01-052-000-0000-6405		12.83 Correction tape	1021556-0	Office & Computer Supplies
			02/24/2017 02/24/2017	0	
	01-052-000-0000-6405		251.98 Magneta & Yellow for Printer	1021684-0	Office & Computer Supplies
	01-052-000-0000-6405		29.17 Correct tape, pens, folders	1022010-0	Office & Computer Supplies
			03/03/2017 03/03/2017	0	
86235	The Office Shop Inc		353.75	4 Transactions	
10930	Tidholm Productions				
	01-052-000-0000-6405		79.95 Business cards for J Seibert	90196363	Office & Computer Supplies
			03/06/2017 03/06/2017	0	
10930	Tidholm Productions		79.95	1 Transactions	
6097	Verizon Wireless				
	01-052-000-0000-6250		26.02 Monthly MIFI, HR Director	78666388100002	Telephone
			03/04/2017 03/04/2017	0	
6097	Verizon Wireless		26.02	1 Transactions	
52	DEPT Total:		1,248.41	Administration/Personnel Dept	7 Vendors 11 Transactions
60	DEPT			Elections	
13129	SeaChange				
	01-060-000-0000-6406		348.72 ISD# 2 election ballots	10942	Ballots & Programming
13129	SeaChange		348.72	1 Transactions	
60	DEPT Total:		348.72	Elections	1 Vendors 1 Transactions
90	DEPT			Attorney	
117	Aitkin County Sheriff				
	01-090-000-0000-6250		21.08 Jim Ratz phone	17-0548	Telephone
			02/28/2017 02/28/2017	0	
117	Aitkin County Sheriff		21.08	1 Transactions	
86222	Aitkin Independent Age				
	01-090-000-0000-6406		70.00 Subscriptions	1624	Law Publ. & Subscriptions
			02/28/2017 02/28/2017	0	

DKB1  
3/20/17 10:28AM  
1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
86222 Aitkin Independent Age				
	70.00		1 Transactions	
10185 Centurylink Communications Inc				
01-090-000-0000-6250	1.48	Toll free charges	320295974	Telephone
10185 Centurylink Communications Inc	1.48		1 Transactions	
11978 City of Minneapolis Receivables				
01-090-000-0000-6213	204.00	Pawn System annual user fee	400451000817	Drug & Forfeiture Ms387.213
11978 City of Minneapolis Receivables	204.00		1 Transactions	
89541 Culligan				
01-090-000-0000-6213	56.00	Monthly water supplies	150X00876706	Drug & Forfeiture Ms387.213
		02/28/2017 02/28/2017	0	
89541 Culligan	56.00		1 Transactions	
1265 Dakota Co Sheriff				
01-090-000-0000-6234	70.00	01cv161018 Wendt	175039	Co Sheriff Services
		02/28/2017 02/28/2017	0	
1265 Dakota Co Sheriff	70.00		1 Transactions	
8454 Ramsey County Sheriff				
01-090-000-0000-6234	70.00	Subpoena 01cr15916	201701067	Co Sheriff Services
		02/10/2017 02/10/2017	0	
8454 Ramsey County Sheriff	70.00		1 Transactions	
9489 Redwood Toxicology Laboratory, Inc				
01-090-000-0000-6213	62.86	Testing for pretrial defendant	12289120172	Drug & Forfeiture Ms387.213
		02/28/2017 02/28/2017	0	
9489 Redwood Toxicology Laboratory, Inc	62.86		1 Transactions	
5173 THOMSON REUTERS- WEST PUBLISHING				
01-090-000-0000-6406	1,216.02	Information charges	835694418	Law Publ. & Subscriptions
		02/01/2017 02/28/2017	0	
5173 THOMSON REUTERS- WEST PUBLISHING	1,216.02		1 Transactions	
90 DEPT Total:	1,771.44	Attorney	9 Vendors	9 Transactions
100 DEPT		Recorder		
88880 Datacomm Computers & Networks Inc				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
01-100-196-0000-6625		Replacement battery	9515	Office & Other Equipment- Recorder's
88880 Datacomm Computers & Networks Inc		03/03/2017 03/03/2017	0	
	175.00	1 Transactions		
86235 The Office Shop Inc		Notary stamp for Tara	1021637- 1	Office & Computer Supplies
01-100-000-0000-6405				
86235 The Office Shop Inc		1 Transactions		
	32.95			
	32.95			
100 DEPT Total:	207.95	Recorder	2 Vendors	2 Transactions
110 DEPT		Courthouse Maintenance		
8239 Ameripride Linen & Apparel Services		Mop dry & handle	2200892942	Janitorial Supplies
01-110-000-0000-6422		03/14/2017 03/14/2017	0	
	36.72	1 Transactions		
8239 Ameripride Linen & Apparel Services				
	36.72			
13725 Beartooth True Value		CLR Cleaner, Drain Tool	B31004	Janitorial Supplies
01-110-000-0000-6422				
	9.18			
13725 Beartooth True Value		5 Drawer Tool Chest, Connector	B31200	Janitorial Supplies
01-110-000-0000-6422				
	164.29			
	173.47	2 Transactions		
1754 Garrison Disposal Company, Inc		February Waste Removal	8239483	Garbage
01-110-000-0000-6255				
	519.12	1 Transactions		
1754 Garrison Disposal Company, Inc				
	519.12			
2186 Hillyard Inc - Kansas City		Suprox,ice melter,liners	602445505	Janitorial Supplies
01-110-000-0000-6422		03/03/2017 03/03/2017	0	
	287.13	1 Transactions		
2186 Hillyard Inc - Kansas City				
	287.13			
4641 Holiday Credit Office		February Gas	1400000135208	Gas And Oil
01-110-000-0000-6511				
	68.34	1 Transactions		
4641 Holiday Credit Office				
	68.34			
2340 Hyytinen Hardware Hank		Drain cleaner, hangers	1378124	Janitorial Supplies
01-110-000-0000-6422				
	8.97			
01-110-000-0000-6422		painting supplies	1378685	Janitorial Supplies
	75.68			
01-110-000-0000-6422		Plaster, tape	1378749	Janitorial Supplies
	17.97			
01-110-000-0000-6422		Painting supplies	1378750	Janitorial Supplies
	93.18			

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
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	36.62	Painting supplies	1378877	Janitorial Supplies
01-110-000-0000-6422	40.71	Painting supplies	1379055	Janitorial Supplies
01-110-000-0000-6422	30.12	Painting supplies	1379467	Janitorial Supplies
01-110-000-0000-6422	5.99	Glue	1379662	Janitorial Supplies
01-110-000-0000-6422	33.98	Batteries	1380752	Janitorial Supplies
01-110-000-0000-6422	75.35	Painting supplies	1381059	Janitorial Supplies
<b>2340 Hyytinen Hardware Hank</b>	<b>418.57</b>			
		10 Transactions		
<b>11946 McGuire Mechanical</b>				
01-110-000-0000-6231	86.00	repair flush valves	7665	Services, Labor, Contracts
<b>11946 McGuire Mechanical</b>	<b>86.00</b>			
		1 Transactions		
<b>89765 Minnesota Elevator, Inc</b>				
01-110-000-0000-6231	171.64	March monthly service	697218	Services, Labor, Contracts
<b>89765 Minnesota Elevator, Inc</b>	<b>171.64</b>			
		1 Transactions		
<b>9692 Minnesota Energy Resources Corporation</b>				
01-110-000-0000-6254	1,136.23	Court House	50682375400001	Utilities & Heating
		03/15/2017	03/15/2017	0
<b>9692 Minnesota Energy Resources Corporation</b>	<b>1,136.23</b>			
		1 Transactions		
<b>6097 Verizon Wireless</b>				
01-110-000-0000-6250	31.22	Cell phone charges	28628780200001	Phone
		03/06/2017	03/06/2017	0
<b>6097 Verizon Wireless</b>	<b>31.22</b>			
		1 Transactions		
<b>110 DEPT Total:</b>	<b>2,928.44</b>	<b>Courthouse Maintenance</b>	<b>10 Vendors</b>	<b>20 Transactions</b>
<b>120 DEPT</b>		<b>Service Officer</b>		
<b>10981 Bakken/Glen A.J.</b>				
01-120-000-0000-6350	50.00	DRIVE VAN	MPLS	Per Diem
		02/22/2017	02/22/2017	0
<b>10981 Bakken/Glen A.J.</b>	<b>50.00</b>			
		1 Transactions		
<b>10185 Centurylink Communications Inc</b>				
01-120-000-0000-6250	2.68	Toll free charges	320295974	Telephone
<b>10185 Centurylink Communications Inc</b>	<b>2.68</b>			
		1 Transactions		
<b>4641 Holiday Credit Office</b>				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01- 120- 000- 0000- 6511	232.46	February Vet Van Gas	1400000136034	Gas And Oil
<b>4641 Holiday Credit Office</b>	<b>232.46</b>			
		1 Transactions		
2448 Janzen/Carroll Mark				
01- 120- 000- 0000- 6350	50.00	DRIVE VAN	MPLS	Per Diem
		02/02/2017	02/02/2017	0
01- 120- 000- 0000- 6350	50.00	DRIVE VAN	SCVA	Per Diem
		02/27/2017	02/27/2017	0
<b>2448 Janzen/Carroll Mark</b>	<b>100.00</b>			
		2 Transactions		
10677 Olsen/Gerald D				
01- 120- 000- 0000- 6350	50.00	DRIVE VAN	SCVA	Per Diem
		02/01/2017	02/01/2017	0
01- 120- 000- 0000- 6350	50.00	DRIVE VAN	SCVA	Per Diem
		02/07/2017	02/07/2017	0
<b>10677 Olsen/Gerald D</b>	<b>100.00</b>			
		2 Transactions		
11362 Roscoe/Bernie				
01- 120- 000- 0000- 6350	50.00	DRIVE VAN	MPLS	Per Diem
		02/16/2017	02/16/2017	0
<b>11362 Roscoe/Bernie</b>	<b>50.00</b>			
		1 Transactions		
4669 Sterling Solutions, Inc				
01- 120- 000- 0000- 6300	1,000.00	Upgrade for Service Officer	02036- 049	Maintenance- Service Contracts
		12/22/2016	12/22/2016	0
<b>4669 Sterling Solutions, Inc</b>	<b>1,000.00</b>			
		1 Transactions		
11970 Wikelius/Charles				
01- 120- 000- 0000- 6350	50.00	DRIVE VAN	MPLS	Per Diem
		02/14/2017	02/14/2017	0
01- 120- 000- 0000- 6350	50.00	DRIVE VAN	SCVA	Per Diem
		02/02/2017	02/02/2017	0
<b>11970 Wikelius/Charles</b>	<b>100.00</b>			
		2 Transactions		
5960 Wilmo/Wesley S.				
01- 120- 000- 0000- 6350	50.00	DRIVE VAN	SCVA	Per Diem
		02/13/2017	02/13/2017	0
<b>5960 Wilmo/Wesley S.</b>	<b>50.00</b>			
		1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
1 General Fund

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>
9063 Workman/Jeff 01- 120- 000- 0000- 6350		DRIVE VAN 02/10/2017	MPLS 0	Per Diem
9063 Workman/Jeff		1 Transactions		
120 DEPT Total:	1,735.14	Service Officer	10 Vendors	13 Transactions
122 DEPT		Planning & Zoning		
86222 Aitkin Independent Age 01- 122- 000- 0000- 6230	49.88	2/27 notice of PC hearing	1482	Printing, Publishing & Adv
01- 122- 000- 0000- 6230	128.63	3/1 notice of BOA hearing	1482	Printing, Publishing & Adv
86222 Aitkin Independent Age	178.51	2 Transactions		
170 Aitkin Motor Company 01- 122- 000- 0000- 6302	46.75	oil change- 2012 Escape	12560	Car Maintenance
170 Aitkin Motor Company	46.75	1 Transactions		
14320 Benson/Lin 01- 122- 000- 0000- 6350	50.00	BOA Meeting 03/01/2017	03/01/2017	Per Diem
01- 122- 038- 0000- 6330	32.10	BOA Mileage 03/01/2017	60@.535	Boa/Pc Mileage
14320 Benson/Lin	82.10	2 Transactions		
12445 Brandl Chevrolet, Buick GMC 01- 122- 000- 0000- 6302	219.61	Alero oil change/diagnosis	228122	Car Maintenance
12445 Brandl Chevrolet, Buick GMC	219.61	1 Transactions		
14339 Bright/Richard Edward 01- 122- 000- 0000- 6350	50.00	BOA Meeting 03/01/2017	03/01/2017	Per Diem
01- 122- 000- 0000- 6350	50.00	BOA Onsites	0	Per Diem
01- 122- 038- 0000- 6330	118.77	BOA Mileage 03/01/2017	222@.535	Boa/Pc Mileage
14339 Bright/Richard Edward	218.77	3 Transactions		
4641 Holiday Credit Office 01- 122- 000- 0000- 6511	83.72	February Fuel	1400000165321	Gas And Oil



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
1 General Fund

Vendor Name	<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>
4641 Holiday Credit Office		83.72			
			1 Transactions		
11990 Lange/David					
01- 122- 000- 0000- 6350		50.00	PC Meeting		Per Diem
			02/27/2017 02/27/2017	0	
01- 122- 000- 0000- 6350		20.00	PC Onsite		Per Diem
01- 122- 038- 0000- 6330		89.88	PC Mileage	168@.535	Boa/Pc Mileage
			02/27/2017 02/27/2017	0	
11990 Lange/David		159.88			
			3 Transactions		
5516 Paquette/Jeremy M					
01- 122- 000- 0000- 6350		50.00	BOA Meeting		Per Diem
			03/01/2017 03/01/2017	0	
01- 122- 000- 0000- 6350		50.00	BOA Onsites		Per Diem
01- 122- 000- 0000- 6350		50.00	PC Meeting		Per Diem
			02/27/2017 02/27/2017	0	
01- 122- 000- 0000- 6350		20.00	PC Onsites		Per Diem
01- 122- 038- 0000- 6330		97.91	PC Mileage	183@.535	Boa/Pc Mileage
01- 122- 038- 0000- 6330		164.25	BOA Mileage	307@.535	Boa/Pc Mileage
			03/01/2017 03/01/2017	0	
5516 Paquette/Jeremy M		432.16			
			6 Transactions		
4010 Rasley Oil Company					
01- 122- 000- 0000- 6511		29.67	February Fuel charges	AITCOZOS	Gas And Oil
			02/28/2017 02/28/2017	0	
4010 Rasley Oil Company		29.67			
			1 Transactions		
13424 Sonnee/Dennise J					
01- 122- 000- 0000- 6350		50.00	PC Meeting		Per Diem
			02/27/2017 02/27/2017	0	
01- 122- 000- 0000- 6350		20.00	PC Onsites		Per Diem
01- 122- 038- 0000- 6330		60.99	PC Mileage	114 @ .535	Boa/Pc Mileage
			02/27/2017 02/27/2017	0	
13424 Sonnee/Dennise J		130.99			
			3 Transactions		
10028 Spiel/Edward					
01- 122- 000- 0000- 6350		50.00	BOA Meeting		Per Diem
			03/01/2017 03/01/2017	0	
01- 122- 000- 0000- 6350		50.00	BOA Onsites		Per Diem

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
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				
01-122-038-0000-6330		BOA Mileage	163@.535	Boa/Pc Mileage
		03/01/2017 03/01/2017	0	
10028 Spiel/Edward			3 Transactions	
12077 Stromberg/Kevin		BOA Meeting		Per Diem
01-122-000-0000-6350		03/01/2017 03/01/2017	0	
01-122-000-0000-6350		BOA Onsites		Per Diem
01-122-038-0000-6330		BOA Mileage	237@.535	Boa/Pc Mileage
12077 Stromberg/Kevin			3 Transactions	
13934 Tire Barn		2002 Alero Brakes	37756	Car Maintenance
01-122-000-0000-6302				
13934 Tire Barn			1 Transactions	
6097 Verizon Wireless		Cellular Charges	380690138	Telephone
01-122-000-0000-6250		01/14/2017 02/13/2017	0	
6097 Verizon Wireless			1 Transactions	
10895 Westerlund/Laurie Ann		PC Mileage	42@.535	Boa/Pc Mileage
01-122-038-0000-6330		02/27/2017 02/27/2017	0	
10895 Westerlund/Laurie Ann			1 Transactions	
122 DEPT Total:		Planning & Zoning	15 Vendors	32 Transactions
123 DEPT		Coroner		
988 Hennepin Co Medical Centers		ME 16-3272		Autopsies- - Pathologist, Xrays, Etc
01-123-000-0000-6260	P	12/12/2016 12/12/2016	0	
01-123-000-0000-6260		ME 17-0308		Autopsies- - Pathologist, Xrays, Etc
		02/02/2017 02/02/2017	0	
988 Hennepin Co Medical Centers			2 Transactions	
3987 Ramsey County Medical Examiner		ME 16-3272		Autopsies- - Pathologist, Xrays, Etc
01-123-000-0000-6260	P	12/12/2016 12/12/2016	0	
01-123-000-0000-6260		ME 17-0308		Autopsies- - Pathologist, Xrays, Etc

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
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				
3987 Ramsey County Medical Examiner		02/02/2017 02/02/2017 2 Transactions	0	
123 DEPT Total:		3,474.00	Coroner	2 Vendors 4 Transactions
200 DEPT		Enforcement		
50 Aitkin Body Shop, Inc				
01-200-000-0000-6302		3,478.43	repair # 206 squad vs deer	8620 Car Maintenance
01-200-000-0000-6302		2,057.34	repair # 223 squad vs deer	8630 Car Maintenance
50 Aitkin Body Shop, Inc		5,535.77	2 Transactions	
86467 Auto Value Aitkin				
01-200-000-0000-6302		9.99	Halogen lamp	40097435 Car Maintenance
			03/06/2017 03/06/2017 1 Transactions	
86467 Auto Value Aitkin		9.99		
4488 Automated Word Professionals				
01-200-000-0000-6231		67.50	Transcription	17-SO104 Services & Labor (Incl Contracts)
			02/27/2017 02/27/2017 0	
01-200-000-0000-6231		111.00	Transcription	17-SO105 Services & Labor (Incl Contracts)
			03/05/2017 03/05/2017 2 Transactions	
4488 Automated Word Professionals		178.50		
12445 Brandl Chevrolet, Buick GMC				
01-200-000-0000-6302		105.37	Headlights #217	228061 Car Maintenance
			02/14/2017 02/14/2017 1 Transactions	
12445 Brandl Chevrolet, Buick GMC		105.37		
13325 Bruggman/Paul				
01-200-040-0000-6304		108.37	Nasco Distract a match	TZD Grant Expenses
01-200-040-0000-6304		28.50	Feb phone & internet	TZD Grant Expenses
01-200-040-0000-6304		53.50	TZD Mileage	100@.535 TZD Grant Expenses
01-200-040-0000-6304		832.00	February hours	26@\$32 TZD Grant Expenses
13325 Bruggman/Paul		1,022.37	4 Transactions	
783 Canon Financial Services, Inc				
01-200-000-0000-6231		181.45	Copier contract 001	17055691 Services & Labor (Incl Contracts)
			03/01/2017 03/01/2017 0	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
783 Canon Financial Services, Inc		181.45			
			1 Transactions		
10185 Centurylink Communications Inc					
01-200-000-0000-6250		6.68	Toll free charges	320295974	Telephone
10185 Centurylink Communications Inc		6.68			
			1 Transactions		
1339 Dennis' Towing					
01-200-000-0000-6359		207.50	Pull ATV from ditch & haul in	17-0527	Wrecker Service
			03/06/2017 03/06/2017	0	
1339 Dennis' Towing		207.50			
			1 Transactions		
14394 Down Range Training Concepts					
01-200-003-0000-6241		350.00	LE Armorers Course #216	170301001	Registration Fee
			03/01/2017 03/01/2017	0	
14394 Down Range Training Concepts		350.00			
			1 Transactions		
4641 Holiday Credit Office					
01-200-000-0000-6511		186.19	Feb.Gas- commercial acct	1400000288942	Gas And Oil
4641 Holiday Credit Office		186.19			
			1 Transactions		
2340 Hyytinen Hardware Hank					
01-200-000-0000-6405		20.99	air hose electric garage	1379638	Office Supplies
01-200-000-0000-6405		23.13	air line chuck, plug, plier	1379659	Office Supplies
2340 Hyytinen Hardware Hank		44.12			
			2 Transactions		
3493 ITL Patch Company, Inc					
01-200-000-0000-6410		79.95	#211 Badge	32385	Clothing Allowance
			03/06/2017 03/06/2017	0	
3493 ITL Patch Company, Inc		79.95			
			1 Transactions		
5756 KEEPRS, Inc					
01-200-000-0000-6410		60.98	Uniform pant #222	337775	Clothing Allowance
			03/06/2017 03/06/2017	0	
5756 KEEPRS, Inc		60.98			
			1 Transactions		
2925 L & M Supply, Inc.					
01-200-019-0000-6405		11.78	Dog biscuits	7968460	Office & Computer Supplies
			02/10/2017 02/10/2017	0	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
2925 L & M Supply, Inc.		11.78			
			1 Transactions		
3100 McGregor Oil					
01-200-000-0000-6511		44.98	Gas #220	AITKINSH	Gas And Oil
			02/06/2017 02/06/2017	0	
3100 McGregor Oil		44.98			
			1 Transactions		
3255 Mn Counties Intergovernmental Trust					
01-200-000-0000-6352		1,539.72	Heglund DVS deductible	13PE0289	Insurance
			02/08/2017 02/08/2017	0	
3255 Mn Counties Intergovernmental Trust		1,539.72			
			1 Transactions		
4010 Rasley Oil Company					
01-200-000-0000-6511		159.52	February Gas	AITCOSHES	Gas And Oil
4010 Rasley Oil Company		159.52			
			1 Transactions		
13006 Ray Allen Manufacturing, LLC					
01-200-019-0000-6409		235.79-	Sales Tax Credit	300715CM	Supplies
01-200-019-0000-6409		16.00-	Sales Tax Credit	302352CM	Supplies
01-200-019-0000-6409		17.89-	Sales Tax Credit	303001CM- 1	Supplies
01-200-019-0000-6409		12.70-	Sales Tax Credit	304043CM	Supplies
01-200-019-0000-6409		14.40-	Sales Tax Credit	305314CM	Supplies
01-200-019-0000-6409		35.09-	Sales Tax Credit	305314CM- 1	Supplies
01-200-019-0000-6409		13.60-	Sales Tax Credit	306034CM	Supplies
01-200-019-0000-6409		207.13	K- 9 Supplies	316241	Supplies
			03/12/2015 03/12/2015	0	
01-200-019-0000-6409		107.95	K- 9 Supplies	316878	Supplies
			03/26/2015 03/26/2015	0	
01-200-019-0000-6409		50.58	Chew Toy	RINV028938	Supplies
			03/06/2017 03/06/2017	0	
13006 Ray Allen Manufacturing, LLC		20.19			
			10 Transactions		
13864 Sandberg/Kristi					
01-200-000-0000-6150		1,000.00	Insurance April 2017		Health Insurance- Employer
13864 Sandberg/Kristi		1,000.00			
			1 Transactions		
4681 Streichers					
01-200-000-0000-6410		99.98	Uniform pant #218	I1248816	Clothing Allowance
			02/10/2017 02/10/2017	0	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
4681	Streichers		99.98			
				1 Transactions		
5173	THOMSON REUTERS- WEST PUBLISHING					
	01- 200- 000- 0000- 6405		604.50	Criminal Law books	835599063	Office Supplies
				02/04/2017 02/04/2017	0	
5173	THOMSON REUTERS- WEST PUBLISHING		604.50			
				1 Transactions		
13934	Tire Barn					
	01- 200- 000- 0000- 6302		173.95	Battery #210	37806	Car Maintenance
				03/01/2017 03/01/2017	0	
13934	Tire Barn		173.95			
				1 Transactions		
11936	TJ Towing					
	01- 200- 000- 0000- 6359		305.00	Tow Mazda 17- 0609 Forf	26436	Wrecker Service
				03/13/2017 03/13/2017	0	
11936	TJ Towing		305.00			
				1 Transactions		
13848	WYATT'S TOWING					
	01- 200- 000- 0000- 6359		208.00	Tow Ford F250 17- 0603	3/12/17	Wrecker Service
13848	WYATT'S TOWING		208.00			
				1 Transactions		
200	DEPT Total:		12,136.49	Enforcement	24 Vendors	39 Transactions
202	DEPT			Boat & Water		
	3255 Mn Counties Intergovernmental Trust					
	01- 202- 000- 0000- 6352		348.00	B&W add'l	74108	Insurance
				02/01/2017 02/01/2017	0	
	3255 Mn Counties Intergovernmental Trust		348.00			
				1 Transactions		
202	DEPT Total:		348.00	Boat & Water	1 Vendors	1 Transactions
206	DEPT			Forfeitures		
	10475 Creative Product Sourcing,Inc					
	01- 206- 000- 0000- 6409		50.00	DARE graduation pins	101662	Forfeiture Supplies
				03/03/2017 03/03/2017	0	
10475	Creative Product Sourcing,Inc		50.00			
				1 Transactions		
5892	McGregor Printing & Graphics, Inc					



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
2186 Hillyard Inc - Kansas City 01-252-000-0000-6422		981.33 Janitorial 03/03/2017 03/03/2017	602445544 0	Janitorial Supplies
2186 Hillyard Inc - Kansas City		981.33	1 Transactions	
5503 Keefe Supply Company 01-252-252-0000-6408		340.04 Commissary supplies 02/13/2017 02/13/2017	800754 0	Commissary Supplies
01-252-252-0000-6408		81.36 Commissary supplies 03/08/2017 03/08/2017	809826 0	Commissary Supplies
5503 Keefe Supply Company		421.40	2 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea 01-252-000-0000-6254		327.07 Shelter/tower 03/10/2017 03/10/2017	34-54-015-01 0	Utilities & Heating
3160 Mille Lacs Energy Coop- Albert Lea		327.07	1 Transactions	
9692 Minnesota Energy Resources Corporation 01-252-000-0000-6254		1,970.37 Jail 03/15/2017 03/15/2017	50522145800001 0	Utilities & Heating
01-252-000-0000-6254		516.21 Jail 03/15/2017 03/15/2017	50539958400001 0	Utilities & Heating
01-252-000-0000-6254		150.27 STS 03/15/2017 03/15/2017	50672612100001 0	Utilities & Heating
9692 Minnesota Energy Resources Corporation		2,636.85	3 Transactions	
9228 North Memorial Ambulance Service 01-252-000-0000-6262		467.83 Transport to Riverwood 02/20/2017 02/20/2017	Gould J 0	Medical Expenses & Supplies - Inmates
01-252-000-0000-6262		467.83 Transport to Riverwood 02/27/2017 02/27/2017	Udovich, S 0	Medical Expenses & Supplies - Inmates
9228 North Memorial Ambulance Service		935.66	2 Transactions	
3789 Pan-O-Gold Baking Company 01-252-000-0000-6418		169.30 Groceries	10002417061030	Groceries
01-252-000-0000-6418		182.62 Groceries 03/09/2017 03/09/2017	10002417068023 0	Groceries
3789 Pan-O-Gold Baking Company		351.92	2 Transactions	



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
1 General Fund

<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>
11947 Phoenix Supply 01-252-000-0000-6424		Inmate supplies 03/07/2017	11497 0	Inmate Supplies
11947 Phoenix Supply	393.14		1 Transactions	
4010 Rasley Oil Company 01-252-000-0000-6330		February Gas	AITCOSHERS	Prisoner Transportation & Travel
4010 Rasley Oil Company	34.50		1 Transactions	
10771 Regional Diagnostic Radiology 01-252-000-0000-6262		Blunt, J 02/21/2017	RDR296141 0	Medical Expenses & Supplies - Inmates
10771 Regional Diagnostic Radiology	7.66		1 Transactions	
9499 Reliance Telephone Systems, Inc 01-252-252-0000-6406		Phone cards 03/07/2017	D-18947 0	Phone Card Prisoner Welfare
9499 Reliance Telephone Systems, Inc	900.00		1 Transactions	
4761 Sysco Minnesota Inc 01-252-000-0000-6418		Groceries	15301017P	Groceries
01-252-000-0000-6418	46.65-	Groceries	153036031	Groceries
01-252-000-0000-6418	35.93	Groceries	153038296	Groceries
01-252-000-0000-6420	24.01-	Groceries	153044831	Kitchen Supplies
01-252-000-0000-6418	64.72	Groceries	153046028	Groceries
01-252-000-0000-6418	52.44-	Groceries	153047811	Groceries
01-252-000-0000-6418	35.93	Groceries	153050209	Groceries
01-252-000-0000-6418	3,609.04	Groceries	153054137	Groceries
01-252-000-0000-6418	3,584.00	Groceries		
4761 Sysco Minnesota Inc	7,206.52	03/09/2017	03/09/2017 0	8 Transactions
11608 Thrifty White Pharmacy- McGregor 01-252-000-0000-6262			52914536063080	Medical Expenses & Supplies - Inmates
11608 Thrifty White Pharmacy- McGregor	2,180.52		1 Transactions	
11016 Twombly/Jennifer 01-252-000-0000-6410		2 pants, 1 twill 03/16/2017	03/16/2017 0	Clothing Allowance
	80.72			

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
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
11016 Twombly/Jennifer		80.72	1 Transactions	
<b>252 DEPT Total:</b>		<b>17,603.19</b>	<b>18 Vendors</b>	<b>34 Transactions</b>
253 DEPT		Sentence to Serve		
7525 Hometown Bldg Supply 01-253-000-0000-6405		22.50	Treated timber 03/13/2017 03/13/2017 0	93049 Operating Supplies
7525 Hometown Bldg Supply		22.50	1 Transactions	
12927 Midwest Machinery Co. 01-253-000-0000-6405		43.90	chisel blade	1414670 Operating Supplies
01-253-000-0000-6405		36.80	return blade, chisel blade	1414767 Operating Supplies
01-253-000-0000-6405		52.60	Chain, filter cap, gasket 03/03/2017 03/03/2017 0	1417835 Operating Supplies
12927 Midwest Machinery Co.		133.30	3 Transactions	
4010 Rasley Oil Company 01-253-000-0000-6511		322.09	February Gas	AITCOSHERS Gas And Oil
4010 Rasley Oil Company		322.09	1 Transactions	
<b>253 DEPT Total:</b>		<b>477.89</b>	<b>3 Vendors</b>	<b>5 Transactions</b>
255 DEPT		General Crime Victim Grant		
86235 The Office Shop Inc 01-255-000-0000-6625		1,338.15	Reception area printer 02/27/2017 02/27/2017 0	290804-0 Office Equipment & Other Equipment
01-255-000-0000-6625		199.99	Printer contract 02/21/2017 02/21/2017 0	290936-0 Office Equipment & Other Equipment
86235 The Office Shop Inc		1,538.14	2 Transactions	
<b>255 DEPT Total:</b>		<b>1,538.14</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
257 DEPT		Community Corrections		
14089 DeRuyck/Liz 01-257-251-0000-6339		46.08	Meals/Agent Conference	03.01-03.03 Meals (Overnight)
01-257-251-0000-6335		79.32	Rental car Justice Conference	03.11-03.19.17 Gas/Vehicle Fuel Charges
01-257-251-0000-6330		113.10	mileage/MACCAC at AMC	260@.435 Mileage

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01- 257- 251- 0000- 6330		02/23/2017 02/23/2017	0	
	120.06	round trip mileage/Agent Conf.	276@.435	Mileage
14089 DeRuyck/Liz	358.56	02/28/2017 03/02/2017	0	
		4 Transactions		
3343 Genz/Kameron				
01- 257- 251- 0000- 6339	42.98	Overnight meals Training		Meals (Overnight)
		02/28/2017 03/03/2017	0	
3343 Genz/Kameron	42.98			
		1 Transactions		
4641 Holiday Credit Office				
01- 257- 255- 0000- 6335	17.40	February Gas	1400000155373	Gas/Vehicle Fuel Charges
01- 257- 257- 0000- 6335	10.74	February Gas	1400000155373	Gas/Vehicle Fuel Charges
01- 257- 258- 0000- 6302	11.71	February Gas	1400000155373	Car Maintenance
01- 257- 258- 0000- 6335	30.32	February Gas	1400000155373	Gas/Vehicle Fuel Charges
4641 Holiday Credit Office	70.17			
		4 Transactions		
13056 McKenzie/Jill				
01- 257- 022- 0000- 6406	68.81	Candy, Holiday gift cards		Sobriety Crt Expenses
		03/03/2017 03/03/2017	0	
13056 McKenzie/Jill	68.81			
		1 Transactions		
11997 Minnesota Monitoring				
01- 257- 022- 0000- 6406	711.75	Monitoring	3760	Sobriety Crt Expenses
		03/07/2017 03/07/2017	0	
11997 Minnesota Monitoring	711.75			
		1 Transactions		
14088 Patras/Michael R.				
01- 257- 257- 0000- 6330	261.00	February mileage reimb.		Mileage
14088 Patras/Michael R.	261.00			
		1 Transactions		
9489 Redwood Toxicology Laboratory, Inc				
01- 257- 267- 0000- 6274	76.24	Urinalysis testing	02239920172	Drug Testing Fee
		02/28/2017 02/28/2017	0	
9489 Redwood Toxicology Laboratory, Inc	76.24			
		1 Transactions		
11030 Tougas/Janet				
01- 257- 257- 0000- 6330	89.61	February Mileage reimb.		Mileage

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
11030 Tougas/Janet		89.61		
			1 Transactions	
6097 Verizon Wireless				
01- 257- 257- 0000- 6215		54.22		
			842105699	Wireless Telephone Services
			01/24/2017 02/23/2017	
			0	
6097 Verizon Wireless		54.22		
			1 Transactions	
257 DEPT Total:		1,733.34		
			9 Vendors	15 Transactions
280 DEPT				
10185 Centurylink Communications Inc				
01- 280- 000- 0000- 6250		1.16		
			320295974	Telephone
10185 Centurylink Communications Inc		1.16		
			1 Transactions	
280 DEPT Total:		1.16		
			1 Vendors	1 Transactions
390 DEPT				
4641 Holiday Credit Office				
01- 390- 000- 0000- 6511		16.62		
			1400000165321	Gas And Oil
4641 Holiday Credit Office		16.62		
			1 Transactions	
390 DEPT Total:		16.62		
			1 Vendors	1 Transactions
391 DEPT				
4641 Holiday Credit Office				
01- 391- 000- 0000- 6511		18.76		
			1400000165321	Gas And Oil
4641 Holiday Credit Office		18.76		
			1 Transactions	
5729 National Pen Co. LLC				
01- 391- 000- 0000- 6800		214.44		
			109175955	Miscellaneous(Promotional)
			03/06/2017 03/06/2017	
			0	
5729 National Pen Co. LLC		214.44		
			1 Transactions	
6097 Verizon Wireless				
01- 391- 000- 0000- 6250		58.65		
			28625229900001	Telephone
			03/02/2017 03/02/2017	
			0	
6097 Verizon Wireless		58.65		
			1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
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
391 DEPT Total:		291.85	Solid Waste	3 Vendors 3 Transactions
392 DEPT			Water Wells	
405 A.W. Research Laboratories, Inc. 01- 392- 000- 0000- 6231		90.00	Coliform, Nitrite sampling	16138 Services, Labor, Contracts
405 A.W. Research Laboratories, Inc.		90.00		1 Transactions
392 DEPT Total:		90.00	Water Wells	1 Vendors 1 Transactions
500 DEPT			Library And Historical Society	
14295 May/Rebecca 01- 500- 500- 0000- 6350		35.00	ECRL Board Meeting 01/09/2017 01/09/2017	0 Library Per Diem
01- 500- 500- 0000- 6350		35.00	ECRL Board Meeting 03/13/2017 03/13/2017	0 Library Per Diem
01- 500- 500- 0000- 6350		35.00	ECRL Board Meeting 03/15/2017 03/15/2017	0 Library Per Diem
14295 May/Rebecca		105.00		3 Transactions
500 DEPT Total:		105.00	Library And Historical Society	1 Vendors 3 Transactions
601 DEPT			Extension	
86235 The Office Shop Inc 01- 601- 000- 0000- 6405		11.90	Paper	291050-0 Office Supplies
86235 The Office Shop Inc		11.90		1 Transactions
601 DEPT Total:		11.90	Extension	1 Vendors 1 Transactions
700 DEPT			Promotion,AEOA Tran,Airport,RC&D,Tot	
14372 The Iowa Sportsman 01- 700- 909- 0000- 6800		365.00	Advertising April, May	11002 Tourism Miscellaneous
14372 The Iowa Sportsman		365.00		1 Transactions
700 DEPT Total:		365.00	Promotion,AEOA Tran,Airport,RC&D,T	1 Vendors 1 Transactions
711 DEPT			Economic Development	
4641 Holiday Credit Office				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
1 General Fund

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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>
	01- 711- 000- 0000- 6511		February Gas	1400000135194	Gas And Oil
4641	Holiday Credit Office				
		14.52			
		14.52		1 Transactions	
711	DEPT Total:		Economic Development	1 Vendors	1 Transactions
		14.52			
1	Fund Total:		General Fund		234 Transactions
		56,820.21			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
301	DEPT			R&B Administration		
86222	Aitkin Independent Age 03-301-000-0000-6400		35.00	YEARLY SUBSCRIPTION	300175548	Supplies And Materials
86222	Aitkin Independent Age		35.00	1 Transactions		
11406	Innovative Office Solutions 03-301-000-0000-6400		32.40	OFFICE SUPPLIES	IN1530757	Supplies And Materials
	03-301-000-0000-6400		68.04	OFFICE SUPPLIES	IN1540945	Supplies And Materials
11406	Innovative Office Solutions		100.44	2 Transactions		
301	<b>DEPT Total:</b>		135.44	<b>R&amp;B Administration</b>	<b>2 Vendors</b>	<b>3 Transactions</b>
303	DEPT			R&B Highway Maintenance		
195	Aitkin Tire Shop 03-303-000-0000-6590		60.00	REPAIR LABOR	0-056728	Repair & Maintenance Supplies
	03-303-000-0000-6590		40.00	REPAIR LABOR	0-056746	Repair & Maintenance Supplies
	03-303-000-0000-6590		1,140.00	TIRES	0-056761	Repair & Maintenance Supplies
195	Aitkin Tire Shop		1,240.00	3 Transactions		
8411	American Welding & Gas, Inc. 03-303-000-0000-6298		199.47	AITKIN SHOP SUPPLIES	0-4666087	Shop Maintenance
8411	American Welding & Gas, Inc.		199.47	1 Transactions		
14052	Best Oil Company 03-303-000-0000-6513		1,348.84	PALISADE DIESEL	15447	Motor Fuel & Lubricants
14052	Best Oil Company		1,348.84	1 Transactions		
8674	Boyer Trucks 03-303-000-0000-6590		177.74	REPAIR PARTS	178914R	Repair & Maintenance Supplies
8674	Boyer Trucks		177.74	1 Transactions		
11411	Charter Comuncations 03-303-000-0000-6254		140.25	PHONE: HWY OFFICE	MAR/APR	Utilities
11411	Charter Comuncations		140.25	1 Transactions		
13144	D & D Beverage LLC 03-303-000-0000-6298		406.40	SHOP SUPPLIES	142931	Shop Maintenance
13144	D & D Beverage LLC		406.40	1 Transactions		

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



DKB1  
3/20/17 10:28AM  
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
1430 Dotzler Power Equipment 03-303-000-0000-6298		439.95 AITKIN SHOP CHAIN SAW	86739	Shop Maintenance
1430 Dotzler Power Equipment		439.95	1 Transactions	
13468 G & K Services 03-303-000-0000-6298		14.79 SHOP LAUNDRY	1043719005	Shop Maintenance
13468 G & K Services		14.79	1 Transactions	
1754 Garrison Disposal Company, Inc 03-303-000-0000-6254		78.69 MCGREGOR SHOP	8239748	Utilities
1754 Garrison Disposal Company, Inc		78.69	1 Transactions	
4641 Holiday Credit Office 03-303-000-0000-6513		15.17- FEDERAL TAX ADJUSTMENT		Motor Fuel & Lubricants
03-303-000-0000-6513		2.49- REBATE		Motor Fuel & Lubricants
03-303-000-0000-6513		51.50 GASOLINE	0-82259038	Motor Fuel & Lubricants
03-303-000-0000-6513		63.25 GASOLINE	0-85134062	Motor Fuel & Lubricants
03-303-000-0000-6513		29.50 GASOLINE	113712076	Motor Fuel & Lubricants
03-303-000-0000-6513		41.00 GASOLINE	142824048	Motor Fuel & Lubricants
4641 Holiday Credit Office		167.59	6 Transactions	
2340 Hyytinen Hardware Hank 03-303-000-0000-6521		20.49 MAILBOX REPAIR	1377846	Maintenance Supplies
03-303-000-0000-6298		17.99 SWATARA SHOP SUPPLIES	1378061	Shop Maintenance
03-303-000-0000-6516		15.49 SIGN SUPPLIES	1378987	Signs & Posts
03-303-000-0000-6298		20.48 MCGREGOR SHOP SUPPLIES	1378991	Shop Maintenance
03-303-000-0000-6516		4.89 SIGN SUPPLIES	1380701	Signs & Posts
2340 Hyytinen Hardware Hank		79.34	5 Transactions	
2763 J & H Transfer Station-Lakes Sanitary 03-303-000-0000-6254		94.00 AITKIN	116658	Utilities
03-303-000-0000-6254		58.00 PALISADE	116659	Utilities
2763 J & H Transfer Station-Lakes Sanitary		152.00	2 Transactions	
2748 L & M Steel 03-303-000-0000-6521		2,084.60 MAILBOX SUPPORT SUPPLIES	16363	Maintenance Supplies
2748 L & M Steel		2,084.60	1 Transactions	
91187 Lake Country Power				



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
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>Paid On Bhf #</u> <u>On Behalf of Name</u>
03-303-000-0000-6254		90.08	JAN- FEB JACOBSON SHOP	1400073000 Utilities
03-303-000-0000-6254		338.30	FEB- MAR SWATARA	140946401 Utilities
<b>91187 Lake Country Power</b>		<b>428.38</b>		2 Transactions
7899 <b>Locators &amp; Supplies, Inc</b>				
03-303-000-0000-6298		64.44	SAFETY SUPPLIES	0-253593-IN Shop Maintenance
<b>7899 Locators &amp; Supplies, Inc</b>		<b>64.44</b>		1 Transactions
2991 <b>Malmo Market</b>				
03-303-000-0000-6513		30.26	GASOLINE	24673 Motor Fuel & Lubricants
03-303-000-0000-6513		27.33	GASOLINE	35301 Motor Fuel & Lubricants
03-303-000-0000-6513		40.94	GASOLINE	35373 Motor Fuel & Lubricants
03-303-000-0000-6513		21.87	GASOLINE	38202 Motor Fuel & Lubricants
03-303-000-0000-6513		38.09	GASOLINE	38352 Motor Fuel & Lubricants
03-303-000-0000-6513		26.71	GASOLINE	38421 Motor Fuel & Lubricants
03-303-000-0000-6513		24.18	GASOLINE	38533 Motor Fuel & Lubricants
<b>2991 Malmo Market</b>		<b>209.38</b>		7 Transactions
10824 <b>Maney International Inc</b>				
03-303-000-0000-6590		354.05	REPAIR PARTS	748048 Repair & Maintenance Supplies
<b>10824 Maney International Inc</b>		<b>354.05</b>		1 Transactions
3100 <b>McGregor Oil</b>				
03-303-000-0000-6513		9.25-	DISCOUNT	Motor Fuel & Lubricants
03-303-000-0000-6513		46.13	GASOLINE	10851 Motor Fuel & Lubricants
03-303-000-0000-6513		56.94	GASOLINE	55149 Motor Fuel & Lubricants
03-303-000-0000-6513		52.88	GASOLINE	55150 Motor Fuel & Lubricants
03-303-000-0000-6513		46.42	GASOLINE	55766 Motor Fuel & Lubricants
03-303-000-0000-6513		33.38	GASOLINE	56058 Motor Fuel & Lubricants
03-303-000-0000-6513		58.12	GASOLINE	56174 Motor Fuel & Lubricants
03-303-000-0000-6298		5.65	MCGREGOR SHOP SUPPLIES	56404 Shop Maintenance
03-303-000-0000-6513		62.60	GASOLINE	56404 Motor Fuel & Lubricants
03-303-000-0000-6513		25.82	GASOLINE	56405 Motor Fuel & Lubricants
03-303-000-0000-6513		45.90	GASOLINE	56406 Motor Fuel & Lubricants
03-303-000-0000-6513		39.97	GASOLINE	56483 Motor Fuel & Lubricants
<b>3100 McGregor Oil</b>		<b>464.56</b>		12 Transactions
5917 <b>Mike's Bobcat Service</b>				
03-303-000-0000-6825		100.00	FEB 2017 PLOWING	MAR 2017 Maintenance Agreements

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</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>
5917 Mike's Bobcat Service		100.00	1 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea				
03-303-000-0000-6254		906.71	POWER: PALISADE	18-52-026-01 Utilities
03-303-000-0000-6254		53.66	169 & CSAH 3	19-23-010-01 Utilities
03-303-000-0000-6254		212.59	POWER: MCGREGOR	29-53-003-01 Utilities
03-303-000-0000-6254		1,559.93	POWER: AITKIN	33-52-007-02 Utilities
03-303-000-0000-6254		55.88	169 & CSAH 28	39-62-022-01 Utilities
03-303-000-0000-6254		36.90	CSAH 12	40-06-000-01 Utilities
03-303-000-0000-6254		57.67	47 & CSAH 2	54-51-104-01 Utilities
3160 Mille Lacs Energy Coop- Albert Lea		2,883.34	7 Transactions	
9692 Minnesota Energy Resources Corporation				
03-303-000-0000-6297		719.52	NAT GAS: AITKIN SHOP	FEBRUARY Shop Fuel
9692 Minnesota Energy Resources Corporation		719.52	1 Transactions	
10864 Nistler Contruction Landscapes/Tim				
03-303-000-0000-6825		240.00	PLOWING- FEBRUARY	1208 Maintenance Agreements
10864 Nistler Contruction Landscapes/Tim		240.00	1 Transactions	
8436 Northland Parts				
03-303-000-0000-6590		77.34	REPAIR PARTS	336190 Repair & Maintenance Supplies
03-303-000-0000-6298		6.49	MCGREGOR SHOP SUPPLIES	336787 Shop Maintenance
8436 Northland Parts		83.83	2 Transactions	
3760 Palisade Cooperative Oil Assoc				
03-303-000-0000-6513		36.78	GASOLINE	359431 Motor Fuel & Lubricants
03-303-000-0000-6513		28.85	GASOLINE	360646 Motor Fuel & Lubricants
03-303-000-0000-6513		43.13	GASOLINE	360648 Motor Fuel & Lubricants
03-303-000-0000-6513		45.03	GASOLINE	361266 Motor Fuel & Lubricants
03-303-000-0000-6513		38.49	GASOLINE	361400 Motor Fuel & Lubricants
03-303-000-0000-6513		40.00	GASOLINE	361622 Motor Fuel & Lubricants
3760 Palisade Cooperative Oil Assoc		232.28	6 Transactions	
4010 Rasley Oil Company				
03-303-000-0000-6513		53.67	GASOLINE	17723 Motor Fuel & Lubricants
03-303-000-0000-6513		60.72	GASOLINE	17733 Motor Fuel & Lubricants
03-303-000-0000-6513		38.24	GASOLINE	17741 Motor Fuel & Lubricants
03-303-000-0000-6513		26.94	GASOLINE	17811 Motor Fuel & Lubricants

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</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>
03-303-000-0000-6513		72.28	GASOLINE	17826 Motor Fuel & Lubricants
03-303-000-0000-6513		69.94	GASOLINE	17896 Motor Fuel & Lubricants
03-303-000-0000-6513		55.02	GASOLINE	17907 Motor Fuel & Lubricants
03-303-000-0000-6513		42.88	GASOLINE	17951 Motor Fuel & Lubricants
03-303-000-0000-6513		69.00	GASOLINE	17994 Motor Fuel & Lubricants
03-303-000-0000-6513		30.91	GASOLINE	18005 Motor Fuel & Lubricants
03-303-000-0000-6513		52.85	GASOLINE	18019 Motor Fuel & Lubricants
03-303-000-0000-6513		77.75	GASOLINE	18049 Motor Fuel & Lubricants
03-303-000-0000-6513		58.92	GASOLINE	18058 Motor Fuel & Lubricants
03-303-000-0000-6513		24.85	GASOLINE	18114 Motor Fuel & Lubricants
03-303-000-0000-6513		47.65	GASOLINE	18166 Motor Fuel & Lubricants
03-303-000-0000-6513		37.14	GASOLINE	18189 Motor Fuel & Lubricants
03-303-000-0000-6513		56.00	GASOLINE	18196 Motor Fuel & Lubricants
03-303-000-0000-6513		68.85	GASOLINE	18247 Motor Fuel & Lubricants
03-303-000-0000-6513		48.64	GASOLINE	18283 Motor Fuel & Lubricants
03-303-000-0000-6513		16.60	DIESEL	18285 Motor Fuel & Lubricants
03-303-000-0000-6513		41.99	GASOLINE	18285 Motor Fuel & Lubricants
03-303-000-0000-6513		37.07	GASOLINE	18326 Motor Fuel & Lubricants
03-303-000-0000-6513		49.57	GASOLINE	18359 Motor Fuel & Lubricants
03-303-000-0000-6513		60.57	GASOLINE	18360 Motor Fuel & Lubricants
03-303-000-0000-6513		25.82	GASOLINE	18366 Motor Fuel & Lubricants
03-303-000-0000-6513		47.66	GASOLINE	18460 Motor Fuel & Lubricants
03-303-000-0000-6513		43.45	GASOLINE	18465 Motor Fuel & Lubricants
03-303-000-0000-6513		39.46	GASOLINE	18468 Motor Fuel & Lubricants
03-303-000-0000-6513		55.76	GASOLINE	18483 Motor Fuel & Lubricants
03-303-000-0000-6513		17.52	DIESEL	18514 Motor Fuel & Lubricants
03-303-000-0000-6513		45.68	GASOLINE	18514 Motor Fuel & Lubricants
03-303-000-0000-6513		53.51	GASOLINE	18562 Motor Fuel & Lubricants
03-303-000-0000-6513		50.97	GASOLINE	18585 Motor Fuel & Lubricants
03-303-000-0000-6513		73.33	GASOLINE	18588 Motor Fuel & Lubricants
03-303-000-0000-6513		38.79	GASOLINE	18605 Motor Fuel & Lubricants
03-303-000-0000-6513		36.98	GASOLINE	18660 Motor Fuel & Lubricants
03-303-000-0000-6513		43.99	GASOLINE	18691 Motor Fuel & Lubricants
03-303-000-0000-6513		65.82	GASOLINE	18696 Motor Fuel & Lubricants
03-303-000-0000-6513		18.26	DIESEL	18696 Motor Fuel & Lubricants
03-303-000-0000-6513		57.74	GASOLINE	18727 Motor Fuel & Lubricants
<b>4010 Rasley Oil Company</b>		<b>1,912.79</b>		
			40 Transactions	
<b>10257 Sadie Llama Designs</b>				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
3 Road & Bridge

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>
10257 Sadie Llama Designs		E- 911 SIGNING	85604.7455	Signs & Posts
				1 Transactions
4711 Sunnys Citgo		GASOLINE	1010621	Motor Fuel & Lubricants
				1 Transactions
10431 Verizon Business		FEB- HWY OFFICE	4227948181702	Utilities
				1 Transactions
6097 Verizon Wireless		FEB- DEPT CELL PHONES	9781312233	Utilities
				1 Transactions
4988 Viking Industrial Center		AITKIN SHOP SUPPLIES	3101754	Shop Maintenance
				1 Transactions
5295 Ziegler Inc		FILTERS	PC190064807	Repair & Maintenance Supplies
				1 Transactions
303 DEPT Total:	15,367.42	R&B Highway Maintenance	31 Vendors	112 Transactions
307 DEPT		R&B Capital Infrastructure		
14395 Collins/David Wayne		LAND RIGHT OF WAY	PARCEL NO. 8	Right Of Way
				1 Transactions
8290 Radke/Todd		LAND RIGHT OF WAY	PARCEL NO 17	Right Of Way
				1 Transactions
14393 Swider/Steven		LAND RIGHT OF WAY	PARCEL NO 11	Right Of Way
				1 Transactions
4882 Town Of Kimberly Clerk				

DKB1  
 3/20/17 10:28AM  
 3 Road & Bridge

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03-307-000-0000-6362		250.00		
4882 Town Of Kimberly Clerk		250.00		LAND RIGHT OF WAY PARCEL NO 16 Right Of Way
			1 Transactions	
5128 Widseth Smith & Nolting Inc				
03-307-000-0000-6260		226.00		
5128 Widseth Smith & Nolting Inc		226.00		PROFESSIONAL SERVICES 115235 Professional Services
			1 Transactions	
307 DEPT Total:		5,676.00		R&B Capital Infrastructure 5 Vendors 5 Transactions
3 Fund Total:		21,178.86		Road & Bridge 120 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
400	DEPT		Public Health Department		
10185	Centurylink Communications Inc		Toll free charges	320295974	Telephone
	05- 400- 440- 0410- 6250	5.32			
10185	Centurylink Communications Inc	5.32			
			1 Transactions		
400	DEPT Total:	5.32	Public Health Department	1 Vendors	1 Transactions
420	DEPT		Income Maintenance		
10185	Centurylink Communications Inc		Toll free charges	320295974	Telephone
	05- 420- 600- 4800- 6250	11.32			
10185	Centurylink Communications Inc	11.32			
			1 Transactions		
420	DEPT Total:	11.32	Income Maintenance	1 Vendors	1 Transactions
430	DEPT		Social Services		
10185	Centurylink Communications Inc		Toll free charges	320295974	Telephone
	05- 430- 700- 4800- 6250	16.64			
10185	Centurylink Communications Inc	16.64			
			1 Transactions		
430	DEPT Total:	16.64	Social Services	1 Vendors	1 Transactions
5	Fund Total:	33.28	Health & Human Services		3 Transactions

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
10 Trust

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		
13909	AHO/GERALYN 10- 900- 000- 0000- 2300		Bond refund Rec #2884	13523	Timber Permit Bonds
13909	AHO/GERALYN	1,708.80	1 Transactions		
13447	Futurewood 10- 900- 000- 0000- 2300		Timber bond refund Rec 2914	13699	Timber Permit Bonds
13447	Futurewood	3,887.10	1 Transactions		
5791	Sappi 10- 900- 000- 0000- 2300		Bond refund Rec #2861	13745	Timber Permit Bonds
5791	Sappi	5,530.25	1 Transactions		
900	DEPT Total:	11,126.15	Timber Permit Bonds	3 Vendors	3 Transactions
923	DEPT		Forfeited Tax Sales		
86467	Auto Value Aitkin 10- 923- 000- 0000- 6590		wiper blades 303	40095887	Repair & Maintenance Supplies
86467	Auto Value Aitkin	23.98	1 Transactions		
91022	Courtemanche/Richard 10- 923- 000- 0000- 6330		Nat Resources mlg 03/13/2017	37@.435 0	Transportation & Travel
91022	Courtemanche/Richard	16.10	1 Transactions		
86235	The Office Shop Inc 10- 923- 000- 0000- 6405		Office Supplies 03/03/2017	1021967- 0 0	Office Supplies
	10- 923- 000- 0000- 6405	10.48	Pens 03/06/2017	1021977- 0 0	Office Supplies
86235	The Office Shop Inc	78.04	2 Transactions		
923	DEPT Total:	118.12	Forfeited Tax Sales	3 Vendors	4 Transactions
926	DEPT		Law Library		
5173	THOMSON REUTERS- WEST PUBLISHING 10- 926- 000- 0000- 6408		January Information charges	835523939	Law Books
	10- 926- 000- 0000- 6408	1,222.37	January Library subscription	835603104	Law Books
		699.92			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
10 Trust

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<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>
10-926-000-0000-6408		1,222.37	01/05/2017 02/04/2017	0 835694421 Law Books
10-926-000-0000-6408		699.92	02/01/2017 02/28/2017	0 835771590 Law Books
5173 THOMSON REUTERS- WEST PUBLISHING		3,844.58	02/05/2017 03/04/2017	0 4 Transactions
926 DEPT Total:		3,844.58	Law Library	1 Vendors 4 Transactions
10 Fund Total:		15,088.85	Trust	11 Transactions



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
12526	Bixby/James					
	11-924-000-0000-6350		35.00	Nat Resources Meeting	3/13/17	Per Diem
	11-924-000-0000-6330		35.31	Mileage Nat Resources Committe	66@.535	Transportation & Travel
12526	Bixby/James		70.31	2 Transactions		
589	Blomberg/Judith					
	11-924-000-0000-6350		35.00	Nat Resources Meeting	3/13/17	Per Diem
589	Blomberg/Judith		35.00	1 Transactions		
10890	Insley/Kevin					
	11-924-000-0000-6350		35.00	Nat Resources meeting	3/13/17	Per Diem
	11-924-000-0000-6330		20.33	Nat resources mileage	38@.535	Transportation & Travel
				03/13/2017	03/13/2017	0
10890	Insley/Kevin		55.33	2 Transactions		
2448	Janzen/Carroll Mark					
	11-924-000-0000-6350		35.00	Nat Resources meeting	3/13/17	Per Diem
	11-924-000-0000-6330		29.96	Nat Resources mileage	56@.535	Transportation & Travel
2448	Janzen/Carroll Mark		64.96	2 Transactions		
5759	Kitzrow/Donald					
	11-924-000-0000-6350		35.00	Nat Resources meeting	3/13/17	Per Diem
	11-924-000-0000-6330		35.20	Nat Resources mileage	65.8@.535	Transportation & Travel
				03/13/2017	03/13/2017	0
5759	Kitzrow/Donald		70.20	2 Transactions		
12512	MARCUM/ROBERT					
	11-924-000-0000-6350		35.00	Nat Resources meeting	3/13/17	Per Diem
	11-924-000-0000-6330		25.68	Nat Resources mileage	48@.535	Transportation & Travel
				03/13/2017	03/13/2017	0
12512	MARCUM/ROBERT		60.68	2 Transactions		
4489	Rainforest Alliance, Inc.					
	11-924-000-0000-6231		6,843.00	2017 FSC Audit	147102	Services, Labor, Contracts
				03/08/2017	03/08/2017	0
4489	Rainforest Alliance, Inc.		6,843.00	1 Transactions		
10906	Shipp/Dale					

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
11 Forest Development

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
11- 924- 000- 0000- 6350		35.00		Per Diem
11- 924- 000- 0000- 6330		17.12		Transportation & Travel
10906 Shipp/Dale		52.12	2 Transactions	
4927 Turnock/Franklin Allen		35.00		Per Diem
11- 924- 000- 0000- 6350		35.00		Per Diem
11- 924- 000- 0000- 6330		32.10		Transportation & Travel
4927 Turnock/Franklin Allen		67.10	2 Transactions	
10017 Tveit/Galen		35.00		Per Diem
11- 924- 000- 0000- 6350		35.00		Per Diem
11- 924- 000- 0000- 6330		17.12		Transportation & Travel
10017 Tveit/Galen		52.12	2 Transactions	
6097 Verizon Wireless		87.83		Telephone
11- 924- 000- 0000- 6250		87.83		Telephone
6097 Verizon Wireless		87.83	1 Transactions	
12065 Warnest/Timothy		35.00		Per Diem
11- 924- 000- 0000- 6350		35.00		Per Diem
11- 924- 000- 0000- 6330		33.71		Transportation & Travel
12065 Warnest/Timothy		68.71	2 Transactions	
924 DEPT Total:		7,527.36	12 Vendors	21 Transactions
925 DEPT				
90805 Temco		24.30		Repair & Maintenance Supplies
11- 925- 000- 0000- 6590		24.30		Repair & Maintenance Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
11 Forest Development

<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>				
90805 Temco		24.30	1 Transactions	
925 DEPT Total:		24.30	Reforestation	1 Vendors 1 Transactions
11 Fund Total:		7,551.66	Forest Development	22 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
19 Long Lake Conservation C

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
521	DEPT 8622 Frontier 19- 521- 000- 0000- 6250		561.88	LLCC Administration Service & long distance 02/22/2017 02/22/2017	2187684653 0	Telephone
	8622 Frontier		561.88	1 Transactions		
	13225 Graphics4Gear, LLC 19- 521- 000- 0000- 6400		112.75	Earrings for commissary 03/06/2017 03/06/2017	3074 0	Commissary Items
	13225 Graphics4Gear, LLC		112.75	1 Transactions		
	2763 J & H Transfer Station- Lakes Sanitary 19- 521- 000- 0000- 6255		92.00	March garbage service 03/01/2017 03/01/2017	116688 0	Garbage
	2763 J & H Transfer Station- Lakes Sanitary		92.00	1 Transactions		
521	DEPT Total:		766.63	LLCC Administration	3 Vendors	3 Transactions
522	DEPT 14396 U of M Extension 19- 522- 000- 0000- 6820		160.00	LLCC Education Refund overpayment 02/28/2017 02/28/2017	0	Refunds & Reimbursements
	14396 U of M Extension		160.00	1 Transactions		
522	DEPT Total:		160.00	LLCC Education	1 Vendors	1 Transactions
523	DEPT 4968 Upper Lakes Foods, Inc 19- 523- 000- 0000- 6418		742.61	LLCC Food Groceries 02/28/2017 02/28/2017	865286- 00 0	Groceries- Students
	19- 523- 000- 0000- 6420		96.83	Supplies 02/28/2017 02/28/2017	865286- 00 0	Food Service Supplies
	4968 Upper Lakes Foods, Inc		839.44	2 Transactions		
523	DEPT Total:		839.44	LLCC Food	1 Vendors	2 Transactions
524	DEPT 10855 Culligan			LLCC Maintenance		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
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				
19- 524- 000- 0000- 6302		Repair water softener	150- 10039204- 5	Vehicle Maintenance
329.00		02/28/2017 02/28/2017	0	
10855 Culligan		1 Transactions		
329.00				
2340 Hyytinen Hardware Hank		Paint supplies	1378525	Janitorial Services/Supplies
19- 524- 000- 0000- 6422		02/06/2017 02/06/2017	0	
38.03				
19- 524- 000- 0000- 6422		Paint supplies	1378798	Janitorial Services/Supplies
28.99		02/08/2017 02/08/2017	0	
2340 Hyytinen Hardware Hank		2 Transactions		
67.02				
3760 Palisade Cooperative Oil Assoc		Plow truck fuel	359977	Gas And Oil
19- 524- 000- 0000- 6511		02/07/2017 02/07/2017	0	
51.47				
19- 524- 000- 0000- 6511		Plow truck fuel	361259	Gas And Oil
22.34		02/22/2017 02/22/2017	0	
3760 Palisade Cooperative Oil Assoc		2 Transactions		
73.81				
3810 Paulbeck's County Market		Gas for van	7684653	Gas And Oil
19- 524- 000- 0000- 6511		03/02/2017 03/02/2017	0	
28.72				
19- 524- 000- 0000- 6511		Car wash for van	7684653	Gas And Oil
6.00		03/02/2017 03/02/2017	0	
3810 Paulbeck's County Market		2 Transactions		
34.72				
90805 Temco		Repair shaft for sweeper	21136	Vehicle Maintenance
19- 524- 000- 0000- 6302		03/03/2017 03/03/2017	0	
40.00				
90805 Temco		1 Transactions		
40.00				
524 DEPT Total:		LLCC Maintenance	5 Vendors	8 Transactions
544.55				
19 Fund Total:		Long Lake Conservation Center		14 Transactions
2,310.62				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
21 Parks

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT			Parks		
86467	Auto Value Aitkin					
	21- 520- 000- 0000- 6590		4.98	spark plugs 205	40095904	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		8.49	car wash concentrate	40096903	Repair & Maintenance Supplies
86467	Auto Value Aitkin		13.47	2 Transactions		
13725	Beartooth True Value					
	21- 520- 000- 0000- 6590		7.99	22 Ga Sheet	B31235	Repair & Maintenance Supplies
				02/08/2017	02/08/2017	0
	21- 520- 000- 0000- 6590		10.84	Hardware	B31424	Repair & Maintenance Supplies
				02/13/2017	02/13/2017	0
	21- 520- 000- 0000- 6590		24.34	Hardware	B31621	Repair & Maintenance Supplies
				02/17/2017	02/17/2017	0
13725	Beartooth True Value		43.17	3 Transactions		
7525	Hometown Bldg Supply					
	21- 520- 000- 0000- 6405		3.98	Brackets	92303	Office Supplies
				02/09/2017	02/09/2017	0
7525	Hometown Bldg Supply		3.98	1 Transactions		
2340	Hyytinen Hardware Hank					
	21- 520- 000- 0000- 6405		32.36	Mouse trap,screws, organizer	1378435	Office Supplies
				02/06/2017	02/06/2017	0
	21- 520- 000- 0000- 6405		6.49	Router bit	1379386	Office Supplies
				02/13/2017	02/13/2017	0
	21- 520- 000- 0000- 6405		50.46	Handles, axes	1379569	Office Supplies
				02/14/2017	02/14/2017	0
2340	Hyytinen Hardware Hank		89.31	3 Transactions		
2763	J & H Transfer Station- Lakes Sanitary					
	21- 520- 000- 0000- 6254		75.00	Garbage service for shop	116753	Utilities
				03/01/2017	03/01/2017	0
2763	J & H Transfer Station- Lakes Sanitary		75.00	1 Transactions		
3100	McGregor Oil					
	21- 520- 000- 0000- 6511		23.95	Feb Gas	AITKINLA	Gas And Oil
3100	McGregor Oil		23.95	1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
3/20/17 10:28AM  
21 Parks

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
	21-520-000-0000-6254	43.82	Electricity for Berglund Park	18-51-106-02	Utilities
			02/01/2017 02/28/2017	0	
3160	Mille Lacs Energy Coop- Albert Lea	43.82		1 Transactions	
9692	Minnesota Energy Resources Corporation				
	21-520-000-0000-6254	323.94	Feb Shop Gas	05025445610000	Utilities
9692	Minnesota Energy Resources Corporation	323.94		1 Transactions	
4010	Rasley Oil Company				
	21-520-000-0000-6511	731.36	Feb Gas	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company	731.36		1 Transactions	
520	DEPT Total:	1,348.00	Parks	9 Vendors	14 Transactions
21	Fund Total:	1,348.00	Parks		14 Transactions
	Final Total:	104,331.48	226 Vendors	418 Transactions	

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



**Recap by Fund**

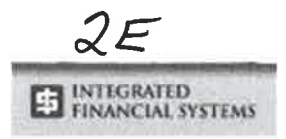
<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	56,820.21	General Fund
3	21,178.86	Road & Bridge
5	33.28	Health & Human Services
10	15,088.85	Trust
11	7,551.66	Forest Development
19	2,310.62	Long Lake Conservation Center
21	1,348.00	Parks
<b>All Funds</b>	<b>104,331.48</b>	<b>Total</b>

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



DKB1  
3/17/17 12:11PM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

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

RE Tax Overpays

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
3/17/17 12:11PM  
13 Taxes & Penalties

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
943 DEPT		Taxes And Penalties		
48 Aitkin Co Abstract Company 13- 943- 000- 0000- 2001		8.00	24- 0- 041101 per 1 overpay	Lueck Cur - Property Taxes
48 Aitkin Co Abstract Company		8.00	1 Transactions	
5378 Anderson/Emmer 13- 943- 000- 0000- 2001		12.00	11- 1- 145300 per 1 Refund	Anderson Cur - Property Taxes
5378 Anderson/Emmer		12.00	1 Transactions	
10936 Bishop/David 13- 943- 000- 0000- 2001		2.00	52- 1- 039201 per 1 overpay	Bishop Cur - Property Taxes
10936 Bishop/David		2.00	1 Transactions	
14397 Gray/Garry 13- 943- 000- 0000- 2001		2.00	15- 0- 060000 per 1 overpay	Gray Cur - Property Taxes
14397 Gray/Garry		2.00	1 Transactions	
1976 Haberkorn Law Offices,Ltd 13- 943- 000- 0000- 2001		124.00	24- 0- 035700 per 1 overpay	Nelson Cur - Property Taxes
1976 Haberkorn Law Offices,Ltd		124.00	1 Transactions	
14398 Kanis/Karen 13- 943- 000- 0000- 2001		2.00	07- 1- 115100 per 1 overpay	Kanis Cur - Property Taxes
14398 Kanis/Karen		2.00	1 Transactions	
5379 Mattson/Larry 13- 943- 000- 0000- 2001		2.00	29- 1- 506900 per 1 overpay	Mattson Cur - Property Taxes
5379 Mattson/Larry		2.00	1 Transactions	
12027 McGregor Title 13- 943- 000- 0000- 2001		26.00	33- 0- 043301 per 1 overpay	Tollerud Cur - Property Taxes
12027 McGregor Title		26.00	1 Transactions	
14400 Roche/Steven 13- 943- 000- 0000- 2001		191.44	27- 1- 065400 per 1 Refund	Roche Cur - Property Taxes
14400 Roche/Steven		191.44	1 Transactions	
14399 West/Margaret 13- 943- 000- 0000- 2001		2.00	29- 1- 386900 per 1 overpay	West Cur - Property Taxes

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
3/17/17 12:11PM  
13 Taxes & Penalties

<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>
13-943-000-0000-2001		29-1-386800 per 1 overpay	West	Cur - Property Taxes
14399 West/Margaret		2 Transactions		
943 DEPT Total:		917.44 Taxes And Penalties	10 Vendors	11 Transactions
13 Fund Total:		917.44 Taxes & Penalties		11 Transactions
Final Total:		917.44	10 Vendors	11 Transactions

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	13	917.44	Taxes & Penalties
<b>All Funds</b>		<b>917.44</b>	<b>Total</b>

Approved by, .....

.....

.....

2F

DKB1  
3/13/17 9:29AM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

February Sales & Use 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

<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>
<b>89991 Bremer Bank</b>						
1 01-040-021-0000-5520			1.93	Receipt Nbr 1181 02/21/2017		Drivers License Fees
2 01-040-021-0000-5840			1.25	Receipt Nbr 1176 02/06/2017		Misc Receipts
3 01-040-021-0000-5840			1.22	Receipt Nbr 1181 02/21/2017		Misc Receipts
4 01-042-000-0000-5840			0.26	Receipt Nbr 4396 02/27/2017		Misc Receipts
5 01-043-000-0000-5840			0.32	Receipt Nbr 975 02/03/2017		Misc Receipts
6 01-043-000-0000-5840			0.26	Receipt Nbr 975 02/03/2017		Misc Receipts
7 01-043-000-0000-5840			0.32	Receipt Nbr 998 02/24/2017		Misc Receipts
8 01-043-000-0000-5840			2.57	Receipt Nbr 998 02/24/2017		Misc Receipts
9 01-043-000-0000-5840			0.51	Receipt Nbr 998 02/24/2017		Misc Receipts
10 01-044-000-0000-5840			0.64	Receipt Nbr 889 02/17/2017		Misc Receipts
11 01-049-000-0000-5525			11.14	Receipt Nbr 591 02/02/2017		Label & Listing Sales
12 01-049-000-0000-5525			4.33	Receipt Nbr 591 02/02/2017		Label & Listing Sales
13 01-049-000-0000-5525			2.27	Receipt Nbr 591 02/02/2017		Label & Listing Sales
14 01-049-000-0000-5525			19.59	Receipt Nbr 591 02/02/2017		Label & Listing Sales
15 01-049-000-0000-5525			7.22	Receipt Nbr 592 02/07/2017		Label & Listing Sales
16 01-049-000-0000-5525			23.08	Receipt Nbr 592 02/07/2017		Label & Listing Sales
17 01-049-000-0000-5525			1.72	Receipt Nbr 593 02/07/2017		Label & Listing Sales
18 01-049-000-0000-5525			1.95	Receipt Nbr 593 02/07/2017		Label & Listing Sales
19 01-090-000-0000-5840			0.64	Receipt Nbr 1859 02/10/2017		Misc Receipts
20 01-090-000-0000-5840			1.93	Receipt Nbr 1860 02/10/2017		Misc Receipts
21 01-090-000-0000-5840			0.64	Receipt Nbr 1861 02/10/2017		Misc Receipts
22 01-090-000-0000-5840			0.64	Receipt Nbr 1861 02/10/2017		Misc Receipts
23 01-090-000-0000-5840			1.93	Receipt Nbr 1864 02/17/2017		Misc Receipts
24 01-090-000-0000-5840			0.64	Receipt Nbr 1865 02/23/2017		Misc Receipts
25 01-252-252-0000-5872			38.21	Receipt Nbr 3104 02/02/2017		Phone Card Prisoner Welfare(Taxable)
26 01-252-252-0000-5872			44.58	Receipt Nbr 3111 02/09/2017		Phone Card Prisoner Welfare(Taxable)
27 01-252-252-0000-5872			217.05	Receipt Nbr 3125 02/22/2017		Phone Card Prisoner Welfare(Taxable)
28 01-252-252-0000-5885			30.31	Receipt Nbr 3104 02/02/2017		Commissary Sales Taxable
29 01-252-252-0000-5885			22.64	Receipt Nbr 3111 02/09/2017		Commissary Sales Taxable
30 01-252-252-0000-5885			11.21	Receipt Nbr 3116 02/14/2017		Commissary Sales Taxable
31 01-252-252-0000-5885			32.66	Receipt Nbr 3125 02/22/2017		Commissary Sales Taxable
49 01-100-000-0000-6311			108.09	February Copies		Sales Tax
50 01-100-000-0000-6312			0.09-	February sales tax adjustment		Sales Tax Adjustment
<b>89991 Bremer Bank</b>			<b>591.66</b>			
				33 Transactions		
<b>1 Fund Total:</b>			<b>591.66</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>33 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
3/13/17 9:29AM  
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>Paid On Bhf #</u> <u>On Behalf of Name</u>
47	8410 Bremer Bank 03-303-000-0000-6513		826.22	February Diesel Tax	Motor Fuel & Lubricants
	8410 Bremer Bank		826.22	1 Transactions	
32	89991 Bremer Bank 03-000-000-0000-5855		0.39	Receipt Nbr 1177 02/06/2017	Charges- Individuals
33	03-000-000-0000-5855		1.93	Receipt Nbr 2991 02/14/2017	Charges- Individuals
34	03-000-000-0000-5855		3.86	Receipt Nbr 963 02/15/2017	Charges- Individuals
35	03-000-000-0000-5855		1.93	Receipt Nbr 2997 02/24/2017	Charges- Individuals
36	03-000-000-0000-5855		1.93	Receipt Nbr 965 02/28/2017	Charges- Individuals
	89991 Bremer Bank		10.04	5 Transactions	
<b>3 Fund Total:</b>			<b>836.26</b>	<b>Road &amp; Bridge</b>	<b>2 Vendors      6 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
3/13/17 9:29AM  
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>
<b>4580 Mn Dept Of Finance</b>						
51 09-000-000-0000-2022			140.00	February Birth Surcharges		Birth/Death Surcharges
52 09-000-000-0000-2022			456.00	February Death surcharges		Birth/Death Surcharges
53 09-000-000-0000-2024			105.00	February Childrens		St Share Of Birth Cert.- Children
48 09-000-000-0000-2030			90.00	Feb.Marriage License Fees		State Fees, Assessments & Surcharges
54 09-000-000-0000-2031			3.00	February Torrens		Real Estate Assurance (Was 5874 And 627
55 09-000-000-0000-2036			4,105.50	February State General Fund		Recording Surcharges (Was 5871 & 6281)
56 09-000-000-0000-2036			350.00	Feb.State Gen.Fund surcharge		Recording Surcharges (Was 5871 & 6281)
<b>4580 Mn Dept Of Finance</b>			<b>5,249.50</b>		7 Transactions	
<b>3375 Mn Dept Of Health</b>						
57 09-000-000-0000-2027			382.50	February State Well		State Well Cert Fees (Was 5097 & 6203)
<b>3375 Mn Dept Of Health</b>			<b>382.50</b>		1 Transactions	
<b>9 Fund Total:</b>			<b>5,632.00</b>	<b>State</b>	<b>2 Vendors</b>	<b>8 Transactions</b>



# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
3/13/17 9:29AM  
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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991	Bremer Bank				
37	19- 521- 000- 0000- 5885		1.55	Receipt Nbr 1384 02/15/2017	Commissary Sales Taxable
38	19- 521- 000- 0000- 5885		9.48	Receipt Nbr 1386 02/16/2017	Commissary Sales Taxable
39	19- 521- 000- 0000- 5885		75.92	Receipt Nbr 1396 02/28/2017	Commissary Sales Taxable
89991	Bremer Bank		86.95	3 Transactions	
<b>19 Fund Total:</b>			86.95	Long Lake Conservation Center	1 Vendors 3 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
3/13/17 9:29AM  
21 Parks

<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 # On Behalf of Name</u>
<b>89991 Bremer Bank</b>				
40 21- 520- 000- 0000- 5510		5.15	Receipt Nbr 2983 02/03/2017	Co. Parks Campground Fees
41 21- 520- 000- 0000- 5510		5.15	Receipt Nbr 2983 02/03/2017	Co. Parks Campground Fees
42 21- 520- 000- 0000- 5510		5.15	Receipt Nbr 2990 02/13/2017	Co. Parks Campground Fees
43 21- 520- 000- 0000- 5510		5.15	Receipt Nbr 2994 02/21/2017	Co. Parks Campground Fees
44 21- 520- 000- 0000- 5510		10.29	Receipt Nbr 2994 02/21/2017	Co. Parks Campground Fees
45 21- 520- 000- 0000- 5510		2.57	Receipt Nbr 2995 02/21/2017	Co. Parks Campground Fees
46 21- 520- 000- 0000- 5510		2.89	Receipt Nbr 2996 02/21/2017	Co. Parks Campground Fees
<b>89991 Bremer Bank</b>		<b>36.35</b>	7 Transactions	
<b>21 Fund Total:</b>		<b>36.35</b>	<b>Parks</b>	<b>1 Vendors 7 Transactions</b>
<b>Final Total:</b>		<b>7,183.22</b>	<b>7 Vendors</b>	<b>57 Transactions</b>

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	591.66	General Fund
3	836.26	Road & Bridge
9	5,632.00	State
19	86.95	Long Lake Conservation Center
21	36.35	Parks
<b>All Funds</b>	<b>7,183.22</b>	<b>Total</b>

Approved by, .....

.....

.....



# Board of County Commissioners Agenda Request

26  
Agenda Item #

**Requested Meeting Date:**

**Title of Item:** License Center rental agreement

- REGULAR AGENDA
- CONSENT AGENDA
- INFORMATION ONLY

**Action Requested:**

- Approve/Deny Motion
- Adopt Resolution (attach draft)

- Direction Requested
- Discussion Item
- Hold Public Hearing\*

*\*provide copy of hearing notice that was published*

**Submitted by:**  
Kirk Peysar, County Auditor

**Department:**  
County Auditor

**Presenter (Name and Title):**  
Kirk Peysar, County Auditor

**Estimated Time Needed:**  
n/a

**Summary of Issue:**

Approve and authorize signatures to the rental contract

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Approve and authorize signatures to the renewal contracts

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

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

March 8, 2017

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: Lease agreement for License Center

The County leases approximately 800 square feet of space from Patrick and Maryann Holder for the operations of the license center. The term of the lease is for five years at a monthly rate of \$825 which includes utilities except telephone.

The lease does provide for an early out with notice.

I am requesting authorization from the County Board to sign the agreement with the Holder's.

## LEASE AGREEMENT

THIS LEASE AGREEMENT, entered into this \_\_\_\_ day of December, 2016 and made effective January 1, 2017, by and between **Patrick L. Holder and Maryann K. Holder, as Trustees of the Maryann K. Holder Revocable Trust under Agreement dated June 16, 2009**, hereinafter referred to as "Landlord", and Aitkin County License Center, hereinafter referred to as "Tenant."

### WITNESSETH:

Landlord hereby demises and leases to the Tenant, and Tenant hereby hires from the Landlord, the premises situated in the City of Aitkin, County of Aitkin, and State of Minnesota, located at 2 Second Street NW, containing approximately 800 square feet, hereinafter referred to as the "Premises."

### ARTICLE I. INITIAL TERM; RENEWAL

The initial term of this lease shall be for five (5) years from January 1, 2017 through December 31, 2021. This lease shall automatically renew after the expiration of the initial term for a five (5) year renewal term unless Tenant notifies Landlord that it wishes to terminate this Lease at the expiration of the initial five (5) year term, with such renewal term to be under the same terms and conditions of this lease, save and except for the amount of the monthly rent payment due under such renewal lease, which shall be mutually agreed to by the parties.

### ARTICLE II. RENT

During the initial term of this lease, the rent shall be in the amount of \$9,900.00 per year, payable in monthly installments of \$825.00 each to Landlord, payable by Tenant in advance on or before the 1<sup>st</sup> day of each month commencing January 1, 2017 and continuing on

the 1<sup>st</sup> of each month thereafter until December 31, 2021 at 28248 Pinewood Place, Aitkin, Minnesota 56431 or at such other place designated by Landlord, without prior demand therefore, and without any deduction or set-off whatsoever.

ARTICLE III.  
INSURANCE

3.1. Tenant agrees to procure and maintain a policy or policies of insurance, at its own cost and expense, insuring Landlord and Tenant from all claims, demands or actions, for injury or death of any one person in an amount of not less than \$1,000,000.00 and for injury to or death of more than one person in any one accident to the limit of \$1,000,000.00 and for damage to property in an amount of not less than \$ 2,000,000.00 made by or on behalf of any person or persons, firm, corporation or other entity arising from, related to or connected with, the conduct and operation of Tenant's business in or on the leased Premises. Said insurance shall not be subject to cancellation except after at least thirty (30) days prior written notice to Landlord. The policy or policies, or duly executed certificate or certificates for the same, naming Landlord as additional insured, together with satisfactory evidence of the payment of premium thereon, shall be deposited with Landlord at the commencement of the term and renewals thereof not less than thirty (30) days prior to the expiration of the term of such coverage. If Tenant fails to comply with such requirement, Landlord may obtain such insurance and keep the same in effect, and Tenant shall pay Landlord the premium cost thereof upon demand.

3.2. Tenant will, at its sole cost, carry state required workers compensation for its employees, in addition to the other insurance required hereunder or by law. All insurance shall be placed with an insurance company satisfactory to Landlord.

ARTICLE IV.  
USE OF PREMISES

Tenant accepts the Premises "AS IS" and acknowledges that Tenant has inspected the Premises prior to taking possession. The leased Premises may be used and occupied for the operation of a license center. Tenant shall promptly comply with all the laws, ordinances and regulations affecting the leased Premises and promulgated by duly constituted governmental authority and including insurance company requirements affecting the cleanliness, safety, use and occupation of the leased Premises.

ARTICLE V.  
EXTERIOR SIGNAGE

Tenant shall not erect any exterior signage without first obtaining Landlord's approval. Further, all of Tenant's exterior signage must be in compliance with all applicable City of Aitkin Ordinances.

ARTICLE VI.  
INSTALLATIONS AND ALTERATIONS

6.1. Tenant, at its expense, during the term of this lease may make such non-structural alterations to the interior of the Premises as it deems appropriate; provided that all such alterations shall be completed in a good and workmanlike manner and shall not impair the structural soundness or integrity of the Premises. Tenant shall make no additions or alterations whatsoever to the exterior of the Premises and no structural changes whatsoever within the Premises without the prior written consent of the Landlord. All alterations and modifications are to be made in conformity with all local, state and Federal codes, laws, rules, regulations and ordinances.

6.2. Tenant may install in or upon the Premises and remove therefrom such trade fixtures as it may deem necessary or appropriate to its business operations; provided that the removal of such trade fixtures shall cause no material damage to the Premises. Any damage



which may be caused to the Premises by the removal of any of Tenant's trade fixtures shall be repaired by Tenant at its expense forthwith upon the removal of any such trade fixtures.

6.3. Tenant shall not permit any mechanic's, laborer's or materialman's liens to be or remain filed against the Premises for any labor or material furnished to the Premises or to Tenant or claimed to have been furnished to the Premises or to Tenant in connection with work of any character performed or claimed to have been performed on the Premises by or at the direction of Tenant and shall hold Landlord and the Premises harmless therefrom. Tenant agrees to pay all sums of money in respect to any labor, services, materials, supplies or equipment furnished or alleged to have been furnished to Tenant in, at or about the Premises, or furnished to Tenant's agents, employees, contractors, or subcontractors, which may be secured by any mechanics, materials men, suppliers or other type of lien against the Premises or the Landlord's interest therein. In the event any such or similar lien shall be filed, Tenant shall within twenty-four (24) hours of receipt thereof, give notice to the Landlord of such lien and Tenant shall within ten (10) days after receiving notice of the filing of the lien, discharge such lien, or provide Landlord with a bond or other security acceptable to Landlord in an amount equal to one hundred twenty-five percent (125%) of the lien. Failure of Tenant to discharge the lien or provide acceptable security therefor shall constitute a default under this lease and in addition to any other right or remedy of Landlord, Landlord may, but shall not be obligated to, discharge the same of record by paying the amount claimed to be due, and the amount so paid by Landlord and all costs and expenses incurred by Landlord therewith, including reasonable attorney's fees shall be due and payable by Tenant to Landlord.

#### ARTICLE VII. INDEMNITY

Tenant agrees to indemnify and save Landlord harmless against any and all claims, demands, damages, costs and expenses, including, but not limited to, reasonable attorney's fees for the defense thereof, arising from the conduct of or management of the business conducted by Tenant in the leased Premises or from any breach or default on the part of Tenant in the

performance of any covenant or agreement on the part of Tenant to be performed pursuant to the terms of this lease, or from any act or negligence of Tenant, its agents, contractors, servants, employees, sublessees, concessionaires or licensees, in or about the leased Premises and the sidewalks adjoining the same. In case of any action or proceeding brought against Landlord by reason of any such claim, upon notice from Landlord, Tenant covenants to defend such action or proceeding by counsel reasonably satisfactory to Landlord. Landlord shall not be liable to Tenant, its business, invitees, employees, or other persons, and Tenant waives all claims against Landlord for damage to person or property sustained by Tenant or Tenant's employees, agents, servants, invitees and customers in, on or about the leased Premises or any equipment or appurtenances thereto appertaining becoming out of repair, or resulting from any accident in or about the leased Premises. This shall apply especially, but not exclusively, to the flooding of the leased Premises, and to damages caused by sprinkling devices, air conditioning apparatus, water, snow, frost, steam, gas, excessive heat or cold, falling plaster, broken glass, sewage, odors or noise, or the bursting or leaking of pipes or plumbing fixtures. All property belonging to Tenant or any occupant of the leased Premises shall be there at the risk of Tenant, and Landlord shall not be liable for damage thereto or theft or misappropriation thereof.

Landlord hereby waives and releases all claims, liabilities and causes of action against Tenant and its agents, assigns, servants and employees for loss or damage to, or destruction of, the buildings and other improvements situated on the Premises resulting from fire, explosion or other perils includable in All Risk coverage insurance, caused by the negligence of any of said persons. Landlord or Tenant agree to obtain this waiver from its insurer, and if additional premium is charged, Tenant shall be required to pay the same to keep this waiver in force. Tenant hereby waives and releases all claims, liabilities and causes of action against Landlord and its agents, servants and other employees for loss or damage to, or destruction of, any of the improvements, fixtures, equipment, supplies, merchandise and other property, whether that of Tenant or of others in, upon or about the leased Premises resulting from fire, explosion or the

other perils includable in All Risk coverage insurance, caused by the negligence of Landlord. Tenant agrees to obtain this waiver from its insurer.

In no event shall Landlord be obligated to incur expenses in restoring the Premises in excess of insurance proceeds received by Landlord for any restoration or in the event of any damage to the Premises by fire, flood, the elements or any other casualty if the Premises are insured under a Landlord Policy.

In no event, in the case of any such destruction to the Premises, shall Landlord be required to repair or replace Tenant's equipment, stock and trade, leasehold improvements, fixtures, furnishings, floor coverings or inventory.

#### ARTICLE VIII. ASSIGNMENT AND SUBLETTING

8.1. Tenant may not assign or in any manner transfer this lease or any interest therein, or sublet said Premises or any part or parts thereof, without the prior written approval of the Landlord.

8.2. Neither this Lease nor any interest therein, nor any estate thereby created, shall pass to any trustees or receiver in bankruptcy, or any assignee for the benefit of creditors, or by operation of law.

8.3 In the event of any such assignment or subletting, Tenant shall nevertheless at all times remain fully responsible and liable for the payment of rent and the performance and observance of all of Tenant's other obligations under the terms, conditions and covenants of this lease.

#### ARTICLE IX. CONSENT NOT UNREASONABLY WITHHELD

Landlord agrees that whenever under this lease provision is made for Tenant securing the written consent of Landlord, such written consent shall not be unreasonably withheld.

ARTICLE X.  
DEFAULT

Default on the part of the Tenant in paying the rentals herein set out or in keeping or performing any term or condition hereunder shall authorize Landlord, at its option, to (a) declare this lease in default and, at Landlord's sole discretion, terminate the lease immediately without notice, and Tenant specifically waives any other demand or notice or (b) immediately re-enter the Premises, without terminating this Lease, and take possession of all personal property therein found without legal process; also, upon such default, all rentals due hereunder for the balance of the term of the lease shall become immediately due and payable, but Tenant shall remain obligated to keep and perform each other term and condition other than the payment of rentals and continued occupancy, and shall be liable for additional damages for failure to keep any such other term and condition.

In the event of any default or breach of any condition of this lease by Tenant, Landlord, in addition to having any other rights or remedies to which it is entitled, shall have the immediate right of re-entry and may remove any and all persons and property from the leased Premises and any such property may be removed or relocated and/or stored in any facility or public warehouse chosen by Landlord, including its own, at the cost of, and for the account of Tenant, all without service of notice or resort to legal process and without being deemed guilty of trespass, or being liable for any loss or damage which may be occasioned thereby.

ARTICLE XI.  
ACCESS TO PREMISES

Landlord shall have the right to enter upon the Premises at all reasonable hours for the purpose of inspecting the Premises and for the purpose of showing prospective tenants, making repairs, additions or alterations thereto; provided, that such entry shall not unreasonably interfere with the conduct of the Tenant's business.

ARTICLE XII.  
SURRENDER OF POSSESSION

Upon termination of the lease, by expiration of term, or otherwise, Tenant shall redeliver to Landlord the Premises in good order and condition, cleared of all goods and equipment belonging to Tenant and broom clean and shall make good all damages to the Premises, ordinary wear and tear excepted, and shall remain liable for holdover rent until the Premises shall be returned in such order to Landlord.

ARTICLE XIII.  
NOTICES

Whenever under this lease a provision is made for notice of any kind, such notice and the service thereof shall be deemed sufficient if such notice to Tenant is in writing addressed to Tenant at the address provided to Landlord and is sent by standard U.S. mail, with postage prepaid and if such notice to Landlord is in writing addressed to Landlord at 28248 Pinewood Place, Aitkin, Minnesota 56431 and is sent by standard U.S. mail, with postage prepaid. Either party may by notice to the other party change the address at which it wishes to receive any notice given under this lease.

ARTICLE XIV.  
EMINENT DOMAIN

14.1 If the whole or any part of the Premises shall be taken under power of eminent domain, this lease shall terminate as to the part so taken on the date of taking ("Taking Date"). Tenant is required to yield possession thereof to the condemning authority. Landlord shall make such repairs and alterations as may be necessary in order to restore the part not taken to useful condition. Effective with the Taking Date the Rent shall be reduced in proportion to the amount of the Premises so taken. If the amount of the Premises so taken substantially impairs the usefulness of the Premises for the use permitted, either party may, by notice to the other

delivered at least sixty (60) days prior to the Taking Date, terminate this lease as of the Taking Date.

14.2 The term "eminent domain" shall include the exercise of any similar governmental power and any purchase or other acquisition in lieu of condemnation. All compensation awarded for taking of the fee and the leasehold shall belong to and be the property of Landlord, provided, however, that Landlord shall not be entitled to any award made to Tenant for relocation or moving expenses.

ARTICLE XV.  
ESTOPPEL, SUBORDINATION, NON-DISTURBANCE  
AND ATTORNMENT

15.1 Landlord hereby warrants that it and no other person or corporation has the right to lease the Premises hereby demised. So long as Tenant shall perform each and every covenant to be performed by Tenant hereunder, Tenant shall have peaceful and quiet use and possession of the Premises without hindrance on the part of Landlord, and Landlord shall warrant and defend Tenant in such peaceful and quiet use and possession under Landlord. Tenant's rights under this lease are and shall always be subordinate to the operation and effect of any mortgage, deed of trust, ground lease or other security instrument now or hereafter placed upon the Premises, or any part or parts thereof by Landlord. This clause shall be self-operative, and no further instrument of subordination shall be required. However, in confirmation thereof, Tenant may be required to execute an instrument as may be required by any mortgage, lessor or trustee. Any mortgage, ground lessor or trustee under such mortgage, deed of trust, ground lease or other security instrument may elect that this lease shall have priority over its mortgage, deed of trust, ground lease or other security instrument and upon notification of such election by such mortgagee, ground lessor or trustee to Tenant, this lease shall be deemed to have priority over said mortgage, deed of trust, ground lease or other security instrument whether this Lease is dated prior to or subsequent to the date of such mortgage, deed of trust, ground lease or other security instrument.

15.2 Tenant agrees that at any time and from time to time at reasonable intervals, within ten (10) days after written request by Landlord, Tenant will execute, acknowledge and deliver to Landlord, Landlord's mortgagee, or other designated by Landlord, an instrument as may from time to time be provided, ratifying this lease and certifying (a) that Tenant has entered into occupancy of the Premises and the date of such entry if such is the case; (b) that this lease is in full force and effect and has not been assigned, modified, supplemented or amended in any way (or if there has been any assignment, modification, supplement or amendment identifying the same); (c) that this lease represents the entire agreement between Landlord and Tenant as to the subject matter hereof (or if there has been any assignment, modification, supplement or amendment identifying the same); (d) the Commencement and Termination dates of the Term; (e) that all conditions under this lease to be performed by Landlord have been satisfied (and if not, what conditions remain unperformed); (f) that to the knowledge of the signer of such writing no default exists in the performance or observance of any covenant or condition in this lease, and there are no defenses or offsets against the enforcement of this lease by Landlord or specifying each default, defense or offset of which the signer may have knowledge; (g) that no Rent or other rental has been paid in advance and (h) the date to which Rent and all other rentals have been paid under this lease. Tenant hereby irrevocably appoints Landlord its attorney-in-fact to execute such a writing in the event Tenant shall fail to do so within ten (10) days of receipt of Landlord's request.

ARTICLE XVI.  
GENERAL

16.1 Nothing contained herein shall be deemed or construed by the parties hereto, or by any third party, to create the relationship of principal and agent or of partnership or of joint venture between the parties hereto, it being understood and agreed that neither the method of occupation or rent, nor any other provision contained herein, nor any acts of the parties hereto shall be deemed to create any relationship between the parties hereto other than the relationship

of Landlord and Tenant. Whenever herein the singular number is used, the same shall include the plural, and the masculine gender shall include the feminine and neuter genders.

16.2 Cumulative Rights - The rights, options, elections and remedies of both parties contained in this lease shall be cumulative and may be exercised on one or more occasions and none of them shall be construed as excluding any other or any additional right, priority or remedy allowed or provided by law.

16.3 Notice of Casualty Loss - Tenant shall give immediate notice to Landlord in case of fire or other casualty loss and accidents affecting the Premises.

16.4 Paragraph Titles - The titles of the various articles of this lease have been inserted merely as a matter of convenience and for reference only and shall not be deemed in any manner to define, limit or describe the scope or intent of the particular paragraphs to which they refer or to affect the meaning or construction of the language contained in the body of such articles.

16.5 Binding Agreement - All rights and liabilities herein given to or imposed upon the respective parties hereto shall extend to bind the legal representatives, successors and assigns of said parties.

16.6 Unenforceability - Unenforceability of any provision contained in this lease shall not affect or impair the validity of any other provision of this lease.

16.7 Governing Law - This lease shall be governed by and construed in accordance with the laws of the State of Minnesota.

16.8 Severability - If any provision of this lease shall be declared legally invalid or unenforceable, then the remaining provisions of this lease nevertheless shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.



ARTICLE XVII.  
HOLDOVER

In the event the Tenant remains in possession of the Premises after the termination of this lease or without the execution of a new lease should the Landlord desire to grant a new lease, then Tenant shall be deemed to be occupying the Premises as Tenant from month to month, with Rent due in an amount one and a half (1½) times Rent due under this lease, subject to all of the conditions, provisions and obligations of this lease, but without any rights to extend the term of this lease; and either party may then terminate this lease upon not less than thirty (30) days prior written notice to the other party.

ARTICLE XVIII.  
WAIVERS

One or more waivers by Landlord or Tenant of a breach of any covenant or condition by the other of them shall not be construed as a waiver of the subsequent breach of the same covenant or condition, and the consent or approval by Landlord or Tenant to any act by either requiring the other's consent or approval shall not be deemed to waive or render unnecessary either party's consent to or approval of any subsequent similar act by the other party.

ARTICLE XIX.  
ENTIRE AGREEMENT

Tenant and Landlord hereby agree that this lease as written represents the entire agreement between the parties hereto and that there are no other agreements, written or verbal, between the parties hereto pertaining to the Premises or the subject matter hereof. This lease may not be amended or supplemented orally but only by an agreement in writing which has been signed by both parties.

ARTICLE XX.  
TITLE

Landlord covenants and warrants that it has full right and authority to enter into this lease for the full term hereof Landlord further warrants that the Premises has access to a public roadway. Landlord further covenants that Tenant, upon paying the fixed minimum rent provided for herein and upon performing the covenants and agreements of this lease to be performed by said Tenant, will have, hold and enjoy quiet possession of the leased Premises.

ARTICLE XXI.  
ENVIRONMENTAL MATTERS

Without the prior written consent of Landlord, Tenant shall not cause or permit to be brought upon or kept or used in, on or about the Premises by Tenant, its employees, agents, contractors or invitees any toxic or hazardous material, substance or waste or any other material which may adversely affect the environment, except for materials used in the ordinary course of business of the Tenant, provided such use is a legal use and such materials are used in accordance with all industry and legal standards. If the presence of any such material, substance or waste caused or permitted by Tenant, its employees, agents, contractors or invitees results in any contamination of the Premises, then Tenant shall promptly take all actions at its sole expense as are necessary to return the same to the condition existing prior to the introduction of any such material, substance or waste to the Premises, provided that Landlord's approval of such actions shall first be obtained. Tenant hereby indemnifies and holds Landlord harmless from all loss or damage including reasonable attorney fees, costs and disbursements resulting or caused by Tenant pursuant to this paragraph. Landlord indemnities Tenant against, and states to the best of its knowledge that, no toxic or hazardous substances or wastes, pollutants or contaminants (including, without limitation, asbestos, urea formaldehyde, the

group of organic compounds known as polychlorinated biphenyls, petroleum products including gasoline, fuel oil, crude oil and various constituents of such products, and any hazardous substance as defined in the comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), 42 U.S.C. Sec. 9601-9657, as amended) have been generated, treated, stored, released or disposed of, or otherwise placed, deposited in or located on the Premises, nor has any activity been undertaken on the Premises that would cause or contribute to (i) the Premises to become a treatment, storage or disposal facility within the meaning of, or otherwise bring the Premises within the ambit of, the Resource Conservation and Recovery Act of 1976 ("RCRA"), 42 U.S. C. Sec. 6901 et seq. , or any similar state law or local ordinance, (ii) a release or threatened release of toxic or hazardous wastes or substances, pollutants or contaminants, from the Premises within the meaning of, or otherwise bring the Premises within the ambit of, CERCLA, or any similar state law or local ordinance, or (iii) the discharge of pollutants or effluents into any water source or system, the dredging or filling of any waters or the discharge into the air of any emissions, that would require a permit under the Federal Water Pollution Control Act, 33 U.S.C. sec. 1251 et seq., or the Clean Air Act, 42 U.S.C. Sec. 7401 et seq., or any similar state law or local ordinance. Landlord indemnifies Tenant against and states to the best of its knowledge there are no substances or conditions in or on the Premises that may support a claim or cause of action under RCRA, CERCLA or any other federal, state or local environmental statutes, regulations, ordinances or other environmental regulatory requirements.

IN WITNESS WHEREOF, Landlord and Tenant have signed and sealed this as of the date and year first written.

**LANDLORD**

**THE MARYANN K. HOLDER REVOCABLE  
TRUST UNDER AGREEMENT DATED JUNE 16,  
2009**

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By: Patrick L. Holder, Trustee

**TENANT**

**AITKIN COUNTY LICENSE CENTER**

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By: Kirk Peysar  
Its Treasurer *Kirk Peysar*



# Board of County Commissioners Agenda Request

24  
Agenda Item #

**Requested Meeting Date:** March 28, 2017

**Title of Item:** Application to Make Retail Sales of Cigarette & other Tobacco Prod

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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>

<b>Submitted by:</b> Sally M. Huhta	<b>Department:</b> Auditor's
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<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b> N/A
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**Summary of Issue:**

Please approve Applications for License to Sell Tobacco Products (see attached)

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Approve Applications for License to Sell Tobacco Products for the period ending March 31, 2018, subject to the completion of all paperwork in full.

**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:*

Motion by Commissioner x, seconded by Commissioner x and carried, all members voting yes to approve the following **Applications for License to Sell Tobacco Products** for the period **ending March 31, 2018**, *subject to the completion of all paperwork in full*:

- # 01 Bann's Bar & Café, Inc., d/b/a **Banns Bar & Cafe** – Shamrock Township
- # 02 Barnacles Resort of MN Inc., d/b/a **Barnacles** – Wealthwood Township
- # 03 Cuddler Enterprises, Inc., d/b/a **Big Sand Bar** – Workman Township
- # 04 Gabeshiwigamig Niish, LLC, d/b/a **Big Sandy Lodge & Resort** – Shamrock Township
- # 05 Zorbaz of Big Sandy Lake, Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township
- # 06 MacDonald Enterprises of Malmo, Inc., d/b/a **Castaway's Resort** – Lakeside Township
- # 07 ML Gas, Inc., d/b/a **East Lake Convenience Store** – Spalding Township
- # 08 DAM of Aitkin Lakes, Inc., d/b/a **Farm Island Store** – Farm Island Township
- # 09 N5 Corporation, d/b/a **Fisherman's Bay** – Workman Township
- # 10 Grill of Glen Inc., d/b/a **The Glen Store & Grill Inc.** – Malmo Township
- # 11 Gould's Mississippi Landing, d/b/a **Gould's Mississippi Landing** – Ball Bluff Township
- # 12 Harry's Midtown Liquor, L.L.C., d/b/a **Harry's Midtown Liquor** – City of Hill City
- # 13 Holiday Stationstores, Inc. d/b/a **Holiday Stationstores, Inc.** – City of McGregor
- # 14 Rips HLI, Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township
- # 15 Jennifer Coffman, LLC, d/b/a **Jen's Hill City Liquor** – City of Hill City
- # 16 KRIM15, LLC, d/b/a **The Junction** – Hazelton Township
- # 17 MacDonald Ent. of Aitkin, Inc., d/b/a **The Landing** – Aitkin Township
- # 18 Lazy Timber Enterprises, LLC, d/b/a **Malmo Market** – Malmo Township
- # 20 Rasley Oil Co., d/b/a **McGregor Oil** – City of McGregor
- # 21 Big Sandy Golf, Inc., d/b/a **Minnesota National Golf Course** – Workman Township
- # 22 Prairie River Retreat Inc., d/b/a **Prairie River Retreat** – Shamrock Township
- # 23 Klennert Stores, Inc., d/b/a **Roadside Market** – City of Hill City
- # 24 Sather's Gateway, Inc., d/b/a **Sather's Store** – Shamrock Township
- # 25 Klennert Stores, Inc., d/b/a **Sunny's** – City of Hill City
- # 26 TJ's Liquor, Inc., d/b/a **TJ's Liquor** – Malmo Township
- # 27 Mark Kenneth Ukura, d/b/a **Ukura's Big Dollar** – Jevne Township
- # 29 Jacque Saari, d/b/a **Whispering Pines** – Shamrock Township
- # 30 Minnewawa Partners, LLC, d/b/a **Willey's Sport Shop** – Shamrock Township



# Board of County Commissioners Agenda Request

21  
Agenda Item #

Requested Meeting Date: 3/28/2017

Title of Item: Apportionment of Tax Forfeited Funds

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Hold Public Hearing*

<b>Submitted by:</b> Land Commissioner	<b>Department:</b> Land Department
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<b>Presenter (Name and Title):</b> Mark Jacobs	<b>Estimated Time Needed:</b> n/a
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**Summary of Issue:**

The attached resolution is the annual distribution of tax forfeited funds per MS 282.08. The amounts reflect the approved 2017 budget.

**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:*

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

ADOPTED March 28, 2017

By Commissioner: xx

**20170328-0xx**

**Apportionment of 2016 Tax-Forfeited Funds**

**WHEREAS**, pursuant to Minnesota Statute 282.08, County boards are authorized to set aside monies from the tax forfeited sale fund for timber and park development.

**NOW, THEREFORE, BE IT RESOLVED**, that in compliance with said law, that thirty (30) percent of the remaining receipts are to be used for forest development and twenty (20) percent of these receipts remaining are to be used for the maintenance and development of County Parks or recreational areas, as defined in Minnesota Statute Section 398.31 to 398.36 to be expended under the supervision of the County Board.

Commissioner xxi 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, Jessica Seibert, 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 28<sup>th</sup> day of March 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28<sup>th</sup> day of March 2017

\_\_\_\_\_  
Jessica Seibert  
County Administrator





# Board of County Commissioners Agenda Request

25  
Agenda Item #

**Requested Meeting Date:** March 28, 2017

**Title of Item:** Award Contract for Application of Calcium Chloride

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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>		

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
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<b>Presenter (Name and Title):</b> NA	<b>Estimated Time Needed:</b> NA-consent agenda
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**Summary of Issue:**  
Bids for annual application of 270,000 gallons of calcium chloride were opened on March 20, 2017. Two bids were received as shown on the attached abstract of bids.  
Resolution:

WHEREAS, Contract No. 20171 is for the placement of calcium chloride on various county highways and township roads, and  
WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, March 20, 2017 with a total of two bids received, and  
WHEREAS, EnviroTech Services, Inc. - Greeley, CO - was the lowest responsible bidder in the amount of \$237,600.

NOW THEREFORE, BE IT RESOLVED, that EnviroTech Services, Inc. be awarded Contract 20171.

BE IT FURTHER RESOLVED, that the chairperson of the Aitkin County Board and the Aitkin County Auditor are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Recommend Award to EnviroTech Services, Inc. by resolution above. Based on the results on the bid, the total cost for 400-foot dust control treatments will be \$180, with 50% of the cost (\$90) paid by the requesting landowner.

**Financial Impact:**  
Is there a cost associated with this request?  Yes  No  
What is the total cost, with tax and shipping? \$ 237,600  
Is this budgeted?  Yes  No *Please Explain:*  
\$264,000 was budgeted in 2017.

**Aitkin County  
Project Bid Abstract**

**Project Name:** 2017 Calcium Chloride  
**Client:** Aitkin County  
**Bid Opening:** March 20, 2017, 2:00 PM

**Contract No.:** 20171  
**Project No.:** 2017 Calcium Chloride  
**Owner:** Aitkin, Minnesota

Project: 2017 Calcium Chloride			Engineers Estimate			ENVIROTECH SERVICES INC - Greeley, CO		Tri City Paving - Little Falls, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2131.5 CALCIUM CHLORIDE SOLUTION	GAL	270000	\$0.93	\$251,100.00	\$0.88	\$237,600.00	\$0.89	\$240,030.00
Totals for Project 2017 Calcium Chloride					\$251,100.00		\$237,600.00		\$240,030.00
% of Estimate for Project 2017 Calcium Chloride							-5.38%		-4.41%



# Board of County Commissioners Agenda Request

2K  
Agenda Item #

**Requested Meeting Date:** March 28, 2017

**Title of Item:** Award Pavement Marking Quotes

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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>		

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
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<b>Presenter (Name and Title):</b> NA	<b>Estimated Time Needed:</b> NA-consent agenda
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**Summary of Issue:**  
Quotes for annual application of pavement markings were opened on March 20, 2017. Three quotes were received as shown on the attached abstract of bids.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Recommend acceptance of the quote from Traffic Marking Services in the amount of \$49,194.51.

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ 49,194.51  
 Is this budgeted?  Yes  No *Please Explain:*  
 \$61,215 was budgeted in 2017.

**Aitkin County**  
**Project Bid Abstract**

**Project Name:** 2017 County Wide Pavement Marking  
**Client:** Aitkin County  
**Bid Opening:** March 20, 2017, 4:00 PM

**Contract No.:** 2017 County Wide Pavement Marking  
**Project No.:** Pavement Marking Application  
**Owner:** Aitkin, Minnesota

Project: Pavement Marking Application - 2017 County Wide Pavement Marking			Engineers Estimate				Traffic Marking Services - Maple Lake, MN		Sir Lines-A-Lot - Minneapolis, MN		AAA Striping Service - St. Michael, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
1	2582.502 4" SOLID LINE YELLOW-LATEX	LIN FT	329157	\$0.05	\$15,141.22	\$0.04	\$12,672.54	\$0.04	\$12,837.12	\$0.04	\$12,837.12	
3	2582.502 4" SOLID LINE WHITE-LATEX	LIN FT	839626	\$0.05	\$38,622.80	\$0.04	\$32,745.41	\$0.04	\$33,585.04	\$0.04	\$33,585.04	
2	2582.502 4" BROKEN LINE YELLOW-LATEX	LIN FT	76664	\$0.05	\$3,526.54	\$0.04	\$2,951.56	\$0.04	\$2,989.90	\$0.04	\$2,989.90	
4	2582.502 4" SOLID LINE WHITE-LATEX HIGH BUILD (PARKING SPACES)	LIN FT	1500	\$0.90	\$1,350.00	\$0.55	\$825.00	\$0.25	\$375.00	\$1.25	\$1,875.00	
<b>Totals for Project Pavement Marking Application</b>						\$58,640.56		\$49,194.51		\$49,787.06		\$51,287.06
<b>% of Estimate for Project Pavement Marking Application</b>								-16.11%		-15.10%		-12.54%



Aitkin  
County

# Board of County Commissioners Agenda Request

2L  
Agenda Item #

**Requested Meeting Date:** March 28, 2017

**Title of Item:** LG220 Application for Exempt Permit - Wealthwood Rod and Gun Club

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Sally M. Huhta		<b>Department:</b> Auditor's
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b>  Please adopt the following resolution:  BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Wealthwood Rod & Gun Club, at the following location – Wealthwood Rod & Gun Club, which has an address of 23573 420th Place, Aitkin, MN 56431 – Hazelton Township. (Note: Date of activity for Raffle – October 7, 2017)		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>  Adopt resolution		
<b>Financial Impact:</b> 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>		



# Board of County Commissioners Agenda Request

2M

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Agenda Item #

**Requested Meeting Date:** 3/28/2017

**Title of Item:** Personnel Committee Recommendations - Recruitments

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

The Personnel Committee met on March 14, 2017, and recommends filling the following positions:  
 1 full-time Network Administrator (Grade 9), IT Department. This original request was made on 12/20/2016, additional information was requested from IT, and that info has been provided to the Personnel Committee. This will bring the IT Department back to its 2015 staff size of 5 FTEs.

1 budgeted FT Assistant County Attorney position, with quarterly reporting to be provided to the committee for 1 year including, but not limited to, # of cases opened and closed, trials, settlements, etc. (TBD Level I Grade 11, or Level II Grade 13, depends on new hire's level of experience.)

1 FT County Surveyor position. This position replaces the former Land Survey Coordinator. A job description is attached. This is a department head position that will report to the County Administrator. (Grade 12)

\*Attach all job descriptions.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Motion to authorize filling a FT Network Administrator, FT Assistant County Attorney, and FT County Surveyor as described above.

**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:*

IT position previously discussed w/Board by Interim Admin Patrick Wussow and IT Director Steve Bennett; this is an unbudgeted position, est \$47,000 (wages/benefits) for 7 months in 2017. Assistant County Attorney II budgeted at \$79k plus benefits in 2017 and County Surveyor budgeted at \$76k + bens.



## **NETWORK ADMINISTRATOR**

**Department** IT Department  
**Grade** Grade 9  
**Reports to** IT Director  
**FLSA Status** Exempt  
**Union Status** Non-union Position

### **Final Appointing Authority**

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

### **Job Summary**

To design, plan and maintain the voice and data network infrastructure and to maintain a working knowledge of industry standard best practices, including testing and maintaining the security of the networks. This position is second in command in the IT Department and is responsible for resolving the most difficult technical issues.

### **Supervision Received**

Employees working in this job class work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

### **Supervision Exercised**

Serves as a work leader to department staff which includes assigning tasks and monitoring progress and work flow, checking work for timeliness and correctness, and providing input into supervisor's actions.

### **Essential Functions**

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

1. Trouble-shoots the data/voice networks to ensure reliability, including desktop hardware and all elements of the network infrastructure.
2. Administers county domains and Active Directory services.
3. Researches industry standards to design, maintain, and implement secure and reliable networks.
4. Tests and strengthens network security as required.
5. Responds to network security incidents.
6. Assigns tasks to computer specialists in troubleshooting network and computer systems, and monitors progress and work flow.
7. Trouble-shoots escalated computer and software issues.



## ***Position Description***

8. Evaluates new hardware, software, and procedures to ensure compatibility and functionality with existing systems.
9. Interprets software and hardware needs of the county departments and communicate those needs effectively to other agencies and vendors.
10. Stays current with technology trends, best practices, and legislative requirements.
11. Recommends procedures to other county units to improve their workflow processes.
12. Attends training and meetings as needed.
13. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Bachelor's degree in Computer Science, Information Technology, or a related field, plus three or more years related experience that includes designing, planning and maintaining voice and data network infrastructure, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

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

Must be willing to work flexible hours and weekends when required for projects and/or Sheriff's Office 24/7 coverage issues.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Network design concepts.
3. Practical network security concepts and techniques.
4. Server operations, cabling techniques, and effective troubleshooting procedures and techniques.
5. Telecommunication devices - types, function, operations.

Skill in:

1. Communication and interpersonal skills as applied to interaction with staff sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Reading, writing, and speaking English proficiently.
4. Effectively organizing and prioritizing workload.
5. Use of power and hand tools.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and staff with respect, honesty, and consideration.
2. Maintain strict data privacy and confidentiality as required.
3. Multi-task and work under pressure in a sometimes demanding environment.
4. Travel to off-site locations and work in excess of standard hours when necessary.





## **Position Description**

5. Troubleshoot and repair devices and systems by testing and interpreting symptoms.
6. Use clear communication to assure understanding of complex issues by non-technical personnel.

### **Language Skills**

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

### **Mathematical Skills**

High Skills – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Skills**

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

### **Computer Skills**

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

County Payroll Software, E-time, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Cisco IOS, Microsoft Windows OS's, Toshiba Strata OS System Software, Utility Software - FTP, Telnet, SSH, Audio/video editing, BarracudaWare Data Backup and Recovery Software, and more. Requires ability to evaluate and utilize all types of software with minimal or no formal training.

### **Ability to Travel**

Travel required for trainings and meetings in and out of Aitkin County and to non-campus locations, including the License Office, Land Shop, Highway Department, and Long Lake Conservation Center.

### **Competencies**

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

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



## **Position Description**

### **Work Environment**

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

### **Equipment and Tools**

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

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 40 pounds.

While performing the duties of this job, the employee performs light to medium work, exerting up to 40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

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

### **Disclaimer**

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

### **Reasonable Accommodation Notice**

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

05/13/2014

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



## **Position Description**

# **ASSISTANT COUNTY ATTORNEY II**

**Department** Attorney's Office  
**DBM/Grade** Grade 13  
**Reports to** County Attorney and Senior Assistant County Attorney  
**FLSA Status** Exempt  
**Union Status** Non-union

### **Final Appointing Authority**

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

### **Job Summary**

To assist the County Attorney in the evaluation, preparation and presentation of cases brought before the District Court for civil or criminal prosecution, and to provide legal advice and assistance to various County officials and agencies.

### **Supervision Received**

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

### **Supervision Exercised**

Directly supervises assigned support staff.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

### **Essential Functions**

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

1. Evaluates and exercises discretion in criminal investigations, child protection matters, civil commitment screenings, forfeitures, child support, and other matters, identifies appropriate charging or other decisions, recommends appropriate disposition of those matters in accordance with established policies and standards; refers investigations to appropriate agencies as may be required; refers, notifies, consults, advocates, and informs crime victims in accordance with the Victim's Rights Act.



## ***Position Description***

2. Prepares cases for judicial and administrative proceedings or appeals by, including but not limited to, reviewing evidence presented by county agencies, investigating facts, researching law, drafting and editing correspondence, pleadings and other documents, analyzing the opposing position(s), document and record case proceedings for future reference, and writing legal memoranda and briefs
3. Represents the County in assigned criminal or civil cases in court or at other hearings by presenting facts, analyzing and introducing evidence, interpreting information and law as it is conveyed during the proceedings, and revising and adapt the County's legal arguments as necessary. Recommends the disposition of cases to judges, referees, arbitrators and administrative law judges.
4. Confers with other staff attorneys and plans trial strategy, analyzes and presents evidence, engages in negotiation of case settlements or other matters of law, and monitors, modifies, and verifies the work of clerical staff in the preparation of legal documents. Supervises the issuance of subpoenas for trial preparation, manages and coordinates the trial process, maintains communication with trial witnesses and victims through pretrial witness interviews, correspondence, and phone calls to convey case status updates and schedule court appearances.
5. Coordinates the flow of information between defense attorneys, law enforcement, social services, and other agencies.
6. Analyzes legislation, case law, legal publications and other relevant literature in order to maintain accurate, current information on legal developments in all areas of law.
7. Counsels, represents and advises law enforcement officers; county officials, departments or agencies; attorneys; corrections workers; and other relevant parties in areas of investigation, trial techniques, criminal and civil law, strategy, and legal issues pertinent to the area of assignment; includes on-call availability after hours or on weekends as assigned to authorize continued detention of suspects, creation of search warrants, and other legal matters as presented.
8. Trains law enforcement officers, other agencies, and public organizations regarding legal issues.
9. Researches and identifies appellate issues on assigned cases by analyzing the facts and proceedings, reviewing court transcripts, and performing legal research, and drafting legal briefs and presenting oral arguments to the appellate court.
10. Composes correspondence and distributes relevant information to law enforcement, defense attorneys, the Court, guardian ad litem, county agencies, victims and other individuals and organizations relating to the status of the case.
11. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
12. Attend conferences and continuing education courses as needed.
13. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Requires a Juris Doctorate (J.D.) degree and Minnesota Attorney License issued by the Minnesota Supreme Court, plus five (5) years work experience as an Assistant County Attorney I with successful performance reviews OR five (5) years work experience as an attorney working as full-time prosecution,



## ***Position Description***

public defender or other full-time employment as an attorney at a governmental entity in civil or public law.

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

All attorneys in the County Attorney's Office rotate weekend and holiday on-call duties. Such on-call duties include twenty-four (24) hour availability to law enforcement officers for authorization for continued detention of suspects, assistance in the creation of search warrants, and advice or consultation as needed. There is currently no additional compensation, remuneration, or consideration for said additional on-call duties.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. Duties, powers, limitations, and authority of the office of the County Attorney.
2. Criminal and civil law, rules of procedure, rules of evidence, and their application.
3. Principle methods, materials and practices of legal research, investigation, and writing.
4. Appraisal, interpretation, and application of legal principles and precedents to difficult legal problems.
5. Preparation and presentation necessary to try complex civil or criminal cases and solve complex legal issues.
6. County and departmental policies, procedures, and practices.

Skill in:

1. Effective communication, which will allow for presentation of statements of fact, law and argument clearly, logically, and forcefully, both in written and oral form.
2. Effective legal research, analysis, and application of the law.
3. Communicating with and relating calmly, logically and sensitively to crime victims, law enforcement, other attorneys, court personnel, and county departments.
4. Typing skill sufficient to complete 30 net words per minute without errors.
5. Reading, writing, and speaking English proficiently.

Ability to:

1. Work both independently and cooperatively.
2. Communicate effectively, both orally and in writing, in a variety of forums.
3. Analyze, appraise and organize facts, evidence, case law, statutes and rules and to effectively present legal opinions to other county officials, attorneys, judges and juries.
4. Present and argue cases in court, including the ability to deal with unanticipated situations when they arise.
5. Negotiate with adverse parties to settle cases in a manner which promotes the interests of justice.
6. Work effectively with others and manage time and workload effectively.
7. Travel and work in excess of standard hours when necessary.



## ***Position Description***

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

### **Language Skills**

Highest Skills – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing boards.

### **Mathematical Skills**

High Skills – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Skills**

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

### **Computer Skills**

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

County Payroll Software/E-time, Microsoft Word, Outlook, PowerPoint, Jail and/or Dispatch Software, Minnesota County Attorney Practice System (MCAPS), Minnesota Court Information System (MNCIS), Westlaw, Windows media system, and Internet.

### **Ability to Travel**

Periodic travel required for court hearings, trainings, and meetings in and out of Aitkin County.

### **Competencies**

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

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



## **Position Description**

### **Work Environment**

The noise level in the work environment is usually moderate. Employees working in this position are exposed to evidence of trauma, violence, and disturbing crimes.

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, Elmo visual projector and presentation equipment, scanner, emergency weather-alert system, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

### **Physical Activities/Requirements**

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

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

### **Disclaimer**

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

### **Reasonable Accommodation Notice**

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

05/13/2014

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## **COUNTY SURVEYOR**

**Department** Land Records Department (New!)  
**Grade** Grade 12 (pending board approval 3/28)  
**Reports to** County Administrator  
**FLSA Status** Exempt  
**Union Status** Non-union Position

### **Final Appointing Authority**

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

### **Job Summary**

The County Surveyor maintains and restores the corners of the public land survey (original boundary corners), reviews and approves plats submitted for filing based on statutory and ordinance requirements, collects field data using terrestrial and global positioning systems and methods, and coordinates and directs activities of staff assigned to remonumentation, survey mapping and related functions.

### **Supervision Received**

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

### **Supervision Exercised**

Manages assigned staff including the Land Survey Technician, Assistant Land Survey Technician, and GIS Coordinator. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

### **Essential Functions**

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

1. Develops and implements the county-wide government remonumentation (section corner restoration) plan. Performs duties as outlined in the state statutes related to County Surveyor, including but not limited to, the review of the "Certificate of Location of a Government Land Corner".





## ***Position Description***

2. Serves as the technical expert in the county for interpretation of policies and regulations and for providing information and assistance on issues related to surveying. Responsible for maintaining relationships that are key to the function and the county.
  3. Using independent judgment provides work direction and technical direction to department personnel under the span of control, in accordance with the Aitkin County Personnel Policy and provisions of any applicable collective bargaining agreement(s).
  4. Provides general public assistance for questions relating to right of way lines, or section corners or general information from other surveyors.
  5. Reviews and approves the survey work submitted with new subdivision plats, planned unit developments (PUD), and property splits; signs all final plats. Meets with developers on potential development projects. Updates and maintains the plat database. Reviews and certifies right-of-way plats for the Highway Department.
  6. Participates in department resource planning, strategic planning, short-range planning and the budgeting process.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Must be licensed by the State of Minnesota to practice as a Professional Land Surveyor. Experience preferred, but not required.

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

Failure on the part of the incumbent to keep the MN surveyor license current is grounds for the board of county commissioners to declare the office vacant and to appoint a qualified person to the office.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. The Public Land Survey System - the methods, techniques and requirements of Land Surveying.
3. Survey related computer programs.
4. State laws relating to land surveying in Minnesota.
5. Mathematics and its application in field surveying and engineering computations.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Strong mathematical skills.
3. Operating computers and GIS, CAD, and Microsoft Office software.
4. Proficient in using and interpreting legal and technical forms, maps and aerial photography.
5. Reading, writing, and speaking English proficiently.
6. Effectively organizing and prioritizing work.



## ***Position Description***

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and the general public with respect, honesty, and consideration.
2. Demonstrate a high degree of self-motivation and the ability to work independently under limited supervision and direction.
3. Deal effectively with the general public and be objective answering questions without bias and with knowledge.
4. Establish and maintain effective working relationships with other employees, contractors, county officials, and the general public.
5. Understand and carry out oral and written instructions.
6. Make independent decisions objectively.
7. Perform mathematical computations and tabulations with a high degree of accuracy.
8. Prepare accurate reports and maintain up-to-date records.
9. Operate surveying equipment including survey-grade GPS instruments, total stations, and automatic levels
10. Write effectively
11. Direct and supervise other employees.

### **Language Skills**

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

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **Reasoning Skills**

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

### **Computer Skills**



## ***Position Description***

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

County Payroll Software, E-time, ArcGIS, "LINK" by Pro-west, Microsoft Word, Excel, Outlook, AutoCAD, and other job-related software.

### **Ability to Travel**

Occasional travel required for trainings and meetings in and out of Aitkin County.

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is usually quiet.

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, surveying equipment, drafting supplies, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment and tools.

### **Physical Activities/Requirements**

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

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Position requires walking long distances in sometimes difficult terrain.

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

### **Disclaimer**

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



## ***Position Description***

### **Reasonable Accommodation Notice**

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

02/14/2017

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# Board of County Commissioners Agenda Request

2N

Agenda Item #

**Requested Meeting Date:** 3/28/2017

**Title of Item:** Personnel Committee Rec. - PT Admin/HR Confidential Office Assistant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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>
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> Administration/HR
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator, or Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> N/A -consent agenda
<b>Summary of Issue:</b> The Personnel Committee met on March 14, 2017, and recommends hiring a part-time Admin/HR Office Assistant to cross train in the Administrative Assistant and HR Specialist positions and backfill when current incumbents are out of the office. This position will also assist with weekly employee benefits administration (transferred from Auditor's office in 2016), Merit System reporting (transferred from HHS OSS Sr. in 2017), perform scanning, assist with special projects, including labor relations activities/research, and also be available to back fill in other departments as occasionally assigned.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to authorize filling a part-time Confidential Office Assistant, not to exceed 29 hours per week on average.		
<b>Financial Impact:</b> 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? \$ Est. \$15,000 for 2017 Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> As reported to the Personnel Committee by Interim Administrator Wussow, there are ample funds in the 2017 budget to cover this position due to salary savings from both the Administrator position being PT (no benefits) for several months and the CA position being refilled at a lesser cost level.		

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



## **CONFIDENTIAL OFFICE ASSISTANT - DRAFT (Est 2-3 days/week as scheduled)**

**Department** Administration/Human Resources  
**Grade** To be Determined  
**Reports to** County Administrator and Human Resources Director  
**FLSA Status** Non-exempt  
**Union Status** Non-union Position

### **Final Appointing Authority**

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

### **Job Summary**

To provide secretarial and administrative support for Administration/Human Resources, including duties that are of a private and confidential nature.

### **Supervision Received**

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

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

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

1. Serves as a back-up to the Administrative Assistant (B24) and Human Resources Specialist (B23).
2. Assists in coordinating front office activities, including answering the phone, greeting customers, screening calls and visitors, taking messages, returning calls, processing mail, scheduling meetings, reserving and setting up rooms, and other related tasks.
3. Maintains department filing systems including scanning and filing. Creates and updates forms.
4. Assists with purchasing and processes vouchers as needed.
5. Assists in performing labor relations activities, including researching data, developing costing spreadsheets, compiling salary and benefit survey data, and typing proposals and contract updates as needed. Creates forms, charts, graphs, and other data used by management for labor relations purposes.



## ***Position Description***

6. Assists with employee benefits administration, open enrollment data entry, and processing new hire forms. Gathers information for HSA Advance forms. Processes employee and dependent add/delete/change requests and address change requests internally and with multiple vendors.
  7. Assists with recruitment activities. Sets up Skype interviews. Prints job applications from NeoGov system and prepares interview packets.
  8. Tracks incoming and outgoing performance evaluation forms. Processes Merit System forms.
  9. Maintains seniority lists.
  10. Processes leave donation forms and assists with other payroll-related tasks as requested.
  11. Assists with Workers' Compensation, leave of absence, and FMLA tracking.
  12. Performs research and special projects as assigned.
  13. Attends or completes online training with supervisory approval.
  14. Assists other departments as assigned and trainees as needed.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

One or more years post-secondary education with an emphasis on Administrative Assistant, Human Resources, or a closely related field, or an equivalent combination of education and experience capable of performing the essential duties and responsibilities of the position. Must have the ability to focus and work productively with continual interruptions.

Must have outstanding computer skills in MS Word, MS Excel, and Outlook, and the ability to learn and be proficient in specialized software programs such as NeoGov, Adobe Acrobat, Application Xtender, and OPAC. Must have the ability to type 40 w.p.m. or higher.

Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

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

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Knowledge of federal and state employment laws, rules, and regulations relevant to the work performed in this position.
3. HR administration and technology, recruitment and selection, safety training, FMLA and employee leaves, and workers' compensation.
4. Modern office practices, procedures, and standard office equipment including the use of computers and knowledge of software programs used.
5. Basic knowledge and understanding of each department's operations.



## ***Position Description***

### **Skill in:**

1. Interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
2. Proper telephone etiquette when answering the phone and making phone calls, sufficient to leave callers with a favorable impression of the department and organization.
3. Typing skill sufficient to complete 40 net words per minute without errors.
4. Analytical and problem solving skills.
5. Independent decision-making skills.
6. Reading, writing, and speaking English proficiently.
7. Strong computer skills. Considerable knowledge of Microsoft Word and Excel, NeoGov, Application Xtender, OPAC, and other job-related software programs. Basic knowledge of PowerPoint sufficient to create slide presentations.
8. Sorting and filing information alphabetically and numerically.
9. Performance of arithmetic computations.
10. Writing sufficient to compose and edit a variety of documents using correct spelling, grammar, and punctuation, with the ability to pay close attention to detail and proofread work carefully.
11. Organizing and prioritizing workload.

### **Ability to:**

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and others with respect, honesty, and consideration.
2. Be brief and concise focusing on relevant job-related content when interacting with staff.
3. Consistently perform accurate data entry.
4. Ability to exercise good judgment when interacting with staff and the general public.
5. Ability to compile and work with numbers and statistical information.
6. Ability to create agendas and accurately take committee minutes.
7. Exercise independent judgment, strong communication skills, time management and organizational skills.
8. Maintain data privacy and confidentiality as required.

### **Language Skills**

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

### **Mathematical Skills**

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

### **Reasoning Skills**

**Intermediate Skills** – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.





## ***Position Description***

### **Computer Skills**

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

County Payroll Software/E-time, Microsoft Word, Excel, Outlook, NeoGov, Adobe Acrobat, Application Xtender, and other job-related software programs.

Basic navigation of County Financial System (IFS) system for limited use is also beneficial.

### **Ability to Travel**

Occasional travel to off-site departments is required, such as to LLCC and the Highway Department. Travel is also required for training and meetings outside of Aitkin County.

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is usually moderate.

### **Equipment and Tools**

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

### **Physical Activities/Requirements**

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

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

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

### **Disclaimer**

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and



## ***Position Description***

responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

### **Reasonable Accommodation Notice**

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

3/17/2017

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



# Board of County Commissioners Agenda Request

20  
Agenda Item #

**Requested Meeting Date:** 3/28/2017

**Title of Item:** Personnel Committee Recommendations - Job Evaluations

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> Administration/HR
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> N/A -consent agenda
<b>Summary of Issue:</b> The Personnel Committee met on March 14, 2017, and recommends approval of the consultant's recommendations for the following positions. HHS Administrative Assistant (Grade 5, this is Julie Lueck's former OSS Sr. position in HHS), Assistant Corrections Agent (Grade 8), Corrections Agent (Grade 9), Social Worker (Grade 9), Career Corrections Agent (Grade 10), County Surveyor (Grade 12), Correctional Officer (CO) (Grade 4), Dispatcher (Grade 4).		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to accept the consultant's recommendations on the above-named positions, effective 2/22/2017 for the Assistant Corrections Agent position, and effective 3/28/2017 for the HHS Admin Assistant, Corrections Agent, Social Worker, Career Corrections Agent, County Surveyor, CO, and Dispatcher.		
<b>Financial Impact:</b> 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> These are budgeted positions and ample funds are included in the 2017 budget. (OSS Sr to HHS Admin Assistant = \$56k wages plus fringe benefits; sufficient for new hire at Grade 5.)		

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



March 10, 2017

Bobbie Danielson  
Director of Human Resources  
Aitkin County  
217 2<sup>nd</sup> Street NW, Rm. 134  
Aitkin, MN 56431

Dear Bobbie:

The County sent job descriptions for the HHS Administrative Assistant, Corrections Agent and Career Corrections Agent positions to Gallagher Benefit Services, Inc. for evaluation using the Decision Band Method®.

We reviewed the job descriptions provided to understand the essential duties, level of responsibilities and other requirements. The evaluation results are included in this letter.

We appreciate the opportunity to assist the County with its classification needs. If you have any questions or concerns, please contact me at 651.234.0851 or [megan\\_olson@ajg.com](mailto:megan_olson@ajg.com). We look forward to assisting you again in the near future.

Sincerely,

Megan Olson  
Consulting Associate  
Arthur J. Gallagher & Co.  
Human Resources & Compensation Consulting

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### **HHS Administrative Assistant**

This position is not currently evaluated.

This position is responsible for preparing correspondence, maintaining files, providing technical assistance, and performing other tasks related to providing office, administrative, and software support to the HHS Director and other assigned staff.

We have examined the essential duties of the position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 4/8 major responsibility areas

Percent of Time on High Banded Tasks: n/a

Degree of Difficulty/Diversity: Moderate

The position performs tasks that require "operational" decision-making such as: preparing memos, reports, and other correspondence, providing technical assistance and training to staff, and conducting research to complete assigned projects. Overall, this position has the ability to determine "how" and "when" the steps and tasks of the defined work will be done, but not the activities and steps involved in the process.

The classification receives a sub-grade of three (3), because of the moderate complexity and diversity of B2 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is B23.

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## **Corrections Agent**

This position is currently evaluated as a C43.

This position provides a wide range of case services and operates under minimal supervision. Responsibilities include preparing reports, completing risk assessments, assessing client needs and developing case plans, and providing testimony in related court cases.

We have examined the essential duties of the position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4

Number of Highest Banded Tasks: 3/7 major responsibility areas

Percent of Time on High Banded Tasks: n/a

Degree of Difficulty/Diversity: Low

The position performs tasks that require "process" decision-making such as: assessing client needs and developing case plans accordingly; providing a wide range of case services to individuals; and providing testimony in court cases. Overall, this position performs tasks that allow for the incumbent to determine processes or methodologies necessary to accomplish the essential responsibilities.

The classification receives a sub-grade of one (1), because of the low diversity of the C4 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is C41.

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### ***Career Corrections Agent***

This position is not currently evaluated.

This position provides a full range of case services in standard and complex cases and operates under minimal supervision. Responsibilities include preparing reports, completing risk assessments, assessing client needs and developing case plans, providing testimony in related court cases, and handling complex supervision cases.

We have examined the essential duties of the position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4  
Number of Highest Banded Tasks: 3/7 major responsibility areas  
Percent of Time on High Banded Tasks: n/a  
Degree of Difficulty/Diversity: Moderate

The position performs tasks that require "process" decision-making such as: assessing client needs and developing case plans accordingly; providing a full range of case services to individuals; providing testimony in court cases; and providing services to clients with severe behavioral and related issues. Overall, this position performs tasks that allow for the incumbent to determine processes or methodologies necessary to accomplish the essential responsibilities.

The classification receives a sub-grade of three (3), because of the moderate complexity of the C4 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is C43.



(New)  
Replaces Sr. 055

## Position Description

# ADMINISTRATIVE ASSISTANT, CONFIDENTIAL

**Department** Health and Human Services Department  
**Grade** Grade 5 Discussed w/Personnel Cmte 3/14/2017; Pending Board Approval 3/28/2017  
**Reports to** Health and Human Services Director  
**FLSA Status** Non-exempt  
**Union Status** Non-union

### Final Appointing Authority

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

### Job Summary

To provide office support, administrative services and program software support for the HHS Director and Supervisors and staff, including duties that are of a private and confidential nature.

### Supervision Received

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

### Supervision Exercised

No formal supervisory authority.

### Essential Functions

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

1. Manages the details of office operations for the HHS Director including: Preparation of correspondences, including memos, reports, minutes, documents, orders and statistical data such as charts, tables and graphs from written, typed, or verbal instructions, development and maintenance of files and records including usage of computer applications, and coordinates all functions of HHS Board meetings.
2. Coordinates the equipment, hardware, and software schedules as directed and orders supplies, maintains supply inventories and acts as point of contact for department repairs.
3. Maintains control files of matters in progress, contracts, purchase of service agreements, and personnel functions to monitor and expedite their completion.
4. Provide network support, technical assistance, and internal training to facilitate functions for various State of Minnesota System Software, including: SSIS, MAXIS, PRISM, MMIS, SIR,





## **Position Description**

- SMI, MNChoices, and others. Analyzes and assists in maintaining other major systems as assigned.
5. Completes special projects, research, and other complex assignments that involve compiling data from a number of sources.
  6. Organizes and prepares training materials and PowerPoint presentations for distribution to staff and prepares newsletters, brochures and other printed materials using desktop publishing software.
  7. In collaboration with county HR and other Administration Team members assists with and coordinates new hire orientations.
  8. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral and acts as a liaison to other county departments and outside agencies.
  9. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Must be eligible for appointment by the MN Merit System.

(For Internal use: Will utilize Executive Assistant or Administrative Assistant Merit System Roster.)

- Associate's degree in Business Management, Administrative Assistant or closely related program, plus two years related experience; or a combination of education and experience to perform the essential functions of the position.
- Proficiency in Microsoft Word, Excel and PowerPoint.

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

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Modern office practices, procedures and standard office equipment including the use of computers.
4. Minnesota Merit System.
5. Record keeping systems in order to maintain administrative and fiscal data and to prepare reports.
6. Data practices law and policies.

Skill in:

1. Interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 45 net words per minute without errors.



## ***Position Description***

3. Analytical and problem solving skills.
4. Independent decision-making skills.
5. Reading, writing, and speaking English proficiently.
6. Strong computer skills. Considerable knowledge of Microsoft Word and Excel. Basic knowledge of PowerPoint sufficient to create slide presentations.
7. Sorting and filing information alphabetically and numerically.
8. Performance of arithmetic computations for budgeting purposes.
9. Writing sufficient to compose and edit a variety of documents using correct spelling, grammar, and punctuation, with the ability to pay close attention to detail and proofread work carefully.
10. Organizing and prioritizing workload.

### **Ability to:**

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and others with respect, honesty, and consideration.
2. Consistently perform accurate data entry.
3. Ability to exercise good judgment when interacting with state and local officials, County personnel, County employees, other government agencies, and the general public.
4. Ability to work with budget and statistical information.
5. Ability to compile agendas and accurately record meeting minutes.
6. Exercise independent judgment, strong communication skills, time management and organizational skills.
7. Maintain data privacy and confidentiality as required.

### **Language Skills**

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

### **Mathematical Skills**

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

### **Reasoning Skills**

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software: County Payroll Software, E-time, Microsoft Word, Excel, Outlook, PowerPoint, and other HHS/job-related software.



## ***Position Description***

### **Ability to Travel**

Occasional travel required for trainings or errands in and out of Aitkin County.

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is moderate. Work is performed in an office setting with noise and activity. Requires the ability to be flexible and tolerate numerous interruptions while maintaining a pleasant, personable demeanor. Requires the ability to work under pressure and deal positively with stress on a daily basis.

### **Equipment and Tools**

Computer, copier, fax, telephone system, printer, calculator, shredder, scanners, projectors, speakers, postage meter/scale, television/DVD equipment, digital cameras/recorders, overhead projectors and other job-related equipment. County-owned vehicles and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 25 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

### **Disclaimer**

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



## ***Position Description***

### **Reasonable Accommodation Notice**

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

02/21/2017

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



March 1, 2017

Bobbie Danielson  
Director of Human Resources  
Aitkin County  
217 2<sup>nd</sup> Street NW, Rm. 134  
Aitkin, MN 56431

Dear Bobbie:

The County sent job descriptions for the Assistant Corrections Agent, Social Worker and County Surveyor positions to Gallagher Benefit Services, Inc. for evaluation using the Decision Band Method®.

We reviewed the job descriptions provided to understand the essential duties, level of responsibilities and other requirements. The evaluation result is included in this letter.

We appreciate the opportunity to assist the County with its classification needs. If you have any questions or concerns, please contact me at 651.234.0851 or [megan\\_olson@ajg.com](mailto:megan_olson@ajg.com). We look forward to assisting you again in the near future.

Sincerely,

Megan Olson  
Consulting Associate  
Arthur J. Gallagher & Co.  
Human Resources & Compensation Consulting

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***Assistant Corrections Agent***

This position is not currently evaluated.

This position is responsible for preparing reports, completing risk assessments, assessing client needs under the guidance of a corrections agent, and performing other tasks related to assisting corrections agents.

We have examined the essential duties of the position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B3

Number of Highest Banded Tasks: 3/5 major responsibility areas

Percent of Time on High Banded Tasks: n/a

Degree of Difficulty/Diversity: Low

The position performs tasks that require "operational" decision-making such as: completing risk assessments of offenders to recommend appropriate supervision levels; assessing client needs and developing case plans under the direction of a corrections agent; and interviewing clients to provide intervention recommendations. Overall, this position has the ability to determine "how" and "when" the steps and tasks of the defined work will be done, but not the activities and steps involved in the process.

The classification receives a sub-grade of three (2), because of the high diversity of the B2 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is B32 (note that B3 is typically used to represent formal supervision of similarly banded positions, however, we recognize that B3 is used differently within the County to better fit the internal structure).

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***Social Worker***

This position is currently evaluated as a C41.

This position is responsible for providing counseling services, responding to crises, assessing client needs, and performing other tasks related to providing case management services.

We have examined the essential duties of the position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4  
Number of Highest Banded Tasks: 4/9 major responsibility areas  
Percent of Time on High Banded Tasks: n/a  
Degree of Difficulty/Diversity: Low

The position performs tasks that require "process" decision-making such as: assessing client needs and developing treatment plans accordingly; investigating maltreatment cases and developing safety plans; and providing counseling and crisis intervention services. Overall, this position performs tasks that allow for the incumbent to determine processes or methodologies necessary to accomplish the essential responsibilities.

The classification receives a sub-grade of one (1), because of the low diversity of the C4 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is C41.

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### ***County Surveyor***

This position is not currently evaluated.

This position is responsible for reviewing and approving plats in accordance with ordinances, supervising staff, and performing other tasks related to providing land survey services.

We have examined the essential duties of the position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C5  
Number of Highest Banded Tasks: 2/6 major responsibility areas  
Percent of Time on High Banded Tasks: n/a  
Degree of Difficulty/Diversity: Low

The position performs tasks that require "process" decision-making such as: developing a government remonumentation plan; interpreting policies and regulations and applying them to survey functions; and participating in budget formulation. Overall, this position performs tasks that allow for the incumbent to determine processes or methodologies necessary to accomplish the essential responsibilities.

The classification receives a sub-grade of one (1), because of the low diversity of the C5 tasks in relation to similarly banded and graded classifications. The position performs formal staff supervisory tasks. Thus, the correct evaluation of this position is C51.





March 10, 2017

Bobbie Danielson  
Director of Human Resources  
Aitkin County  
217 2<sup>nd</sup> Street NW, Rm. 134  
Aitkin, MN 56431

Dear Bobbie:

The County sent job descriptions for the Correctional Officer and Dispatcher positions to Gallagher Benefit Services, Inc. to confirm placement at the B22 level.

We reviewed the job descriptions provided to understand the essential duties, level of responsibilities and other requirements. We also reviewed the Utility Maintenance Custodian job description for comparison. Upon review, we have concluded that these jobs should remain at the B22 level.

The Correctional Officer, Dispatcher and Utility Maintenance Custodian positions all have 50-60% of major responsibility areas in the highest band (B) and have low complexity in relation to similarly banded jobs. While these jobs have varying levels of working conditions (i.e. the Correctional Officer is subject to more extreme working conditions than the Utility Maintenance Custodian), working conditions do not affect job evaluation ratings. Thus, these jobs should remain at the same level.

Similarly, using the formula approach for subgrade calculation that accounts for number of job tasks at the highest band, percent of time spent at the highest band and difficulty/diversity we get the same result, placing these jobs at the B22 level. (Note that we do not have "percent of time spent at the highest band" information, however, even if these jobs were to spend 100% of time in the B band, the result would remain the same).

We appreciate the opportunity to assist the County with its classification needs. If you have any questions or concerns, please contact me at 651.234.0851 or [megan\\_olson@ajg.com](mailto:megan_olson@ajg.com). We look forward to assisting you again in the near future.

Sincerely,

Megan Olson  
Consulting Associate  
Arthur J. Gallagher & Co.  
Human Resources & Compensation Consulting



# Board of County Commissioners Agenda Request

2P  
Agenda Item #

**Requested Meeting Date:** March 28, 2017

**Title of Item:** Stipulation to Settle Pending Litigation

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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>

<b>Submitted by:</b> Jim Ratz, County Attorney	<b>Department:</b> County Attorney
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

A resolution is required to approve the Stipulation to Settle Pending Litigation between Blandin Paper Company and Aitkin County. Upon approval of all parties involved and passage of state legislation for reimbursement, a final settlement will be presented.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Approve resolution to approve the Stipulation to Settle Pending Litigation.

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ 130,977.00  
 Is this budgeted?  Yes  No *Please Explain:*  
 Settlement is contingent on state reimbursement of these funds.

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

ADOPTED March 28, 2017

By Commissioner: xx

**20170328-0xx**

**Stipulation to Settle Pending Litigation (01-CV-11-375 et. al.)**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve Stipulation to Settle Pending Litigation.

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, Jessica Seibert, 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 28<sup>th</sup> day of March 2017, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 28<sup>th</sup> day of March 2017**

\_\_\_\_\_  
Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

3A  
Agenda Item #

**Requested Meeting Date:** March 28, 2017

**Title of Item:** Senator Ruud and Representative Lueck

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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>

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Senator Ruud and Representative Lueck	<b>Estimated Time Needed:</b> 30 minutes
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**Summary of Issue:**

Senator Ruud and Representative Lueck will phone in at 10:00 a.m. to discuss legislation.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

No action needed.

**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

4A  
Agenda Item #

Requested Meeting Date: 3/28/2017

Title of Item: Kennecott exploration presentation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <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*
<b>Submitted by:</b> Land Commissioner		<b>Department:</b> Land Department
<b>Presenter (Name and Title):</b> Mark Jacobs		<b>Estimated Time Needed:</b> 30-minutes
<b>Summary of Issue:</b> Amanda Miller from Kennecott/Rio Tinto will give an update on their mineral exploration project near Tamarack.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> 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 <span style="margin-left: 100px;">Please Explain:</span>		



# Board of County Commissioners Agenda Request

5A  
Agenda Item #

**Requested Meeting Date:** March 28, 2017

**Title of Item:** Public Hearing - 5 Year Capital Improvement Plan

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input 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 checked="" type="checkbox"/> Hold Public Hearing*

*\*provide copy of hearing notice that was published*

<b>Submitted by:</b> Ross Wagner, Economic Development & Forest Industry Coordinator	<b>Department:</b>
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<b>Presenter (Name and Title):</b> Ross Wagner, Paul Steinman/Springsted, and Bruce Schwartzman/BKV Group	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

Today's Public Hearing is to obtain public comment on approval of the County's Capital Improvement Plan (CIP) to issue capital improvement bonds in an amount not to exceed \$10,500,000, pursuant to Minnesota Statutes, Section 373.40, for the purpose of financing the construction of an addition to the existing County Courthouse, public safety and security improvements to the existing County courthouse, the remodeling of existing facilities and the demolition of the West Annex addition to the courthouse, and other related building and grounds improvements described in the CIP.

Paul Steinman from Springsted, Inc. and Bruce Schwartzman, from BKV Group will be present to answer questions.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Adopt the two attached resolutions

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

  
**Aitkin Independent Age**

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

**AFFIDAVIT OF PUBLICATION**

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF AITKIN )

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

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

B) The printed Notice of Public Hearing  
On Approval of Capital Improvement Plan and Issuance of Capital Improvement Bonds Pursuant to Minnesota Statutes, Section 373.40

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

The 8th day of March, 2017 and was thereafter printed and published on every Wednesday to and including Wednesday, the \_\_\_\_\_ day of \_\_\_\_\_, 2017

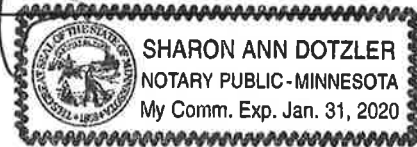
Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located Aitkin County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: Linda Bauer Title: Bookkeeper

Subscribed and sworn to before me on this 8th day of March, 2017

Notary Public \_\_\_\_\_

Publishing Fee: \$ 97.13



**RATE INFORMATION**

Maximum rate allowed by law for the above matter .....\$ \_\_\_\_\_  
(Line or inch rate)

Rate actually charged for the above matter.....\$ 10.50  
(Column inch rate)

Repeat Rate.....\$ 10.50

March 8, 2017  
**AITKIN COUNTY, MINNESOTA  
NOTICE OF PUBLIC HEARING  
ON APPROVAL OF CAPITAL IM-  
PROVEMENT PLAN AND IS-  
SUANCE OF CAPITAL  
IMPROVEMENT BONDS  
PURSUANT TO MINNESOTA  
STATUTES, SECTION 373.40**

Notice is hereby given that the County Board of Aitkin County, Minnesota (the "County"), will meet at 9:00 a.m. on Tuesday, March 28, 2017, in the Commissioners Boardroom in the West Annex of the Aitkin County Courthouse, 209 2nd Street NW, Aitkin, Minnesota, to conduct a public hearing at or after 9:00 a.m. to obtain public comment on approval of the County's Capital Improvement Plan (the "CIP") and to obtain public comment on the County's intention to issue capital improvement plan bonds (the "Bonds") in an amount not to exceed \$10,500,000, pursuant to Minnesota Statutes, Section 373.40, for the purpose of financing the construction of an addition to the existing County courthouse, public safety and security improvements to existing facilities, the remodeling of existing facilities and the demolition of the West Annex addition to the courthouse, and other related building and grounds improvements described in the CIP.

If a petition requesting a vote on the issuance of the Bonds is signed by voters equal to five percent of the votes cast in the County at the last general election and filed with the County Auditor within thirty (30) days after the public hearing, the County may issue the Bonds only after obtaining the approval of a majority of the voters voting on the question of issuing the Bonds.

Copies of the proposed CIP and corresponding resolutions are on file and may be inspected at the Aitkin County Administration Office, 217 2nd Street NW, Rm. 134, Aitkin, Minnesota, during normal business hours. All interested parties are invited to attend the public hearing or to provide written comments to the undersigned, which written comments will be considered at the hearing.

Questions regarding this matter may be referred to Patrick Wussow, County Administrator at 218-927-3093. Auxiliary aids are available upon request at least 96 hours in advance of the hearing. Please contact the County at 218-927-3093 to make arrangements.

BY ORDER OF THE COUNTY BOARD  
AITKIN COUNTY, MINNESOTA  
/s/ Patrick Wussow  
County Administrator

2017 through 2022

Five-Year Capital Improvement Plan for

Aitkin County, Minnesota



**AITKIN COUNTY**  
**FIVE-YEAR CAPITAL IMPROVEMENT PLAN**  
**2017 THROUGH 2022**

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**I. INTRODUCTION**

Aitkin County (the “County”) is located in north central Minnesota, 125 miles north of the Twin Cities. Aitkin County (pop. 15,702) is strategically located between the northern Minnesota urban centers of Brainerd, Grand Rapids and Duluth. Its largest industries are tourism, forest products and agriculture, but there is a growing base of metal fabrication and other manufacturing. The county has excellent public schools, well-developed transportation systems, and modern community health care facilities. Long famous for its recreational assets, it boasts an abundance of trails and lakes, including Mille Lacs, one of Minnesota's most popular and prolific fishing destinations. The Mississippi River runs through the county for 103 miles. Total land area of the County is 1,821,660 acres and consists of 56 Townships and 6 incorporated cities. The County seat is the city of Aitkin.

In 1988, the Minnesota State Legislature adopted a statute that generally exempts county general obligation bonds issued under a capital improvement plan from the referendum requirements usually required for bonding expenditures. The statute on general obligation capital improvement plan bonds is Minnesota Statutes, Section 373.40 (the “Act”).

Under the Act, Aitkin County can issue bonds to a level that the principal and interest payments in any one year does not exceed 0.12% of that year's estimated market value (EMV). For taxes payable 2016, Aitkin County's EMV was \$2,480,753,800. Therefore, the total amount available to be used to pay principal and interest in any given year under this Capital Improvement Plan is \$2,976,904 ( $\$2,480,753,800 \times .12\%$ ).

**II. PURPOSE**

The County wishes to issue general obligation capital improvement plan bonds to finance the construction of an addition to the existing courthouse, public safety and security improvements to existing facilities, facility remodeling and demolition of the West Annex addition and other related building and grounds improvements. The Capital Improvement Plan (“CIP” or “Plan”) has been prepared to meet the statutory criteria in the Act for this purpose.

Under the Act, a capital improvement is a major expenditure of County funds for the acquisition or betterment to public lands, buildings, or other improvements within the county for the purpose of a county courthouse, administrative building, health or social service facility, correctional facility, jail, law enforcement center, hospital, morgue, library, park, qualified indoor ice arena, roads and bridges, public works facilities, fairground buildings, and records and data storage facilities, and the acquisition of development rights in the form of conservation easements under Minnesota Statutes, Chapter 84C, which has a useful life of 5 years or more. Under the Act, capital improvements do not include recreation or sports

facility buildings, unless the building is part of an outdoor park facility and is incidental to the primary purpose of outdoor recreation. A CIP is a document designed to anticipate capital improvement expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost effective method possible.

The CIP must set forth;

1. The estimated schedule, timing and details of specific capital improvements;
2. Estimated cost of the capital improvements identified;
3. The need for the improvements; and
4. The sources of revenues needed to pay for the improvements.

A CIP allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the County considers the benefits, costs, alternatives and impact on operating expenditures.

Before issuing bonds under a CIP, the County must hold a public hearing on the CIP and the proposed bonds, and must then approve the CIP and authorize the issuance of the bonds by at least a 3/5 majority.

If a petition signed by voters equal to at least 5% of the votes cast in the last general County election requesting a vote on the issuance of bonds is received by the county auditor within 30 days after the public hearing, then the bonds may not be issued unless approved by the voters at an election.

The statute has established certain criteria that must be considered for each project to be undertaken pursuant to this Plan (the "Project"). These criteria are:

1. Condition of the County's existing infrastructure and projected need for repair or replacement;
2. Demand for the improvement;
3. Cost of the improvement;
4. Availability of public resources;
5. Level of overlapping debt;
6. Cost/benefits of alternative uses of funds;
7. Operating costs of the proposed improvements; and
8. Alternatives for providing services most efficiently through shared facilities with other municipalities or local governments.

The Plan is designed to be updated on an annual basis. In this manner, it becomes an ongoing fiscal planning tool that continually anticipates future capital expenditures and funding sources.

### III. PLAN SUMMARY

This Plan is intended to describe and analyze the need for the Project in accordance with the Act. The County may modify this Plan from year to year as authorized by the Act.

Following is a summary of estimated expenditures for the Project:

**2017 Expenditures**

The County intends to construct an addition to the existing courthouse, make public safety and security improvements to existing facilities, existing facility remodeling and demolition of the West Annex addition and other related building and grounds improvements. All improvements are meant to increase staff efficiency and enhance public safety. The estimated cost for the Project is \$10,500,000.00. Bond proceeds are expected to fund the Project.

**2018 Expenditures**

None anticipated at this time.

**2019 Expenditures**

None anticipated at this time.

**2020 Expenditures**

None anticipated at this time.

**2021 Expenditures**

None anticipated at this time.

**2022 Expenditures**

None anticipated at this time.

**Analysis**

The County has analyzed the eight points required by the Act for the Project on an individual basis and as a whole. The findings are as follows:

**1. Conditions of County Infrastructure, Including the Projected Need for Repair or Replacement and Need for the Project**

The proposed capital improvement is being considered for; improve security for the courthouse and adjacent buildings, currently there are multiple entrances and none are secure. Accessibility, the courthouse was built in the 1900's and has had several additions over the years including converting the old jail, built in the 1910's, into offices and building a corridor between the old jail and courthouse. What has resulted is steep corridors, narrow hallways, one handicap entrance to the entire courthouse, and myriad problems for people with mobility issues to move about the courthouse to where they need to go. Service improvements, the layout of the courthouse does not logically segregate offices with familiar functions to serve

the public. Modernize work stations and public access points, the courthouse was not designed for the 21<sup>st</sup> century and thus has limited capacity to adapt to new technologies that will be necessary to use. Space shortage, currently there is not enough space for old records that by law must be maintained. The county is storing records in old garages and other unsuitable spaces. Space shortage, many offices that were designed in the 1900's are no longer adequate for staffing and public interaction needs. There is a lack of meeting space, especially the County Board Room.

## **2. Likely Demand for the Project**

The current courthouse proper houses the County Attorney and Judicial offices with community corrections housed in a separate facility. Land ownership services such as Planning and Zoning, Recorder's Office and the Land Department are located in different areas of the courthouse causing citizens unnecessary navigation back and forth between offices when all their needs could have been met at once. In addition, the Veterans Service Office is not readily accessible and very hard for veterans to navigate through the various halls and additions added to the courthouse over the decades. The Project will consolidate services, provide accessibility, provide a safer environment and allow the County to meet current and future needs.

## **3. Estimated Cost of the Project**

The estimated cost, including architectural/engineering, contingency, legal and bonding, of the 2017 Project (the only Project for which bond authorization is requested) is set forth in Appendix A.

## **4. Available Public Resources**

The County does not have sufficient cash reserves on hand or other available public resources to finance construction of the Project without issuing bonds. The County will finance the Bond principal and interest payment through a debt service tax levy (ad valorem).

## **5. Level of Overlapping Debt in the County**

The level of overlapping debt in the County as of December 31, 2015 is provided in Appendix B.

## **6. Relative Benefits and Costs of Alternative Uses of the Funds**

The County has explored several options for funding and anticipates the issuance of bonds for the Project to be the most efficient way to finance the Project.

## **7. Operating Costs of the Proposed Project**

Operating costs are expected to remain the same with the proposed improvements. However, repairs and maintenance costs are anticipated to decrease due to the new construction. New systems will reduce operating cost and increase efficiency.

## **8. Alternatives for Providing Services Most Efficiently Through Shared Facilities with Other Municipalities or Local Government Units**

All proposed capital improvements are proposed to maximize efficiency by consolidating public services to area of and other related services at one facility and do so in a cost effective manner. The County has determined that no greater efficiency can be achieved through constructing shared facilities with other local government units.

#### IV. FINANCING THE CAPITAL IMPROVEMENT PLAN

The total amount of requested expenditures under the CIP is expected not to exceed \$10,500,000.00. These expenditures are to be funded by the sale of the County's general obligation capital improvement plan bonds in the maximum amount of \$10,500,000.00 in the year 2017 for the Project listed under the 2017 Expenditures.

In the financing of the CIP, two statutory limitations apply. Under Minnesota Statutes, Chapter 475, as amended, with few exceptions, a county cannot incur debt in excess of 3% of the assessor's Estimated Market Value ("EMV") for the county. In Aitkin County the EMV is \$2,480,753,800; therefore, the total amount of outstanding debt cannot exceed \$74,422,614. As of March 1, 2016, Aitkin County had \$0 in outstanding debt subject to the legal debt limit. The County is therefore far under this limit and has no intention of approaching it.

Under this CIP the County may issue \$10,500,000.00 in general obligation capital improvement plan bonds in the years 2017 through 2022 to finance the Project. If the County were to issue general obligation capital improvement bonds in the maximum principal amount of \$10,500,000.00 for the Project, the general obligation capital improvement bonds would be repaid over a period of approximately twenty (20) years pursuant to the Act. The maximum annual principal and interest payments are estimated not to exceed \$775,000 over 20 years at an average rate of 4.0% per annum. A preliminary debt service schedule appears in Appendix B.

Expected debt service on the proposed bonds for the 2017 Project is within the statutory limits.

#### **Annual Review of the Capital Improvement Plan**

The County Board of Commissioners, using the process outlined in this CIP, may review this CIP annually, taking into account proposed expenditures, making priority decisions and seeking funding for those expenditures it deems necessary for the County. If deemed appropriate, the County Board of Commissioners will prepare an update to this CIP.

(The remainder of this page is intentionally left blank.)

**APPENDIX A**

**ESTIMATED COSTS OF PROJECT**

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Architect, Engineering, and Construction Management Costs	<b>\$1,500,000</b>	-	-	-	-	-	-
Equipment	<b>\$ 280,000</b>	-	-	-	-	-	-
Design & Contingency	<b>\$ 641,000</b>	-	-	-	-	-	-
Construction Costs	<b>\$7,829,000</b>	-	-	-	-	-	-
Bond Costs	<b>\$ 250,000</b>	-	-	-	-	-	-
<b>Total</b>	<b>\$10,500,000</b>	-	-	-	-	-	<b>\$10,500,00</b>

**APPENDIX B**

**OVERLAPPING DEBT**

<u>Taxing Unit</u> <sup>(a)</sup>	2015/16	Est. G.O. Debt <u>As of 3-1-16</u> <sup>(b)</sup>	Debt Applicable to <u>Tax Capacity in County</u>	
	<u>Adjusted Taxable Net Tax Capacity</u>		<u>Percent</u>	<u>Amount</u>
City of Aitkin	\$ 1,053,606	\$ 3,161,817 <sup>(c)</sup>	100.0%	\$ 3,161,817
City of Hill City	268,404	967,000 <sup>(c)</sup>	100.0	967,000
City of McGrath	15,564	27,300 <sup>(c)</sup>	100.0	27,300
City of McGregor	214,536	5,317,270 <sup>(c)</sup>	100.0	5,317,270
Town of Aitkin	1,015,732	69,117 <sup>(c)</sup>	100.0	69,117
Town of Shamrock	4,039,339	280,000 <sup>(c)</sup>	100.0	280,000
Town of Wagner	641,893	24,739 <sup>(c)</sup>	100.0	24,739
I.S.D. #1 Aitkin	15,970,108	895,000 <sup>(c)</sup>	92.4	826,980
I.S.D. #2 Hill City	1,332,550	900,000 <sup>(c)</sup>	100.0	900,000
I.S.D. #4 McGregor	8,325,066	5,316,000	100.0	5,316,000
<b>Total</b>				<b>\$16,890,223</b>

*(a) Only those units with outstanding general obligation debt are shown here.*

*(b) Excludes general obligation tax and aid anticipation certificates and revenue-supported debt.*

*(c) Debt as of December 31, 2015; most recent information available.*

Preliminary Debt Service Schedule  
 \$10,215,000  
 Aitkin County, Minnesota  
 General Obligation Capital Improvement Bonds, Series 2017  
 20-Year Term

Calendar Year Debt Service Schedule (CIP Statutory Debt Service Limitation Test)

Calendar Year	Principal	Coupon	Interest	Total P+I
2017	-	-	-	-
2018	-	-	319,980.00	319,980.00
2019	245,000.00	1.450%	318,203.75	563,203.75
2020	410,000.00	1.650%	313,045.00	723,045.00
2021	415,000.00	1.850%	305,823.75	720,823.75
2022	425,000.00	2.050%	297,628.75	722,628.75
2023	435,000.00	2.250%	288,378.75	723,378.75
2024	445,000.00	2.450%	278,033.75	723,033.75
2025	455,000.00	2.600%	266,667.50	721,667.50
2026	465,000.00	2.750%	254,358.75	719,358.75
2027	480,000.00	2.950%	240,885.00	720,885.00
2028	490,000.00	3.050%	226,332.50	716,332.50
2029	505,000.00	3.200%	210,780.00	715,780.00
2030	525,000.00	3.350%	193,906.25	718,906.25
2031	540,000.00	3.450%	175,797.50	715,797.50
2032	560,000.00	3.600%	156,402.50	716,402.50
2033	580,000.00	3.700%	135,592.50	715,592.50
2034	600,000.00	3.750%	113,612.50	713,612.50
2035	625,000.00	3.800%	90,487.50	715,487.50
2036	645,000.00	3.850%	66,196.25	711,196.25
2037	670,000.00	3.900%	40,715.00	710,715.00
2038	700,000.00	3.950%	13,825.00	713,825.00
-	\$10,215,000.00	-	\$4,306,652.50	\$14,521,652.50

Yield Statistics

Bond Year	
Dollars.....	\$124,067.50
Average	
Life.....	12.146 Years
Average	
Coupon.....	3.4712173%
Net Interest Cost	
(NIC).....	3.5947186%
True Interest Cost	
(TIC).....	3.5857206%
Bond Yield for Arbitrage	
Purposes.....	3.4281058%
All Inclusive Cost	
(AIC).....	3.6492114%
IRS Form 8038	
Net Interest	
Cost.....	3.4712173%
Weighted Average	
Maturity.....	12.146 Years



**RESOLUTION RELATING TO FINANCING OF CERTAIN  
PROPOSED PROJECTS TO BE UNDERTAKEN BY THE COUNTY;  
ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND  
REGULATIONS UNDER THE INTERNAL REVENUE CODE**

**BE IT RESOLVED**, by the Board of County Commissioners (the "Board") of Aitkin County, Minnesota (the "County"), as follows:

1. Recitals.

- a. The Internal Revenue Service has issued Section 1.150-2 of the Income Tax Regulations (the "Regulations") dealing with the issuance of bonds, all or a portion of the proceeds of which are to be used to reimburse the County for project expenditures made by the County prior to the date of issuance.
- b. The Regulations generally require that the County make a declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of a subsequently issued series of bonds within 60 days after payment of the expenditures, that the bonds be issued and the reimbursement allocation be made from the proceeds of such bonds within the reimbursement period (as defined in the Regulations), and that the expenditures reimbursed be capital expenditures or costs of issuance of the bonds.
- c. The County desires to comply with requirements of the Regulations with respect to certain projects hereinafter identified.

2. Official Intent Declaration.

- a. The County proposes to make original expenditures with respect to constructing an addition to the existing County courthouse, making public safety and security improvements to existing facilities, remodeling existing facilities and demolishing the West Annex addition to the courthouse, and making other related building and grounds improvements (collectively, the "Project"), pursuant to the County's 2017-2022 Five-Year Capital Improvement Plan, prior to the issuance of reimbursement bonds, and reasonably expects to issue reimbursement bonds for the Project in the maximum principal amount not to exceed \$10,500,000.
- b. Other than (i) de minimis amounts permitted to be reimbursed pursuant to Section 1.150-2(f)(1) of the Regulations or (ii) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, the County will not seek reimbursement for any original expenditures with respect to the foregoing projects paid more than 60 days prior to the date of adoption of this resolution. All original expenditures for which reimbursement is sought will be capital expenditures or costs of issuance of the reimbursement bonds.

3. Budgetary Matters. As of the date hereof, there are no County funds reserved, pledged, allocated on a long term basis or otherwise set aside (or reasonably expected to be reserved, pledged, allocated on a long term basis or otherwise set aside) to provide permanent financing for the original expenditures related to the projects, other than pursuant to the issuance of the reimbursement bonds. Consequently, it is not expected that the issuance of the reimbursement bonds will result in the creation of any replacement proceeds.

4. Reimbursement Allocations. The County's financial officer shall be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the reimbursement bonds to reimburse the source of temporary financing used by the County to make payment of the original expenditures relating to the projects. Each reimbursement allocation shall be made within 30 days of the date of issuance of the reimbursement bonds, shall be evidenced by an entry on the official books and records of the County maintained for the reimbursement bonds and shall specifically identify the original expenditures being reimbursed.

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, Jessica Seibert, 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 March 2017, and that the same is a true and correct copy of the whole thereof.

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

\_\_\_\_\_  
Jessica Seibert  
County Administrator

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

**ADOPTED March 28, 2017**

By Commissioner: xx

**20170328-0xx**

**RESOLUTION APPROVING THE 5-YEAR CAPITAL IMPROVEMENT PLAN AND  
AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION CAPITAL  
IMPROVEMENT PLAN BONDS**

**WHEREAS**, Aitkin County (the "County") has published notice of its intent to hold a hearing on the adoption of its Five-Year Capital Improvement Plan (the "Plan") and the issuance of capital improvement plan bonds under Minnesota Statutes, Section 373.40 (the "Bonds") at least fourteen (14) but not more than twenty-eight (28) days prior to the date hereof, pursuant to and in accordance with Minnesota Statutes, Section 373.40 (the "Act"); and

**WHEREAS**, the Board of County Commissioners (the "Board") held a public hearing on the date hereof on (i) adoption of the Plan and (ii) the issuance of the Bonds for the purpose of financing the construction of an addition to the existing County courthouse, public safety and security improvements to existing facilities, the remodeling of existing facilities and the demolition of the West Annex addition to the courthouse, and other related building and grounds improvements described in the Plan; and

**WHEREAS**, in preparing the Plan, the Board has considered for each project and for the overall Plan:

- (1) the condition of the County's existing infrastructure, including the projected need for repair or replacement;
- (2) the likely demand for the improvement;
- (3) the estimated cost of the improvement;
- (4) the available public resources;
- (5) the level of overlapping debt in the County;
- (6) the relative benefits and costs of alternative uses of the funds;
- (7) operating costs of the proposed improvements; and
- (8) alternatives for providing services more efficiently through shared facilities with other counties or local government units; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Aitkin County Board of Commissioners adopts the Plan and authorizes the issuance of the bonds for the purposes described hereinabove in an amount not to exceed \$10,500,000, contingent upon the satisfaction of the conditions described in the Act.

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, Jessica Seibert, 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 March 2017, and that the same is a true and correct copy of the whole thereof.

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

\_\_\_\_\_  
Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

6A  
Agenda Item #

**Requested Meeting Date:** March 28, 2017

**Title of Item:** TH 210 Discussion

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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>

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
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<b>Presenter (Name and Title):</b> John Welle	<b>Estimated Time Needed:</b> 30 minutes
--	---

**Summary of Issue:**  
In preparation for future discussions with representatives of MnDOT Districts 1 and 3 regarding TH 210, I would like to have further discussion with Commissioners to develop our position relative to this topic.

**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

6B  
Agenda Item #

**Requested Meeting Date:** 3-28-2017

**Title of Item:** Equipment Purchase - Air Compressor for Sign Truck

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
------------------------------------	--

<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 10 minutes
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**Summary of Issue:**  
On January 24, 2017, purchase of a new highway sign installation flatbed truck was authorized. Acquisition of this vehicle is in process, with delivery expected in early April.

When the existing sign truck was programmed for replacement in previous years, it was an oversight on our part not to include the cost of a new air compressor that is permanently mounted on this vehicle. The air compressor is used to power both the air hammer that's used to drive posts and the jack hammer that's used for various tasks. The existing compressor is a very old model that would require significant repairs to the motor and compressor and no longer provides the capacity needed to run this equipment.

Quotes were solicited for a 700 cfm (cubic feet per minute) compressor with 100 psi continuous output.

Boss Industries - La Porte, Indiana: \$7,995  
Summit Equipment Outlet - Marco Island, Florida: \$7,371

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Recommend authorization by motion to purchase the Vanair Viper G70A model from Summit Equipment Outlet for the quoted price of \$7,371.

**Financial Impact:**  
Is there a cost associated with this request?  Yes  No  
What is the total cost, with tax and shipping? \$ 7,371  
Is this budgeted?  Yes  No *Please Explain:*  
See summary above. Cost will be included in 2018 Capital Equipment Replacement Budget.



# Board of County Commissioners Agenda Request

7A  
Agenda Item #

**Requested Meeting Date:** March 28, 2017

**Title of Item:** License to Sell Tobacco Products - Westerlund Cenex

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

<b>Submitted by:</b> Sally M. Huhta	<b>Department:</b> Auditor's
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<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b> N/A
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**Summary of Issue:**

Please approve the following Application for License to Sell Tobacco Products for the period ending March 31, 2018:

- # 28 Westerlund Inc., d/b/a Westerlund Cenex – Malmo Township

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Approve application for License to Sell Tobacco Products - Westerlund Cenex

**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

78  
Agenda Item #

**Requested Meeting Date:** March 28, 2017

**Title of Item:** Accept Big River Group, LLC Strategic Plan Proposal

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

<b>Submitted by:</b> Jessica Seibert, County Administrator	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 5 min.
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**Summary of Issue:**

Previous Board discussion has been held regarding the completion of a strategic plan to identify organizational values and priorities. This will complete the work conducted by the Board and staff in 2015.

Proposals have been received from the Association of MN Counties and Big River Group, LLC (please see attached proposals). In speaking with the Isanti Co. Administrator, he noted that they have conducted one full day and two half day sessions with AMC.

Staff recommends accepting the proposal from Big River Group, LLC based on the proposed work to be performed, cost and client feedback.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Accept written proposal from Big River Group, LLC for strategic planning services.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 4,820.00

Is this budgeted?  Yes  No *Please Explain:*

Not budgeted by previous administration.



# Association *of* Minnesota Counties

## Strategic Planning Facilitation (*Estimate*)

### Send Invoice to:

Jessica Seibert, Administrator  
217 2nd Street NW, Rm. 134  
Aitkin, MN 56431

**Strategic Planning Session – On-site**  
*per half-day*  
*per full-day*

\$1000.00  
\$1500.00





**Isanti County's Mission**  
 Working Together to Deliver Quality Services that are  
 Valued by the Community, Today and Tomorrow.

**County Values**

All Isanti County employees are dedicated to upholding these values:

- Be professional, respectful and accountable.
- Foster a culture of collaboration.
- Assure long term fiscal stability.
- Emphasize excellence in customer service.
- Empower people to become self-sufficient.

**"ISANTI COUNTY  
 IS A STEP ABOVE  
 THE REST!"**

**County Vision Priorities**

**Cutting Edge Technology Development to Better Serve Public Needs**

1. Determine each county departments online service options.
2. Increase accessibility of quality customer services for the public through technology options.
3. Work with technology department, non-profit technology experts such as Blandin Foundation and community partners to establish a countywide effort to expand broadband.
4. Explore options for EDMS for departments.
5. Research each county departments technology needs for the future.
6. Develop cost projections for county technology needs to enable the county to expand access.
7. Improve staff technology education options.

**"ISANTI COUNTY  
 GOVERNMENT  
 IS NOW TOTALLY  
 AVAILABLE  
 ON-LINE!"**

**"ISANTI COUNTY  
 PROVIDES MORE  
 FOR LESS!"**

**Maintain and Enhance a County Employee Workforce That is Efficient and Effective in Meeting Public Needs.**

**Evaluate Barriers:**

- Research other comparable counties to gather information on job descriptions, benefits, and salary structures.
- Compare Isanti County to this data. (Internal comp worth study)

**Internal Evaluation:**

- Determine accurate data on turnover rates within departments.
- Complete exit interviews of former employees.

**Research Current Employee Perspectives:**

- Research why county employees stay in county government.
- Gain feedback at office meetings on engagement and satisfaction levels.

**Hire and Retain Quality Employees:**

- Use information gathered above to strategically retain employees.

**Streamline County Service Infrastructure and Processes to Increase Efficiency.**

**Emphasize Lean Process implementation:**

- Consider lean coordinator position feasibility.
- Promote lean culture throughout the county.

**Explore and identify opportunities to streamline service infrastructure:**

- Hold more strategic planning retreats both countywide and among similar service areas (EE, public safety, land records).
- Research and review what other counties have done to streamline infrastructure.

**"ISANTI COUNTY  
 IS THE PLACE TO  
 LIVE AND THRIVE!"**

**Initiate and/or Support Economic Development Efforts to Build a Strong Future for Isanti County.**

1. Develop a committee or working with current committee infrastructure to identify barriers to economic development.
2. Identify the key stakeholders that need to be involved to move the effort forward.
3. Pursue connections with other county economic development structures in the county and regionally.
4. Explore county possibilities to initiate or support increased residential development.
5. Research infrastructure needs for development (sewer and water).

**"ISANTI COUNTY  
 IS THE FUTURE...  
 FOLLOW US!"**



## **Aitkin County, MN • March 2017**

### **Proposal for Retreat for County Commissioners**

#### **Purpose**

The purpose of this proposal text is to describe a process designed to guide and assist the Aitkin County Commissioners through the problem-solving and planning necessary to build on current successes, refine work systems & styles, and help new and experienced Commissioners & new Administrator identify desired processes & procedures, and make progress on:

- 1) ID values & vision to guide completion of strategic plan
- 2) Completion of strategic plan
- 3) ID desired roles & responsibilities for all key decision-making positions

#### **Proposal Design & Plan**

This proposal has been developed to provide a systematic method for the Aitkin County Commissioners to move through the identification and refinement of their methods of doing business. The session materials proposed have been used extensively with elected councils & boards from governmental, service and educational organizations; including cities, counties, school districts, interagency collaboratives, educational service cooperatives, non-profit organizations; as well as with corporate boards.

#### **Development & Delivery of Retreat Project**

##### **1) Pre-session Work**

- A) Telephone conversations with each Commissioner (& department heads?)
- B) Draft agendas & Session materials developed & presented to County Administrator & Commissioners for review, edits and/or approval prior to sessions

## 2) Work Sessions

Each of the session agendas will be developed to address items as identified by Commissioners during phone calls.

### Session 1 (approx. two hours)

- A) Briefly review prior work to develop elements of strategic plan
- B) ID & discuss elements of desired values to guide completion of plan
- C) ID elements of a desired long-term vision for the county
- D) Discuss next steps & evaluate the session

### Session 2 (approx. two hours, with department heads)

- A) Briefly review prior work to develop elements of strategic plan
- B) Review updates & progress within departments that may affect final Plan
- C) Commissioners identify benchmarks for progress on plan
- D) Discuss next steps & evaluate the session

### Session 3 (approx. two hours)

- A) Briefly review results from both prior sessions
- B) Review & specify desired roles & responsibilities
- C) Discuss next steps & evaluate the session

## 3) Post-Session Work

- A) We prepare all final products from the session & e-mail results to County
- B) Additional assistance via phone, Skype or in-person for one year

## About the Proposer

Dr. Bruce Miles is the owner & CEO of the Big River Group, LLC. He has also been an Assistant Professor & taught Graduate & Doctoral coursework in the areas of leadership, research, planning, finance & personnel. He is a national-level presenter and trainer in the areas of strategic planning, organizational improvement, organizational conflict, & difficult employees.

Bruce has worked as a consultant for the past thirty-four years and works with more than 8,000 participants/110 organizations each year in the areas of:

- Strategic "Chainsaw" planning
- Workplace climate issues
- Leadership training
- Personnel selection & onboarding
- Resistant employees
- Differentiated coaching
- Succession Planning
- Reducing organizational conflict
- Followership training
- Hiring & firing
- Sales management / training
- 360-Feedback projects

Recent clients & organizations include:

- City, county & regional governmental units
- School districts, colleges and universities
- Educational Service Cooperatives
- Medical practices, hospitals and related organizations
- Financial service organizations
- Law firms
- Businesses & manufacturers
- Nonprofit agencies & service providers
- Interagency family service and mental health collaboratives
- Monks
- Hockey Teams

Bruce can be reached @ (800) 500-7017 (office) 320-260-2612 (cell), by e-mail at [bruce@bigrivergroup.com](mailto:bruce@bigrivergroup.com), or on his website at [www.bigrivergroup.com](http://www.bigrivergroup.com).

## Tasks & Costs

1) Pre-session Work	Steps A, B	\$720.00
2) Work Sessions		
Session 1	Steps A, B, C, D	\$4100.00
Session 2	Steps A, B, C, D	
Session 3	Steps A, B, C	To be negotiated if necessary
3) Post-Session Work	Steps A, B	(No charge)



# Aitkin County Board of Commissioners Agenda Request Form

8

Agenda Item #

**Requested Meeting Date:** March 28, 2017

**Title of Item:** Committee Reports

<input checked="" type="checkbox"/> <b>REGULAR AGENDA</b>	<b>Action Requested by:</b> 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 <sup>st</sup> Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> 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 <sup>rd</sup> 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 <sup>rd</sup> Thursday	Niemi
ATV Committee	As needed		Pratt and Marcotte
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Thursday	Pratt, Alt. Marcotte
Development Achievement Center	Monthly	3 <sup>rd</sup> Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi
Economic Development	Monthly	1 <sup>st</sup> 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 <sup>st</sup> Wednesday	Westerlund and Pratt
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA	Monthly	4 <sup>th</sup> 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 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 <sup>st</sup> Wednesday	Pratt
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	Monthly	3 <sup>rd</sup> Monday	Niemi, Westerlund
Mississippi Headwaters Board	Monthly	3 <sup>rd</sup> 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		Niemi
Northeast MN ATP	2x year		Niemi and Engineer Welle
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Niemi
Sobriety Court	Monthly	3 <sup>rd</sup> Tuesday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund