

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS April 11, 2017 – BOARD AGENDA

- 9:00 1) **J. Mark Wedel, County Board Chair**
- A) **Call to Order**
 - B) **Pledge of Allegiance**
 - C) **Board of Commissioners Meeting Procedure**
 - D) **Approval of Agenda**
 - E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File March 28, 2017 – April 10, 2017**
 - B) **Approve March 28, 2017 County Board Minutes**
 - C) **Approve Commissioner Warrants**
 - D) **Approve March Manual Warrants**
 - E) **Reappoint William Bedor to McGregor Airport Commission**
 - F) **Adopt Resolution: Transfer of 2016 Tax-Forfeited Funds**
 - G) **Adopt Resolution: Easement - Heuer 13/14-48-25**
 - H) **Approve Annual Brat Sale - May 26, 2017**
 - I) **Approve 2018 Fire Protection Contract with City of Palisade**
 - J) **Adopt Resolution: Form LG220 - The Ruffed Grouse Society**
- 9:05 3) **Senator Carrie Ruud and Representative Dale Lueck**
- A) **Legislative Update**
- 10:00 4) **Sheriff Scott Turner**
- A) **Inmate Medical Services**
 - B) **Law Enforcement Memorial**
- 10:15 5) **Mark Jacobs, Land Commissioner**
- A) **Survey Corner GPS Project**
 - B) **Set Public Hearing Date for County Park Ordinance Update**
- 10:35 6) **Jessica Seibert, County Administrator**
- A) **Approve Aitkin County Procurement Policy**
- 10:50 7) **Committee Updates**
- 11:30 **Adjourn**

The Aitkin County Board of Commissioners met this 28th day of March, 2017 at 9:01 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, and Anne Marcotte. Commissioner Bill Pratt was absent. County Administrator Jessica Seibert and Administrative Assistant Sue Bingham were also present.

CALL TO ORDER

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried (4-0), to approve the March 28, 2017 amended agenda. Regular Agenda Item – Senator Ruud and Representative Lueck Conference Call, was removed. Senator Ruud and Representative Lueck are in Session, but hope to be available for the April 11th meeting.

APPROVED AGENDA

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
March 28, 2017**

HEALTH & HUMAN SERVICES BOARD

Attendance

The Aitkin County Board of Commissioners met this 28th day of March, 2017 at 9:03 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, and Anne Marcotte. Commissioner Bill Pratt was absent. Others present included: County Administrator Jessica Seibert, Health & Human Services Director Cynthia Bennett, Fiscal Supervisor Kathleen Ryan, Financial Services Supervisor Jessi Goble, Public Health Supervisor Erin Melz, Social Service Supervisors Jessi Schultz and Kim Larson, Administrative Assistant Sue Bingham, and Guests: Kristine Layne and Roberta Elvecrog/H&HS Advisory Committee Members, Adam Hoogenakker/Aitkin Independent Age, and Citizen Bob Harwarth.

Agenda

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried (4-0), to approve the March 28, 2017 Health & Human Services Board amended agenda. Agenda Items IV-A & B were switched around, and Agenda Item IV-C, H&HS Financial Reporting was added to the agenda.

Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried (4-0), to approve the February 28, 2017 Health and Human Services Board minutes.

Bills

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried (4-0), to approve the bills.

Presentation

Cassie Conn, Lakes and Pines Family Resource Specialist gave a presentation to the Board "We Rally Around Parents" (WRAP) which covered Referrals, Goal Movement, Enrollment into Early Childhood Programming, and Connection to Mental Health Services.

Committee Appointment

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried (4-0), to appoint Joell Miranda, Hill City, Commissioner District 5, to the Health & Human Services Advisory Committee.

H&HS Financial Reporting

Cynthia Bennett, Health & Human Services Director gave a shout out to the Board and thanked Kathleen Ryan and the finance team for the great work they have done with the H&HS Financial Reporting.

Out of State Travel

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (4-0), to grant final approval for out of state travel for Elizabeth Short to attend April 1- April 5, 2017 conference in Philadelphia, PA as the MN State WIC Advisory Committee Chair. The State WIC program covers all expenses other than staff time.

Financial Reports

Kathleen Ryan, Fiscal Supervisor reviewed the Health & Human Services 5-Year Trend, Financial Report, and Foster Care Report with the Board.

Committee Reports

- H&HS Advisory Committee
- AEOA Committee Update
- CJJ (Children’s Justice Initiative)
- Lakes & Pines Update

Next Meeting – April 25, 2017

Break: 9:51 a.m. to 10:07 a.m.

Adam Hoogenakker/Aitkin Independent Age apologized for missing the publication request for the March 14th Special Board Meeting on the Preliminary Building Design Presentation.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried (4-0), to remove Consent Agenda Items M and N, Personnel Recommendations, to the regular agenda for discussion.

Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried (4-0) to remove Consent Agenda Item P - Stipulation to Settle Pending Litigation to the regular agenda as a Closed Session under Minnesota Statute 13D.05.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried (4-0), to approve the amended Consent Agenda as follows: A) Correspondence File: March 14, 2017 to March 27, 2017; B) Approve County Board Minutes: March 14, 2017; C) Approve Special Meeting Minutes: March 14, 2017; D) Approve Commissioner Warrants: General Fund \$56,820.21, Road & Bridge \$21,178.86, Health & Human Services \$33.28, Trust \$15,088.85, Forest Development \$7,551.66, Long Lake Conservation Center \$2,310.62, Parks \$1,348.00 for a total of \$104,331.48; E) Approve Auditor Warrants - RE Tax Overpays: Taxes & Penalties \$917.44; F) Approve Auditor Warrants - February Sales & Use Tax: General Fund \$591.66, Road & Bridge \$836.26, State \$5,632.00, Long Lake Conservation Center \$86.95, Parks \$36.35 for a total of \$7,183.22; G) Approve License Center Rental Agreement; 2H) Approve Applications for License to Sell Tobacco Products; I) Adopt Resolution: Apportionment of 2016 Tax-Forfeited Funds; J) Adopt Resolution: Calcium Chloride; K) Award Pavement Marking

**HHS BOARD
ADJOURNS**

BREAK

**CITIZENS PUBLIC
COMMENT**

**CONSENT
AGENDA
CHANGES**

**CONSENT
AGENDA**

Quote - Traffic Marking Services; L) Adopt Resolution: Form LG220 - Wealthwood Rod and Gun Club; O) Approve Personnel Committee Recommendations - Job Evaluations;

Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried (4-0), 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

Under the consent agenda, motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried (4-0), to adopt resolution - 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

**LICENSE TO SELL
TOBACCO
PRODUCTS**

**RESOLUTION
20170328-019
APPORTIONMENT
OF 2016
TAX-FORFEITED
FUNDS**

(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.

Under the consent agenda, motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried (4-0), to adopt resolution - Calcium Chloride:

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.

Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried (4-0), to accept pavement marking quote of \$49,194.51 from Traffic Marking Services.

Under the consent agenda, motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried (4-0), to adopt resolution - Form LG220 - Wealthwood Rod and Gun Club:

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)

Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried (4-0), to accept the consultant's recommendations for job classifications for the following positions:

- HHS Administrative Assistant, (Grade 5) effective 3/28/2017
- Assistant Corrections Agent, (Grade 8) effective 2/22/2017
- Corrections Agent, (Grade 9) effective 3/28/2017
- Social Worker, (Grade 9) effective 3/28/2017
- Career Corrections Agent, (Grade 10) effective 3/28/2017
- County Surveyor, (Grade 12) effective 3/28/2017

**RESOLUTION
20170328-020
CALCIUM
CHLORIDE**

**PAVEMENT
MARKING
QUOTES**

**RESOLUTION
20170328-021
FORM LG220 -
WEALTHWOOD
ROD & GUN CLUB**

**PERSONNEL
COMMITTEE /
JOB
CLASSIFICATIONS**

- Correctional Officer (CO), (Grade 4) effective 3/28/2017
- Dispatcher, (Grade 4) effective 3/28/2017

After discussion, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (4-0), to authorize filling the following positions, as recommended by the Personnel Committee:

- FT Network Administrator
- FT Assistant County Attorney
- FT County Surveyor

After discussion, motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried (4-0), to authorize filling a part-time Confidential Office Assistant, not to exceed 29 hours per week on average, as recommended by the Personnel Committee.

Amanda Miller from Kennecott/Rio Tinto updated the Board on their mineral exploration project near Tamarack.

A Public Hearing was held at 11:00 a.m. 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 facilities and the demolition of the West Annex addition to the courthouse, and other related building and grounds improvements described in the CIP. Ross Wagner, Economic Development & Forest Industry Coordinator gave a brief overview. Paul Steinman from Springsted, Inc. explained the bonding process and answered questions. Bruce Schwartzman from BKV Group was also present to answer questions.

Sheriff Scott Turner commented that he is very excited about the project, including the separation of public services from the court system, getting security in place, and addressing accessibility issues.

Bob Harwarth, resident of Spencer Township, noted that the Aitkin School referendum failed 3 to 1, and feels there should be something in the paper about the 30 day reverse referendum.

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to 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:

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,

**PERSONNEL
COMMITTEE /
RECRUITMENTS**

**PERSONNEL
COMMITTEE /
PT ADMIN/HR
CONFIDENTIAL
OFFICE
ASSISTANT**

**KENNECOTT /
RIO TINTO**

**PUBLIC HEARING
5 YEAR CAPITAL
IMPROVEMENT
PLAN**

**PUBLIC
COMMENT**

**RESOLUTION
20170328-022
RESOLUTION
RELATING TO
FINANCING OF
CERTAIN**

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.

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

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.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to adopt resolution - 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.

John Welle, County Engineer, in preparation of future discussions with representatives of MnDOT Districts 1 and 3, discussed TH 210 and asked for clarification of the Board's position on the topic.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried (4-0), to approve purchase of Vanair Viper G70A model air compressor from Summit Equipment Outlet for the quoted price of \$7,371. This will be included in the 2018 Capital Equipment Replacement Budget.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried (3-0-1 Pratt absent, Westerlund abstained), to approve the following Application for License to Sell Tobacco Products for the period ending March 31, 2018:

**RESOLUTION
20170328-023
RESOLUTION
APPROVING THE
5-YEAR CAPITAL
IMPROVEMENT
PLAN AND
AUTHORIZING
THE ISSUANCE
AND SALE OF
GENERAL
OBLIGATION
CAPITAL
IMPROVEMENT
PLAN BONDS**

**TH 210
DISCUSSION**

**EQUIPMENT
PURCHASE -
HWY DEPT.**

**TOBACCO
LICENSE -
WESTERLUND**

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

Jessica Seibert, County Administrator discussed proposals for strategic planning services with the Board. The Board consensus was to get input from the Department Heads at the next Department Head meeting to see if they are interested, and then give a refresher to the Board as to what was presented in 2015. No action was taken at this time.

The Board discussed: Library, Historical Society, ACA, MHB, Facilities, Personnel, HRA, and Mille Lacs Watershed.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried (4-0), to close the meeting at 12:50 p.m. under MN Statute 13D.05 – Blandin Paper Company vs. Aitkin County.

Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried (4-0) to reopen the meeting at 12:59 p.m.

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried (4-0), to adopt resolution - 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

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (4-0), to adjourn the meeting at 1:00 p.m. until Tuesday, April 11, 2017 at 9:00 a.m.

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

Jessica Seibert, County Administrator

CENEX

**STRATEGIC
PLANNING
PROPOSAL**

**BOARD
DISCUSSION**

CLOSED MEETING

REOPEN MEETING

**RESOLUTION
20170328-024
STIPULATION TO
SETTLE PENDING
LITIGATION
(01-CV-11-375 ET.
AL.)**

ADJOURN

20

DKB1
3/31/17 3:34PM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D

- D - Detailed Audit List
- S - Condensed Audit List

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
1 General Fund

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formular Description |
|-------------------------|--------|-------------------------|---------------|------------------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 1 DEPT | | Commissioners | | |
| 10452 AT&T Mobility | | Cell phone | 287259994975 | Telephone |
| 01-001-000-0000-6250 | 69.98 | 02/18/2017 03/17/2017 | 0 | |
| 10452 AT&T Mobility | 69.98 | 1 Transactions | | |
| 8175 Centurylink | | Local phone | 313645966 | Telephone |
| 01-001-000-0000-6250 | 9.35 | | | |
| 8175 Centurylink | 9.35 | 1 Transactions | | |
| 1 DEPT Total: | 79.33 | Commissioners | 2 Vendors | 2 Transactions |
| 12 DEPT | | Court Administration | | |
| 10385 Brandt Law Office | | Services | 26531 | Attorney Services |
| 01-012-000-0000-6232 | 430.00 | 03/01/2017 03/01/2017 | 0 | |
| 01-012-000-0000-6232 | 3.21 | Attorney costs | 26531 | Attorney Services |
| 10385 Brandt Law Office | 433.21 | 03/01/2017 03/01/2017 | 0 | |
| | | 2 Transactions | | |
| 8175 Centurylink | | Local phone Q2 | 313645966 | Telephone |
| 01-012-000-0000-6250 | 149.52 | | | |
| 01-012-000-0000-6250 | 46.60 | LONG DISTANCE Q2 | 313645966 | Telephone |
| 8175 Centurylink | 196.12 | 2 Transactions | | |
| 2650 Kingsley/Marlene E | | Court visitor fees | | Witnesses |
| 01-012-000-0000-6252 | 75.00 | 03/07/2017 03/07/2017 | 0 | |
| 01-012-000-0000-6252 | 40.00 | Court visitor mileage | | Witnesses |
| 2650 Kingsley/Marlene E | 115.00 | 03/07/2017 03/07/2017 | 0 | |
| | | 2 Transactions | | |
| 5176 Wetzel Law Firm | | Services 01- PX- 99- 99 | 10345 | Attorney Services |
| 01-012-000-0000-6232 | 225.00 | 03/01/2017 03/01/2017 | 0 | |
| 5176 Wetzel Law Firm | 225.00 | 1 Transactions | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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 |
| 12 | DEPT Total: | | Court Administration | 4 Vendors | 7 Transactions |
| 40 | DEPT | | Auditor | | |
| 783 | Canon Financial Services, Inc 01-040-000-0000-6231 | | Contract charge 026 03/13/2017 03/13/2017 | 17095966 0 | Services, Labor, Contracts |
| 783 | Canon Financial Services, Inc | | 220.24 | 1 Transactions | |
| 8175 | Centurylink 01-040-000-0000-6250 01-040-000-0000-6250 01-040-021-0000-6250 | | Local phone LONG DISTANCE license center local calls 03/11/2017 04/10/2017 | 313645966 313645966 314154028 0 | Telephone Telephone License Center-Phone |
| 8175 | Centurylink | | 377.88 | 3 Transactions | |
| 1457 | CPS Technology Solutions, Inc 01-040-000-0000-6231 | | April printer maint 03/15/2017 03/15/2017 | 372214 0 | Services, Labor, Contracts |
| 1457 | CPS Technology Solutions, Inc | | 26.40 | 1 Transactions | |
| 86290 | Mn Counties Information Systems 01-040-000-0000-6231 | | Payroll 2017 Qtly Support 04/01/2017 04/01/2017 | 1297 0 | Services, Labor, Contracts |
| | 01-040-000-0000-6231 | | 57.00 | Payroll 2015 Qtly adjust 04/01/2017 04/01/2017 | 1297 0 |
| | 01-040-000-0000-6231 | | 752.00 | Finance 2017 Qtly support 04/01/2017 04/01/2017 | 1297 0 |
| | 01-040-000-0000-6231 | | 13.00 | Finance 2015 Qtly Adjust 04/01/2017 04/01/2017 | 1297 0 |
| | 01-040-000-0000-6231 | | 136.00 | JIC User Group 2017 dues 04/01/2017 04/01/2017 | 1309 0 |
| 86290 | Mn Counties Information Systems | | 5,173.00 | 5 Transactions | |
| 86235 | The Office Shop Inc 01-040-000-0000-6405 | | Mechanical pencils 03/17/2017 03/17/2017 | 1022729-0 0 | Office & Computer Supplies |
| | 01-040-000-0000-6405 | | 7.48 | 3x3 Sticky Notes 1022729-0 | Office & Computer Supplies |
| | 01-040-000-0000-6405 | | 8.29 | Dispenser Tape Rolls 1022729-0 | Office & Computer Supplies |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
1 General Fund

| Vendor | Name | Accr | Rpt | Amount | Warrant Description | Invoice # | Account/Formula Description |
|--------|-------------------------------|------|-----|----------|--------------------------------|----------------|-----------------------------|
| No. | Account/Formula | | | | Service Dates | Paid On Bhf # | On Behalf of Name |
| 86235 | The Office Shop Inc | | | 66.05 | | | |
| | | | | | 3 Transactions | | |
| 40 | DEPT Total: | | | 5,863.57 | Auditor | 5 Vendors | 13 Transactions |
| 41 | DEPT | | | | Internal Audit | | |
| 3358 | Minnesota State Auditor | | | | | | |
| | 01-041-000-0000-6231 | | | 8,729.17 | Yr end12/31/16 Audit services | 68101 | Services, Labor, Etc |
| | | | | | 01/25/2017 02/21/2017 | 0 | |
| 3358 | Minnesota State Auditor | | | 8,729.17 | | | |
| | | | | | 1 Transactions | | |
| 41 | DEPT Total: | | | 8,729.17 | Internal Audit | 1 Vendors | 1 Transactions |
| 42 | DEPT | | | | Treasurer | | |
| 8175 | Centurylink | | | | | | |
| | 01-042-000-0000-6250 | | | 37.38 | Local phone | 313645966 | Telephone |
| | 01-042-000-0000-6250 | | | 1.73 | LONG DISTANCE | 313645966 | Telephone |
| 8175 | Centurylink | | | 39.11 | | | |
| | | | | | 2 Transactions | | |
| 86235 | The Office Shop Inc | | | | | | |
| | 01-042-000-0000-6405 | | | 59.74 | Letter opener, battery, pencil | 1023236-0 | Office & Computer Supplies |
| | | | | | 03/29/2017 03/29/2017 | 0 | |
| 86235 | The Office Shop Inc | | | 59.74 | | | |
| | | | | | 1 Transactions | | |
| 42 | DEPT Total: | | | 98.85 | Treasurer | 2 Vendors | 3 Transactions |
| 43 | DEPT | | | | Assessor | | |
| 783 | Canon Financial Services, Inc | | | | | | |
| | 01-043-000-0000-6231 | | | 164.08 | Copier contract 033 | 17095971 | Services, Labor, Contracts |
| | | | | | 03/13/2017 03/13/2017 | 0 | |
| 783 | Canon Financial Services, Inc | | | 164.08 | | | |
| | | | | | 1 Transactions | | |
| 8175 | Centurylink | | | | | | |
| | 01-043-000-0000-6250 | | | 102.80 | Local phone | 313645966 | Telephone |
| | 01-043-000-0000-6250 | | | 9.81 | LONG DISTANCE | 313645966 | Telephone |
| 8175 | Centurylink | | | 112.61 | | | |
| | | | | | 2 Transactions | | |
| 6097 | Verizon Wireless | | | | | | |
| | 01-043-000-0000-6250 | | | 147.71 | Monthly cellular | 68069088200001 | Telephone |

Aitkin County



DKB1
3/31/17 3:34PM
1 General Fund

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--|------|---------------------|--|--|
| No. Account/Formula | Accr | Amount | Service Dates | On Behalf of Name |
| | | | Paid On Bhf # | |
| 6097 Verizon Wireless | | 147.71 | 03/01/2017 03/01/2017 1 Transactions | |
| 43 DEPT Total: | | 424.40 | Assessor | 3 Vendors 4 Transactions |
| 44 DEPT | | | Central Services | |
| 783 Canon Financial Services, Inc 01-044-000-0000-6231 | | 326.43 | Copier contract 031 03/13/2017 03/13/2017 1 Transactions | 17095970 0 Services, Labor, Contracts |
| 783 Canon Financial Services, Inc | | 326.43 | | |
| 8175 Centurylink 01-044-000-0000-6250 | | 0.57 | LONG DISTANCE | 313645966 Telephone |
| 8175 Centurylink | | 0.57 | 1 Transactions | |
| 4248 Cole Papers, Inc 01-044-000-0000-6405 | | 1,930.40 | Copy paper 03/25/2017 03/25/2017 1 Transactions | 9299800 0 Office & Computer Supplies |
| 4248 Cole Papers, Inc | | 1,930.40 | | |
| 44 DEPT Total: | | 2,257.40 | Central Services | 3 Vendors 3 Transactions |
| 45 DEPT | | | Motor Pool | |
| 4070 Riley Auto Supply 01-045-000-0000-6302 | | 29.88 | Windshield Wash 03/24/2017 03/24/2017 1 Transactions | 585013 0 Car Maintenance |
| 4070 Riley Auto Supply | | 29.88 | | |
| 45 DEPT Total: | | 29.88 | Motor Pool | 1 Vendors 1 Transactions |
| 49 DEPT | | | Information Technologies | |
| 8175 Centurylink 01-049-000-0000-6250 01-049-000-0000-6250 | | 46.73 3.67 | Local phone LONG DISTANCE | 313645966 313645966 Telephone Telephone |
| 8175 Centurylink | | 50.40 | 2 Transactions | |
| 86290 Mn Counties Information Systems 01-049-000-0000-6231 | | 15,702.00 | Property Tax 17 Qtly support | 1297 Programming, Services, Contracts |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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 |
| 01-049-000-0000-6231 | | 04/01/2017 04/01/2017 | 0 | |
| | 29.00- | Property tax 2015 Qrtly adjust | 1297 | Programming, Services, Contracts |
| 01-049-000-0000-6231 | | 04/01/2017 04/01/2017 | 0 | |
| | 6,579.00 | Property Tax 2017 Qtly support | 1297 | Programming, Services, Contracts |
| 01-049-000-0000-6231 | | 04/01/2017 04/01/2017 | 0 | |
| | 29.00- | Property Tax 2015 Qrtly adjust | 1297 | Programming, Services, Contracts |
| 01-049-000-0000-6231 | | 04/01/2017 04/01/2017 | 0 | |
| | 445.00 | Zend 2017 Support | 1309 | Programming, Services, Contracts |
| 86290 Mn Counties Information Systems | 22,668.00 | 04/01/2017 04/01/2017 | 0 | |
| | | 5 Transactions | | |
| 49 DEPT Total: | 22,718.40 | Information Technologies | 2 Vendors | 7 Transactions |
| 52 DEPT | | Administration/Personnel Dept | | |
| 10452 AT&T Mobility | | | | |
| 01-052-000-0000-6250 | 206.75 | Cell phone | 287259994975 | Telephone |
| | | 02/18/2017 03/17/2017 | 0 | |
| 10452 AT&T Mobility | 206.75 | | 1 Transactions | |
| 8175 Centurylink | | | | |
| 01-052-000-0000-6250 | 65.34 | Local phone | 313645966 | Telephone |
| 01-052-000-0000-6250 | 8.01 | LONG DISTANCE | 313645966 | Telephone |
| 8175 Centurylink | 73.35 | | 2 Transactions | |
| 12048 McDowell Agency, Inc./The | | | | |
| 01-052-000-0000-6234 | 136.00 | Background Screening | 86243 | Background Check Fee |
| | | 03/14/2017 03/14/2017 | 0 | |
| 12048 McDowell Agency, Inc./The | 136.00 | | 1 Transactions | |
| 10521 MCHRMA | | | | |
| 01-052-000-0000-6299 | 125.00 | MCHRMA conf reg Danielson | | Employee Training |
| | | 03/15/2017 03/15/2017 | 0 | |
| 10521 MCHRMA | 125.00 | | 1 Transactions | |
| 13412 Pemberton, Sorlie, Rufer & Kershner PLLI | | | | |
| 01-052-000-0000-6232 | 17.00 | Heggem (partner) .1@\$170 | 28 | Attorney Services |
| | | 02/28/2017 02/28/2017 | 0 | |
| 01-052-000-0000-6232 | 63.00 | Peterson (Asst) .6@\$105 | 28 | Attorney Services |
| | | 02/28/2017 02/28/2017 | 0 | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
1 General Fund

| Vendor | Name | Rpt | Amount | Warrant Description | Invoice # | Account/Formula Description |
|--------|--|------|--------|--------------------------------|----------------|-----------------------------|
| No. | Account/Formula | Accr | | Service Dates | Paid On Bhf # | On Behalf of Name |
| | 01-052-000-0000-6232 | | 153.00 | Hastings (partner) .9@\$170 | 28 | Attorney Services |
| | | | | 02/28/2017 02/28/2017 | 0 | |
| 13412 | Pemberton, Sorlie, Rufer & Kershner PLLI | PLLI | 233.00 | | 3 Transactions | |
| 86235 | The Office Shop Inc | | | | | |
| | 01-052-000-0000-6405 | | 97.95 | Adding rolls, pens, calculator | 291204-0 | Office & Computer Supplies |
| | | | | 03/21/2017 03/21/2017 | 0 | |
| 86235 | The Office Shop Inc | | 97.95 | | 1 Transactions | |
| 52 | DEPT Total: | | 872.05 | Administration/Personnel Dept | 6 Vendors | 9 Transactions |
| 60 | DEPT | | | Elections | | |
| | 1601 Election Systems & Software Inc | | | | | |
| | 01-060-000-0000-6406 | | 578.32 | School election coding | 1003264 | Ballots & Programming |
| | | | | 03/15/2017 03/15/2017 | 0 | |
| | 1601 Election Systems & Software Inc | | 578.32 | | 1 Transactions | |
| 60 | DEPT Total: | | 578.32 | Elections | 1 Vendors | 1 Transactions |
| 90 | DEPT | | | Attorney | | |
| | 783 Canon Financial Services, Inc | | | | | |
| | 01-090-000-0000-6405 | | 364.37 | copier contract 038 | 17095974 | Office & Computer Supplies |
| | | | | 03/13/2017 03/13/2017 | 0 | |
| | 783 Canon Financial Services, Inc | | 364.37 | | 1 Transactions | |
| | 8175 Centurylink | | | | | |
| | 01-090-000-0000-6250 | | 84.11 | Local phone | 313645966 | Telephone |
| | 01-090-000-0000-6250 | | 8.38 | LONG DISTANCE | 313645966 | Telephone |
| 8175 | Centurylink | | 92.49 | | 2 Transactions | |
| 5173 | THOMSON REUTERS- WEST PUBLISHING | | | | | |
| | 01-090-000-0000-6406 | | 375.50 | Subscription charges | 835789415 | Law Publ. & Subscriptions |
| | | | | 02/05/2017 03/04/2017 | 0 | |
| 5173 | THOMSON REUTERS- WEST PUBLISHING | | 375.50 | | 1 Transactions | |
| 90 | DEPT Total: | | 832.36 | Attorney | 3 Vendors | 4 Transactions |
| 100 | DEPT | | | Recorder | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> <u>On Behalf of Name</u> |
| 8175 Centurylink | | | | |
| 01-100-000-0000-6250 | | 28.04 | Local phone | 313645966 Telephone |
| 01-100-000-0000-6250 | | 4.57 | LONG DISTANCE | 313645966 Telephone |
| 8175 Centurylink | | 32.61 | 2 Transactions | |
| 3951 Pro West & Associates, Inc | | | | |
| 01-100-195-0000-6231 | | 822.00 | Corner Cert integration | 001251 Services, Labor, Contracts- Land Records |
| | | | 03/14/2017 03/14/2017 | 0 |
| 3951 Pro West & Associates, Inc | | 822.00 | 1 Transactions | |
| 86235 The Office Shop Inc | | | | |
| 01-100-000-0000-6405 | | 32.67 | Binders & CLI Protector | 1022591-0 Office & Computer Supplies |
| | | | 03/15/2017 03/15/2017 | 0 |
| 01-100-000-0000-6405 | | 23.59 | CLI Protector | 1022735-0 Office & Computer Supplies |
| | | | 03/20/2017 03/20/2017 | 0 |
| 86235 The Office Shop Inc | | 56.26 | 2 Transactions | |
| 100 DEPT Total: | | 910.87 | Recorder | 3 Vendors 5 Transactions |
| 110 DEPT | | | Courthouse Maintenance | |
| 12106 Antoine Electric | | | | |
| 01-110-000-0000-6422 | | 107.64 | Globe Lamps- No Labor | 16247 Janitorial Supplies |
| | | | 03/24/2017 03/24/2017 | 0 |
| 01-110-000-0000-6231 | | 702.58 | Install receptacle for copier | 16255 Services, Labor, Contracts |
| | | | 03/24/2017 03/24/2017 | 0 |
| 12106 Antoine Electric | | 810.22 | 2 Transactions | |
| 10452 AT&T Mobility | | | | |
| 01-110-000-0000-6250 | | 34.99 | Cell phone | 287259994975 Phone |
| | | | 02/18/2017 03/17/2017 | 0 |
| 10452 AT&T Mobility | | 34.99 | 1 Transactions | |
| 8175 Centurylink | | | | |
| 01-110-000-0000-6250 | | 18.69 | Local phone | 313645966 Phone |
| 01-110-000-0000-6250 | | 2.45 | LONG DISTANCE | 313645966 Phone |
| 8175 Centurylink | | 21.14 | 2 Transactions | |
| 88628 Dalco | | | | |
| 01-110-000-0000-6422 | | 281.50 | toilet tissue, towels | 3151823 Janitorial Supplies |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
1 General Fund

| Vendor Name | No. | Account/Formula | Accr | Rpt | Amount | Warrant Description | Service Dates | Invoice # | Paid On Bhf # | Account/Formula Description | On Behalf of Name |
|------------------------------------|----------------------|-----------------|------|-----|----------|-------------------------------|-----------------------|---------------|---------------|-----------------------------|-------------------|
| 88628 Dalco | | | | | 281.50 | | 03/21/2017 03/21/2017 | | 0 | | |
| | | | | | | | 1 Transactions | | | | |
| 2186 Hillyard Inc - Kansas City | | | | | | | | | | | |
| | 01-110-000-0000-6422 | | | | 362.60 | Bowl cleaner, soap, liners | 03/17/2017 03/17/2017 | 602462802 | 0 | Janitorial Supplies | |
| | 01-110-000-0000-6422 | | | | 65.34 | PC Board, lever support | 03/10/2017 03/10/2017 | 700276071 | 0 | Janitorial Supplies | |
| | 01-110-000-0000-6422 | | | | 90.97 | Cover back w/ cord hook | 03/15/2017 03/15/2017 | 700276757 | 0 | Janitorial Supplies | |
| 2186 Hillyard Inc - Kansas City | | | | | 518.91 | | 3 Transactions | | | | |
| 11889 Honeywell International Inc. | | | | | | | | | | | |
| | 01-110-000-0000-6231 | | | | 3,048.02 | Qtrly Mechanical & electrical | 04/15/2017 07/14/2017 | 5239421959 | 0 | Services, Labor, Contracts | |
| | 01-110-000-0000-6231 | | | | 414.27 | leaking valve boiler | 03/17/2017 03/17/2017 | 5239449726 | 0 | Services, Labor, Contracts | |
| 11889 Honeywell International Inc. | | | | | 3,462.29 | | 2 Transactions | | | | |
| 3532 Nelson Lawn & Landscaping | | | | | | | | | | | |
| | 01-110-000-0000-6231 | | | | 312.50 | Snow plowing | 02/07/2017 02/07/2017 | 1002 | 0 | Services, Labor, Contracts | |
| | 01-110-000-0000-6231 | | | | 343.75 | Snow plowing | 02/08/2017 02/08/2017 | 1002 | 0 | Services, Labor, Contracts | |
| | 01-110-000-0000-6231 | | | | 375.00 | Snow plowing | 02/26/2017 02/26/2017 | 1002 | 0 | Services, Labor, Contracts | |
| 3532 Nelson Lawn & Landscaping | | | | | 1,031.25 | | 3 Transactions | | | | |
| 3950 Public Utilities | | | | | | | | | | | |
| | 01-110-000-0000-6254 | | | | 453.87 | Jail West Annex | 02/16/2017 03/17/2017 | 0200000510000 | 0 | Utilities & Heating | |
| | 01-110-000-0000-6254 | | | | 258.50 | CH Building Coordinator | 02/16/2017 03/17/2017 | 0200050109016 | 0 | Utilities & Heating | |
| | 01-110-000-0000-6254 | | | | 67.08 | Glarco | 02/16/2017 03/17/2017 | 0200050186004 | 0 | Utilities & Heating | |
| | 01-110-000-0000-6254 | | | | 25.73 | Old County Garage | 02/16/2017 03/17/2017 | 0200050202003 | 0 | Utilities & Heating | |
| | 01-110-000-0000-6254 | | | | 1,666.14 | Courthouse | 02/16/2017 03/17/2017 | 0300000509007 | 0 | Utilities & Heating | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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 |
| 01-110-000-0000-6254 | | LA Tool Building | 0300050188007 | Utilities & Heating |
| | 272.32 | 02/16/2017 03/17/2017 | 0 | |
| 3950 Public Utilities | 2,743.64 | 6 Transactions | | |
| 5774 Riverwood Healthcare Clinic | | Pre- Emp Physical Liljequist | 70016043 | Physical Examinations |
| 01-110-000-0000-6272 | 110.00 | 01/27/2017 01/27/2017 | 0 | |
| 5774 Riverwood Healthcare Clinic | 110.00 | 1 Transactions | | |
| 110 DEPT Total: | 9,013.94 | Courthouse Maintenance | 9 Vendors | 21 Transactions |
| 111 DEPT | | Buildings | | |
| 14044 Boarman Kroos Vogel Group Inc | | 3rd billing Design Phase | 43115 | Building & Structures |
| 01-111-000-0000-6605 | 3,680.00 | 02/25/2017 02/25/2017 | 0 | |
| 01-111-000-0000-6605 | 843.14 | Expenses Design Phase | 43115 | Building & Structures |
| 14044 Boarman Kroos Vogel Group Inc | 4,523.14 | 02/25/2017 02/25/2017 | 0 | 2 Transactions |
| 246 Brothers Fire & Security | | Replace pipes in west annex | 102927 | Building & Structures |
| 01-111-000-0000-6605 | 1,119.53 | 03/22/2017 03/22/2017 | 0 | |
| 246 Brothers Fire & Security | 1,119.53 | 1 Transactions | | |
| 111 DEPT Total: | 5,642.67 | Buildings | 2 Vendors | 3 Transactions |
| 120 DEPT | | Service Officer | | |
| 10452 AT&T Mobility | | Cell Phone | 287270539560 | Telephone |
| 01-120-000-0000-6250 | 62.00 | 02/18/2017 03/17/2017 | 0 | |
| 10452 AT&T Mobility | 62.00 | 1 Transactions | | |
| 8175 Centurylink | | Local phone | 313645966 | Telephone |
| 01-120-000-0000-6250 | 9.35 | LONG DISTANCE | 313645966 | Telephone |
| 01-120-000-0000-6250 | 9.19 | | | |
| 8175 Centurylink | 18.54 | 2 Transactions | | |
| 5767 Lamke/Dennis | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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> |
| 01-120-000-0000-6350 | 50.00 | Drive vet van | St Cloud | Per Diem |
| 5767 Lamke/Dennis | 50.00 | 02/23/2017 02/23/2017 | 0 | |
| | | 1 Transactions | | |
| 6097 Verizon Wireless | 12.76 | Vet van cell phone | 88069036400001 | Telephone |
| 01-120-000-0000-6250 | 12.76 | 03/20/2017 03/20/2017 | 0 | |
| 6097 Verizon Wireless | 12.76 | 1 Transactions | | |
| 120 DEPT Total: | 143.30 | Service Officer | 4 Vendors | 5 Transactions |
| 121 DEPT | | Housing & Redevelopment | | |
| 11113 Anderson/Edward | 35.00 | HRA Meeting | | Per Diem |
| 01-121-000-0000-6350 | 35.00 | 01/25/2017 01/25/2017 | 0 | |
| 01-121-000-0000-6350 | 35.00 | HRA Meeting | | Per Diem |
| | | 02/22/2017 02/22/2017 | 0 | |
| 01-121-000-0000-6350 | 35.00 | HRA Meeting | | Per Diem |
| | | 03/22/2017 03/22/2017 | 0 | |
| 11113 Anderson/Edward | 105.00 | 3 Transactions | | |
| 13164 Turner/Evelyn | 35.00 | HRA Meeting | | Per Diem |
| 01-121-000-0000-6350 | 35.00 | 01/25/2017 01/25/2017 | 0 | |
| 01-121-000-0000-6350 | 35.00 | HRA Meeting | | Per Diem |
| | | 02/22/2017 02/22/2017 | 0 | |
| 01-121-000-0000-6350 | 35.00 | HRA Meeting | | Per Diem |
| | | 03/22/2017 03/22/2017 | 0 | |
| 13164 Turner/Evelyn | 105.00 | 3 Transactions | | |
| 10017 Tveit/Galen | 35.00 | HRA Meeting | | Per Diem |
| 01-121-000-0000-6350 | 35.00 | 01/25/2017 01/25/2017 | 0 | |
| 01-121-000-0000-6350 | 35.00 | HRA Meeting | | Per Diem |
| | | 02/22/2017 02/22/2017 | 0 | |
| 01-121-000-0000-6350 | 35.00 | HRA Meeting | | Per Diem |
| | | 03/22/2017 03/22/2017 | 0 | |
| 10017 Tveit/Galen | 105.00 | 3 Transactions | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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 |
| 121 DEPT Total: | | Housing & Redevelopment | 3 Vendors | 9 Transactions |
| 122 DEPT | | Planning & Zoning | | |
| 783 Canon Financial Services, Inc 01- 122- 000- 0000- 6231 | 248.73 | Copier contract 029 03/13/2017 | 17095968 0 | Services, Labor, Contracts, Programming |
| 783 Canon Financial Services, Inc | 248.73 | | 1 Transactions | |
| 8175 Centurylink 01- 122- 000- 0000- 6250 | 65.42 | Local phone | 313645966 | Telephone |
| 01- 122- 000- 0000- 6250 | 16.14 | LONG DISTANCE | 313645966 | Telephone |
| 8175 Centurylink | 81.56 | | 2 Transactions | |
| 6097 Verizon Wireless 01- 122- 000- 0000- 6250 | 41.46 | Monthly cellular 02/14/2017 | 38069013800001 0 | Telephone |
| 6097 Verizon Wireless | 41.46 | | 1 Transactions | |
| 122 DEPT Total: | 371.75 | Planning & Zoning | 3 Vendors | 4 Transactions |
| 200 DEPT | | Enforcement | | |
| 11960 ASAP Towing 01- 200- 000- 0000- 6359 | 108.00 | Tow Dodge 17- 0621 03/15/2017 | 5562 0 | Wrecker Service |
| 11960 ASAP Towing | 108.00 | | 1 Transactions | |
| 10452 AT&T Mobility 01- 200- 000- 0000- 6250 | 1,061.27 | Squad cell/laptops 03/17/2017 | 287258495419 0 | Telephone |
| 10452 AT&T Mobility | 1,061.27 | | 1 Transactions | |
| 4488 Automated Word Professionals 01- 200- 000- 0000- 6231 | 252.00 | Transcription 03/12/2017 | 17- SO106 0 | Services & Labor (Incl Contracts) |
| 01- 200- 000- 0000- 6231 | 94.50 | Transcription 03/20/2017 | 17- SO107 0 | Services & Labor (Incl Contracts) |
| 4488 Automated Word Professionals | 346.50 | | 2 Transactions | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
1 General Fund

| Vendor Name | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formular 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> |
| 8175 Centurylink | | | | |
| 01-200-000-0000-6250 | | 242.97 | Local phone | 313645966 Telephone |
| 01-200-000-0000-6250 | | 74.76 | Local phone- PROBATION | 313645966 Telephone |
| 01-200-000-0000-6250 | | 34.22 | LD PROBATION | 313645966 Telephone |
| 01-200-000-0000-6250 | | 22.95 | LONG DISTANCE | 313645966 Telephone |
| 8175 Centurylink | | 374.90 | 4 Transactions | |
| 14391 GHA Technologies | | | | |
| 01-200-000-0000-6625 | | 169.63 | Viewsonic monitor #220 | 9929763 Office Equipment |
| | | | 03/13/2017 03/13/2017 | 0 |
| 14391 GHA Technologies | | 169.63 | 1 Transactions | |
| 8156 Hibbing Community College | | | | |
| 01-200-003-0000-6241 | | 3,400.00 | ARLET membership 2017 | 100011 Registration Fee |
| | | | 01/24/2017 01/24/2017 | 0 |
| 8156 Hibbing Community College | | 3,400.00 | 1 Transactions | |
| 14404 Iron Range Veterinary Clinic | | | | |
| 01-200-000-0000-6231 | | 50.00 | Microchip Gizmo 17-0518 | 127424 Services & Labor (Incl Contracts) |
| | | | 03/16/2017 03/16/2017 | 0 |
| 14404 Iron Range Veterinary Clinic | | 50.00 | 1 Transactions | |
| 1 Sprint | | | | |
| 01-200-000-0000-6231 | | 9.16 | Long distance 17-0224 | 100294314 Services & Labor (Incl Contracts) |
| | | | 03/17/2017 03/17/2017 | 0 |
| 1 Sprint | | 9.16 | 1 Transactions | |
| 86235 The Office Shop Inc | | | | |
| 01-200-000-0000-6405 | | 167.18 | Toner, drum | 1022571-0 Office Supplies |
| | | | 03/15/2017 03/15/2017 | 0 |
| 86235 The Office Shop Inc | | 167.18 | 1 Transactions | |
| 13934 Tire Barn | | | | |
| 01-200-000-0000-6302 | | 57.35 | Oil Change #224 | 37862 Car Maintenance |
| | | | 03/07/2017 03/07/2017 | 0 |
| 01-200-000-0000-6302 | | 57.98 | Oil Change #206 | 37985 Car Maintenance |
| | | | 03/17/2017 03/17/2017 | 0 |
| 01-200-000-0000-6302 | | 57.98 | Oil change #211 | 37995 Car Maintenance |
| | | | 03/20/2017 03/20/2017 | 0 |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
1 General Fund

| Vendor | Name | Accr | Rpt | Amount | Warrant Description | Invoice # | Account/Formula Description |
|--------|----------------------|------|-----|----------|-------------------------|-------------------|-----------------------------|
| No. | Account/Formula | | | | Service Dates | Paid On Bhf # | On Behalf of Name |
| 13934 | Tire Barn | | | 173.31 | | | |
| | | | | | 3 Transactions | | |
| 9642 | WEX BANK | | | | | | |
| | 01-200-000-0000-6511 | | | 3,916.23 | Fuel | 0424007043961 | Gas And Oil |
| | | | | | 02/14/2017 | 03/15/2017 | |
| 9642 | WEX BANK | | | 3,916.23 | | 0 | |
| | | | | | 1 Transactions | | |
| 200 | DEPT Total: | | | 9,776.18 | Enforcement | 11 Vendors | 17 Transactions |
| 202 | DEPT | | | | Boat & Water | | |
| 3950 | Public Utilities | | | | | | |
| | 01-202-000-0000-6254 | | | 20.64 | Boat & Water | 0200063119006 | Utilities |
| | | | | | 02/16/2017 | 03/17/2017 | |
| 3950 | Public Utilities | | | 20.64 | | 0 | |
| | | | | | 1 Transactions | | |
| 4425 | Shirts Plus | | | | | | |
| | 01-202-000-0000-6410 | | | 185.80 | B&W t-shirts & hats | 881 | Clothing Allowance |
| | | | | | 03/08/2017 | 03/08/2017 | |
| 4425 | Shirts Plus | | | 185.80 | | 0 | |
| | | | | | 1 Transactions | | |
| 202 | DEPT Total: | | | 206.44 | Boat & Water | 2 Vendors | 2 Transactions |
| 203 | DEPT | | | | Snowmobile | | |
| 10452 | AT&T Mobility | | | | | | |
| | 01-203-000-0000-6250 | | | 56.07 | Squad cell/laptops | 287258495419 | Telephone |
| | | | | | 03/17/2017 | 03/17/2017 | |
| 10452 | AT&T Mobility | | | 56.07 | | 0 | |
| | | | | | 1 Transactions | | |
| 9642 | WEX BANK | | | | | | |
| | 01-203-000-0000-6511 | | | 192.31 | Fuel | 0424007043961 | Gas And Oil |
| | | | | | 02/14/2017 | 03/15/2017 | |
| 9642 | WEX BANK | | | 192.31 | | 0 | |
| | | | | | 1 Transactions | | |
| 203 | DEPT Total: | | | 248.38 | Snowmobile | 2 Vendors | 2 Transactions |
| 204 | DEPT | | | | ATV | | |
| 13934 | Tire Barn | | | | | | |
| | 01-204-000-0000-6302 | | | 26.99 | ATV tire repair, tube | 17321 | Car Maintenance |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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 |
| 13934 Tire Barn | | 03/15/2017 03/15/2017 1 Transactions | 0 | |
| 9642 WEX BANK 01- 204- 000- 0000- 6511 | | Fuel | 0424007043961 | Gas And Oil |
| 9642 WEX BANK | | 02/14/2017 03/15/2017 1 Transactions | 0 | |
| 204 DEPT Total: | | 83.88 ATV | 2 Vendors | 2 Transactions |
| 206 DEPT | | Forfeitures | | |
| 117 Aitkin County Sheriff 01- 206- 000- 0000- 6409 | | 43.50 Forfeited vehicles title | | Forfeiture Supplies |
| 117 Aitkin County Sheriff | | 03/14/2017 03/14/2017 1 Transactions | 0 | |
| 206 DEPT Total: | | 43.50 Forfeitures | 1 Vendors | 1 Transactions |
| 252 DEPT | | Corrections | | |
| 10452 AT&T Mobility 01- 252- 000- 0000- 6250 | | 56.72 Squad cell/laptops | 287258495419 | Telephone |
| 10452 AT&T Mobility | | 03/17/2017 03/17/2017 1 Transactions | 0 | |
| 783 Canon Financial Services, Inc 01- 252- 000- 0000- 6231 | | 96.07 Copier contract 032 | 17095964 | Services & Labor (Incl Contracts) |
| 783 Canon Financial Services, Inc | | 03/13/2017 03/13/2017 1 Transactions | 0 | |
| 8175 Centurylink 01- 252- 000- 0000- 6250 01- 252- 000- 0000- 6250 | | 149.52 Local phone | 313645966 | Telephone |
| 8175 Centurylink | | 62.74 LONG DISTANCE | 313645966 | Telephone |
| | | 212.26 | 2 Transactions | |
| 163 Charter Communications 01- 252- 252- 0000- 6405 | | 181.67 Cable TV | 83523056600060 | Prisoner Welfare |
| | | 03/18/2017 03/18/2017 | 0 | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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. Account/Formula</u> | <u>Accr</u> | | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 163 Charter Communications | | 181.67 | | | |
| | | | 1 Transactions | | |
| 5583 Crawford Supply Company | | | | | |
| 01-252-252-0000-6408 | | 93.60 | Commissary supplies | 812054 | Commissary Supplies |
| | | | 03/14/2017 03/14/2017 | 0 | |
| 5583 Crawford Supply Company | | 93.60 | | | |
| | | | 1 Transactions | | |
| 88628 Dalco | | | | | |
| 01-252-000-0000-6422 | | 381.84 | Paper products for jail | 3151825 | Janitorial Supplies |
| | | | 03/21/2017 03/21/2017 | 0 | |
| 88628 Dalco | | 381.84 | | | |
| | | | 1 Transactions | | |
| 8694 Department of Transportation | | | | | |
| 01-252-000-0000-6231 | | 8,649.67 | ARMER agreement | 401400 | Services & Labor (Incl Contracts) |
| | | | 03/21/2017 03/21/2017 | 0 | |
| 8694 Department of Transportation | | 8,649.67 | | | |
| | | | 1 Transactions | | |
| 1491 Dutch's Electric, Inc | | | | | |
| 01-252-000-0000-6231 | | 150.00 | Repair switch Aitkin tower | 25257 | Services & Labor (Incl Contracts) |
| | | | 03/17/2017 03/17/2017 | 0 | |
| 1491 Dutch's Electric, Inc | | 150.00 | | | |
| | | | 1 Transactions | | |
| 11715 Granite Electronics | | | | | |
| 01-252-000-0000-6231 | | 514.60 | Jacobson repeater issues | 1530039001 | Services & Labor (Incl Contracts) |
| | | | 03/15/2017 03/15/2017 | 0 | |
| 01-252-000-0000-6231 | | 201.00 | Portable radio programming | 2190001141 | Services & Labor (Incl Contracts) |
| | | | 03/15/2017 03/15/2017 | 0 | |
| 11715 Granite Electronics | | 715.60 | | | |
| | | | 2 Transactions | | |
| 2186 Hillyard Inc - Kansas City | | | | | |
| 01-252-000-0000-6422 | | 1,965.42 | Janitorial | 602462840 | Janitorial Supplies |
| | | | 03/17/2017 03/17/2017 | 0 | |
| 2186 Hillyard Inc - Kansas City | | 1,965.42 | | | |
| | | | 1 Transactions | | |
| 5503 Keefe Supply Company | | | | | |
| 01-252-000-0000-6418 | | 606.48 | Commissary supplies | 811194 | Groceries |
| | | | 03/10/2017 03/10/2017 | 0 | |
| 01-252-252-0000-6408 | | 97.44 | Commissary supplies | 812055 | Commissary Supplies |
| | | | 03/14/2017 03/14/2017 | 0 | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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>Amount</u> | <u>Service Dates</u> | <u>On Behalf of Name</u> |
| | | | <u>Paid On Bhf #</u> | |
| 5503 Keefe Supply Company | | 703.92 | 2 Transactions | |
| 12777 Lammers Appliance Repair 01- 252- 000- 0000- 6231 | | 445.48 | Washing machine repair 03/16/2017 03/16/2017 0 | Services & Labor (Incl Contracts) |
| 12777 Lammers Appliance Repair | | 445.48 | 1 Transactions | |
| 6141 MCGREGOR PEARCE, LLC 01- 252- 000- 0000- 6231 | | 500.00 | Jail mold inspection 03/14/2017 03/14/2017 0 | Services & Labor (Incl Contracts) |
| 6141 MCGREGOR PEARCE, LLC | | 500.00 | 1 Transactions | |
| 13844 McKesson Medical Surgical 01- 252- 000- 0000- 6262 | | 1,102.47 | Inmate meds 03/14/2017 03/14/2017 0 | Medical Expenses & Supplies - Inmates |
| 13844 McKesson Medical Surgical | | 1,102.47 | 1 Transactions | |
| 13691 MEnD Correctional Care, PLLC 01- 252- 000- 0000- 6262 | | 126.50 | Urine drug test cards 03/21/2017 03/21/2017 0 | Medical Expenses & Supplies - Inmates |
| 13691 MEnD Correctional Care, PLLC | | 126.50 | 1 Transactions | |
| 3789 Pan- O- Gold Baking Company 01- 252- 000- 0000- 6418 | | 164.86 | Groceries 03/16/2017 03/16/2017 0 | Groceries |
| 01- 252- 000- 0000- 6418 | | 182.62 | Groceries 03/23/2017 03/23/2017 0 | Groceries |
| 3789 Pan- O- Gold Baking Company | | 347.48 | 2 Transactions | |
| 3950 Public Utilities 01- 252- 000- 0000- 6254 | | 35.32 | Sheriff Emerg Storage garage 02/16/2017 03/17/2017 0 | Utilities & Heating |
| 01- 252- 000- 0000- 6254 | | 4,880.61 | New Jail 2 02/16/2017 03/17/2017 0 | Utilities & Heating |
| 01- 252- 000- 0000- 6254 | | 1,280.96 | New Jail 02/16/2017 03/17/2017 0 | Utilities & Heating |
| 3950 Public Utilities | | 6,196.89 | 3 Transactions | |
| 9499 Reliance Telephone Systems, Inc | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
1 General Fund

| Vendor Name | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formular Description</u> |
|--------------------------------------|-------------|----------------------------|----------------------|---------------------------------------|
| <u>No.</u> <u>Account/Formular</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 01-252-252-0000-6406 | | Phone cards | D-19001 | Phone Card Prisoner Welfare |
| 800.00 | | 03/17/2017 03/17/2017 | 0 | |
| 9499 Reliance Telephone Systems, Inc | 800.00 | 1 Transactions | | |
| 84172 Riverwood Healthcare Center | | Lubins, R | 80002813 | Medical Expenses & Supplies - Inmates |
| 01-252-000-0000-6262 | 118.58 | 02/16/2016 02/16/2016 | 0 | |
| 01-252-000-0000-6262 | 38.11 | Merrill, V | 80002813 | Medical Expenses & Supplies - Inmates |
| | | 02/16/2016 02/16/2016 | 0 | |
| 01-252-000-0000-6262 | 58.13 | Schatte, K | 80002813 | Medical Expenses & Supplies - Inmates |
| | | 02/16/2016 02/16/2016 | 0 | |
| 01-252-000-0000-6262 | 222.53 | Tooles, E | 80002813 | Medical Expenses & Supplies - Inmates |
| | | 02/16/2016 02/16/2016 | 0 | |
| 84172 Riverwood Healthcare Center | 437.35 | 4 Transactions | | |
| 4761 Sysco Minnesota Inc | | Groceries | 153057743 | Groceries |
| 01-252-000-0000-6418 | 3,861.90 | 03/16/2017 03/16/2017 | 0 | |
| 01-252-000-0000-6418 | 315.85 | Groceries | 153061511 | Groceries |
| | | 03/23/2017 03/23/2017 | 0 | |
| 01-252-000-0000-6418 | 3,081.18 | Groceries | 153061512 | Groceries |
| | | 03/23/2017 03/23/2017 | 0 | |
| 4761 Sysco Minnesota Inc | 7,258.93 | 3 Transactions | | |
| 9642 WEX BANK | | Fuel | 0424007043961 | Prisoner Transportation & Travel |
| 01-252-000-0000-6330 | 288.29 | 02/14/2017 03/15/2017 | 0 | |
| 9642 WEX BANK | 288.29 | 1 Transactions | | |
| 252 DEPT Total: | 30,710.16 | Corrections | 21 Vendors | 32 Transactions |
| 253 DEPT | | Sentence to Serve | | |
| 10452 AT&T Mobility | | Squad cell/laptops | 287258495419 | Telephone |
| 01-253-000-0000-6250 | 34.99 | 03/17/2017 03/17/2017 | 0 | |
| 10452 AT&T Mobility | 34.99 | 1 Transactions | | |
| 8175 Centurylink | | Local phone | 313645966 | Telephone |
| 01-253-000-0000-6250 | 9.35 | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> <u>On Behalf of Name</u> |
| 01- 253- 000- 0000- 6250 | | 2.22 | LONG DISTANCE | 313645966 Telephone |
| 8175 Centurylink | | 11.57 | 2 Transactions | |
| 12927 Midwest Machinery Co. 01- 253- 000- 0000- 6405 | | 278.11 | Crankcase sealer, gasket, cyli 03/16/2017 03/16/2017 | 1421758 0 Operating Supplies |
| 12927 Midwest Machinery Co. | | 278.11 | 1 Transactions | |
| 253 DEPT Total: | | 324.67 | Sentence to Serve | 3 Vendors 4 Transactions |
| 255 DEPT | | | General Crime Victim Grant | |
| 8175 Centurylink 01- 255- 000- 0000- 6250 | | 9.35 | Local phone | 313645966 Telephone |
| 01- 255- 000- 0000- 6250 | | 3.93 | LONG DISTANCE | 313645966 Telephone |
| 8175 Centurylink | | 13.28 | 2 Transactions | |
| 255 DEPT Total: | | 13.28 | General Crime Victim Grant | 1 Vendors 2 Transactions |
| 257 DEPT | | | Community Corrections | |
| 248 Association of Mn Counties 01- 257- 251- 0000- 6241 | | 250.00 | MACCAC Agent Conference 03/02/2017 03/02/2017 | 47023 0 Registration Fee |
| 248 Association of Mn Counties | | 250.00 | 1 Transactions | |
| 783 Canon Financial Services, Inc 01- 257- 000- 0000- 6342 | | 140.67 | Copier contract 036 03/13/2017 03/13/2017 | 17095973 0 Office Equipment Rental/Contracts |
| 783 Canon Financial Services, Inc | | 140.67 | 1 Transactions | |
| 8175 Centurylink 01- 257- 000- 0000- 6250 | | 9.35 | Local phone | 313645966 Telephone |
| 8175 Centurylink | | 9.35 | 1 Transactions | |
| 87101 North Homes- Standard 01- 257- 255- 0000- 6204 | | 6,455.96 | BE Teens in transition 02/01/2017 02/28/2017 | 3629698 0 Juvenile Detention |
| 87101 North Homes- Standard | | 6,455.96 | 1 Transactions | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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 |
| 13934 | Tire Barn 01-257-258-0000-6302 | | Maint 2012 Chev Impala 03/21/2017 03/21/2017 | 38003 0 | Car Maintenance |
| 13934 | Tire Barn | | 1 Transactions | | |
| 257 | DEPT Total: | 6,922.93 | Community Corrections | 5 Vendors | 5 Transactions |
| 280 | DEPT | | Emergency Management | | |
| 8175 | Centurylink 01-280-000-0000-6250 | 18.69 | Local phone | 313645966 | Telephone |
| 8175 | Centurylink | 18.69 | 1 Transactions | | |
| 280 | DEPT Total: | 18.69 | Emergency Management | 1 Vendors | 1 Transactions |
| 390 | DEPT | | Environmental Health (FBL) | | |
| 8175 | Centurylink 01-390-000-0000-6250 | 9.35 | Local phone | 313645966 | Telephone |
| | 01-390-000-0000-6250 | 2.75 | LONG DISTANCE | 313645966 | Telephone |
| 8175 | Centurylink | 12.10 | 2 Transactions | | |
| 390 | DEPT Total: | 12.10 | Environmental Health (FBL) | 1 Vendors | 2 Transactions |
| 391 | DEPT | | Solid Waste | | |
| 8175 | Centurylink 01-391-000-0000-6250 | 9.35 | Local phone | 313645966 | Telephone |
| | 01-391-000-0000-6250 | 1.45 | LONG DISTANCE | 313645966 | Telephone |
| 8175 | Centurylink | 10.80 | 2 Transactions | | |
| 2763 | J & H Transfer Station-Lakes Sanitary 01-391-060-0000-6360 | 681.75 | Feb recycling contract 02/28/2017 02/28/2017 | 0 | Recycling Contract |
| 2763 | J & H Transfer Station-Lakes Sanitary | 681.75 | 1 Transactions | | |
| 391 | DEPT Total: | 692.55 | Solid Waste | 2 Vendors | 3 Transactions |
| 601 | DEPT | | Extension | | |
| 8175 | Centurylink 01-601-000-0000-6250 | 9.35 | Local phone | 313645966 | Telephone |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
1 General Fund

| Vendor Name | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formular Description</u> |
|--|-------------|----------------------------|----------------------|-------------------------------------|
| <u>No.</u> <u>Account/Formular</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 01-601-000-0000-6250 | 0.16 | LONG DISTANCE | 313645966 | Telephone |
| 8175 Centurylink | 9.51 | | | |
| | | 2 Transactions | | |
| 11187 Regents Of The University of Minnesota | | | | |
| 01-601-000-0000-6262 | 13,205.82 | MOA Billing - Strande | 300017454 | Univ Of Minn Contracts |
| | | 01/01/2017 03/30/2017 | 0 | |
| 11187 Regents Of The University of Minnesota | 13,205.82 | | | |
| | | 1 Transactions | | |
| 601 DEPT Total: | 13,215.33 | Extension | 2 Vendors | 3 Transactions |
| 711 DEPT | | Economic Development | | |
| 8175 Centurylink | | | | |
| 01-711-000-0000-6250 | 9.35 | Local phone | 313645966 | Telephone |
| 01-711-000-0000-6250 | 2.38 | LONG DISTANCE | 313645966 | Telephone |
| 8175 Centurylink | 11.73 | | | |
| | | 2 Transactions | | |
| 711 DEPT Total: | 11.73 | Economic Development | 1 Vendors | 2 Transactions |
| 1 Fund Total: | 122,130.41 | General Fund | | 180 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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 |
| 301 | DEPT | | R&B Administration | | |
| 86222 | Aitkin Independent Age | | | | |
| | 03-301-000-0000-6241 | | AD FOR BID- 2017 CALC CHLORIDE | | Fees/Prof/Misc |
| | 181.13 | | | | |
| 86222 | Aitkin Independent Age | | 1 Transactions | | |
| | 181.13 | | | | |
| 783 | Canon Financial Services, Inc | | | | |
| | 03-301-000-0000-6300 | | CONTRACT CHARGE | 17095965 | Service Contracts |
| | 212.26 | | | | |
| 783 | Canon Financial Services, Inc | | 1 Transactions | | |
| | 212.26 | | | | |
| 89541 | Culligan | | | | |
| | 03-301-000-0000-6400 | | WATER | 420069 | Supplies And Materials |
| | 50.75 | | | | |
| 89541 | Culligan | | 1 Transactions | | |
| | 50.75 | | | | |
| 9671 | Pitney Bowes | | | | |
| | 03-301-000-0000-6205 | | LEASE | 3101063779 | Postage |
| | 74.04 | | | | |
| 9671 | Pitney Bowes | | 1 Transactions | | |
| | 74.04 | | | | |
| 11605 | Shred Right | | | | |
| | 03-301-000-0000-6400 | | DOCUMENT DESTRUCTION | 266917 | Supplies And Materials |
| | 30.00 | | | | |
| 11605 | Shred Right | | 1 Transactions | | |
| | 30.00 | | | | |
| 301 | DEPT Total: | | R&B Administration | 5 Vendors | 5 Transactions |
| | | 548.18 | | | |
| 303 | DEPT | | R&B Highway Maintenance | | |
| 8411 | American Welding & Gas, Inc. | | | | |
| | 03-303-000-0000-6298 | | AITKIN SHOP SUPPLIES | 0-4689674 | Shop Maintenance |
| | 92.48 | | | | |
| 8411 | American Welding & Gas, Inc. | | 1 Transactions | | |
| | 92.48 | | | | |
| 12106 | Antoine Electric | | | | |
| | 03-303-000-0000-6298 | | MCGREGOR SHOP | 16235 | Shop Maintenance |
| | 569.85 | | | | |
| 12106 | Antoine Electric | | 1 Transactions | | |
| | 569.85 | | | | |
| 10452 | AT&T Mobility | | | | |
| | 03-303-000-0000-6254 | | PAUL'S IPAD SVC | 287266104878X0 | Utilities |
| | 34.99 | | | | |
| 10452 | AT&T Mobility | | 1 Transactions | | |
| | 34.99 | | | | |
| 8175 | Centurylink | | | | |
| | 03-303-000-0000-6254 | | LONG DISTANCE | 313645966 | Utilities |
| | 9.17 | | | | |
| | 03-303-000-0000-6254 | | FAX: HWY OFFICE | MAR- APR | Utilities |
| | 31.31 | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
3 Road & Bridge

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|----------------------------------|-------------|----------------------------|-------------------------------------|------------------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>On Behalf of Name</u> |
| | | | <u>Paid On Bhf #</u> | |
| 8175 Centurylink | | 40.48 | | |
| | | | 2 Transactions | |
| 1010 City Of Aitkin | | | | |
| 03- 303- 000- 0000- 6825 | | 10,254.69 | 2017 MUNICIPAL MAINTENANCE AGR 2017 | Maintenance Agreements |
| 1010 City Of Aitkin | | 10,254.69 | 1 Transactions | |
| 7935 East Central Energy | | | | |
| 03- 303- 000- 0000- 6254 | | 162.71 | FEB- MAR POWER- MCGRATH 70415419 | Utilities |
| 7935 East Central Energy | | 162.71 | 1 Transactions | |
| 9335 Flier/Randy | | | | |
| 03- 303- 000- 0000- 6411 | | 138.00 | WORK BOOTS REIMBURSEMENT BERMELS | Safety Footwear |
| 9335 Flier/Randy | | 138.00 | 1 Transactions | |
| 8622 Frontier | | | | |
| 03- 303- 000- 0000- 6254 | | 62.60 | JACOBSON 218- 752- 6591 | Utilities |
| 03- 303- 000- 0000- 6254 | | 62.60 | MCGREGOR 218- 768- 4481 | Utilities |
| 03- 303- 000- 0000- 6254 | | 62.60 | PALISADE 218- 845- 2607 | Utilities |
| 03- 303- 000- 0000- 6254 | | 62.60 | MCGRATH 320- 592- 3580 | Utilities |
| 8622 Frontier | | 250.40 | 4 Transactions | |
| 13468 G & K Services | | | | |
| 03- 303- 000- 0000- 6298 | | 14.79 | SHOP LAUNDRY 1043724730 | Shop Maintenance |
| 03- 303- 000- 0000- 6298 | | 14.79 | SHOP LAUNDRY 1043730454 | Shop Maintenance |
| 13468 G & K Services | | 29.58 | 2 Transactions | |
| 91187 Lake Country Power | | | | |
| 03- 303- 000- 0000- 6254 | | 60.17 | FEB- MAR CSAH 14 141979801 | Utilities |
| 03- 303- 000- 0000- 6254 | | 58.93 | FEB- MAR CSAH 6 141979901 | Utilities |
| 91187 Lake Country Power | | 119.10 | 2 Transactions | |
| 14038 Lube- Tech & Partners, LLC | | | | |
| 03- 303- 000- 0000- 6298 | | 72.00 | AITKIN SHOP SUPPLIES 913329 | Shop Maintenance |
| 03- 303- 000- 0000- 6298 | | 55.00 | AITKIN SHOP SUPPLIES 913330 | Shop Maintenance |
| 03- 303- 000- 0000- 6298 | | 71.70 | AITKIN SHOP SUPPLIES 913331 | Shop Maintenance |
| 14038 Lube- Tech & Partners, LLC | | 55.30 | 3 Transactions | |
| 10720 Nuss Truck & Equipment | | | | |
| 03- 303- 000- 0000- 6590 | | 29.19 | REPAIR PARTS 3165317P | Repair & Maintenance Supplies |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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 |
| 10720 | Nuss Truck & Equipment | | FILTERS | 3165390P | Repair & Maintenance Supplies |
| | | 39.60 | | | |
| | | 68.79 | | | 2 Transactions |
| 8537 | Powerplan OIB | | REPAIR PARTS | 1667838 | Repair & Maintenance Supplies |
| | | 78.59 | | | |
| 8537 | Powerplan OIB | | | | 1 Transactions |
| | | 78.59 | | | |
| 3950 | Public Utilities | | HWY 210 W & CR 28 | 02-00059455-00 | Utilities |
| | | 43.64 | | | |
| | | 92.90 | AITKIN SHOP WATER | 02-00063335-00 | Utilities |
| | | 46.32 | HWY 47 & CR 12 | 02-00063388-00 | Utilities |
| | | 44.96 | HWY 47 & CR 12 | 02-00064092-00 | Utilities |
| 3950 | Public Utilities | | | | 4 Transactions |
| | | 227.82 | | | |
| 7888 | Ruffridge Johnson Equip.Co,Inc. | | REPAIR PARTS | IA06383 | Repair & Maintenance Supplies |
| | | 303.01 | | | |
| 7888 | Ruffridge Johnson Equip.Co,Inc. | | | | 1 Transactions |
| | | 303.01 | | | |
| 90805 | Temco | | REPAIR PARTS | 21165 | Repair & Maintenance Supplies |
| | | 5.50 | | | |
| | | 44.97 | REPAIR PARTS | 21174 | Repair & Maintenance Supplies |
| | | 14.44 | REPAIR PARTS | 21184 | Repair & Maintenance Supplies |
| 90805 | Temco | | | | 3 Transactions |
| | | 64.91 | | | |
| 13934 | Tire Barn | | REPAIR PARTS | 37930 | Repair & Maintenance Supplies |
| | | 373.21 | | | |
| | | 76.00 | REPAIR LABOR | 37930 | Repair & Maintenance Supplies |
| 13934 | Tire Barn | | | | 2 Transactions |
| | | 449.21 | | | |
| 4988 | Viking Industrial Center | | AITKIN SHOP SUPPLIES | 3102977 | Shop Maintenance |
| | | 290.69 | | | |
| 4988 | Viking Industrial Center | | | | 1 Transactions |
| | | 290.69 | | | |
| 5295 | Ziegler Inc | | REPAIR PARTS | PC190064960 | Repair & Maintenance Supplies |
| | | 188.30 | | | |
| 5295 | Ziegler Inc | | | | 1 Transactions |
| | | 188.30 | | | |
| 303 | DEPT Total: | | R&B Highway Maintenance | 19 Vendors | 34 Transactions |
| | | 13,418.90 | | | |

Aitkin County



DKB1
3/31/17 3:34PM
3 Road & Bridge

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 |
| 307 | DEPT | | R&B Capital Infrastructure | | |
| 14403 | Jackson/Elizabeth | | | | |
| | 03-307-000-0000-6362 | | 1,026.00 | LAND RIGHT OF WAY | PARCEL NO 26 Right Of Way |
| | 03-307-000-0000-6362 | | 424.00 | DAMAGES | PARCEL NO 26 Right Of Way |
| 14403 | Jackson/Elizabeth | | 1,450.00 | | 2 Transactions |
| 5556 | MN Board Of Water & Soil Resources | | | | |
| | 03-307-000-0000-6362 | | 1,953.61 | LAND RIGHT OF WAY-EASEMENT ALT | Right Of Way |
| 5556 | MN Board Of Water & Soil Resources | | 1,953.61 | | 1 Transactions |
| 307 | DEPT Total: | | 3,403.61 | R&B Capital Infrastructure | 2 Vendors 3 Transactions |
| 3 | Fund Total: | | 17,370.69 | Road & Bridge | 42 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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 | | |
| 8175 | Centurylink | | | | |
| | 05- 400- 440- 0410- 6250 | | 84.11 Local phone - PH | 313645966 | Telephone |
| | 05- 400- 440- 0410- 6250 | | 16.45 Local phone - HHS/Accting | 313645966 | Telephone |
| | 05- 400- 440- 0410- 6250 | | 0.24 LONG DISTANCE | 313645966 | Telephone |
| | 05- 400- 440- 0410- 6250 | | 2.28 LONG DISTANCE- HHS | 313645966 | Telephone |
| | 05- 400- 440- 0410- 6250 | | 16.95 LONG DISTANCE- PH | 313645966 | Telephone |
| 8175 | Centurylink | | 120.03 | | |
| | | | | 5 Transactions | |
| 1457 | CPS Technology Solutions, Inc | | | | |
| | 05- 400- 440- 0410- 6300 | | 11.26 April printer maint | 372214 | Maintenance/Service Contracts |
| | | | 03/15/2017 03/15/2017 | 0 | |
| 1457 | CPS Technology Solutions, Inc | | 11.26 | | |
| | | | | 1 Transactions | |
| 400 | DEPT Total: | | 131.29 Public Health Department | 2 Vendors | 6 Transactions |
| 420 | DEPT | | Income Maintenance | | |
| 8175 | Centurylink | | | | |
| | 05- 420- 600- 4800- 6250 | | 93.45 Local phone - IM | 313645966 | Telephone |
| | 05- 420- 600- 4800- 6250 | | 34.95 Local phone - HHS/Accting | 313645966 | Telephone |
| | 05- 420- 600- 4800- 6250 | | 0.52 LONG DISTANCE | 313645966 | Telephone |
| | 05- 420- 600- 4800- 6250 | | 4.86 LONG DISTANCE- HHS | 313645966 | Telephone |
| | 05- 420- 600- 4800- 6250 | | 55.19 LONG DISTANCE - IM | 313645966 | Telephone |
| | 05- 420- 640- 4800- 6250 | | 65.42 Local phone - CS | 313645966 | Telephone |
| | 05- 420- 640- 4800- 6250 | | 16.35 LONG DISTANCE- CS | 313645966 | Telephone |
| 8175 | Centurylink | | 270.74 | | |
| | | | | 7 Transactions | |
| 1457 | CPS Technology Solutions, Inc | | | | |
| | 05- 420- 600- 4800- 6300 | | 23.94 April printer maint | 372214 | Maintenance/Service Contracts |
| | | | 03/15/2017 03/15/2017 | 0 | |
| | 05- 420- 640- 4800- 6300 | | 35.20 April printer maint | 372214 | Maintenance/Service Contracts |
| | | | 03/15/2017 03/15/2017 | 0 | |
| 1457 | CPS Technology Solutions, Inc | | 59.14 | | |
| | | | | 2 Transactions | |
| 420 | DEPT Total: | | 329.88 Income Maintenance | 2 Vendors | 9 Transactions |
| 430 | DEPT | | Social Services | | |
| 8175 | Centurylink | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
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 |
| | 05- 430- 700- 4800- 6250 | | Local phone - HHS/Accting | 313645966 | Telephone |
| | 05- 430- 700- 4800- 6250 | | Local phone - SS | 313645966 | Telephone |
| | 05- 430- 700- 4800- 6250 | | LONG DISTANCE | 313645966 | Telephone |
| | 05- 430- 700- 4800- 6250 | | LONG DISTANCE- HHS | 313645966 | Telephone |
| | 05- 430- 700- 4800- 6250 | | LONG DISTANCE- SS | 313645966 | Telephone |
| 8175 | Centurylink | | | | |
| | | 391.55 | | | 5 Transactions |
| 1457 | CPS Technology Solutions, Inc | | | | |
| | 05- 430- 700- 4800- 6300 | | April printer maint | 372214 | Maintenance/Service Contracts |
| | | 35.20 | 03/15/2017 | 03/15/2017 | 0 |
| 1457 | CPS Technology Solutions, Inc | | | | |
| | | 35.20 | | | 1 Transactions |
| 430 | DEPT Total: | | | | |
| | | 426.75 | Social Services | 2 Vendors | 6 Transactions |
| 5 | Fund Total: | | | | |
| | | 887.92 | Health & Human Services | | 21 Transactions |

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| Vendor No. | Name Account/Formula | Accr | Rpt | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|-----------------------------------|------|-----|----------|-----------------------------------|-------------------------|---|
| 900 | DEPT | | | | Timber Permit Bonds | | |
| | 5791 Sappi | | | | | | |
| | 10-900-000-0000-2300 | | | 1,680.15 | Bond Refund Rec 1956 | 13347 | Timber Permit Bonds |
| | 5791 Sappi | | | 1,680.15 | 1 Transactions | | |
| 900 | DEPT Total: | | | 1,680.15 | Timber Permit Bonds | 1 Vendors | 1 Transactions |
| 921 | DEPT | | | | Co. Development | | |
| | 8175 Centurylink | | | | | | |
| | 10-921-000-0000-6250 | | | 9.35 | Local phone - GIS | 313645966 | Telephone |
| | 10-921-000-0000-6250 | | | 0.37 | LONG DISTANCE - GIS | 313645966 | Telephone |
| | 8175 Centurylink | | | 9.72 | 2 Transactions | | |
| 921 | DEPT Total: | | | 9.72 | Co. Development | 1 Vendors | 2 Transactions |
| 923 | DEPT | | | | Forfeited Tax Sales | | |
| | 10452 AT&T Mobility | | | | | | |
| | 10-923-000-0000-6254 | | | 58.63 | Cell phone | 287257204209 | Utilities |
| | 10452 AT&T Mobility | | | 58.63 | 02/18/2017 03/17/2017 | 0 | |
| | | | | | 1 Transactions | | |
| | 783 Canon Financial Services, Inc | | | | | | |
| | 10-923-000-0000-6405 | | | 327.05 | Copier contract 034 | 17095972 | Office Supplies |
| | | | | | 03/13/2017 03/13/2017 | 0 | |
| | 783 Canon Financial Services, Inc | | | 327.05 | 1 Transactions | | |
| | 8175 Centurylink | | | | | | |
| | 10-923-000-0000-6250 | | | 74.76 | Local phone | 313645966 | Telephone |
| | 10-923-000-0000-6250 | | | 4.11 | LONG DISTANCE | 313645966 | Telephone |
| | 8175 Centurylink | | | 78.87 | 2 Transactions | | |
| 923 | DEPT Total: | | | 464.55 | Forfeited Tax Sales | 3 Vendors | 4 Transactions |
| 926 | DEPT | | | | Law Library | | |
| | 8175 Centurylink | | | | | | |
| | 10-926-000-0000-6250 | | | 9.35 | Local phone | 313645966 | Telephone |
| | 8175 Centurylink | | | 9.35 | 1 Transactions | | |

DKB1
 3/31/17 3:34PM
 10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|----------------------------|-------------|----------------------------|----------------------|------------------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> |
| <u>On Behalf of Name</u> | | | | |
| 926 DEPT Total: | | 9.35 | Law Library | 1 Vendors |
| | | | | 1 Transactions |
| 10 Fund Total: | | 2,163.77 | Trust | 8 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
11 Forest Development

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|--------------------------|------|-----------------------|---------------|-----------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 924 | DEPT | | Forest Resource | | |
| | 10452 AT&T Mobility | | Cell phone | 287257204209 | Telephone |
| | 11- 924- 000- 0000- 6250 | | 02/18/2017 03/17/2017 | 0 | |
| | 10452 AT&T Mobility | | 1 Transactions | | |
| 924 | DEPT Total: | | Forest Resource | 1 Vendors | 1 Transactions |
| 11 | Fund Total: | | Forest Development | | 1 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
19 Long Lake Conservation Co

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|--|----------|---|----------------------|-----------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 521 | DEPT | | LLCC Administration | | |
| 12710 | AdventureKEEN 19- 521- 000- 0000- 6400 | | Journals & books for canteen 03/14/2017 03/14/2017 | 57287 0 | Commissary Items |
| 12710 | AdventureKEEN | 475.14 | 1 Transactions | | |
| 85003 | Aitkin County DAC 19- 521- 000- 0000- 6231 | 450.00 | Cleaning service 02/13/2017 03/27/2017 | 0 | Services, Labor, Contracts |
| 85003 | Aitkin County DAC | 450.00 | 1 Transactions | | |
| 783 | Canon Financial Services, Inc 19- 521- 000- 0000- 6231 | 106.01 | Copier contracct 037 03/13/2017 03/13/2017 | 17095987 0 | Services, Labor, Contracts |
| 783 | Canon Financial Services, Inc | 106.01 | 1 Transactions | | |
| 3105 | McGregor Chamber Of Commerce 19- 521- 000- 0000- 6240 | 100.00 | 2017 Chamber membership 03/28/2017 03/28/2017 | 0 | Dues/Assoc Fees |
| 3105 | McGregor Chamber Of Commerce | 100.00 | 1 Transactions | | |
| 3160 | Mille Lacs Energy Coop- Albert Lea 19- 521- 000- 0000- 6254 | 93.29 | Director's residence 01/31/2017 03/01/2017 | 27- 13- 004- 01 0 | Utilities |
| | 19- 521- 000- 0000- 6254 | 1,169.66 | Energy Center 01/31/2017 03/01/2017 | 27- 13- 005- 02 0 | Utilities |
| | 19- 521- 000- 0000- 6254 | 729.40 | Dining Hall 01/31/2017 03/01/2017 | 27- 13- 006- 01 0 | Utilities |
| | 19- 521- 000- 0000- 6254 | 457.98 | North Star Lodge 01/31/2017 03/01/2017 | 27- 13- 007- 03 0 | Utilities |
| | 19- 521- 000- 0000- 6254 | 81.82 | Parking Lot 01/31/2017 03/01/2017 | 27- 13- 008- 01 0 | Utilities |
| | 19- 521- 000- 0000- 6254 | 104.04 | Staff Residence 01/31/2017 03/01/2017 | 27- 13- 009- 01 0 | Utilities |
| 3160 | Mille Lacs Energy Coop- Albert Lea | 2,636.19 | 6 Transactions | | |
| 4425 | Shirts Plus 19- 521- 000- 0000- 6400 | 628.20 | Beanies, hoodies, tees 02/20/2017 02/20/2017 | 857 0 | Commissary Items |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
3/31/17 3:34PM
19 Long Lake Conservation C

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|---|------|---------------------|---|---|
| No. Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # On Behalf of Name |
| 4425 Shirts Plus | | 628.20 | 1 Transactions | |
| 521 DEPT Total: | | 4,395.54 | LLCC Administration | 6 Vendors 11 Transactions |
| 522 DEPT | | | LLCC Education | |
| 85003 Aitkin County DAC 19- 522- 000- 0000- 6416 | | 65.00 | Stringing wood cookies 12/16/2016 02/10/2017 | 0 Education Supplies |
| 85003 Aitkin County DAC | | 65.00 | 1 Transactions | |
| 522 DEPT Total: | | 65.00 | LLCC Education | 1 Vendors 1 Transactions |
| 523 DEPT | | | LLCC Food | |
| 4968 Upper Lakes Foods, Inc 19- 523- 000- 0000- 6418 | | 41.19 | Groceries | 866394- 00 Groceries- Students |
| 19- 523- 000- 0000- 6418 | | 1,372.25 | Groceries | 03/14/2017 03/14/2017 0 |
| 4968 Upper Lakes Foods, Inc | | 1,413.44 | 03/14/2017 03/14/2017 | 873176- 00 Groceries- Students 0 |
| 523 DEPT Total: | | 1,413.44 | LLCC Food | 2 Transactions 1 Vendors 2 Transactions |
| 524 DEPT | | | LLCC Maintenance | |
| 4010 Rasley Oil Company 19- 524- 000- 0000- 6511 | | 10.00 | ATV Fuel | 20804 Gas And Oil |
| 4010 Rasley Oil Company | | 10.00 | 03/15/2017 03/15/2017 | 0 |
| 524 DEPT Total: | | 10.00 | LLCC Maintenance | 1 Transactions 1 Vendors 1 Transactions |
| 19 Fund Total: | | 5,883.98 | Long Lake Conservation Center | 15 Transactions |

DKB1
3/31/17
21 Parks

3:34PM

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formular Description |
|--------|--------------------------|------------|--------------------------------|------------------|------------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 520 | DEPT | | Parks | | |
| 10452 | AT&T Mobility | | Cell phone | 287257204209 | Telephone |
| | 21- 520- 000- 0000- 6250 | 36.64 | 02/18/2017 | 03/17/2017 | 0 |
| 10452 | AT&T Mobility | 36.64 | | 1 Transactions | |
| 8175 | Centurylink | | Local phone | 313645966 | Telephone |
| | 21- 520- 000- 0000- 6250 | 9.35 | | 1 Transactions | |
| 8175 | Centurylink | 9.35 | | 1 Transactions | |
| 4641 | Holiday Credit Office | | February billing | 1400000134961 | Gas And Oil |
| | 21- 520- 000- 0000- 6511 | 571.45 | | 1 Transactions | |
| 4641 | Holiday Credit Office | 571.45 | | 1 Transactions | |
| 3950 | Public Utilities | | Land Department | 0200000348003 | Utilities |
| | 21- 520- 000- 0000- 6254 | 173.46 | 02/16/2017 | 03/17/2017 | 0 |
| | 21- 520- 000- 0000- 6254 | 20.30 | Mississippi Access | 0200063077005 | Utilities |
| | 21- 520- 000- 0000- 6254 | 21.40 | 02/16/2017 | 03/17/2017 | 0 |
| | | | Park Shower Mississippi Access | 0200063077050 | Utilities |
| | | | 02/16/2017 | 03/17/2017 | 0 |
| 3950 | Public Utilities | 215.16 | | 3 Transactions | |
| 520 | DEPT Total: | 832.60 | Parks | 4 Vendors | 6 Transactions |
| 21 | Fund Total: | 832.60 | Parks | | 6 Transactions |
| | Final Total: | 149,379.31 | 164 Vendors | 273 Transactions | |

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|------------------|-------------------|-------------------------------|
| 1 | 122,130.41 | General Fund |
| 3 | 17,370.69 | Road & Bridge |
| 5 | 887.92 | Health & Human Services |
| 10 | 2,163.77 | Trust |
| 11 | 109.94 | Forest Development |
| 19 | 5,883.98 | Long Lake Conservation Center |
| 21 | 832.60 | Parks |
| All Funds | 149,379.31 | Total |

Approved by,

.....
.....
.....

Aitkin County

WARRANT REGISTER



20

Manual Warrants

| <u>Warr #</u> | <u>Vendor #</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Description</u> | <u>Account Number</u> | <u>Invoice #</u> | <u>PO #</u> |
|---------------|-----------------|---|---------------|----------------------------------|-----------------------------|------------------|----------------|
| | | | | <u>OBO#</u> | <u>On- Behalf- of- Name</u> | <u>From Date</u> | <u>To Date</u> |
| 1990 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | |
| | | Warrant # | 1990 | Total | | | |
| | | | 35.57 | Med FSA Claims from 2017 | 01-044-904-0000-6360 | 38369057 | 0 |
| | | | 35.57 | Date 3/1/17 | | | |
| 1992 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | |
| | | Warrant # | 1992 | Total | | | |
| | | | 383.36 | Dep Care FSA Claims | 01-044-904-0000-6360 | 38372573 | 0 |
| | | | 383.36 | Date 3/8/17 | | | |
| 2001 | 5462 | Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431 | | | | | |
| | | | 100.00 | MAAO Membership- Burman | 01-043-000-0000-6240 | | 0 |
| | | | 112.95 | 2017 Electric Code Book | 01-049-000-0000-6208 | | 0 |
| | | | 9.95 | Geneology Bank Subscription | 01-120-000-0000-6405 | | 0 |
| | | | 89.95 | Blue Ray Burner #206 | 01-200-000-0000-6409 | | 0 |
| | | | 25.87 | Gas for Transport | 01-252-000-0000-6330 | | 0 |
| | | | 27.90 | Dry Erase Board | 01-257-000-0000-6405 | | 0 |
| | | | 75.00 | Registr.- Under one roof- Patric | 01-280-003-0000-6241 | | 0 |
| | | | 17.00 | Gas- Em mgmt training | 01-280-003-0000-6511 | | 0 |
| | | | 48.12 | (1) Cool Toner Cartridge | 01-390-000-0000-6405 | | 0 |
| | | | 35.00 | MEHA Membership Renewal | 01-391-000-0000-6240 | | 0 |
| | | | 3.00 | LPHG Parking | 05-400-440-0410-6330 | | 0 |
| | | | 3.04 | USB Cable- Director's Phone | 05-400-440-0410-6402 | | 0 |
| | | | 269.60 | SHIP- HSF Hotel for Training | 05-400-450-0451-6332 | | 0 |
| | | | | | | 2/22/17 | 2/22/17 |
| | | | 6.45 | USB Cable- Director's Phone | 05-420-600-4800-6402 | | 0 |
| | | | 9.49 | USB Cable- Director's Phone | 05-430-700-4800-6402 | | 0 |
| | | | 15.18 | Headset Cord= Replacement- PK | 05-430-700-4800-6405 | | 0 |
| | | | 6.65 | USPS shipping label | 19-521-000-0000-6205 | | 0 |
| | | | 95.00 | Red Cross- Jess Training | 19-521-000-0000-6208 | | 0 |
| | | | 21.36 | Adobe Cloud Subscription | 19-521-000-0000-6230 | | 0 |
| | | | 43.57 | Office Supplies | 19-521-000-0000-6405 | | 0 |
| | | | 80.73 | Wood Cookie String | 19-522-000-0000-6416 | | 0 |
| | | | 13.85 | Lights/ballast for critter roo | 19-522-000-0000-6416 | | 0 |

Aitkin County

WARRANT REGISTER



Manual Warrants

| <u>Warr #</u> | <u>Vendor #</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Description</u> | <u>Account Number</u> | <u>Invoice #</u> | <u>PO #</u> |
|---------------|------------------|---|---------------|--------------------------------|--------------------------------|--------------------------|----------------|
| | | | | <u>OBO#</u> | <u>On- Behalf- of- Name</u> | <u>From Date</u> | <u>To Date</u> |
| | | | 20.00 | Critter Food | 19- 522- 000- 0000- 6416 | | 0 |
| | | | 16.88 | Badge Holders | 19- 522- 000- 0000- 6416 | | 0 |
| | | | 40.11 | Education Supplies | 19- 522- 000- 0000- 6416 | | 0 |
| | | | 63.04 | Gas/Piston Bully for Repair | 21- 520- 000- 0000- 6511 | | 0 |
| | | | 29.00 | (2) HE- Shutterstock Licenses | 05- 400- 450- 0451- 6406 | (1) Cr.Coming | 0 |
| | | | 47.97 | AMC Meals- Westerlund | 01- 001- 000- 0000- 6340 | 02/15- 2/17/17 | 0 |
| | | | 320.00 | Bennett PLT Registration | 01- 049- 000- 0000- 6208 | 7171327 | 0 |
| | | | 36.00 | Parking/AMC | 01- 001- 000- 0000- 6330 | Marcotte | 0 |
| | | | 349.14 | Hotel/AMC | 01- 001- 000- 0000- 6332 | Marcotte | 0 |
| | | | 27.98 | Meals/AMC | 01- 001- 000- 0000- 6340 | Marcotte | 0 |
| | | | 58.00 | Parking/AMC | 01- 001- 000- 0000- 6330 | Niemi | 0 |
| | | | 343.14 | Hotel/AMC | 01- 001- 000- 0000- 6332 | Niemi | 0 |
| | | | 48.78 | Meals/AMC | 01- 001- 000- 0000- 6340 | Niemi | 0 |
| | | | 36.00 | Parking/AMC | 01- 001- 000- 0000- 6330 | Pratt | 0 |
| | | | 343.14 | Hotel/AMC | 01- 001- 000- 0000- 6332 | Pratt | 0 |
| | | | 47.09 | Meals/AMC | 01- 001- 000- 0000- 6340 | Pratt | 0 |
| | | | - 7.99 | - Return Client Art Supplies | 05- 430- 710- 3460- 6065 | SA#56981890 | 0 |
| | | | 343.14 | Hotel/AMC Legislative Conferen | 01- 001- 000- 0000- 6332 | Westerlund | 0 |
| | Warrant # | 2001 | Total | 3,271.08 | Date 3/9/17 | | |
| 2002 | 780 | Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431 | | | | | |
| | | | | 0.02 | February Mort. Reg. Adjustment | 01- 040- 000- 0000- 5081 | 0 |
| | | | | 0.04 | February Deed Tax. Adjustment | 01- 042- 000- 0000- 5079 | 0 |
| | | | | 14,762.02 | February Deed Tax | 09- 000- 000- 0000- 2025 | 0 |
| | | | | 19,361.07 | February Mortgage Registry | 09- 000- 000- 0000- 2026 | 0 |
| | Warrant # | 2002 | Total | 34,123.15 | Date 3/9/17 | | |
| 2003 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | |
| | | | | 19.98 | LLCC CC Mach.Lease Fee | 19- 522- 000- 0000- 6217 | 0 |
| | Warrant # | 2003 | Total | 19.98 | Date 3/10/17 | | |
| 2004 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | |
| | | | | 154.28 | LLCC CC Fee | 19- 522- 000- 0000- 6217 | 0 |

Aitkin County

WARRANT REGISTER



Manual Warrants

| Warr # | Vendor # | Vendor Name | Warrant # | 2004 | Total | Description | | Account Number | Invoice # | PO # |
|--------|----------|---|-----------|------|-------|-------------|--------------------------------|--------------------------|-----------|---------|
| | | | | | | Amount | OBO# | On- Behalf- of- Name | From Date | To Date |
| | | | | | | 154.28 | Date 3/13/17 | | | |
| 2005 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | | | | |
| | | | | | | 109.77 | Dep Care FSA Claims | 01- 044- 904- 0000- 6360 | 38376643 | 0 |
| | | | | | | | | | 3/13/17 | 3/13/17 |
| | | | | | | 905.49 | Med FSA Claims | 01- 044- 904- 0000- 6360 | 38376643 | 0 |
| | | | | | | | | | 3/13/17 | 3/13/17 |
| | | | Warrant # | 2005 | Total | 1,015.26 | Date 3/15/17 | | | |
| 2006 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | | | | |
| | | | Warrant # | 2006 | Total | 20.99 | LLCC CC Fee- Beanstream | 19- 522- 000- 0000- 6217 | | 0 |
| | | | | | | 20.99 | Date 3/15/17 | | | |
| 2019 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | | | | |
| | | | Warrant # | 2019 | Total | 724.60 | Feb.Participant Fees | 01- 044- 904- 0000- 6231 | 1179022 | 0 |
| | | | | | | 724.60 | Date 3/22/17 | | | |
| 2020 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | | | | |
| | | | Warrant # | 2020 | Total | 282.40 | Med FSA Claims | 01- 044- 904- 0000- 6360 | 38381925 | 0 |
| | | | | | | 282.40 | Date 3/22/17 | | | |
| 2021 | 5462 | Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431 | | | | | | | | |
| | | | | | | 16.97 | Drill Bits | 01- 049- 000- 0000- 6405 | | 0 |
| | | | | | | 6.51 | 99% Rubbing Alcohol | 01- 049- 000- 0000- 6405 | | 0 |
| | | | | | | 5.33 | SpecialBattery purchase at CVS | 01- 049- 000- 0000- 6405 | | 0 |
| | | | | | | 75.10 | Jail Supplies | 01- 252- 000- 0000- 6405 | | 0 |
| | | | | | | 117.36 | Groceries | 01- 252- 000- 0000- 6418 | | 0 |
| | | | | | | 11.75 | Gas/Jail Meeting | 01- 252- 000- 0000- 6511 | | 0 |

Aitkin County

WARRANT REGISTER



Manual Warrants

| <u>Warr #</u> | <u>Vendor #</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Description</u> | <u>Account Number</u> | <u>Invoice #</u> | <u>PO #</u> |
|---------------|------------------|--------------------|---------------|-----------------------------|------------------------------|-----------------------------|----------------|
| | | | | <u>OBO#</u> | <u>On-Behalf- of- Name</u> | <u>From Date</u> | <u>To Date</u> |
| | | | 2.94 | Power supplies for Headsets | 05-400-440-0410-6450 | | 0 |
| | | | 6.24 | Power supplies for Headsets | 05-420-600-4800-6450 | | 0 |
| | | | 340.00 | CMH Conf.Registration | 05-430-700-4800-6241 | | 0 |
| | | | 119.10 | Magic Books- Family Based | 05-430-700-4800-6416 | | 0 |
| | | | 9.18 | Power supplies for Headsets | 05-430-700-4800-6450 | | 0 |
| | | | 320.71 | Prescription- Client | 05-430-700-4800-6810 | | 0 |
| | | | 46.25 | Lice Kits SA#57173368 | 05-430-710-3180-6057 | | 0 |
| | | | 98.00 | USPS- Stamps | 19-521-000-0000-6205 | | 0 |
| | | | 100.00 | AdvancED Workshop | 19-521-000-0000-6208 | | 0 |
| | | | 129.00 | In Design Training | 19-521-000-0000-6230 | | 0 |
| | | | 20.00 | Critter Food | 19-522-000-0000-6416 | | 0 |
| | | | 24.79 | Ed Supplies | 19-522-000-0000-6416 | | 0 |
| | | | 56.97 | Ballasts | 19-524-000-0000-6590 | | 0 |
| | | | 28.97 | Access Panel | 19-524-000-0000-6590 | | 0 |
| | | | 44.97 | LED Light Fixture | 19-524-000-0000-6590 | | 0 |
| | | | 133.40 | stamps for 2017 geocache | 21-520-000-0000-6406 | | 0 |
| | | | 150.00 | #206 Missing Persons | 01-200-003-0000-6241 | BCA | 0 |
| | | | 150.00 | #206 Death Investigation | 01-200-003-0000-6241 | BCA | 0 |
| | | | 119.50 | Greeting card/Stickers | 19-521-000-0000-6400 | Emily Kreiger | 0 |
| | | | 100.00 | MAAO Membership Renewal | 01-043-000-0000-6240 | Hicks | 0 |
| | | | 30.00 | Innov.in Wood Design | 10-923-000-0000-6208 | Jacobs | 0 |
| | | | 366.63 | Hotel/AMC Conference | 01-001-000-0000-6332 | Marcotte | 0 |
| | | | 24.42 | Gas/Bemidji w/ Seibert | 01-001-000-0000-6330 | Pratt | 0 |
| | | | 306.62 | Hotel/AMC Conference | 01-001-000-0000-6332 | Pratt | 0 |
| | | | 30.00 | Innov.in Wood Design | 10-923-000-0000-6208 | Rich C | 0 |
| | | | 61.99 | ELAN card used in error | 05-430-700-4800-6800 | see Rcpt# 3349 | 0 |
| | | | 515.00 | Hotel/ACT/GTS/MCMA Conf. | 01-052-000-0000-6332 | Seibert | 0 |
| | | | 534.06 | iCup 3 test cups | 01-252-252-0000-6430 | testcounter.co | 0 |
| | | | 30.00 | Innov.in Wood Design | 10-921-000-0000-6208 | Wagner | 0 |
| | | | 344.63 | Hotel/AMC Conference | 01-001-000-0000-6332 | Westerlund | 0 |
| | Warrant # | 2021 | Total | 4,476.39 | Date 3/23/17 | | |
| 2022 | 89991 | Bremer Bank | | | | | |
| | | SALES AND USE TAX | | | | | |
| | | AITKIN, MN 56431 | | | | | |
| | Warrant # | 2022 | Total | 55.00 | Camping refund R#3013 | 21-520-000-0000-5510 | Merkel |
| | | | | 55.00 | Date 3/24/17 | | 0 |
| 2023 | 8410 | Bremer Bank | | | | | |

Aitkin County

WARRANT REGISTER



Manual Warrants

| Warr # | Vendor # | Vendor Name | Amount | Description | | Account Number | Invoice # | PO # |
|--------|----------|---|-------------------|--------------------------|----------------------|----------------------|---------------|------|
| | | | | OBO# | On- Behalf- of- Name | | | |
| | | 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | | |
| | | | 46.00 | Refund App 2017- 001459 | | 01-000-000-0000-2317 | | 0 |
| | | | 650.00 | Refund App 2017- 001459 | | 01-122-000-0000-6820 | | 0 |
| | | | -50.00 | - App#2017- 001495 | | 01-122-000-0000-5135 | Janda | 0 |
| | | Warrant # 2023 Total | 646.00 | Date 3/28/17 | | | | |
| 2024 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | | |
| | | | 450.00 | Dep Care FSA Claims | | 01-044-904-0000-6360 | 38386693 | 0 |
| | | | 1,533.73 | Med FSA Claims | | 01-044-904-0000-6360 | 38386693 | 0 |
| | | | 313.94 | Med FSA Claims | | 01-044-904-0000-6360 | 38386693 | 0 |
| | | Warrant # 2024 Total | 2,297.67 | Date 3/29/17 | | | | |
| 44845 | 393 | Isd 1 Aitkin- Treasurer ATTN: BERNIE NOVAK- SUPT, 306 2ND STREET NW AITKIN, MN 56431- 0000 | | | | | | |
| | | | 132,694.00 | 1st 1/2 2017 Taconite | | 12-932-000-0000-2047 | | 0 |
| | | Warrant # 44845 Total | 132,694.00 | Date 3/2/17 | | | | |
| 44846 | 12445 | Brandl Chevrolet, Buick GMC 702 2nd Street NE AITKIN, MN 56431 | | | | | | |
| | | | 253.13 | 3 FOBS | | 01-045-000-0000-6621 | | 0 |
| | | | 18,528.15 | 2017 Equinox | | 01-045-000-0000-6621 | VIN 3H6283738 | 0 |
| | | | 20,742.23 | 2017 Equinox | | 01-045-000-0000-6621 | VIN 3H6288518 | 0 |
| | | Warrant # 44846 Total | 39,523.51 | Date 3/2/17 | | | | |
| 44847 | 86198 | Aitkin County Treasurer 209 2ND ST NW, ROOM 203 AITKIN, MN 56431 | | | | | | |
| | | | 68.36 | State Deed Tax | | 03-307-000-0000-6362 | | 0 |
| | | Warrant # 44847 Total | 68.36 | Date 3/8/17 | | | | |
| 44848 | 8352 | Central Specialties, Inc. 6325 CO. RD. 87 SW ALEXANDRIA, MN 56308 | | | | | | |
| | | | 1,320.50 | Partial Contract Payment | | 03-307-000-0000-6262 | 20152 | 0 |

Aitkin County

WARRANT REGISTER



Manual Warrants

| Warr # | Vendor # | Vendor Name | Total | Description | | Account Number | Invoice # From Date | PO # To Date |
|--------|----------|--|--------------|-------------|--------------------------|----------------------|------------------------|-----------------|
| | | | | Amount | OBO# Date | | | |
| | | Warrant # 44848 | | 1,320.50 | Date 3/13/17 | | | |
| 44850 | 13722 | Neo Funds by Neopost PO BOX 30193 Tampa, FL 33630-3193 | | | | | | |
| | | | | 15.62 | Finance Charge | 01-044-048-0000-6205 | | 0 |
| | | | | 39.00 | Late Fee | 01-044-048-0000-6205 | | 0 |
| | | | | 4,000.00 | Postage | 01-044-048-0000-6205 | 3/10/17 | 0 |
| | | Warrant # 44850 | Total | 4,054.62 | Date 3/20/17 | | | |
| 44851 | 8352 | Central Specialties, Inc. 6325 CO. RD. 87 SW ALEXANDRIA, MN 56308 | | | | | | |
| | | Warrant # 44851 | Total | 18,102.04 | Partial Contract Payment | 03-307-000-0000-6262 | 20152 | 0 |
| | | | | 18,102.04 | Date 3/22/17 | | | |
| 44852 | 6049 | Farm Island Repair & Marine FIRM ACQUISITION, INC 28965 US HWY 169 AITKIN, MN 56431 | | | | | | |
| | | | | 4,799.00 | 2017 400 4x4 ATV | 21-520-000-0000-6610 | 23H60000102 | 0 |
| | | | | 4,799.00 | 2017 400 4x4 ATV | 21-520-000-0000-6610 | 24H60000108 | 0 |
| | | Warrant # 44852 | Total | 9,598.00 | Date 3/29/17 | | | |
| 70008 | 14331 | Butts, Schneider, & Butts 155 S Lake St Forest Lake, MN 55025 | | | | | | |
| | | Warrant # 70008 | Total | -393.75 | - duplicate payment | 01-012-000-0000-6232 | | 0 |
| | | | | 393.75 | Date 3/6/17 | | | |

DKB1
04/05/2017

11:54AM

Aitkin County

WARRANT REGISTER



Page 7

Manual Warrants

| <u>Warr #</u> | <u>Vendor #</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Description</u> | <u>Account Number</u> | <u>Invoice #</u> | <u>PO #</u> |
|---------------|-----------------|-----------------------|---------------|--------------------|-----------------------------|------------------|----------------|
| | | | | <u>OBO#</u> | <u>On- Behalf- of- Name</u> | <u>From Date</u> | <u>To Date</u> |
| | | Final Total... | 252,473.01 | 109 | Transactions | | |

Aitkin County



Warr # Vendor #

RECAP BY FUND

| <u>FUND</u> | <u>AMOUNT</u> | <u>NAME</u> |
|-------------|---------------|-------------------------------|
| 1 | 53,835.80 | General Fund |
| 3 | 19,490.90 | Road & Bridge |
| 5 | 1,234.18 | Health & Human Services |
| 9 | 34,123.09 | State |
| 10 | 90.00 | Trust |
| 12 | 132,694.00 | Agency |
| 19 | 1,155.60 | Long Lake Conservation Center |
| 21 | 9,849.44 | Parks |
| | 252,473.01 | TOTAL |



Board of County Commissioners Agenda Request

2E
Agenda Item #

Requested Meeting Date: April 11, 2017

Title of Item: Appointment to McGregor Airport Commission

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

| | |
|---|--------------------------------------|
| Submitted by: Jessica Seibert | Department: Administration |
|---|--------------------------------------|

| | |
|------------------------------------|-------------------------------|
| Presenter (Name and Title): | Estimated Time Needed: |
|------------------------------------|-------------------------------|

Summary of Issue:

William Bedor's four year term as a representative on the McGregor Airport Commission expired December 31, 2016. He would like to be reappointed for another four years. His application is attached.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Reappoint William Bedor to a four year term on the McGregor Airport Commission, ending December 31, 2020.

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:

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

McGregor, Minnesota Airport Commission

MAR 29 2017

AITKIN COUNTY COMMISSIONER DISTRICT 4

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

I finished a four years as commissioner at the end of 2016 and wish to continue in that role.

I am currently serving as the commission chairman. I have a BS degree in Business Administration from the University of Minnesota Carlson School of Management and retired from Medtronic Inc. as Director of Information Technology. I am a pilot in good standing since 1967 and own a hangar and airplane at the McGregor Airport. I also act as webmaster for the airport website.

I apologize for the delay in providing this application. The email from Administration with a copy of this application, for whatever reason, never reached me.

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

William L. Bedor
Signature of Applicant

3-25-17
Date

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

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

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

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

NAME OF APPLICANT: William L. Bedor

STREET ADDRESS OF APPLICANT:

8248 Kentucky Cir

Bloomington, MN 55438

PHONE NUMBERS:

DAYS 952-941-5147

EVENINGS same

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____



Board of County Commissioners Agenda Request

2F
Agenda Item #

Requested Meeting Date: 4/11/2017

Title of Item: Transfer of 2016 tax-forfeited funds

| | | |
|--|--|---|
| <input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
| Submitted by: Land Commissioner | | Department: Land Department |
| Presenter (Name and Title): Mark Jacobs | | Estimated Time Needed: n/a |
| Summary of Issue: The annual transfer of tax forfeited receipts per MS 282... \$30,000 to County Auditor 1-040-5590 \$20,000 General fund 1-110-5840 \$494.90 Gravel pit rehabilitation 11-936-5840 | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: Approve transfers which are reflected in the approved 2017 budget. | | |
| Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: | | |

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

ADOPTED April 11, 2017

By Commissioner: xx

20170411-0xx

Transfer of 2016 Tax-Forfeited Funds

WHEREAS, according to M.S. 282.09, Subdivision 1, the County Board does hereby determine that the \$3.00 fee from each certificate of sale, contract for deed, and each lease executed by the Auditor and the compensation for clerical help on tax-forfeited land matters in the County Auditor's office during the 2016 calendar year was \$30,000.00, and

WHEREAS, the county revenue cost for office space and maintenance for the Aitkin County Land Dept in the Courthouse for the 2016 calendar year is \$20,000.00, and

WHEREAS, a gravel pit rehabilitation account has been established, and \$.15 per yard of gravel taken out of county pits will be placed in this account, the 2016 amount to be placed in this account is \$494.90.

NOW THEREFORE, BE IT RESOLVED, that the amount of \$30,000.00 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County Auditor account (01-040-5590) to cover the costs of this clerical hire, AND that the amount of \$20,000.00 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County General Revenue Account (01-110-5840) for office rent and maintenance, AND that the amount of \$494.00 shall be transferred from the Forfeited Tax Sales Account (10-923-6901) to the Gravel Pit Account (11-936-5840).

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 11th day of April 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of April 2017

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

26

Agenda Item #

Requested Meeting Date: 4/11/2017

Title of Item: Easement - Heuer 13/14-48-25

| | | |
|--|---|---|
| <input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small> | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
| Submitted by: Land Commissioner | | Department: Land Department |
| Presenter (Name and Title): Mark Jacobs | | Estimated Time Needed: n/a |
| Summary of Issue: On 8/9/2016 the Aitkin County Board approved, by resolution, an easement for Eleanore Heuer in 13/14-48-25 (# 201 60809-056). Since that time the Heuer's requested a minor change in the legal description. To avoid confusion in the future, I feel it makes sense to approve the new easement legal description replacing the previous resolution. The attached resolution will replace County Board resolution #201 60809-056 dated 8/9/2016. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: Approve the updated (attached) resolution contingent on payment of the appropriate fees per the fee schedule in the resolution. | | |
| Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> | | |

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

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

ADOPTED April 11, 2017

By Commissioner: xx

20170411-0xx

Easement - Heuer 13/14-48-25

WHEREAS, Eleanor Heuer of 844 12th Ave SE Forest Lake, Mn. 55025 has made application for a recreational road easement to her property, as follows:

That part of Government Lot 3, Section 18, Township 48, Range 24, Aitkin County, Minnesota, described as follows:

Commencing at the southwest corner of said Government Lot 3; thence north along the west line of said Government Lot 3 a distance of 150 feet to the actual place of beginning described herein; thence South 89 degrees 42 minutes East parallel with the south line of said Government Lot 3 a distance of 150 feet; thence North 47 degrees 53 minutes East, a distance of 260.3 feet to the shoreline of Townline Lake; thence northerly along the shoreline of said Townline Lake to the west line of said Government Lot 3; thence south along the west line of said Government Lot 3 a distance of 377.5 feet, more or less, to the actual place of beginning and there terminating.

ALSO

That part of Government Lot 3, Section 18, Township 48, Range 24, Aitkin County, Minnesota, described as follows:

Beginning at the southwest corner of said Government Lot 3; thence north along the west line of said Government Lot 3 a distance of 150 feet; thence South 89 degrees 42 minutes East parallel with the south line of said Government Lot 3 a distance of 150 feet; thence North 47 degrees 53 minutes East, a distance of 260.3 feet, more or less, to the shoreline of Townline Lake; thence southerly along said lakeshore of said Townline Lake to the south line of said Government Lot 3; thence North 89 degrees 42 minutes West along the south line of said Government Lot 3 a distance of 349 feet, more or less, to the place of beginning.

over and across the following tax forfeited land to wit:

A 33' easement for ingress and egress over and across that part of the NE 1/4 of the SE 1/4, NW 1/4 of the SE 1/4, NE 1/4 of the SW 1/4, NW 1/4 of the SW 1/4, SW 1/4 of the NW 1/4 of Section 13 and the SE 1/4 of the NE 1/4, NE 1/4 of the SE 1/4 of Section 14 all in Township 48, Range 25, Aitkin County, Minnesota, lying 16.5 feet on each side of the following described line; Beginning at a point on the East line of said Section 13 distant 222.57 feet Southerly of the East 1/4 corner of said Section 13 (for the purpose of this description the East-West 1/4 line is to have an assumed bearing of North 87 degrees 45 minutes 45 seconds East); thence North 74 degrees 22 minutes 42 seconds West, 46.17 feet; thence South 89 degrees 34 minutes 14 seconds West, 281.26 feet; thence North 85 degrees 05 minutes 46 seconds West, 127.84 feet; thence South 88 degrees 45 minutes 34 seconds West, 114.35 feet; thence South 83 degrees 15 minutes 50 seconds West, 91.56 feet; thence South 89 degrees 51 minutes 20 seconds West, 210.58 feet; thence South 83 degrees 36 minutes 38 seconds West, 265.16 feet; thence South 73 degrees 54 minutes 20 seconds West, 120.37 feet; thence South 81 degrees 34 minutes 42 seconds West, 221.58 feet; thence South 88 degrees 00 minutes 13 seconds West, 81.37 feet; thence South 81 degrees 01 minute 55 seconds West, 124.19 feet; thence North 78 degrees 05 minutes 36 seconds West, 239.75 feet; thence South 89 degrees 38 minutes 14 seconds West, 67.42 feet; thence South 63 degrees 24 minutes 29 seconds West, 66.74 feet; thence South 41 degrees 27 minutes 59 seconds West, 86.15 feet; thence South 72 degrees 56 minutes 43 seconds West, 47.82 feet; thence North 87 degrees 59 minutes 41 seconds West, 289.03 feet; thence North 77 degrees 33 minutes 44 seconds West, 183.51 feet; thence North 83 degrees 48 minutes 17 seconds West, 185.62 feet; thence North 79 degrees 55 minutes 39 seconds West, 88.13 feet; thence North 84 degrees 36 minutes 36 seconds West, 97.25 feet;

thence South 87 degrees 12 minutes 30 seconds West, 107.30 feet; thence South 48 degrees 05 minutes 24 seconds West, 79.68 feet; thence South 61 degrees 52 minutes 18 seconds West, 91.99 feet; thence South 83 degrees 53 minutes 18 seconds West, 175.23 feet; thence North 83 degrees 35 minutes 25 seconds West, 84.33 feet; thence South 86 degrees 30 minutes 23 seconds West, 64.84 feet; thence South 75 degrees 58 minutes 42 seconds West, 148.28 feet; thence South 67 degrees 57 minutes 22 seconds West, 128.68 feet; thence South 82 degrees 01 minute 06 seconds West, 176.36 feet; thence North 88 degrees 31 minutes 51 seconds West, 66.21 feet; thence South 73 degrees 10 minutes 16 seconds West, 67.37 feet; thence South 79 degrees 18 minutes 23 seconds West, 130.00 feet; thence South 86 degrees 54 minutes 17 seconds West, 224.29 feet; thence North 80 degrees 12 minutes 44 seconds West, 172.19 feet; thence North 50 degrees 28 minutes 19 seconds West, 119.08 feet; thence North 58 degrees 32 minutes 32 seconds West, 222.66 feet; thence North 39 degrees 42 minutes 25 seconds West, 45.99 feet; thence North 52 degrees 58 minutes 40 seconds West, 67.14 feet; thence North 75 degrees 23 minutes 39 seconds West, 269.44 feet; thence North 84 degrees 21 minutes 43 seconds West, 147.69 feet; thence South 86 degrees 17 minutes 48 seconds West, 82.72 feet; thence North 68 degrees 04 minutes 54 seconds West, 34.55 feet; thence North 13 degrees 58 minutes 38 seconds West, 32.50 feet; thence North 3 degrees 45 minutes 54 seconds West, 145.06 feet; thence North 8 degrees 08 minutes 35 seconds West, 153.57 feet to the centerline of 438th Lane and there terminating.

Also including the following description of driveway into property: A 33' easement Beginning at a point on the East line of said Section 13, distant 72.00 feet northerly of the East 1/4 corner of said Section 13 (for the purpose of this description the East-West 1/4 line for said Section 13 is to have an assumed bearing of North 87 degrees 45 minutes 45 seconds East); thence along the centerline of said driveway on the approximate courses; South 39 degrees 07 minutes 52 seconds West, 27.44 feet; thence South 21 degrees 13 minutes 39 seconds West, 126.84 feet; thence South 23 degrees 14 minutes 16 seconds East, 89.50 feet; thence South 10 degrees 40 minutes 50 seconds West, 36.55 feet; thence South 53 degrees 24 minutes 06 seconds West, 44.99 feet to the intersection of said driveway with said roadway.

WHEREAS, said applicant will pay \$5,027.77 for the easement plus \$46.00 for recording such as appraised by the County Land Commissioner in the following manner: \$1,000.00 upon board approval of the easement plus the \$46.00 recording fee and the balance of \$4,027.77 over five years with four annual payments of \$805.55 due each December 31st and the final payment of \$805.57, and

WHEREAS, the following terms shall apply to this easement:

1. The road shall be constructed and maintained by the grantee or permittee without any cost to the County of Aitkin unless the damage is caused by County activity and shall be open for public use, as long as said easement is in force.
2. No timber has been charged for on this easement. Hazard trees that impede ingress and egress on the easement may be removed by the grantee. Trees removed for extensive clearing of the right-of-way must be paid for at the appraised value; as determined by the Land Commissioner.
3. Aitkin County manages County owned and tax-forfeited lands to produce direct and indirect revenue for the taxing districts. This management includes the harvesting and extraction of timber, gravel, minerals, and other resources. The issuing and use of this easement shall not adversely affect the management and harvesting of timber and other resources on County owned and tax forfeited land. If for any reason, including township or county road construction or reconstruction, the easement needs to be relocated, the county and township will not be responsible for any relocation costs.
4. Any such easement may be canceled by resolution of the County Board for a substantial breach of its terms after ninety (90) days written notice, addressed to the record owner of the easement at the last known address.
5. Land affected by this easement may be sold or leased for any legal purpose, but such sale or lease

shall be subject to this easement and excepted from the conveyance or lease, while such easement remains in force.

6. Failure to use the right of way described in this document for the purpose for which this easement is granted for a period of five years, shall result in the cancellation of this easement and any rights granted to the grantee by this easement shall cease to exist and shall revert to the grantor.
7. Road construction design and use shall not adversely affect the drainage of any lands. Best management practices for the protection of water quality must be followed.
8. All Federal, State, and local laws, ordinances rules, and regulations regarding wetlands, construction of road, placement of fill material, and disposal of excavated material shall be followed and are the responsibility of the grantee.
9. Upon termination of this easement, the grantee shall promptly remove all lines, wires, poles and other personal property and restore said lands to proper condition at no cost to the lessor. If the lessee fails to do so within 60 days of termination, the lessor shall have the right to remove said personal property and restore said land in which event the lessee shall promptly reimburse the lessor for all costs incurred plus 15%.
10. Any land survey markers or monuments, disturbed, moved or destroyed during the construction or maintenance of this easement area shall be replaced and restored at the expense of the applicant. If not replaced or restored by the applicant, the County may restore said monument and the applicant shall be responsible for all costs of said replacement and restoration plus 15%.
11. If gated prior to the granting of the easement, the forest access road may be temporarily closed by the County or Minnesota Department of Natural Resources to protect the road and resources. This use restriction applies to all uses of the road including the grantee.

WHEREAS, the Aitkin County Land Commissioner, after making an investigation of such application, has advised that he finds no objection to granting such permit and easement.

NOW THEREFORE, BE IT RESOLVED, that pursuant to Minnesota Statutes, Section 282.04, Subdivision 4, the County Auditor is hereby authorized to issue a recreational road easement to use said strip of land for a recreational road easement into her properties, if consistent with the law, and the special conditions set forth on the recorded easement, over and across the above described property. This easement will be issued to Eleanor Heuer, her heirs and assigns if approved by the Aitkin County Board.

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

FIVE MEMBERS PRESENT
STATE OF MINNESOTA}
COUNTY OF AITKIN}

All Members Voting Yes

I, 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 11th day of April 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of April 2017

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

24
Agenda Item #

Requested Meeting Date: April 11, 2017

Title of Item: Annual Brat Sale

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

| | |
|-------------------------------------|--------------------------------------|
| Submitted by: Sue Bingham | Department: Administration |
|-------------------------------------|--------------------------------------|

| | |
|------------------------------------|-------------------------------|
| Presenter (Name and Title): | Estimated Time Needed: |
|------------------------------------|-------------------------------|

Summary of Issue:

The VFW requests Board approval to use the Aitkin County Courthouse lawn for the annual brat sale on Friday, May 26, 2017. The brat sale will be held from 11:00 a.m. to 1:00 p.m. with additional time for set-up and tear-down before and after.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Authorize the VFW to hold brat sale on the Courthouse lawn on Friday, May 26, 2017 from 11:00 a.m. to 1:00 p.m.

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

21
Agenda Item #

Requested Meeting Date: April

Title of Item: Fire Protection Contract with City of Palisade


| | | |
|--|---|--|
| <input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small> |
| Submitted by: Kirk Peysar, 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 2018 Fire Protection Contract for the unorganized townships served by the Palisade Fire Department. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: Approve and authorize signatures to the contract with City of Palisade for 2018 | | |
| Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ as attached Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: | | |

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

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

April 5, 2017

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: 2018 Fire Protection contract with the City of Palisade

The City of Palisade has submitted a renewal contract to provide fire protection to the 5 neighboring unorganized townships. The allocation of fire protection costs are as follows: 50-26 \$1,437; 51-25 \$261; 49-27 \$ 4,643; 50-27 \$307; and 50-25 \$1,436.

Request to authorize signatures to the 2018 Fire Protection contract with the City Palisade for the unorganized townships.

Agreement for Fire Protection

This Agreement, Made and entered into this 6th day of March, 2017 by and between the City of Palisade, a Municipal corporation of Aitkin County, MN and the City of Palisade of Aitkin County, MN.

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

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

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

- **50-26 \$1437; 51-25 \$261; 49-27 \$4643; 50-27 \$307; 50-25 \$1436 = \$8084 due and payable by July 1, 2018**

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

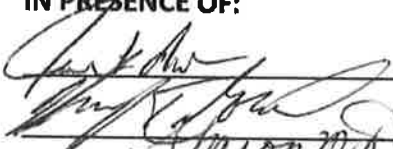
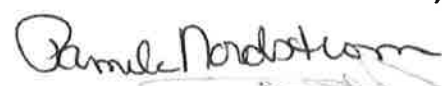
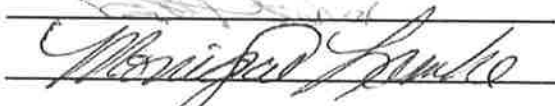
It is further agreed that this contract shall continue to be effect for a period of not more than ten years with the privilege of cancelling by either party with a written notice within 30 days. Late fees of 1.5% of total agreement will be assessed monthly after due date of July 1st.

CONTRACT DATE JANUARY 1, 2018 TO DECEMBER 31, 2018

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

CITY OF PALISADE, A MUNICIPAL CORPORATION OF AITKIN COUNTY, MN

IN PRESENCE OF:

| | |
|--|---|
|  _____ |   _____ |
|--|---|

UNORGANIZED TOWNSHIP, A MUNICIPAL CORPORATION OF AITKIN COUNTY, MN

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |



Board of County Commissioners Agenda Request

25
Agenda Item #

Requested Meeting Date: April 11, 2017

Title of Item: LG220 Application for Exempt Permit- The Ruffed Grouse Society

| | | |
|---|--|---|
| <input type="checkbox"/> REGULAR AGENDA | Action Requested: | <input type="checkbox"/> Direction Requested |
| <input checked="" type="checkbox"/> CONSENT AGENDA | <input type="checkbox"/> Approve/Deny Motion | <input type="checkbox"/> Discussion Item |
| <input type="checkbox"/> INFORMATION ONLY | <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> | <input type="checkbox"/> Hold Public Hearing* |
| Submitted by: Sally M. Huhta | | Department: Auditor's |
| Presenter (Name and Title): N/A | | Estimated Time Needed: N/A |
| Summary of Issue: Please 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 Ruffed Grouse Society / Aitkin Chapter, at the following location – The Landing, which has an address of 170 Southgate Drive, Aitkin, MN 56431 – Aitkin Township. (Note: Date of activity for Raffle – September 14, 2017) | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: Adopt resolution | | |
| Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> | | |



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: April 11, 2017

Title of Item: Legislative Update

| | | |
|--|---|--|
| <input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> | <input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
| Submitted by: Jessica Seibert | | Department: Administration |
| Presenter (Name and Title): Senator Carrie Ruud and Representative Dale Lueck | | Estimated Time Needed: 1 hour |
| Summary of Issue: Senator Carrie Ruud and Representative Dale Lueck have been invited to attend Tuesday's Board meeting to give an update and discuss legislation with the Board. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: | | |
| Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> | | |

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



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: 04/11/2017

Title of Item: Inmate Medical Services

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

| | |
|--|--|
| Submitted by: Sheriff Scott Turner | Department: Sheriff's Office |
|--|--|

| | |
|--|--|
| Presenter (Name and Title): Sheriff Scott Turner | Estimated Time Needed: 5 minutes |
|--|--|

Summary of Issue:

Please see the attached concerning increases in our inmate medical services costs.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Authorize amendment to Medical Service Agreement with Mend Correctional Care, increasing nursing hours from 16 hours per week to 24 hours per week.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

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

MEMO

TO: Aitkin County Board

DATE: April 5, 2017

FROM: Sheriff Scott Turner

RE: Inmate Medical Services

Attached is a proposed contract addendum and memo from Jail Administrator Karla White in reference to our contract with our inmate medical services provider, MEND. Due to increased inmate numbers, it is necessary to increase our weekly nursing services from 16 to 24 hours. This increase in time is due to an increase in inmate numbers (both borders and Aitkin County inmates) and the increased needs of those being incarcerated.

The increase of .2 FTE in this service will cost an additional \$17,800. This cost, while not budgeted, can be offset by the revenue from the boarding of inmates from other counties.

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Suite 185
Aitkin, MN 56431

218-927-7400 Emergency 911
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887
TOLL FREE 1-888-900-2138

MEMO

TO: Sheriff Scott Turner DATE: April 4, 2017
FROM: Karla White RE: Mend Correctional Care

I am writing in regard to the Medical Service Agreement we have with Mend Correctional Care. This original agreement was signed in August of 2015. It included 16 hours of nursing in the jail facility each week, an onsite visit by the provider every other week and other services.

Since the start of the contract we have experienced an increase in arrests of Aitkin County inmates and the frequency of boarders coming in and out from other facilities. Each of these inmates must be seen by nursing staff for an initial assessment and any needed medications must be obtained. According to nursing staff the number of diabetics and critical care inmates has also been increasing. Another issue that has been steadily increasing and impacting nursing service is the number of inmates needing mental health assistance within the jail. Inmates that need mental health care can meet with a mental health provider via "Tele Med". This allows them to meet on a video conference over the computer. The nurse must be present during these calls to inform the provider of what steps have already been taken and for security reasons with the equipment.

Nursing staff is required to meet with each new inmate to perform a health assessment. Also, each inmate must have a mantoux test within 14 days of incarceration. All of these factors have played together to make it increasingly difficult for nursing staff to complete the required work load, assessments and tests within the specified time frames.

In recent months, additional Mend staff has assisted the Aitkin nursing staff to catch up on their required duties. Since extra help has been needed due to the issues stated above, I am requesting we accept Mend's amendment to the Medical Service Agreement. This will increase nursing hours to a much needed 24 hours per week.



Board of County Commissioners Agenda Request

4B
Agenda Item #

Requested Meeting Date: 04/11/2017

Title of Item: Law Enforcement Monument

| | | |
|--|--|---|
| <input checked="" type="checkbox"/> REGULAR AGENDA | Action Requested: | <input type="checkbox"/> Direction Requested |
| <input type="checkbox"/> CONSENT AGENDA | <input checked="" type="checkbox"/> Approve/Deny Motion | <input type="checkbox"/> Discussion Item |
| <input type="checkbox"/> INFORMATION ONLY | <input type="checkbox"/> Adopt Resolution (attach draft) | <input type="checkbox"/> Hold Public Hearing* |

**provide copy of hearing notice that was published*

| | |
|--|--|
| Submitted by: Sheriff Scott Turner | Department: Sheriff's Office |
|--|--|

| | |
|--|--|
| Presenter (Name and Title): Sheriff Scott Turner | Estimated Time Needed: 5 minutes |
|--|--|

Summary of Issue:

Please see the attached concerning an Aitkin County law enforcement memorial monument.

Associated costs to be paid by Aitkin County Law Enforcement Benevolent Association.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve temporary placement of Law Enforcement Memorial on the northeast side of the courthouse building.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No

Please Explain:

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

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

MEMO

TO: Aitkin County Board DATE: April 5, 2017
FROM: Sheriff Scott Turner RE: Law Enforcement Memorial

The Aitkin County Law Enforcement Benevolent Association has requested to place a law enforcement memorial monument on the grounds of the courthouse. While the intended final spot would be in close proximity to the entrance to the sheriff's office, the proposed construction on the new building makes this location not possible at this time.

The request at this time is for a temporary placement that would be on the northeast side of the courthouse building. It would require a 3 foot by 4 foot concrete pad that would be poured to accommodate this monument. There would be no cost to Aitkin County.

This request was tenured to the facilities committee with a consensus that it would be acceptable. Attached is a drawing of that monument.

It is anticipated that sometime in May there would be a dedication that would include honor guard members from LEMA.

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

Thank you.



**BLESSED ARE THE PEACE MAKERS,
FOR THEY WILL BE CALLED
CHILDREN OF GOD.**

MATTHEW 5:9



**JAMES G. HARNEY
U.S. DEPT OF JUSTICE
EOW 9/23/1932**



**RUSSELL J. NELSON
CONSERVATION OFFICER
EOW 9/28/1975**



**BENJAMIN CHRISTENSEN
AITKIN POLICE DEPT.
EOW 8/10/1979**



**THOMAS J. WYATT
MINNESOTA BCA
EOW 3/4/2004**



**STEVEN M. SANDBERG
AITKIN CO. SHERIFF
EOW 10/18/2015**



Board of County Commissioners Agenda Request

5A

Agenda Item #

Requested Meeting Date: 4/11/2017

Title of Item: Survey corner GPS project

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

| | |
|---|---------------------------------------|
| Submitted by: Land Commissioner | Department: Land Department |
|---|---------------------------------------|

| | |
|---|---|
| Presenter (Name and Title): Mark Jacobs | Estimated Time Needed: 15-minutes |
|---|---|

Summary of Issue:

Land Department GIS and Land Survey crew have been working on a project to locate survey corners in Aitkin County with survey grade GPS and make the information available to the public on the County website.

Land Department staff Dan Haasken and Tracy Fairchild will provide an update on this project.

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

5B

Agenda Item #

Requested Meeting Date: 4/11/2017

Title of Item: Set public hearing date - County Park Ordinance update

| | | |
|---|---|--|
| <input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small> |
| Submitted by: Land Commissioner | | Department: Land Department |
| Presenter (Name and Title): Mark Jacobs | | Estimated Time Needed: 5-minutes |
| Summary of Issue: MN Statute 398.34 requires a public hearing with at least 3-weeks notice in the official newspaper of the County; to enact or update a County Park Ordinance. As we are in the process of updating the Aitkin County Park Ordinance I am requesting that a public hearing be set for May 9th, 2017 - 11:00 AM at the Aitkin County Courthouse in Aitkin. The DRAFT County Park Ordinance is included in the packet. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: A motion to set the public hearing on the Aitkin County Park Ordinance for May 9th, 2017 at 11:00 AM - Aitkin County Courthouse, Aitkin, MN. | | |
| Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> | | |

4/4/2017 DRAFT

County Parks and Recreation Ordinance

WHEREAS, The County Board is, by law, designated with the authority to establish a County Park Ordinance under Minnesota Statutes 398.34-36 and 375.51;

BE IT RESOLVED, The following ordinance be enacted to govern the operation of the County Parks System, the Long Lake Conservation Center, and the recreational use of lands managed by Aitkin County; and establish the duties of the County Land Department and authority of the Natural Resources Advisory Committee.

Section I Duties of the County Land Department

Subd. 1 The County Land Department shall prepare yearly budgets of expenditures. They shall prepare annual work plans of park development to present to the Natural Resources Advisory Committee for review, change, or alteration at the annual Natural Resources Advisory Committee meeting.

Subd. 2 The Land Department and its staff shall supervise work projects manage personnel and purchase equipment, supplies and other items needed to build picnic areas, camping areas, boat accesses, recreational trails and related facilities. The Land Department shall also post signs, enforce regulations, maintain and clean camp areas in accordance with Natural Resources Advisory Committee directives.

Subd. 3 The Land Department shall also prepare past expenditure records for review by the Natural Resources Advisory Committee and County Board of Commissioners.

Subd. 4 The Land Department shall classify park land into two main categories; LIMITED USE and OPEN USE areas. Classification can be changed by Natural Resources Advisory Committee action.

Section II Expenditures

Subd. 1 No expenditures shall be made from the County Parks Fund unless included in the annual budget as recommended by the Natural Resources Advisory Committee and approved by the County Board. The County Board may approve expenditures over the allotted budget requests, as per County policy. Warrants submitted for payment shall be signed by the County Land Commissioner.

Section III
Protection of Parks and Recreation Areas

Subd 1. Purpose. The purpose of this ordinance, which is enacted pursuant to Minnesota Statutes, is to secure the orderly, suitable use and enjoyment of developed and undeveloped recreation areas such as, recreational trail systems, forestlands, campgrounds, historical sites, and public water accesses that are managed or established by Aitkin County. The purpose is also to further the safety, health, comfort, and welfare of all persons using these facilities.

Subd. 2 Definitions.

1. "Natural Resources Advisory Committee" (NRAC) means the Aitkin County Natural Resources Advisory Committee appointed by the Aitkin County Board of Commissioners to advise and make recommendation to the County Board on matters related to natural resources (i.e. forestry, recreation/parks, etc.).
2. "Drug" means any substance defined as a controlled substance by Minnesota Statutes Chapter 152, or other statutes, Federal Law or regulation.
3. "Intoxicating Beverage" means any beverage which is intoxicating pursuant to Minnesota Law and includes ethyl alcohol, distilled, fermented, spirituous, vinous, and malt beverages.
4. "Park" means any land or water area, and all facilities thereon, established as a Park by Aitkin County pursuant to Minnesota Statutes.
5. "County Managed Land" is land owned or managed by Aitkin County, such as County Tax-Forfeited land.
6. "Park User" means any person, firm, partnership, association, corporation, governmental unit, company, or organization of any kind visiting a park.
7. "Recreational Trail" means a trail or strip of land designated and administered by Aitkin County for a specific recreational purpose, such as hiking, ATV, snowmobile, cross country skiing, etc.
8. "County forest road" is an Aitkin County Land Department inventoried forest access road. Forest roads are not considered part of the public road infrastructure.
9. "Off-Highway Vehicle" (OHV) means all-terrain vehicles (ATV), off-highway motorcycles (OHM), or off-road vehicles (ORV) as defined by MN Statute
10. "Vehicle" means any motorized, self-propelled, animal drawn or human powered conveyance.
11. "Weapons" means any device from which shot or a projectile of any type can be discharged by means of an explosive, gas, or compressed air or otherwise propelled, including but not limited to firearms, bows, slings, and spring guns.
12. "LIMITED USE AREAS": include camping areas, parking areas, tent camping areas, boat accesses, limited access nature trails, swimming areas, recreation trails, ball fields, environmental education areas, wayside rests, scenic areas, etc
13. "OPEN USE AREAS": shall be all other park land not designated as limited use areas.
14. "Long Lake Conservation Center Management Team" means a group that oversees the day-to-day operation of LLCC; consisting of the LLCC Business Manager, LLCC Education Director, and Land Commissioner.

Subd. 3 General Conduct.

IT SHALL BE UNLAWFUL FOR ANY PERSON TO:

1. Use threatening, abusive, insulting, obscene or indecent language or to act in an indecent manner, disturb, harass, or interfere with any park visitor or park visitor's property or to do any act which constitutes a breach of public peace in a park.
2. Deposit, scatter, drop or abandon in a park, any bottles, cans, broken glass, sewage, waste or other material, except in receptacles provided for such purposes. Only park use refuse shall be deposited in such receptacles.
3. Start a fire in a limited use area except a small fire in a designated area, or fail to fully extinguish such a fire.
4. Drop, throw, or otherwise leave unattended in a park, lighted matches, burning cigars, cigarettes, tobacco, paper or other combustible material.
5. Sell, solicit, or carry on any business or commercial enterprise in a park unless authorized in writing by the Natural Resources Advisory Committee or County Land Commissioner.
6. Use loudspeakers or other amplifying systems in a park, unless authorized in writing by the Natural Resources Advisory Committee or County Land Commissioner.
7. Willfully destroy, deface, or steal park property.

Subd. 4 Protection of Natural Resources Within Developed Parks and Recreation Areas.
(limited use areas)

IT SHALL BE UNLAWFUL FOR ANY PERSON TO:

1. Injure, destroy, or remove any tree, shrub, flower, plant, rock, soil or mineral in a limited use area.
2. Kill, trap, hunt, disturb, or cause to be disturbed any species of wildlife within a designated camping or swimming area.
3. Discharge any weapon in a designated camping or posted area.
4. Permit any dog, cat, or other pet in a picnic area, park building, campground unless on a leash.
5. Permit a dog, cat, or other pet to disturb, harass or interfere with any park visitor or park visitor's property.
6. Possess any loaded uncased weapon (as defined in Subd. 2) within a campground.

Subd. 5 Camping in limited use areas.

IT SHALL BE UNLAWFUL FOR ANY PERSON TO:

1. Camp in a limited use area except in areas provided and designated for that purpose.
2. Camp in a limited use area without paying the appropriate fees.

3. Cause, create or make a noise which disturbs the peace, quiet and tranquility of the camping area.

Subd. 6 Swimming.

IT SHALL BE UNLAWFUL FOR ANY PERSON TO:

1. Wade, swim, or use any beach in a limited use area without proper bathing attire.
2. Take cans, bottles, or glass of any kind except eye glasses into a designated beach area.
3. Wade, swim, or use developed beaches during restricted hours.

Subd. 7 Meetings, Speeches, Demonstrations, and Parades in Parks.

IT SHALL BE UNLAWFUL FOR ANY PERSON TO:

1. Conduct public meetings, assemblies, parades, or demonstrations within a park unless authorized in writing by the Natural Resources Advisory Committee or County Land Commissioner.

Subd. 8 Vehicles.

IT SHALL BE UNLAWFUL FOR ANY PERSON TO:

1. Operate any vehicle within a park except upon roadways, recreation trails, parking areas, or other designated locations.
2. Operate a vehicle in a park at a speed in excess of posted speed limit or legal speed limit if not posted.
3. Park or leave a vehicle within a limited use area except in a designated parking area.
4. Operate a vehicle in a reckless or careless manner in a park.
5. Operate a vehicle in a park while intoxicated or while consuming intoxicating beverages or to have in possession any bottle or receptacle containing intoxicating beverages that has been opened, or the seal broken, or the contents of which have been partially removed.

Subd. 9 Park Operation.

1. Only registered campers in designated campsites are allowed within a developed County campground between the hours of 10:00 P.M. and 7:00 A.M.
2. It is unlawful for any person to use any park facility for which a fee is charged without payment of such fee.
3. Aitkin County, the Aitkin County Board of Commissioners, the Aitkin County Natural Resources Advisory Committee, the Aitkin County Land Department, and Aitkin County employees shall not be liable for any loss, damage, or injury sustained by a park visitor.
4. Any park or portion thereof may be declared closed to the public by the Aitkin County

Land Commissioner or designated employee at any time for any interval of time, or to certain uses as reasonably necessary.

Subd. 10 Forest Roads and Recreation Trails

1. County forest roads are open to highway licensed vehicle use unless gated or posted closed.
2. Off-highway vehicle (OHV) operation is prohibited on County forest roads or recreation trails unless designated open for a specific OHV use.
3. Off-highway vehicle travel on County forest roads or recreation trails not designated open to OHV use is prohibited except for ATV's used for trapping during open season and big game hunting during October – December.
4. Operating a motorized vehicle on a designated non-motorized trail is prohibited
5. Off-trail, cross-country travel with a motorized vehicle is prohibited on County managed land, except to retrieve downed big game animals with ATV's during legal hunting season.
6. No person shall construct an unauthorized permanent trail on County managed lands.
7. Motorized vehicles on County forest roads or recreation trails must travel at a reasonable and prudent speed; obey regulation signs; observe closures; and may not operate in a manner that causes damage to the road, land, or other natural resources.
8. Consuming intoxicating beverages or to have in possession any bottle or receptacle containing intoxicating beverages that has been opened, or the seal broken, or the contents of which have been partially removed, while operating a motorized vehicle on a County forest road or recreation trail is prohibited.
9. Depositing litter on or adjacent to a County forest road or recreation trail is prohibited
10. Operating a motorized vehicle in a reckless manner on a County forest road or recreation trail is prohibited
11. Placing unauthorized signage on a County forest road or recreation trail is prohibited
12. Motorized recreation vehicles may not operate within the boundaries of an area that is posted and designated as closed to such use.
13. Unauthorized off-trail travel with a motorized vehicle from a recreation trail is prohibited.

Section IV

Axtell Technical Riding Area (ATRA) S. 23-T. 48 R. 24W

It shall be unlawful to:

1. To operate any motor vehicle:
 - a) Between October 31 and May 15
 - b) Between the hours of 8:00 p.m. and 8:00 a.m.
2. To operate any motor vehicle other than Class I and Class II All-terrain vehicles (ATVs) or Off-highway motorcycles without permission of the Aitkin County Natural Resources Advisory Committee
3. To enter or exit the park through any location other than the designated entrance adjacent to the Soo Line trail
4. Possess or Consume alcoholic beverages without written permission of the Natural Resources Advisory Committee or County Land Commissioner.

5. Operate any permitted vehicle with a sound levels greater than 96 db as measured sung SAE International (SAE) J1287 Measurement of Exhaust Sound Levels of Stationary Motorcycles.
6. Operate any vehicle with tire tread greater than 3/4" tread height
7. Operate any permitted vehicle contrary to any applicable state law
8. Discharge a firearm in ATRA between May 15 and October 31.
9. Camp overnight in ATRA

**Section V
Long Lake Conservation Center**

Subd. 1 Long Lake Conservation Center is an environmental education center owned and operated by Aitkin County. The Long Lake Conservation Center Management Team shall be directly supervised by the Land Commissioner.

Subd. 2 The Management Team shall also post signs, enforce regulations, maintain facilities and operate Long Lake Conservation Center in accordance with State and Federal laws, County Policy and procedure, Natural Resources Advisory Committee directives and job description.

Subd. 3 1967 Laws of Minnesota Chapter 14 states in part: Notwithstanding the provisions of Minnesota Statutes, Section 398.33, all moneys, fees, and donations specified for or received from the operation of the Aitkin County Long Lake Conservation Center shall be deposited in a separate account, other than the park fund, to be under the jurisdiction of the Aitkin County Auditor. This act in no way restricts the transferring of annual profits from the operation of the conservation center to the park fund for other park activities.

Subd. 4 All expenditures shall be made from the Long Lake Conservation Center accounts. Warrants submitted for payment shall be itemized on a verified claim form and shall be approved and signed by the Long Lake Conservation Center Management Team and the Land Commissioner. The Aitkin County Board of Commissioners will authorize payments of bills for Long Lake Conservation Center. Any non-budgeted expenditures will be approved by the LLCC Management Team and the Land Commissioner following Aitkin County Policy. All payment of bills will be authorized by the Aitkin County Board of Commissioners.

General Conduct

IT SHALL BE UNLAWFUL FOR ANY PERSON TO:

1. Operate any motorized or non-motorized recreation vehicle including, but not limited to ATV's, snowmobiles, and dirt bikes within Long Lake Conservation Center (LLCC) unless authorized in writing by the Natural Resources Advisory Committee or the LLCC management team. Non-motorized recreation vehicles can be used, but only on a trail or road designated for that purpose.
2. Have in possession or bring into Long Lake Conservation Center (LLCC), any intoxicating beverage when student or juvenile campers are present at Long Lake Conservation Center (LLCC). Consumption of alcohol on the grounds of LLCC will be permitted only with the written permission of the LLCC Management Team.
3. For any person to discharge or have in possession a weapon on Long Lake Conservation Center without written permission of the Natural Resources Advisory Committee.

**Protection of Natural Resources Within Long Lake Conservation Center
(limited use areas)**

IT SHALL BE UNLAWFUL FOR ANY PERSON TO:

1. Injure, destroy, remove any flora or fauna or remove any soils or minerals from LLCC.

2. Hunt, trap, take, disturb, or cause to be disturbed any species of wildlife within the boundaries of Long Lake Conservation Center unless authorized by the Natural Resources Advisory Committee or LLCC management team.
3. Permit any dog, cat, or other pet in LLCC buildings, unless authorized by the Natural Resources Advisory Committee or LLCC management team. All pets allowed on campus will be on a leash at all times and shall not interfere with any other visitors at LLCC.

Please refer to the rest of the regulations in the Park Ordinance to address any other areas not specifically outlined in this section concerning Long Lake Conservation Center.

**Section VI
Enforcement and Penalties**

1. A person guilty of violating any provision of this ordinance shall be guilty of a misdemeanor which is punishable by a fine and/or imprisonment according to Minn. Statutes.
2. Park Ambassadors, peace officers and designated County employees may, in connection with their duties imposed by law, diligently enforce the provisions of this ordinance and eject from parks, persons acting in violation of this ordinance.
3. The Natural Resources Advisory Committee or designated County employees have the authority to revoke for good cause any user permit issued by the Natural Resources Advisory Committee.
4. No person shall impersonate any employee or designated volunteer of the County, nor interfere with, harass or hinder any employee in the discharge of his/her duties.
5. Nothing in this ordinance shall prevent employees or agents of the County from performing their assigned duties.
6. If any provisions of this ordinance are held invalid, such invalidity shall not affect the validity of any other provisions of this ordinance.

Dated at Aitkin, Minnesota, this ()day of (month), (year).

Chair, Aitkin County Board of Commissioners

(ATTEST)

County Administrator,
Aitkin County, Minnesota
Witnessed by Hand and Seal

Date



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: April 11, 2017

Title of Item: Aitkin County Procurement Policy

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

| | |
|---|--------------------------------------|
| Submitted by: Jessica Seibert | Department: Administration |
|---|--------------------------------------|

| | |
|---|---|
| Presenter (Name and Title): Jessica Seibert, County Administrator | Estimated Time Needed: 15 minutes |
|---|---|

Summary of Issue:

The attached Aitkin County Procurement Policy has been reviewed and approved by the Finance Committee and the County Attorney.

The policy requires adoption by resolution.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Adopt the attached resolution.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No Please Explain:

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

ADOPTED April 11, 2017

By Commissioner: xx

20170411-0xx

Aitkin County Procurement Policy

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to adopt the Aitkin County Procurement Policy.

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 11th day of April 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of April 2017

Jessica Seibert
County Administrator



PROCUREMENT POLICY

**Adopted by County Board
xxxx, xx 2017**

PROCUREMENT POLICY
TABLE OF CONTENTS

| <u>SECTION DESCRIPTION</u> | <u>Page</u> |
|--|-------------|
| I. Procurement Policy Statement of Purpose | 2 |
| II. Scope | 2 |
| III. Objectives of the Purchasing System | 2 |
| A. Lifecycle Costing | 2 |
| B. Quality | 2 |
| C. Full and Open Competition | 2 |
| D. Ethics and Conflicts of Interest | 2 |
| IV. Procurement Authority | 2 |
| V. Procurement Guidelines | 2 |
| A. Procurement of Software or Technology | 2 |
| B. Contract Renewals | 3 |
| C. Best Value Procurement | 3 |
| D. Responsible Bidder | 3 |
| E. County Issued Credit Cards | 3 |
| F. Leases | 3 |
| VI. Exceptions to Bidding | 3 |
| A. Cooperative Purchases and Federal Excess and Surplus Property | 3 |
| B. Sole Source/Brand Procurement | 4 |
| C. Standardization | 4 |
| D. Emergencies | 4 |
| VII. Procurement with Non-Federal Funding | 4 |
| A. Procurement Thresholds and Methods of Procurement | 4 |
| 1. Procurement of Commodities or Construction | 5 |
| 2. Procurement of Services | 6 |
| a. Biddable Services | 6 |
| b. Professional Services | 6 |
| VIII. Procurement with Federal Funding | 7 |
| A. Procurement Thresholds and Methods of Procurement | 7 |
| 1. Procurement of Commodities or Construction (2 CFR 200.320) | 7 |
| 2. Biddable Services | 8 |
| 3. Professional Services | 8 |
| B. Competition | 9 |
| C. Suspension or Debarment | 9 |
| D. Contract Requirements | 9 |
| E. Cost or Price Analysis | 11 |
| F. Time and Material Contracts | 11 |
| G. Responsibility | 11 |
| IX. Procurement Policy Adoption | 11 |

I. PROCUREMENT POLICY STATEMENT OF PURPOSE

The purpose of this policy is to provide County departments, citizens and vendors with purchasing and contracting services of the highest professional standards in accordance with state and federal laws and regulations. This policy will also guide County employees in the purchase of items at the best price and quality, promote and maintain a good working relationship with suppliers, and emphasize cooperation between and among departments in identifying and implementing standardized organizational programs to save time and money.

II. SCOPE

This policy applies to all procurement procedures for all departments of the County, unless otherwise stated.

III. OBJECTIVES OF THE PURCHASING SYSTEM

A. LIFECYCLE COSTING

In addition to initial purchase price, the County will consider long-term value by taking into account the long-term maintenance, operating costs, and other indirect costs of a purchase.

B. QUALITY

The County will strive to secure goods and services at the lowest lifecycle cost possible proportionate with quality requirements.

C. FULL AND OPEN COMPETITION

The County maintains a policy of full and open competition, where all responsible sources are permitted to compete in the purchasing process.

D. ETHICS AND CONFLICTS OF INTEREST

County employees in a position to procure goods or services will abide by the County's Code of Ethics policy, located within the County's Personnel Policy. This provision includes an employee's documentation of potential and actual conflicts of interest as part of the County's Code of Ethics Confirmation.

IV. PROCUREMENT AUTHORITY

Procurement is under the broad direction of the County Administrative Services Department. Authority to procure products and services is granted to each department head and his/her official designee(s). Department heads are authorized to sign contracts not requiring County Board approval. Department heads or their designee(s) are required to maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

V. PROCUREMENT GUIDELINES

A. PROCUREMENT OF SOFTWARE OR TECHNOLOGY

In any consideration of the purchase of software or technology, a department must consult with IT as early in the process as feasible, in order to ensure the new software or technology is one that is able to be supported by the County. The department must also work with IT to consider any ongoing or future maintenance fees, license fees, upgrade fees, or other known fees. Quotation and bid requirements for software or technology are the same as those for professional services.

B. CONTRACT RENEWALS

A department head or their designee(s) is granted the authority to renew a contract provided that the only change is to the term of the contract (i.e., length of service, charges). Should the contract contain changes in the verbiage of the contract or in the description of services provided, the renewal must be treated as a new contract and follow procedures detailed in this policy.

Contracts for Community Services that are otherwise required to obtain County Board approval are excluded from this provision.

C. BEST VALUE PROCUREMENT

As an alternative to bidding, the County may elect a “best value” procurement process for construction, building, alteration, improvement, or repair work. If such a method is used, the County will solicit Request for Proposals (RFPs). The County will comply with all requirements for best value procurement under Minn. Stat. § 16C.28.

D. RESPONSIBLE BIDDER

Awards shall be made only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to matters such as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

E. COUNTY ISSUED CREDIT CARDS

The County has elected to issue certain County employees a County credit card under Minn. Stat. § 375.171. The Request For County Issued Credit Card form will be completed by the department head and submitted to the County Administrator for approval and processing. Credit limits will be set by the Credit and Purchasing Cards Policy. Purchases exceeding these limits will not be allowed; personal use of the credit card is prohibited. See the *General Operations Policy* for additional guidance.

F. LEASES

Any department considering entering into a lease agreement shall consult with Financial Services to ensure no similar lease is already in place, and to ensure the best pricing can be obtained.

VI. EXCEPTIONS TO BIDDING

A. COOPERATIVE PURCHASES AND FEDERAL EXCESS AND SURPLUS PROPERTY

Aitkin County is a member of the Cooperative Purchasing Venture with the State of Minnesota. Purchases from State Contracts are excluded from bid process procedures, but are still required to obtain County Board approval when over the applicable dollar value.

The County is also a member of National Joint Powers Alliance. This agreement allows the County to utilize nationwide contracts. Such purchases are also excluded from bid process procedures, but are still required to obtain County Board approval when over the applicable dollar value.

Departments are encouraged to use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

B. SOLE SOURCE/BRAND PROCUREMENT

Sole source/brand purchasing minimizes or eliminates competition and should be avoided whenever possible. Sole source requests should not be made unless the department is confident that the request is reasonable, appropriately justified to meet the County's requirements, and can withstand a possible audit or other public scrutiny. These purchases are excluded from standard bid process procedures, but are still required to obtain County Board approval when over the applicable dollar value.

Procurement through solicitation of a quote, proposal, or bid from only one source may only be used when one or more of the following circumstances apply:

- (1) The item is available only from a single source;
- (2) The public need or emergency will not permit a delay resulting from competitive solicitation;
- (3) The Federal awarding agency of pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the County (applies to Federal funds only); or
- (4) After solicitation of a number of sources, competition is determined inadequate.

C. STANDARDIZATION

When supplies, equipment, or services are uniformly adopted or otherwise standardized, or when an item is designed to match others in use by the County, the purchase may be exempt from bidding requirements or may be made with limited competition to distributors of the manufacturer of the standardized item. Compatibility issues between differing technologies will also be considered for exception.

D. EMERGENCIES

A valid emergency is one where the items purchased or services provided are *immediately necessary* for the continued operation of the office or department involved; OR are immediately necessary for the preservation of life or property. An emergency need is one that could not have been foreseen. Failure to procure and item or service on time does *not* constitute a valid emergency. The County shall comply with Minn. Stat. § 375.21 and 375.22 for emergency procurements.

VII. PROCUREMENT WITH NON-FEDERAL FUNDING

A. PROCUREMENT THRESHOLDS AND METHODS OF PROCUREMENT

All departments shall comply with the following policies regarding the purchase of commodities and services when the funding source is anything other than federal dollars, subject to other requirements per state grant agreements, or other agreements. Contract requirements shall not be artificially divided to avoid bidding requirements. All departments of the County shall comply with Minn. Stat. § 471.345, and follow the County's Procurement Procedures.

1. PROCUREMENT OF COMMODITIES OR CONSTRUCTION

\$1 - \$5,000

Competitive bidding is not required and department heads or their designee(s) shall handle purchases for commodities. Purchases may be made on the open market, and may be procured using a County issued credit card if applicable and within the holder's limit. The County shall make an effort to ensure the lowest acceptable price is received; a minimum of two written quotes or bids is preferred, but not required. Verbal quotes are acceptable if they are documented in writing. The department may engage in direct negotiation with vendors. Any quotation or bid support shall be scanned for retention and maintained by the department for a period of at least one year in accordance with Minn. Stat. § 471.345, subd. 5.

\$5,001 - \$25,000

A minimum of two written quotes or bids is required; departments may engage in direct negotiation with vendors. Department heads or their designee(s) are responsible for initiating the procurement process and complying with procurement policies and procedures. Supporting quotation or bid information will be scanned for retention and maintained by departments for a period of at least one year in accordance with Minn. Stat. § 471.345, subd. 5. The procurement is awarded based on the lowest quote or to the lowest responsive, responsible bidder.

\$25,001 - \$100,000

Procurement of commodities may be made either through bid process or by direct negotiation. The County must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source, per Minn. Stat. § 471.345 sub. 15. The County shall attempt to obtain a minimum of two quotes or bids. All quotes or bids must be written and will be scanned for retention, and all parties will be notified in writing of the outcome. The department will maintain supporting quotation or bid documents for a period of at least one year in accordance with Minn. Stat. § 471.345, subd. 5. The procurement is awarded based on the lowest quote or to the lowest responsive, responsible bidder.

Greater than \$100,000

The County must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source, per Minn. Stat. § 471.345 subd. 15. If purchases through the state's cooperative purchasing agreement are not feasible, the County shall undergo a formal sealed bid process. County Board approval is required for public advertisement for the receipt of sealed bids. All sealed bids must go through Financial Services with the exception of Road and Bridge Construction. Final bid award will be made by the County Board, and the contract will be approved by the County Board. Bid documentation will be maintained for a period of at least ten years after project completion and will include, but is not limited to, rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

2. PROCUREMENT OF SERVICES

All service contracts of any dollar amount shall have a legal review, due to potential County liability. Contracts for Community Services that are otherwise approved by the County Board are excluded from this requirement. Quotation/bid procedures for service contracts vary depending upon whether the contract is for a *biddable service* or a *professional service*.

a. BIDDABLE SERVICES

The following services shall comply with procurement requirements for commodities as detailed above, in accordance with Minn. Stat. § 471.345:

- (1) Services related to the manufacture, construction, alteration, or repair of personal property such as computers, copy machines, automobiles, machinery, and other equipment;
- (2) Services related to the maintenance of real or personal property; or
- (3) Other non-technical services which are typically acquired through the bidding process, such as janitorial services, waste disposal services, etc.

Any contract for the procurement of a biddable service in excess of \$100,000 annually shall be approved by the County Board. All service contracts shall be maintained in Administration.

b. PROFESSIONAL SERVICES

A contract for professional services is a contract that *does not change the property*. Professional services include architectural and engineering (A&E) services; other professional and technical services that are intellectual in character, including consultation, analysis, evaluation, predication, planning, programming, or recommendation, and result in production of a report of the completion of a task.

The County will consider all factors that any reasonable purchaser would use in selecting the greatest value for cost that will achieve the desired outcomes in purchasing professional services. The method of vendor selection that will reasonably consider the maximum number of appropriate service providers and proposals will be used. Vendor selection will be on the basis of predetermined criteria by knowledgeable individuals.

Any contract for the procurement of a professional service in excess of \$50,000 annually shall be approved by the County Board. All service contracts shall be maintained in Financial Services.

VIII. PROCUREMENT WITH FEDERAL FUNDING

All departments shall comply with the following policies when the funding source is either direct or pass-through federal dollars. Contract requirements shall not be artificially divided to avoid bidding requirements. All departments of the County shall comply with Minn. Stat. § 471.345 and 2 CFR 200.317 – 200.326, and follow the County's Procurement Procedures.

A. PROCUREMENT THRESHOLDS AND METHODS OF PROCUREMENT

1. PROCUREMENT OF COMMODITIES OR CONSTRUCTION (2 CFR 200.320)

\$1 - \$2,000 (Construction) and \$1 - \$3,000 (Commodities)

Competitive bidding is not required and department heads or their designee(s) shall handle purchases for commodities or construction. Purchases may be made on the open market, and may be procured using a County issued credit card if applicable and within the holder's limit. The County shall make an effort to ensure the lowest acceptable price is received; a minimum of two written quotes or bids is preferred, but not required. Verbal quotes are acceptable if they are documented in writing. Where practicable, the County will distribute these types of purchase equitably among qualified suppliers. Any quotation or bid support shall be maintained by the department for a period of at least one year in accordance with Minn. Stat. § 471.345, subd. 5.

\$2,001 - \$25,000 (Construction) or \$3,001 - \$25,000 (Commodities)

A minimum of two written quotes or bids is required. Department heads or their designee(s) are responsible for initiating the procurement process and complying with procurement policies and procedures. Supporting quotation or bid information will be maintained by departments for a period of at least one year in accordance with Minn. Stat. § 471.345, subd. 5. The procurement is awarded based on the lowest quote or to the lowest responsive, responsible bidder.

\$25,001 - \$100,000 (Construction and commodities)

Procurement of commodities may be made either through bid process or by direct negotiation. The County must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source, per Minn. Stat. § 471.345 sub. 15. The County shall attempt to obtain a minimum of two quotes or bids. All quotes or bids must be written and will be scanned for retention, and all parties will be notified in writing of the outcome. The department will maintain supporting quotation or bid documents for a period of at least one year in accordance with Minn. Stat. § 471.345, subd. 5. The procurement is awarded based on the lowest quote or to the lowest responsive, responsible bidder.

Greater than \$100,000

The County must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source, per Minn. Stat. § 471.345 subd. 15. If purchases through the state's cooperative purchasing agreement are not feasible, the County shall undergo a formal sealed bid process. County Board approval is required for public advertisement for the receipt of sealed bids. All sealed bids must go through Financial Services with the exception of Road and Bridge Construction. Final bid

award will be made by the County Board, and the contract will be approved by the County Board. Bid documentation will be maintained for a period of at least ten years after project completion and will include, but is not limited to, rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

2. BIDDABLE SERVICES

The following services shall comply with procurement requirements for commodities as detailed above in VIII.1., in accordance with Minn. Stat. § 471.345 and 2 CFR 200.317 – 200.326:

- (1) Services related to the manufacture, construction, alteration, or repair of personal property such as computers, copy machines, automobiles, machinery, and other equipment;
- (2) Services related to the maintenance of real or personal property; or
- (3) Other non-technical services which are typically acquired through the bidding process, such as janitorial services, waste disposal services, etc.

Any contract for the procurement of a biddable service in excess of \$100,000 annually shall be approved by the County Board. All service contracts shall be maintained in Administration.

3. PROFESSIONAL SERVICES

A contract for professional services is a contract that *does not change the property*. Professional services include architectural and engineering (A&E) services; other professional and technical services that are intellectual in character, including consultation, analysis, evaluation, predication, planning, programming, or recommendation, and result in production of a report of the completion of a task.

The County will consider all factors that any reasonable purchaser would use in selecting the greatest value for cost that will achieve the desired outcomes in purchasing professional services. The method of vendor selection and contract negotiation that will reasonably consider the maximum number of appropriate service providers and proposals will be used. Vendor selection will be on the basis of predetermined criteria by knowledgeable individuals.

Any contract for the procurement of a professional service in excess of \$50,000 annually shall be approved by the County Board. All service contracts shall be maintained in Financial Services.

The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply in accordance with 2 CFR 200.320:

- (1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (2) Proposals must be solicited from an adequate number of qualified sources;

- (3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- (4) The County may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. This method, where price is not used as a selection factor, can only be used in procurement of A/E professional services.

B. COMPETITION

All procurement transactions must be conducted in a manner providing full and open competition in accordance with 2 CFR 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business.
- (2) Requiring unnecessary experience and excessive bonding.
- (3) Noncompetitive pricing practices between firms or between affiliated companies.
- (4) Noncompetitive contracts to consultants that are on retainer contracts.
- (5) Organizational conflicts of interest.
- (6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement.
- (7) Any arbitrary action in the procurement process.

The County will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those areas where applicable Federal statutes expressly mandate or encourage geographical preference.

C. SUSPENSION OR DEBARMENT

The County will not engage in a contract with any vendor that is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. The County will verify vendors are eligible by:

- (1) Checking SAM exclusion (2 CFR 200 Appendix II (H)), or
- (2) Collecting a certification from the vendor (2 CFR 180.300), or
- (3) Adding a clause or condition to the contract (2 CFR 180.300).

D. CONTRACT REQUIREMENTS

2 CFR 200 Appendix II requires contracts let under federal funding to contain certain clauses or meet certain criteria, as follows:

- (1) Contracts over \$150,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (2) All contracts in excess of \$10,000 must address termination for cause and for convenience by the County, including the manner by which it will be effected and the basis for settlement.

- (3) All contracts that meet the definition of “federally assisted construction contract” under 41 CFR Part 60 must include the equal opportunity clause provided under said statute.
- (4) When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by the County must include a provision for compliance with the Davis-Bacon Act as supplemented by Department of Labor regulations. In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The County must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The County must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act, as supplemented by the Department of Labor regulations. The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The County must report all suspected or reported violations to the Federal awarding agency.
- (5) Where applicable, all contracts awarded by the County in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by the Department of Labor regulations. Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases or supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (6) If the federal award meets the definition of a “funding agreement” under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- (7) Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the County to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act. Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- (8) Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or

attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.

- (9) The County and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. These requirements include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. (2 CFR 200.322)

E. COST OR PRICE ANALYSIS

A cost or price analysis must be performed for every procurement action, including contract modifications, in excess of \$150,000, in accordance with 2 CFR 200.323. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the County must make independent estimates before receiving bids or proposals. Additionally, the cost plus a percentage of cost, and the percentage of construction cost methods of contracting must not be used.

F. TIME AND MATERIAL CONTRACTS

The County may use time and material type contracts only after a determination is made that no other contract is suitable and only if the contract includes a ceiling price that the contractor exceeds at its own risk. The County must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

G. RESPONSIBILITY

The County alone is responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the County of any contractual responsibilities under its contracts. The federal awarding agency will not substitute its judgement for that of the County unless the matter is primarily a federal concern. [2 CFR 200.318(k)]

IX. PROCUREMENT POLICY ADOPTION

The County's Procurement Policy shall be adopted by resolution of the County Board. The policy shall be reviewed on a biennial basis by the Finance Committee and any modifications made thereto must be approved by the County Board.



Aitkin County Board of Commissioners Agenda Request Form

7

Agenda Item #

Requested Meeting Date: April 11, 2017
Title of Item: Committee Reports

| <input checked="" type="checkbox"/> REGULAR AGENDA | Action Requested by: County Business | | |
|--|---|---------------------------|--|
| Committee | Freq. | Schedule | Current Board Representatives |
| Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy | | | Commissioner Anne Marcotte Commissioner Don Niemi Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Mark Wedel Commissioner Bill Pratt |
| Aitkin Airport Commission | Monthly | 1 st Thursday | Wedel |
| Aquatic Invasive Species (AIS) | Monthly | 3 rd Thursday | Wedel and Pratt |
| Aitkin County CARE Board | | | Westerlund |
| Aitkin County Community Corrections Advisory | | | Wedel and Westerlund |
| Aitkin County Water Planning Task Force | Bi-monthly | 3 rd Wednesday | Wedel |
| Aitkin Economic Development Administration | As needed | | Wedel |
| Arrowhead Counties Association | 8 or 9x yearly | 1x a month | Niemi and Marcotte |
| Arrowhead Economic Opportunity Agency | Quarterly | | Westerlund |
| Arrowhead Regional Development Council | Monthly | 3 rd Thursday | Niemi |
| ATV Committee | As needed | | Pratt and Marcotte |
| Big Sandy Lake Management Plan | Monthly | 2 nd Thursday | Pratt, Alt. Marcotte |
| Development Achievement Center | Monthly | 3 rd Thursday | Westerlund, Alt. Niemi |
| East Central Regional Library Board | Monthly | 2 nd Monday | Niemi |
| Economic Development | Monthly | 1 st Wednesday | Pratt and Niemi |
| Emergency Management | As needed | | Wedel |
| Environmental Assessment Worksheet | As needed | | Marcotte and Pratt |
| Extension | 4x year | Monday | Wedel and Westerlund |
| Facilities/Technology | As needed | | Wedel and Marcotte |
| H&HS Advisory (Liaison) | Monthly except July | 1 st Wednesday | Westerlund and Pratt |
| Historical Society (Liaison) | Monthly | 4 th Wednesday | Wedel |
| HRA | Monthly | 4 th Monday | Westerlund |
| Investment | As needed | | All Commissioners |
| Joint Powers Natural Resource Board | Monthly | Last Monday | Pratt and Land Cmr Jacobs |
| Labor Management | Quarterly | Varies | Wedel, Alt. Westerlund |
| Lakes and Pines | Monthly | 3 rd Monday | Niemi, Alt. Marcotte |
| Law Library | Quarterly | Set by Judge | Niemi |
| McGregor Airport Commission | Monthly | 1 st Wednesday | Pratt |
| Mille Lacs Fisheries Input Group | | | Westerlund |
| Mille Lacs Watershed | Monthly | 3 rd Monday | Niemi, Westerlund |
| Mississippi Headwaters Board | Monthly | 3 rd Friday | Marcotte |
| MN Rural Counties Caucus | 8x year | Varies | Niemi, Alt. Pratt |
| Natural Resources Advisory Committee | 8-10x year | 2nd Monday | Marcotte and Pratt |
| NE MN Office Job Training | As called | | Niemi |
| Northeast MN ATP | 2x year | | Niemi and Engineer Welle |
| Northeast Waste Advisory Committee | Quarterly | 2 nd Monday | Pratt, Alt. Westerlund |
| Northern Counties Land Use Coordinating Board | Monthly | 1 st Thursday | Marcotte, Alt. Pratt |
| Ordinance | As needed | | Pratt and Marcotte |
| Personnel/Insurance | As needed | | Marcotte and Wedel |
| Planning Commission | Monthly | 3 rd Monday | Westerlund |
| Snake River Watershed | Monthly | 4 th Monday | Niemi |
| Sobriety Court | Monthly | 3 rd Tuesday | Wedel |
| Solid Waste Advisory | As needed | | Pratt and Westerlund |
| Toward Zero Deaths | Monthly | 2 nd Wednesday | Wedel |
| Tri-County Community Health Services | Quarterly & as needed | 2 nd Thursday | Westerlund |
| | | | |