

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS January 22, 2019 – BOARD AGENDA

Aitkin Public Library

- 9:00 1) Anne Marcotte, County Board Chair
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Board of Commissioners Meeting Procedure
 - D) Approval of Agenda
- 9:02 E) Health & Human Services (see separate HHS agenda)
- 10:05 Break
- 10:15 F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File January 8, 2019 to January 21, 2019
 - B) Approve January 8, 2019 County Board Minutes
 - 1. End of 2018 Board
 - 2. Beginning of 2019 Board
 - C) Approve Electronic Funds Transfers
 - D) Adopt Resolution: County Timber Auction Dates
 - E) Approve Commissioner Warrants
 - F) Approve Auditor Warrants – Sales and Use Tax
 - G) Approve December Manual Warrants
- 10:17 3) Bobbie Danielson, Human Resources Director
- A) Employee Recognition
- 10:22 4) Rich Courtemanche, Land Commissioner
- A) Approve Contract with Pro-West & Associates and 3 Year Payment Plan for Forestry DMS Management Software
- 10:32 5) John Welle, County Engineer
- A) Approve Equipment Purchase – Mower Attachments for Tractor
- 10:45 6) Committee Updates
- 11:15 Adjourn

AITKIN COUNTY BOARD

281
January 8, 2019

The Aitkin County Board of Commissioners met this 8th day of January, 2019 at 9:00 a.m., at the Aitkin Public Library, with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Bill Pratt, County Administrator Jessica Seibert, and Administrative Assistant Sue Bingham.

Board Chair Anne Marcotte called for a moment of silence in remembrance of former Minnesota State Representative and St. Louis County Commissioner Tom Rukavina.

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the January 8, 2019 amended agenda. Agenda Items 6E – Adopt Resolution: Aitkin County Electronic Funds Policy/Procedure, was added.

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: December 18, 2018 – January 7, 2019; B) Approve County Board Minutes: December 18, 2018; C) Acknowledge County Administrator's Approval of Year-End Matters: 1. Resolution #20181231-105 – 2018 Reserve Funds, and 2. Resolution #20181231-106 – Whispering Pines Liquor License:

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2018 Reserve Funds:

WHEREAS, Resolution #20181218-102 did not show all Reserve Requests received, and

WHEREAS, the dollar amount requested for 2018 Reserve Funds remains unchanged.

THEREFORE, BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be placed in Reserve Funds for fiscal year end 2018:

CALL TO ORDER

MOMENT OF SILENCE

APPROVED AGENDA

CONSENT AGENDA FOR 2018

RESOLUTION 20181231-105 2018 RESERVE FUNDS

| Department | 2018 Reserve Requests | | Purpose |
|-----------------------------|-------------------------|----------------------|----------------------|
| | Current Reserve Balance | 2018 Reserve Request | |
| Treasurer - Equipment | | \$ 4,000.00 | Scanner & Laptop |
| Human Resources - Equipment | | \$ 2,000.00 | Laptop |
| Assessor - Equipment | \$ 34,413.06 | | |
| Elections-Voting Equipment | \$ 50,000.00 | \$ 50,000.00 | Election Equipment |
| Attorney-Murder Trial | \$ 10,000.00 | \$ - | Trial Expenses |
| Sheriff-Technology | \$ 48,050.39 | \$ - | Technology Equipment |
| Sheriff-Posse | \$ 4,754.34 | \$ - | Equipment/Training |
| Sheriff-Forfeiture | \$ 11,831.00 | \$ - | |

AITKIN COUNTY BOARD

January 8, 2019

| | | | |
|--|---------------|---------------|--|
| Sheriff-Enforcement | | \$ 61,000.00 | Squad Cars |
| Sheriff-Snowmobile | | \$ 4,000.00 | Snowmobile |
| Sheriff-Buildings & Structures | | \$ 30,000.00 | Future Capital Repairs |
| Canine Replacement | \$ 6,000.00 | | K-9 Replacement |
| FBL Vehicle | \$ 17,500.00 | | Vehicle Replacement |
| Tourism Fund | \$ 1,000.00 | | Walleye Tank Project |
| Buildings - Capital Maintenance - Part - Time Salaries | \$ 8,091.00 | \$ 45,000.00 | Capital Building Repairs |
| IT - Staff Training | \$ 12,850.00 | \$ 25,000.00 | Full Time Custodian |
| IT - Networking Equipment | \$ 12,998.59 | \$ 5,000.00 | County-Wide Training |
| Central Services | \$ 35,469.00 | \$ 23,000.00 | Exchange Email Scanning |
| HR - Staff Training | | \$ 6,000.00 | Top 20 Training |
| Maintenance - Service/Labor/Contracts | | \$ 5,000.00 | Facilities Planning |
| Court Administration - Office Equipment | | \$ 15,000.00 | Jury Seating/ Technology Equipment |
| Central Services - Service/Labor/Contracts | | \$ 10,000.00 | RT Vision IFS Upgrade |
| HR - Staff Training | | \$ 3,000.00 | Lean Process Training |
| Treasurer - Equipment | | | |
| TOTAL | \$ 252,957.38 | \$ 288,000.00 | |
| <u>Health & Human Services</u> | | | |
| BLDG Account | \$ 50,000.00 | | Building Renovations |
| | \$ 40,000.00 | | Heating System work |
| TOTAL | \$ 342,957.38 | \$ 288,000.00 | |
| **Current reserve balances are requested to transfer to fiscal year 2019. | | | |
| Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Whispering Pines Liquor License: | | | |
| BE IT RESOLVED , the Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2019 thru December 31, 2019: | | | |
| <u>“ON”, “OFF” and “SUNDAY” Sale:</u> | | | |
| Jacque Saari, d/b/a Whispering Pines – Shamrock Township This establishment has an address of 16469 Goshawk Street, McGregor, MN | | | |
| | | | RESOLUTION 20181231-106 WHISPERING PINES LIQUOR LICENSE |

AITKIN COUNTY BOARD

County Administrator Jessica Seibert called the 2019 County Board meeting to order this 8th day of January, 2019 at 9:10 a.m. at the Aitkin Public Library with the following members present: Commissioners J. Mark Wedel, Laurie Westerlund, Donald Niemi, Bill Pratt, Anne Marcotte, County Administrator Jessica Seibert, and Administrative Assistant Sue Bingham.

CALL TO ORDER

Commissioner Wedel nominated Commissioner Marcotte for Board Chair for the year 2019. Commissioner Westerlund seconded the nomination. Commissioner Pratt nominated Commissioner Westerlund for Board Chair. There was no second. There were no further nominations. Nominations closed. Jessica Seibert, County Administrator called for a vote for Commissioner Marcotte. The vote was unanimous in favor of Commissioner Marcotte. Commissioner Anne Marcotte is named 2019 Board Chair.

NOMINATION OF BOARD CHAIR

Commissioner Pratt nominated Commissioner Westerlund for Vice Chair. Commissioner Westerlund seconded the nomination. Commissioner Marcotte nominated Commissioner Wedel for Vice Chair. Commissioner Wedel seconded the nomination. There were no further nominations. Nominations closed. Jessica Seibert, County Administrator called for a vote for Commissioner Westerlund for Vice Chair. The vote failed 2-3 (Wedel, Marcotte, Niemi opposed). The vote was called for Commissioner Wedel. The vote carried 3-2 (Westerlund/Pratt opposed). Commissioner J. Mark Wedel is named Vice Chair for the year 2019.

NOMINATION OF VICE CHAIR

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the Consent Agenda as follows: A) Reaffirm Annual Code of Ethics & Travel Policy; B) Accept \$100.00 Donation to Aitkin County Veteran Services from Marilyn Ellingboe of Aitkin; C) Adopt Resolution: Modification to the JPA Forming the NE ECB; D) Accept \$100 Donation to K-9 Unit from Granite Electronics; E) Approve Electronic Funds Transfers: \$902,862.02; F) Approve (2) Commissioner Warrants: 1. December 28, 2018: General Fund \$210,142.34, Road & Bridge \$270,553.33, Health & Human Services \$34,559.01, Trust \$7,262.10, Forest Development \$41,692.72, Taxes & Penalties \$376.00, Capital Project \$1,324.17, Long Lake Conservation Center \$6,472.67, Parks \$3,744.15 for a total of \$576,126.49, and 2. January 11, 2019: General Fund \$391,948.46, Road & Bridge \$62,121.95, Health & Human Services \$445.61, State \$105.00, Trust \$10,877.42, Forest Development \$1,081.66, Capital Project \$244,915.89, Long Lake Conservation Center \$2,750.00, Parks \$335.00 for a total of \$714,580.99; Approve Auditor Warrants – Sales & Use Tax: General Fund \$513.01, Road & Bridge \$1,063.41, State \$7,041.00, Trust \$13.51, Long Lake Conservation Center \$79.47, Parks \$17.37 for a total of \$8,727.77; H) Approve Auditor Warrants – Contegrity & R&B Capital Infrastructure: Road & Bridge \$111,294.73, Capital Project \$291,742.07 for a total of \$403,036.80; I) Approve SSTS Contract Inspector; J) Adopt Resolution: Opposition to Amendments to MN Rules 4410.4300, subp 27; K) Adopt Resolution: Undersheriff Leave of Absence; L) Approve Memorandum of Understanding – Scott Turner

CONSENT AGENDA

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Modifications to the JPA Forming the NE ECB:

WHEREAS, Aitkin County is a participating member of the Northeast Emergency

RESOLUTION 20190108-001

AITKIN COUNTY BOARD

January 8, 2019

Communications Board, a Joint Powers Entity formed pursuant to Minnesota Statutes 403.39 and 471.59; and

WHEREAS, a Joint Powers Agreement creating the Northeast Emergency Communications Board was approved by the eleven counties and four cities, and three tribes comprising the Board, including Aitkin County; and

WHEREAS, the current Joint Powers Agreement provides for membership by counties and cities within HSEM Region 2; and

WHEREAS, the Minnesota Legislature has amended Minnesota Statute 471.59 to provide authority for federally recognized Indian tribes to participate in Joint Powers Agreements; and

WHEREAS, compliance with this amendment to Minnesota Statute requires modification of the existing Joint Powers Agreement; and

WHEREAS, the Northeast Emergency Communications Board recommends modification of the Joint Powers Agreement governing the Northeast Emergency Communications Board to provide for the authority for federally recognized Indian tribes meeting the same requirements as counties and cities within HSEM Region 2 to participate in the Northeast Emergency Communications Board; and

WHEREAS, the Northeast Emergency Communications Board further recommends modification of the Joint Powers Agreement to provide management and administration of regional Emergency Management functions by the Emergency Communications Board.

NOW THEREFORE, BE IT RESOLVED the Aitkin County Board of Commissioners approves the modifications to the Joint Powers Agreement recommended by the Northeast Emergency Communications Board and attached hereto.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve renewing the contract with Bryan Hargrave, Downunder Inspections, LLC for 2019 as presented, at a rate of \$350 per day.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting to adopt resolution – Opposition to Amendments to MN Rules 4410.4300, Subp 27:

WHEREAS, Aitkin County has a land area of 1.17 million acres and approximately 725,000 acres are wetlands, and

WHEREAS, Aitkin County is the Local Governing Unit for the Wetland Conservation Act (WCA), and

WHEREAS, on November 13, 2018, the Minnesota Environmental Quality Board published Notice of Intent to adopt proposed amendments to the Rules Governing Environmental Review, and

**MODIFICATIONS
TO THE JPA
FORMING THE NE
ECB**

**SSTS CONTRACT
INSPECTOR**

**RESOLUTION
20190108-002
OPPOSITION TO
AMENDMENTS
TO MN RULES
4410.4300,
SUBP 27**

WHEREAS, MN Rules 4410.4300, Subp 27, Wetland and Public Waters are being proposed to be amended, and

WHEREAS, the proposed amendments to MN Rules 4410.4300, Subp 27, will reduce the allowed wetland impact amount from 5 acres to 1 acre, and the types of wetland are now increased from type 3 through 8 to type 1 through 8, and

WHEREAS, the proposed amendments to MN Rules 4410.4300, Subp 27, will have a significant impact on the time and cost in our road projects and other large scale projects, and

WHEREAS, the proposed amendments to MN Rules 4410.4300, Subp 27, will require an EAW for accessing suitable building sites for some residential properties, and

WHEREAS, through the WCA, all of these wetland activities are reviewed and must follow an approved process. We believe that the proposed language, with added and duplicative wetland scrutiny, is unnecessary, and

WHEREAS, reducing the threshold from 5 acres of impact to 1 acre, and expanding the types of wetland to include types 1 and 2 is not practical for Aitkin County, or many other counties with a large portion of their land area still remaining in wetlands.

BE IT RESOLVED, that the Aitkin County Board of Commissioners opposes any amendment to MN Rules 4410.4300, Subp 27.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Undersheriff Leave of Absence:

WHEREAS, Ms. Heidi A. Lenk is appointed as Aitkin County Undersheriff, effective January 7, 2019, with a starting annual salary of \$90,043.20. The Undersheriff position is covered under the Teamsters Supervisory Unit collective bargaining agreement, and

WHEREAS, Ms. Lenk is being promoted from the position of Patrol Sergeant at Grade 9, Step N, \$36.40 per hour. The Patrol Sergeant position is covered under the Teamsters Licensed Essential Unit collective bargaining agreement, which reads in Article 5, Section (G) of the 2019-2020 Agreement as follows:

(G) Any employee who is appointed to the position of Undersheriff is entitled to a leave of absence without pay for up to 10 years and their accrued vacation, personal leave, and sick leave will be carried forward with them to the supervisory unit.

WHEREAS, the Aitkin County Board hereby grants Ms. Lenk a 10 year leave of absence from her Patrol Sergeant position, covered under the Teamsters Licensed Essential Unit collective bargaining agreement. Her leave of absence period will start on January 7, 2019, and will expire on January 6, 2029, end of day, and

WHEREAS, at any time prior to expiration of the 10 year leave of absence period, Ms. Lenk has the right to revert back to the Teamsters Licensed Essential Unit and her accrued vacation, personal leave, and sick leave hours will be carried back with her to the

**RESOLUTION
20190108-003
UNDERSHERIFF
LEAVE OF
ABSENCE**

Teamsters Licensed Essential Unit. She can revert back when there is a vacancy, or when there is no vacancy by bumping a less senior member of the bargaining unit, and

WHEREAS, reverting back to her former Patrol Sergeant position is contingent upon her having more total seniority in the licensed essential bargaining unit than the least senior incumbent who is working in the Patrol Sergeant position at the time. (Union seniority is tracked based on total time spent in the bargaining unit. It is not tracked based on time spent in a particular position.) Ms. Lenk’s total seniority in the Teamsters Licensed Essential Unit from 8/7/1995 through 1/6/2019 is 23 years, 3 months, 28 days. If she does not have more seniority than the least senior Patrol Sergeant, the union and employer agree that she can bump the least senior Deputy Sheriff in the bargaining unit.

THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners approve of Ms. Heidi A. Lenk’s leave of absence as outlined above.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve Memorandum of Understanding between Aitkin County and Scott Turner, as presented.

Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting to set the 2019 County Board meeting schedule for the second and fourth Tuesdays of each month, with the exception of December. In December the Board will meet on the first and third Tuesdays.

The County Board reviewed the bids submitted for the “Official Newspaper.” Motion for a resolution by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members voting to adopt resolution – 2019 Official County Newspaper:

BE IT RESOLVED, that the *Aitkin Independent Age* is hereby designated by the Aitkin County Board of Commissioners as the official county newspaper in which all official business shall be published. *Voyageur Press* is named second publication of Financial Statement.

Motion for a resolution by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting to approve resolution - 2019 Board of Commissioners Meeting Procedures & Rules of Business:

WHEREAS, the Aitkin County Board of Commissioners sees it prudent and necessary to review and adopt rules of procedure governing the conduct of County Board Meetings; and

WHEREAS, the Aitkin County Board has adopted and utilized rules of business, board procedures, and Robert’s Rules of Order; and

WHEREAS, the Aitkin County Board of Commissioners believes it is important to annually reaffirm the rules; and

MEMORANDUM OF AGREEMENT

2019 BOARD MEETING SCHEDULE

RESOLUTION 20190108-004 2019 OFFICIAL COUNTY NEWSPAPER

RESOLUTION 20190108-005 2019 BOARD OF COMMISSIONERS MEETING PROCEDURES & RULES OF BUSINESS

AITKIN COUNTY BOARD

January 8, 2019

THEREFORE, BE IT RESOLVED, that the "Aitkin County Board of Commissioners Meeting Procedures and Rules of Business" is hereby amended and reaffirmed.

Motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2019 Committee Appointments:

BE IT HEREBY RESOLVED, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2019:

**RESOLUTION
20190108-006
2019 COMMITTEE
APPOINTMENTS**

| | |
|--|---|
| Aitkin Airport Commission (2) | J. Mark Wedel John Welle |
| Aitkin County Care Board | Laurie Westerlund |
| Aitkin County Community Corrections Advisory Board (2) | J. Mark Wedel Anne Marcotte |
| Aitkin County Water Planning Task Force | J. Mark Wedel |
| Aitkin Economic Development Administration (AEDA) | J. Mark Wedel |
| AMC Delegates (8) | Commissioner District 2 Commissioner District 3 Commissioner District 4 Commissioner District 5 County Administrator County Engineer Environmental Svcs. Dir. HHS Director |
| Aquatic Invasive Species (AIS) | J. Mark Wedel Bill Pratt |
| Arrowhead Counties Association (2) | Don Niemi Laurie Westerlund |
| Arrowhead Economic Opportunity Agency | Laurie Westerlund Don Niemi, Alt. |
| Arrowhead Regional Development Center (ARDC) | Don Niemi Laurie Westerlund, Alt. |
| Assessor for Unorganized Townships | Mike Dangers |
| ATV Committee (2) | Bill Pratt Laurie Westerlund |
| Big Sandy Lake Management Plan (1+Alternate) | Bill Pratt Anne Marcotte, Alt. |
| Budget Committee 2020 (2) | J. Mark Wedel Laurie Westerlund |
| Development Achievement Center (Liaison) (1+Alternate) | Laurie Westerlund Don Niemi, Alt. |

AITKIN COUNTY BOARD

January 8, 2019

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| East Central Regional Library Board | Don Niemi Bill Pratt, Alt. | |
| Economic Development (2) | Bill Pratt Don Niemi | |
| Emergency Management | J. Mark Wedel | |
| Environmental Assessment Worksheet (2) | Anne Marcotte Bill Pratt | |
| Extension Committee (1 + Alternate) | Laurie Westerlund Anne Marcotte, Alt. | |
| Facilities/Technology Committee (2) | J. Mark Wedel Anne Marcotte | |
| Fairgrounds Custodian | Kirk Peysar | |
| H&HS Advisory Committee (Liaison) (2) | J. Mark Wedel Laurie Westerlund | |
| Historical Society (Liaison) | J. Mark Wedel | |
| Housing & Redevelopment Authority of Aitkin County (HRA) (Liaison) | Laurie Westerlund | |
| Investment Committee | County Board | |
| Joint Powers Natural Resources Board (2) | Bill Pratt Rich Courtemanche | |
| Labor Management Committee (1+Alternate) | J. Mark Wedel Laurie Westerlund, Alt. | |
| Lakes & Pines (1+Alternate) | Don Niemi Anne Marcotte, Alt. | |
| Law Library | Don Niemi | |
| McGregor Airport Commission (2) | Bill Pratt William Bedor | |
| MCIT Representative (1 + Alternate) | Laurie Westerlund Jessica Seibert, Alt. | |
| Mille Lacs Fisheries Input Group | Laurie Westerlund | |
| Mille Lacs Watershed (1 + Alternate) | Laurie Westerlund Don Niemi, Alt. | |
| Mississippi Headwaters Board (1+Alternate) | Anne Marcotte Bill Pratt, Alt. | |
| MN Rural Counties (1+Alternate) | Don Niemi Bill Pratt, Alt. | |

AITKIN COUNTY BOARD

January 8, 2019

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|---|---|
| Natural Resources Advisory Committee (2) | Anne Marcotte Bill Pratt |
| NE MN Office Job Training | Don Niemi |
| Northeast MN ATP (2) | Bill Pratt John Welle Don Niemi, Alt. |
| Northeast MN Emergency Communications Board (ECB) | Anne Marcotte Dan Guida, Alt. |
| Northeast MN Regional Advisory Committee (RAC) | Patrice Erickson Dan Guida, Alt. |
| Northeast Waste Advisory Committee (NEWAC) (1+Alternate) | Bill Pratt Laurie Westerlund, Alt. |
| Northern Counties Land Use Coordinating Board (NCLUCB) (1+Alternate) | Anne Marcotte Bill Pratt, Alt. |
| Ordinance Committee (2) | Bill Pratt Anne Marcotte |
| Personnel/Insurance Committee (2) | J. Mark Wedel Anne Marcotte |
| Planning Commission | Laurie Westerlund |
| Rum 1W1P Policy Committee | Laurie Westerlund Don Niemi, Alt. |
| Snake River Watershed Management Board | Bill Pratt |
| Sobriety Court | J. Mark Wedel |
| Solid Waste Task Force (2) | Laurie Westerlund Bill Pratt |
| Toward Zero Deaths | J. Mark Wedel |
| Tri-County Community Health Services Board | Laurie Westerlund |

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – Aitkin County Electronic Funds Policy / Procedure:

WHEREAS, Minnesota Statute 471.38, allows for the use of electronic fund transfer as a means of making various payments,

**RESOLUTION
20190108-007
AITKIN COUNTY**

WHEREAS, a local government may make an electronic funds transfer for the following:

- A. For a claim for a payment from an imprest payroll bank account or investment of excess money;
- B. For a payment of tax or aid anticipation certificates;
- C. For a payment of contributions to pension and retirement funds;
- D. For vendor payments; and
- E. For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, the County Board shall annually delegate the authority to make electronic funds transfers to the County Treasurer and the County Treasurer may designate Treasurer, Auditor and Health and Human services staff to initiate electronic funds transfers.

THEREFORE, BE IT RESOLVED, that the Aitkin County Board delegates the authority to make electronic funds transfers to the Aitkin County Treasurer and for the County Treasurer to designate county staff to make electronic funds transfers for the year 2019.

BE IT FURTHER RESOLVED, that the County Treasurer will:

- A. Provide a copy of this resolution to the disbursing bank;
- B. Identify the initiator of the transaction and document the transaction with proper approval including confirmation of transaction;
- C. Provide a list of all transactions made by electronic fund transfer to the County Board at its next regularly scheduled meeting.

Kameron Genz, Community Corrections Director presented the Aitkin County Community Corrections 2019-2020 Comprehensive Plan to the Board. Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the plan and authorize signatures.

Sheriff Dan Guida reviewed the Hazard Mitigation Assistance Agreement with the Board. Motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Hazard Mitigation Assistance Agreement:

WHEREAS, the County of Aitkin is participating in a hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a multi- jurisdictional hazard mitigation plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

WHEREAS, the county will lead the planning effort with the assistance of consultants and State of Minnesota mitigation staff.

ELECTRONIC FUNDS POLICY / PROCEDURE

ACCC 2019-2020 COMPREHENSIVE PLAN

RESOLUTION 20190108-008 HAZARD MITIGATION ASSISTANCE AGREEMENT

WHEREAS, the county will provide staff and resources from departments related to mitigation, will facilitate participation of jurisdiction within the county, and provide quarterly reporting on plan progress.

WHEREAS, the plan must include a risk assessment including past hazards, hazards that threaten the county. maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and future development trends; and

WHEREAS, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

WHEREAS, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

WHEREAS, approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance grants as they become available; and

NOW THEREFORE, be it resolved that the Aitkin County Sheriff’s Office will enter into an agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance (HMA) for the update of the Aitkin County Hazard Mitigation plan. Daniel G. Guida, Sheriff, is hereby authorized to execute and sign such agreements and any amendments hereto as are necessary to implement the plan on behalf of Aitkin County.

The Board discussed: MRC, McGregor Airport, HRA, Aitkin Airport, Facilities, NCLUCB, and MHB.

Motion by Commissioner Wedel seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 10:22 a.m. until Tuesday, January 22, 2019 at the Aitkin Public Library.

Anne Marcotte, Board Chair
Aitkin County Board of Commissioners

Jessica Seibert, County Administrator

**BOARD
DISCUSSION**

ADJOURN



Board of County Commissioners Agenda Request

2c
Agenda Item #

Requested Meeting Date: 1/22/2019

Title of Item: Electronic funds transfers

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

**provide copy of hearing notice that was published*

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|------------------------------------|--|
| Submitted by: Lori Grams | Department: County Treasurer |
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| Presenter (Name and Title): N/A | Estimated Time Needed: |
|---|-------------------------------|

Summary of Issue:
Electronic funds transfers thru 1/14/19

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve

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:*

ELECTRONIC FUNDS TRANSFERS

Thru January 14, 2019

| Date | Amount | Reason |
|-----------|--------------|-----------------------|
| 1/3/2019 | \$80.12 | Manual Abstract |
| 1/4/2018 | \$515,931.78 | Payroll Abstract |
| 1/4/2019 | \$1,987.67 | Auditor Warrants |
| 1/7/2019 | \$112,370.52 | Auditor Warrants |
| 1/8/2019 | \$44,067.39 | Manual Abstract |
| 1/10/2019 | \$5,021.14 | Commissioner Warrants |
| 1/11/2019 | \$4,124.17 | Auditor Warrants |
| 1/11/2019 | \$26,260.39 | Commissioner Warrants |

\$709,843.18



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: January 22, 2019

Title of Item: Dates set for County Timber Auctions

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|--|--|---|
| <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* |

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| Submitted by: Land Commissioner | Department: Land Dept. |
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|---|--------------------------------------|
| Presenter (Name and Title): Rich Courtemanche | Estimated Time Needed: n/a |
|---|--------------------------------------|

Summary of Issue:
The attached resolution sets the dates for the Aitkin County auctions in 2019.

Alternatives, Options, Effects on Others/Comments:
The May and December oral bid auctions will be held the same date and location (Long Lake Conservation Center) as the Aitkin DNR timber auction for logger convenience. The August sealed bid auction will be opened at the Land Department office.

Recommended Action/Motion:
Adopt resolution.

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

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

ADOPTED January 22, 2019

By Commissioner: xx

20190122-0xx

County Timber Auction Dates

BE IT HEREBY RESOLVED that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on public auction, without the sale of land at 10:00 am on May 20, 2019 to purchasers regardless of the number of employees.

BE IT HEREBY RESOLVED that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on a sealed bid auction, without the sale of land at 1:00 pm on August 21, 2019 to purchasers regardless of the number of employees.

AND BE IT HEREBY RESOLVED that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on public auction or sealed bid (tbd), without the sale of land at 8:30 am on December 2, 2019 to purchasers regardless of the number of employees.

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 22nd day of January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22nd day of January 2019

Jessica Seibert
County Administrator

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|----------|--------------------------------------|----------------------------|--|
| 1 | DEPT | | | Commissioners | | |
| 3475 | AMC 01-001-000-0000-6241 | | 35.00 | Annual Meeting, Don Niemi | 52397 | Registration Fee |
| 3475 | AMC | | 35.00 | 1 Transactions | | |
| 248 | Association of Mn Counties 01-001-000-0000-6241 | | 1,200.00 | AMC Legislative Conference | 52226 | Registration Fee |
| 248 | Association of Mn Counties | | 1,200.00 | 1 Transactions | | |
| 10200 | Marcotte/Anne Marie 01-001-000-0000-6330 | AP | 736.84 | Mileage Aug-Nov | 1352@.545 | Transportation & Travel & Parking |
| | 01-001-000-0000-6330 | AP | 316.10 | Mileage Nov - Dec | 580@.545 | Transportation & Travel & Parking |
| 10200 | Marcotte/Anne Marie | | 1,052.94 | 2 Transactions | | |
| 6097 | Verizon Wireless 01-001-000-0000-6250 | | 31.53 | Cell phone - Wedel | 28628780200001 | Telephone |
| | 01-001-000-0000-6250 | | 35.01 | Mifi - Marcotte | 78666388100002 | Telephone |
| 6097 | Verizon Wireless | | 66.54 | 2 Transactions | | |
| 1 | DEPT Total: | | 2,354.48 | Commissioners | 4 Vendors | 6 Transactions |
| 12 | DEPT | | | Court Administration | | |
| 1976 | Haberkorn Law Offices,Ltd 01-012-000-0000-6232 | AP | 180.00 | 01-JV-17-1258 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 195.00 | 01-JV-18-729 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 172.50 | 01-FA-18-761 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 120.00 | 01-JV-18-467 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 502.50 | 01-JV-18-363 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 120.00 | 01-FA-18-595 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 82.50 | 01-F8-04-000487 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 82.50 | 01-FA-16-161 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 450.00 | 01-JV-18-728 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 592.50 | 01-PR-18-1065 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 187.50 | 01-PR-18-1048 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 135.00 | 01-PR-18-781 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 210.00 | 01-JV-18-751 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 165.00 | 01-P6-04-000830 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 105.00 | 01-FA-08-1537 | | Attorney Services |
| | 01-012-000-0000-6232 | AP | 367.50 | 01-JV-18-767 | | Attorney Services |

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 |
|------------|----------------------------------|----------------------|------|-----|----------|---------------------------|-----------------|------------|---------------|-----------------------------|-------------------|
| | | 01-012-000-0000-6232 | AP | | 97.50 | 01-PR-18-780 | | | | Attorney Services | |
| 1976 | Haberhorn Law Offices,Ltd | | | | 3,765.00 | | 17 Transactions | | | | |
| 12 | DEPT Total: | | | | 3,765.00 | Court Administration | | 1 Vendors | | 17 Transactions | |
| 40 | DEPT | | | | | Auditor | | | | | |
| 86222 | Aitkin Independent Age | | | | | | | | | | |
| | | 01-040-000-0000-6230 | AP | | 840.00 | Paid Invoice Report | | 659673 | | Printing, Publishing & Adv | |
| | | 01-040-000-0000-6230 | AP | | 532.00 | Statement of Activities | | 659676 | | Printing, Publishing & Adv | |
| | | 01-040-000-0000-6230 | AP | | 425.25 | Statement of Net Position | | 659677 | | Printing, Publishing & Adv | |
| | | 01-040-021-0000-6230 | AP | | 35.96 | Service Directory | | 840858 | | Printing, Publishing & Adv | |
| 86222 | Aitkin Independent Age | | | | 1,833.21 | | 4 Transactions | | | | |
| 14892 | Knutson / Jonathan | | | | | | | | | | |
| | | 01-040-000-0000-6241 | | | 275.00 | MACO Conference | | 200001667 | | Registration Fee | |
| 14892 | Knutson / Jonathan | | | | 275.00 | | 1 Transactions | | | | |
| 3518 | Voyageur Press Of Mcgregor/The | | | | | | | | | | |
| | | 01-040-000-0000-6230 | | | 1,419.14 | Financial statements | | 39064 | | Printing, Publishing & Adv | |
| 3518 | Voyageur Press Of Mcgregor/The | | | | 1,419.14 | | 1 Transactions | | | | |
| 40 | DEPT Total: | | | | 3,527.35 | Auditor | | 3 Vendors | | 6 Transactions | |
| 41 | DEPT | | | | | Internal Audit | | | | | |
| 12780 | CliftonLarsonAllen, LLP | | | | | | | | | | |
| | | 01-041-000-0000-6231 | AP | | 2,200.00 | Progress Billing YE 2018 | | 1980571 | | Services, Labor, Etc | |
| 12780 | CliftonLarsonAllen, LLP | | | | 2,200.00 | | 1 Transactions | | | | |
| 41 | DEPT Total: | | | | 2,200.00 | Internal Audit | | 1 Vendors | | 1 Transactions | |
| 42 | DEPT | | | | | Treasurer | | | | | |
| 11603 | Girard's Business Solutions,Inc. | | | | | | | | | | |
| | | 01-042-000-0000-6231 | | | 450.00 | Service Contract | | 1902AITCOU | | Services, Labor, Contracts | |
| 11603 | Girard's Business Solutions,Inc. | | | | 450.00 | | 1 Transactions | | | | |
| 86235 | The Office Shop Inc | | | | | | | | | | |
| | | 01-042-000-0000-6405 | | | 3.76 | Staples | | 1057361-1 | | Office & Computer Supplies | |
| | | 01-042-000-0000-6405 | | | 14.25 | Wipes | | 1057361-1 | | Office & Computer Supplies | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name | Account/Formula | Rpt Accr | Amount | Warrant Description | Service Dates | Invoice # | Paid On Bhf # | Account/Formula Description | On Behalf of Name |
|------------|-------------------------------------|----------------------|----------|----------|-------------------------|----------------|---------------|---------------|----------------------------------|-------------------|
| | | 01-042-000-0000-6405 | | 16.25 | Ribbon | | 1057361-2 | | Office & Computer Supplies | |
| | | 01-042-000-0000-6405 | | 14.97 | Ink pad | | 1057361-3 | | Office & Computer Supplies | |
| | | 01-042-000-0000-6405 | | 5.08 | Paper notes | | 1057409-0 | | Office & Computer Supplies | |
| 86235 | The Office Shop Inc | | | 54.31 | | 5 Transactions | | | | |
| 14330 | US Bank | | | | | | | | | |
| | | 01-042-000-0000-6231 | | 117.53 | Ricoh copier | | 375032687 | | Services, Labor, Contracts | |
| 14330 | US Bank | | | 117.53 | | 1 Transactions | | | | |
| 42 | DEPT Total: | | | 621.84 | Treasurer | | 3 Vendors | | 7 Transactions | |
| 43 | DEPT | | | | Assessor | | | | | |
| 4641 | Holiday Credit Office | | | | | | | | | |
| | | 01-043-000-0000-6511 | AP | 383.02 | December fuel | | 1400000147443 | | Gas And Oil | |
| 4641 | Holiday Credit Office | | | 383.02 | | 1 Transactions | | | | |
| 3018 | Marshall & Swift-Boeckh, LLC | | | | | | | | | |
| | | 01-043-000-0000-6405 | AP | 649.20 | Marshall Valuation Book | | | | Office, Film & Computer Supplies | |
| 3018 | Marshall & Swift-Boeckh, LLC | | | 649.20 | | 1 Transactions | | | | |
| 4030 | Region IV MAAO | | | | | | | | | |
| | | 01-043-000-0000-6240 | | 100.00 | 2019 Annual dues | | | | Dues & License Renewal | |
| 4030 | Region IV MAAO | | | 100.00 | | 1 Transactions | | | | |
| 43 | DEPT Total: | | | 1,132.22 | Assessor | | 3 Vendors | | 3 Transactions | |
| 44 | DEPT | | | | Central Services | | | | | |
| 3475 | AMC | | | | | | | | | |
| | | 01-044-000-0000-6844 | | 2,300.00 | 2019 Annual dues | | 52397 | | MN Rural Counties Caucus | |
| 3475 | AMC | | | 2,300.00 | | 1 Transactions | | | | |
| 356 | Arrowhead Counties Assn | | | | | | | | | |
| | | 01-044-000-0000-6846 | | 2,000.00 | Lobbying Fees 2019 | | | | Arrowhead Counties approp | |
| | | 01-044-000-0000-6846 | | 750.00 | 2019 Dues | | | | Arrowhead Counties approp | |
| 356 | Arrowhead Counties Assn | | | 2,750.00 | | 2 Transactions | | | | |
| 3255 | Mn Counties Intergovernmental Trust | | | | | | | | | |
| | | 01-044-000-0000-6231 | AP | 546.00 | Workerscomp audit 2017 | | | | Services, Labor, Contracts | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|----------|--------------------------------------|----------------------------|--|
| 3255 | Mn Counties Intergovernmental Trust | | 546.00 | | 1 Transactions | |
| 3336 | Office Of MN. IT Services 01-044-000-0000-6231 | AP | 1,300.00 | December 2018 Usage | DV18120379 | Services, Labor, Contracts |
| 3336 | Office Of MN. IT Services | | 1,300.00 | | 1 Transactions | |
| 14795 | Support Within Reach 01-044-000-0000-6847 | | 500.00 | 2019 Appropriation | 241 | Support within Reach |
| 14795 | Support Within Reach | | 500.00 | | 1 Transactions | |
| 15079 | The Journey North 01-044-000-0000-6231 | | 200.00 | Facility use | | Services, Labor, Contracts |
| 15079 | The Journey North | | 200.00 | | 1 Transactions | |
| 44 | DEPT Total: | | 7,596.00 | Central Services | 6 Vendors | 7 Transactions |
| 49 | DEPT | | | Information Technologies | | |
| 9126 | MNCITLA - Terry Ocana 01-049-000-0000-6208 | | 1,687.00 | Membership renewal | | Training/Education |
| 9126 | MNCITLA - Terry Ocana | | 1,687.00 | | 1 Transactions | |
| 49 | DEPT Total: | | 1,687.00 | Information Technologies | 1 Vendors | 1 Transactions |
| 52 | DEPT | | | Administration | | |
| 248 | Association of Mn Counties 01-052-000-0000-6241 | | 300.00 | AMC Legislative Conference | 52226 | Registration Fee |
| 248 | Association of Mn Counties | | 300.00 | | 1 Transactions | |
| 4641 | Holiday Credit Office 01-052-000-0000-6511 | AP | 27.28 | Admin fuel Dec | 1400000135194 | Gas And Oil |
| 4641 | Holiday Credit Office | | 27.28 | | 1 Transactions | |
| 86235 | The Office Shop Inc 01-052-000-0000-6405 | | 19.80 | Staples for copier | 1057477-0 | Office & Computer Supplies |
| 86235 | The Office Shop Inc | | 19.80 | | 1 Transactions | |
| 52 | DEPT Total: | | 347.08 | Administration | 3 Vendors | 3 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|-----------|--------------------------------------|----------------------------|--|
| 53 | DEPT | | | Human Resources | | |
| 14607 | AMC MCHRMA 01-053-000-0000-6240 | | 125.00 | 2019 Dues, Bobbie Danielson | | Dues/Assoc Fees |
| 14607 | AMC MCHRMA | | 125.00 | 1 Transactions | | |
| 13412 | Pemberton, Sorlie, Rufer & Kershner PLLC 01-053-000-0000-6232 | AP | 250.50 | | 48 | Attorney Services |
| 13412 | Pemberton, Sorlie, Rufer & Kershner PLLC | | 250.50 | 1 Transactions | | |
| 86235 | The Office Shop Inc 01-053-000-0000-6405 | | 19.80 | Staples for copier | 1057477-0 | Office & Computer Supplies |
| | 01-053-000-0000-6405 | | 8.04 | Pocket folders | 1057653-0 | Office & Computer Supplies |
| 86235 | The Office Shop Inc | | 27.84 | 2 Transactions | | |
| 53 | DEPT Total: | | 403.34 | Human Resources | 3 Vendors | 4 Transactions |
| 100 | DEPT | | | Recorder | | |
| 2386 | Information Systems Corp 01-100-195-0000-6231 | | 8,096.00 | KIP 7170 | 24977 | Services, Labor, Contracts-Land Records |
| | 01-100-196-0000-6231 | | 8,096.00 | KIP 7170 | 24977 | Services, Labor, Contracts-Recorder's |
| 2386 | Information Systems Corp | | 16,192.00 | 2 Transactions | | |
| 10795 | Moriarty/Michael 01-100-000-0000-6241 | | 275.00 | MACO Winter Conference Reg | 200001668 | Registration Fee |
| 10795 | Moriarty/Michael | | 275.00 | 1 Transactions | | |
| 15056 | The Aitkin Age 01-100-000-0000-6230 | | 36.00 | Subscription | TTA113639 | Printing, Publishing & Adv |
| 15056 | The Aitkin Age | | 36.00 | 1 Transactions | | |
| 86235 | The Office Shop Inc 01-100-000-0000-6405 | | 29.35 | Notary stamp for Mick | 1057108-0 | Office & Computer Supplies |
| 86235 | The Office Shop Inc | | 29.35 | 1 Transactions | | |
| 100 | DEPT Total: | | 16,532.35 | Recorder | 4 Vendors | 5 Transactions |
| 110 | DEPT | | | Courthouse Maintenance | | |
| 13725 | Beartooth True Value | | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|-------------------------------------|------|---------------------------------|---------------|-----------------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 01-110-000-0000-6422 | AP | Flapper, watch batteries | B77828 | Janitorial Supplies |
| 01-110-000-0000-6422 | AP | Wall dog hanger, hardware | B78681 | Janitorial Supplies |
| 13725 Beartooth True Value | | | | 2 Transactions |
| 88628 Dalco | | | | |
| 01-110-000-0000-6422 | | Ice melt, gloves, towels, etc | 3403842 | Janitorial Supplies |
| 88628 Dalco | | | | 1 Transactions |
| 1754 Garrison Disposal Company, Inc | | | | |
| 01-110-000-0000-6255 | | January Billing | 76189 | Garbage |
| 1754 Garrison Disposal Company, Inc | | | | 1 Transactions |
| 4641 Holiday Credit Office | | | | |
| 01-110-000-0000-6511 | AP | December fuel | 1400000135208 | Gas And Oil |
| 4641 Holiday Credit Office | | | | 1 Transactions |
| 2340 Hyytinen Hardware Hank | | | | |
| 01-110-000-0000-6422 | AP | Masonry pilot drills | 1498646 | Janitorial Supplies |
| 01-110-000-0000-6422 | AP | Joint comp, drywall sand scree | 1498754 | Janitorial Supplies |
| 01-110-000-0000-6422 | AP | Picture hangers, lag screws | 1499662 | Janitorial Supplies |
| 01-110-000-0000-6422 | AP | Butane torch | 1499910 | Janitorial Supplies |
| 01-110-000-0000-6422 | AP | Butane fuel | 1499919 | Janitorial Supplies |
| 2340 Hyytinen Hardware Hank | | | | 5 Transactions |
| 3532 Nelson Lawn & Landscaping | | | | |
| 01-110-000-0000-6231 | AP | Snowplowing 12/27,12/28,12/31 | 1342 | Services, Labor, Contracts |
| 3532 Nelson Lawn & Landscaping | | | | 1 Transactions |
| 15073 State Chemical Solutions | | | | |
| 01-110-000-0000-6422 | AP | Sta-Clean Bio Pan Tabs | 900806184 | Janitorial Supplies |
| 15073 State Chemical Solutions | | | | 1 Transactions |
| 10698 Stericycle, Inc | | | | |
| 01-110-000-0000-6255 | | Steri-Safe | 4008347241 | Garbage |
| | | 02/01/2019 02/28/2019 | | |
| 10698 Stericycle, Inc | | | | 1 Transactions |
| 110 DEPT Total: | | 4,044.62 Courthouse Maintenance | 8 Vendors | 13 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|--------|--------------------------------------|----------------------------|--|
| 120 | DEPT | | | Service Officer | | |
| 4641 | Holiday Credit Office 01-120-000-0000-6511 | AP | 113.55 | Vet's van gas - Dec | 1400000136034 | Gas And Oil |
| 4641 | Holiday Credit Office | | 113.55 | | 1 Transactions | |
| 2448 | Janzen/Carroll Mark 01-120-000-0000-6302 | AP | 7.47 | Wash vet van | | Car Maintenance |
| | 01-120-000-0000-6350 | AP | 50.00 | Drive vet van | St Cloud | Per Diem |
| 2448 | Janzen/Carroll Mark | | 57.47 | | 2 Transactions | |
| 3912 | Peterson/Richard 01-120-000-0000-6350 | AP | 50.00 | Drive Vet Van Mpls | 12/12/18 | Per Diem |
| | 01-120-000-0000-6350 | AP | 50.00 | Drive Vet Van Mpls | 12/6/18 | Per Diem |
| 3912 | Peterson/Richard | | 100.00 | | 2 Transactions | |
| 3518 | Voyageur Press Of Mcgregor/The 01-120-000-0000-6405 | | 36.00 | Yearly subscription | | Office & Computer Supplies |
| | 01-120-000-0000-6230 | | 100.00 | Ad Jan 8, 2019 | 39095 | Printing, Publishing & Adv |
| 3518 | Voyageur Press Of Mcgregor/The | | 136.00 | | 2 Transactions | |
| 11970 | Wikelius/Charles 01-120-000-0000-6350 | AP | 50.00 | Drive Vet Van St Cloud | 12/3/18 | Per Diem |
| 11970 | Wikelius/Charles | | 50.00 | | 1 Transactions | |
| 5960 | Wilmo/Wesley S. 01-120-000-0000-6350 | AP | 50.00 | Drive Vet Van St Cloud | 12/5/18 | Per Diem |
| 5960 | Wilmo/Wesley S. | | 50.00 | | 1 Transactions | |
| 9255 | Witt/Warren 01-120-000-0000-6350 | AP | 50.00 | Drive Vet Van Mpls | 12/4/18 | Per Diem |
| 9255 | Witt/Warren | | 50.00 | | 1 Transactions | |
| 120 | DEPT Total: | | 557.02 | Service Officer | 7 Vendors | 10 Transactions |
| 121 | DEPT | | | Housing & Redevelopment | | |
| 11113 | Anderson/Edward 01-121-000-0000-6350 | AP | 140.00 | HRA Meetings | | Per Diem |
| 11113 | Anderson/Edward | | 140.00 | | 1 Transactions | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|--------|--------------------------------------|----------------------------|--|
| 14870 | Johnson/Laurie 01-121-000-0000-6350 | AP | 140.00 | HRA Meetings | | Per Diem |
| 14870 | Johnson/Laurie | | 140.00 | | 1 Transactions | |
| 13164 | Turner/Evelyn 01-121-000-0000-6350 | AP | 140.00 | HRA Meetings | | Per Diem |
| 13164 | Turner/Evelyn | | 140.00 | | 1 Transactions | |
| 10017 | Tveit/Galen 01-121-000-0000-6350 | AP | 140.00 | HRA Meetings | | Per Diem |
| 10017 | Tveit/Galen | | 140.00 | | 1 Transactions | |
| 11355 | Williams/Ihleen E 01-121-000-0000-6350 | AP | 210.00 | HRA Meetings | | Per Diem |
| 11355 | Williams/Ihleen E | | 210.00 | | 1 Transactions | |
| 121 | DEPT Total: | | 770.00 | Housing & Redevelopment | 5 Vendors | 5 Transactions |
| 122 | DEPT | | | Planning & Zoning | | |
| 86222 | Aitkin Independent Age 01-122-000-0000-6230 | AP | 83.00 | Notice of Hearing 1/2 | 657862 | Printing, Publishing & Adv |
| | 01-122-000-0000-6230 | | 52.50 | Notice of Hearing 1/28 | 657862 | Printing, Publishing & Adv |
| 86222 | Aitkin Independent Age | | 135.50 | | 2 Transactions | |
| 9992 | Gansen/Peter 01-122-000-0000-6330 | | 27.84 | Mileage for SSTS Presentation | 58@.48 | Transportation & Travel |
| 9992 | Gansen/Peter | | 27.84 | | 1 Transactions | |
| 13339 | Marsh/Marcus 01-122-000-0000-6350 | | 50.00 | BOA Meeting | 1/2/19 | Per Diem |
| | 01-122-038-0000-6330 | AP | 5.45 | BOA Mileage | 10@.545 | Boa/Pc Mileage |
| | 01-122-038-0000-6330 | | 11.60 | BOA Mileage | 20@.58 | Boa/Pc Mileage |
| | 01-122-000-0000-6350 | AP | 10.00 | BOA Onsite | Big Pine Lk | Per Diem |
| | 01-122-000-0000-6350 | | 10.00 | BOA Onsite | Big Sandy Lk | Per Diem |
| 13339 | Marsh/Marcus | | 87.05 | | 5 Transactions | |
| 4010 | Rasley Oil Company 01-122-000-0000-6511 | AP | 20.63 | Fuel | AITCOZOS | Gas And Oil |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|-------------|----------|--------------------------------------|----------------------------|--|
| 4010 | Rasley Oil Company | | 20.63 | | 1 Transactions | |
| 9261 | RTVision, Inc. 01-122-000-0000-6231 | | 1,000.00 | OneGov Software upgrade | 2018-100536 | Services, Labor, Contracts, Programming |
| 9261 | RTVision, Inc. | | 1,000.00 | | 1 Transactions | |
| 86235 | The Office Shop Inc 01-122-000-0000-6405 | AP | 4.99 | Post it flags | 1057027-0 | Office, Computer, Film, & Field Supplies |
| | 01-122-000-0000-6405 | | 60.10 | Expandable file folders | 1057027-1 | Office, Computer, Film, & Field Supplies |
| 86235 | The Office Shop Inc | | 65.09 | | 2 Transactions | |
| 10930 | Tidholm Productions 01-122-000-0000-6405 | | 87.40 | CUP/Interim forms | 0375 7903 | Office, Computer, Film, & Field Supplies |
| 10930 | Tidholm Productions | | 87.40 | | 1 Transactions | |
| 122 | DEPT Total: | | 1,423.51 | Planning & Zoning | 7 Vendors | 13 Transactions |
| 123 | DEPT | | | Coroner | | |
| 988 | Hennepin Co Medical Centers 01-123-000-0000-6260 | | 39.00 | ME 18-3359 Medex 024378 | 11-27-18 | Autopsies--Pathologist, Xrays, Etc |
| 988 | Hennepin Co Medical Centers | | 39.00 | | 1 Transactions | |
| 6105 | National Medical Services 01-123-000-0000-6260 | | 207.00 | ME 18-3255 Medex 024396 | 11-17-18 | Autopsies--Pathologist, Xrays, Etc |
| | 01-123-000-0000-6260 | | 137.00 | ME 18-3360 Medex 024397 | 11-27-18 | Autopsies--Pathologist, Xrays, Etc |
| 6105 | National Medical Services | | 344.00 | | 2 Transactions | |
| 3987 | Ramsey County Medical Examiner 01-123-000-0000-6260 | | 1,440.00 | ME 18-3255 Medex 024396 | 11-17-18 | Autopsies--Pathologist, Xrays, Etc |
| | 01-123-000-0000-6260 | | 1,430.00 | ME 18-3359 Medex 024378 | 11-27-18 | Autopsies--Pathologist, Xrays, Etc |
| | 01-123-000-0000-6260 | | 1,430.00 | ME 18-3360 Medex 024397 | 11-27-18 | Autopsies--Pathologist, Xrays, Etc |
| 3987 | Ramsey County Medical Examiner | | 4,300.00 | | 3 Transactions | |
| 4507 | Sorensen Root Thompson Funeral Home 01-123-000-0000-6330 | AP | 5,650.00 | July-Dec, 2018 | | Transportation For Autopsy |
| 4507 | Sorensen Root Thompson Funeral Home | | 5,650.00 | | 1 Transactions | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|-------------|-----------|--------------------------------------|----------------------------|--|
| 123 | DEPT Total: | | 10,333.00 | Coroner | 4 Vendors | 7 Transactions |
| 200 | DEPT | | | Enforcement | | |
| 657 | Aitkin Glass Service 01-200-000-0000-6302 | | 289.00 | #211 windshield | 16461 | Car Maintenance |
| 657 | Aitkin Glass Service | | 289.00 | | 1 Transactions | |
| 86222 | Aitkin Independent Age 01-200-000-0000-6230 | AP | 15.05 | unclaimed property Bargain Hnt | 875685 | Printing, Publishing & Adv |
| 86222 | Aitkin Independent Age | | 15.05 | | 1 Transactions | |
| 11960 | ASAP Towing 01-200-000-0000-6359 | | 180.00 | 19-0055 Mitsu Eclipse | 6576 | Wrecker Service |
| | 01-200-000-0000-6359 | | 213.75 | tow 2004 Jeep 19-0109 | 6626 | Wrecker Service |
| 11960 | ASAP Towing | | 393.75 | | 2 Transactions | |
| 13325 | Bruggman/Paul 01-200-040-0000-6304 | AP | 28.50 | Phone, internet Dec | | TZD Grant Expenses |
| | 01-200-040-0000-6304 | AP | 54.50 | Mileage | 100@.545 | TZD Grant Expenses |
| | 01-200-040-0000-6304 | AP | 840.00 | December hours worked | 24@\$35 | TZD Grant Expenses |
| 13325 | Bruggman/Paul | | 923.00 | | 3 Transactions | |
| 10442 | Bureau Of Crim.Apprehension 01-200-039-0000-6425 | AP | 535.00 | 4th quarter 2018 | 01-000059 | Gun Permit Expenses |
| 10442 | Bureau Of Crim.Apprehension | | 535.00 | | 1 Transactions | |
| 783 | Canon Financial Services, Inc 01-200-000-0000-6231 | | 181.45 | admin copier lease | 19582275 | Services & Labor (Incl Contracts) |
| 783 | Canon Financial Services, Inc | | 181.45 | | 1 Transactions | |
| 964 | Chief Supply Corp 01-200-000-0000-6405 | AP | 313.58 | gloves, batteries | 141766 | Office Supplies |
| 964 | Chief Supply Corp | | 313.58 | | 1 Transactions | |
| 13717 | CovertTrack Group, Inc. 01-200-000-0000-6231 | | 88.00 | battery replacement | 30556 | Services & Labor (Incl Contracts) |
| 13717 | CovertTrack Group, Inc. | | 88.00 | | 1 Transactions | |
| 14127 | Ford of Hibbing | | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--|------|------------------------------|---------------|-----------------------------------|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 01-200-000-0000-6620 | | 2019 Explorer 52852 | 9990113 | Auto, Trailers, Snowmobiles |
| 01-200-000-0000-6620 | | 2019 Taurus 02957 | 9990114 | Auto, Trailers, Snowmobiles |
| 14127 Ford of Hibbing | | | | 2 Transactions |
| 1775 Galls LLC | | | | |
| 01-200-000-0000-6410 | | uniform pants #222 | 011599206 | Clothing Allowance |
| 01-200-000-0000-6410 | | uniform shirt #224 | 011632971 | Clothing Allowance |
| 01-200-000-0000-6410 | | uniform shirt #224 | 011686523 | Clothing Allowance |
| 01-200-000-0000-6410 | | uniform shirts #222 | 011686525 | Clothing Allowance |
| 01-200-000-0000-6410 | | uniform shirt #222 | 011686538 | Clothing Allowance |
| 1775 Galls LLC | | | | 5 Transactions |
| 9748 Gary L. Fischler & Associates, Pa | | | | |
| 01-200-000-0000-6272 AP | | Pre-employment screening | 10995 | Physical Examinations |
| 9748 Gary L. Fischler & Associates, Pa | | | | 1 Transactions |
| 4641 Holiday Credit Office | | | | |
| 01-200-000-0000-6511 AP | | Dec gas #221 | 1400000288942 | Gas And Oil |
| 4641 Holiday Credit Office | | | | 1 Transactions |
| 252 Lynn Peavey Company | | | | |
| 01-200-000-0000-6405 | | evidence gathering supplies | 353044 | Office Supplies |
| 252 Lynn Peavey Company | | | | 1 Transactions |
| 3371 Minnesota Sheriffs' Association | | | | |
| 01-200-003-0000-6241 | | #221 Chief Deputy School | 179550 | Registration Fee |
| 01-200-000-0000-6240 | | 2019 MSA Dues | 19-0001 | Dues |
| 01-200-003-0000-6241 | | 2019 ICLD Leadership Program | 19-0175 | Registration Fee |
| 3371 Minnesota Sheriffs' Association | | | | 3 Transactions |
| 13416 Nartec, Inc | | | | |
| 01-200-000-0000-6405 | | meth test ampules | 11736 | Office Supplies |
| 13416 Nartec, Inc | | | | 1 Transactions |
| 4181 NLEAC | | | | |
| 01-200-000-0000-6231 | | 2019 NLEAC Dues | 2019 | Services & Labor (Incl Contracts) |
| 4181 NLEAC | | | | 1 Transactions |
| 4681 Streichers | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|----------------------------------|------|-------------------------------|-----------------------|--|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| | 01-200-000-0000-6410 | AP | high visibility parka | I1334943 | Clothing Allowance |
| | 01-200-000-0000-6409 | | Streamlight battery #212 | I1345698 | Deputy Supplies |
| | 01-200-000-0000-6410 | | handcuff, belt keeper #222 | I1345982 | Clothing Allowance |
| | 01-200-000-0000-6410 | | belt, mag holder #222 | I1346029 | Clothing Allowance |
| | 01-200-000-0000-6410 | | belt #222 | I1346943 | Clothing Allowance |
| 4681 | Streichers | | | | 5 Transactions |
| 13934 | Tire Barn | | | | |
| | 01-200-000-0000-6302 | | oil change #225 | 46327 | Car Maintenance |
| | 01-200-000-0000-6302 | | oil change, battery #222 | 46345 | Car Maintenance |
| | 01-200-000-0000-6302 | | battery old #219 | 46349 | Car Maintenance |
| | 01-200-000-0000-6302 | | oil change, rotate tires #209 | 46415 | Car Maintenance |
| 13934 | Tire Barn | | | | 4 Transactions |
| 3518 | Voyageur Press Of Mcgregor/The | | | | |
| | 01-200-000-0000-6405 | | subscription renewal | 01-15-19 | Office Supplies |
| 3518 | Voyageur Press Of Mcgregor/The | | | | 1 Transactions |
| 9642 | WEX BANK | | | | |
| | 01-200-000-0000-6511 | | gas | 57476978 | Gas And Oil |
| 9642 | WEX BANK | | | | 1 Transactions |
| 200 | DEPT Total: | | 68,788.70 | Enforcement | 20 Vendors 37 Transactions |
| 203 | DEPT | | | Snowmobile | |
| | 9642 WEX BANK | | | | |
| | 01-203-000-0000-6511 | | 252.87 | #208 gas | 57476978 Gas And Oil |
| | 9642 WEX BANK | | 252.87 | | 1 Transactions |
| 203 | DEPT Total: | | 252.87 | Snowmobile | 1 Vendors 1 Transactions |
| 252 | DEPT | | | Corrections | |
| | 710 Brainerd Dispatch | | | | |
| | 01-252-252-0000-6405 | | 199.88 | renew subscription | SunFri Prisoner Welfare |
| | 710 Brainerd Dispatch | | 199.88 | | 1 Transactions |
| | 788 Bureau of Crim. Apprehension | | | | |
| | 01-252-000-0000-6231 | AP | 390.00 | quarterly CJDN access | 520869 Services & Labor (Incl Contracts) |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description | |
|--|------|---------------------|-----------------------------|-----------------------------|---------------------------------------|
| No. Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name |
| 788 Bureau of Crim. Apprehension | | 390.00 | 1 Transactions | | |
| 15080 Charm-Tex, Inc. | | | | | |
| 01-252-000-0000-6424 | | 538.60 | sneakers, gym shorts, broom | 0180601-IN | Inmate Supplies |
| 15080 Charm-Tex, Inc. | | 538.60 | 1 Transactions | | |
| 964 Chief Supply Corp | | | | | |
| 01-252-000-0000-6405 | AP | 313.58 | gloves, batteries | 141766 | Office & Computer Supplies |
| 964 Chief Supply Corp | | 313.58 | 1 Transactions | | |
| 88628 Dalco | | | | | |
| 01-252-000-0000-6422 | AP | 651.24- | duplicate / credit memo | 3353105 | Janitorial Supplies |
| 01-252-000-0000-6422 | AP | 556.03 | janitorial supplies | 3374191 | Janitorial Supplies |
| 01-252-000-0000-6422 | | 651.24 | janitorial supplies | 3402444 | Janitorial Supplies |
| 01-252-000-0000-6422 | | 750.36 | janitorial supplies | 3403844 | Janitorial Supplies |
| 88628 Dalco | | 1,306.39 | 4 Transactions | | |
| 3160 Mille Lacs Energy Coop-Albert Lea | | | | | |
| 01-252-000-0000-6254 | | 231.52 | shelter/tower | 34-54-015-01 | Utilities & Heating |
| 3160 Mille Lacs Energy Coop-Albert Lea | | 231.52 | 1 Transactions | | |
| 11120 Nardini Fire Equipment Co.,Inc | | | | | |
| 01-252-000-0000-6231 | AP | 650.00 | inspect alarm system | 95911 | Services & Labor (Incl Contracts) |
| 11120 Nardini Fire Equipment Co.,Inc | | 650.00 | 1 Transactions | | |
| 9228 North Memorial Ambulance Service | | | | | |
| 01-252-000-0000-6262 | | 467.83 | inmate transport | 2160427 | Medical Expenses & Supplies - Inmates |
| 9228 North Memorial Ambulance Service | | 467.83 | 1 Transactions | | |
| 3789 Pan-O-Gold Baking Company | | | | | |
| 01-252-000-0000-6418 | | 58.82 | groceries | 10002419002017 | Groceries |
| 01-252-000-0000-6418 | | 101.66 | groceries | 10002419010022 | Groceries |
| 3789 Pan-O-Gold Baking Company | | 160.48 | 2 Transactions | | |
| 9295 Reinhart Foodservice | | | | | |
| 01-252-000-0000-6420 | AP | 30.41 | silverware cylinder | 541099 | Kitchen Supplies |
| 01-252-000-0000-6418 | | 24.36 | groceries | 558429 | Groceries |
| 01-252-000-0000-6420 | | 33.88 | spatulas | 566109 | Kitchen Supplies |
| 01-252-000-0000-6418 | | 2,154.17 | groceries | 571647 | Groceries |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---------------------------------|-------------|----------|--------------------------------------|----------------------------|--|
| | 01-252-000-0000-6418 | | 1,969.08 | groceries | 580527 | Groceries |
| 9295 | Reinhart Foodservice | | 4,211.90 | | 5 Transactions | |
| 11608 | Thrifty White Pharmacy-McGregor | | | | | |
| | 01-252-000-0000-6262 | | 702.69 | December meds | 12/31/18 | Medical Expenses & Supplies - Inmates |
| 11608 | Thrifty White Pharmacy-McGregor | | 702.69 | | 1 Transactions | |
| 10005 | Watson/Linda | | | | | |
| | 01-252-000-0000-6231 | | 10.00 | indigent haircut | 01-05-19 | Services & Labor (Incl Contracts) |
| 10005 | Watson/Linda | | 10.00 | | 1 Transactions | |
| 9642 | WEX BANK | | | | | |
| | 01-252-000-0000-6330 | | 322.91 | transport gas | 57476978 | Prisoner Transportation & Travel |
| 9642 | WEX BANK | | 322.91 | | 1 Transactions | |
| 252 | DEPT Total: | | 9,505.78 | Corrections | 13 Vendors | 21 Transactions |
| 253 | DEPT | | | Sentence to Serve | | |
| 2340 | Hyytinen Hardware Hank | | | | | |
| | 01-253-000-0000-6405 | | 6.76 | 100a/rs 100w rough | 1497976 | Operating Supplies |
| | 01-253-000-0000-6405 | | 3.69 | rubber strap | 1498926 | Operating Supplies |
| | 01-253-000-0000-6405 | | 24.99 | sledge hammer | 1499091 | Operating Supplies |
| 2340 | Hyytinen Hardware Hank | | 35.44 | | 3 Transactions | |
| 12927 | Midwest Machinery Co. | | | | | |
| | 01-253-000-0000-6231 | | 223.62 | repair Stihl MS391 | 1829621 | Services, Labor, Contracts |
| 12927 | Midwest Machinery Co. | | 223.62 | | 1 Transactions | |
| 253 | DEPT Total: | | 259.06 | Sentence to Serve | 2 Vendors | 4 Transactions |
| 257 | DEPT | | | Community Corrections | | |
| 14563 | Anoka County Corrections | | | | | |
| | 01-257-255-0000-6204 | AP | 3,794.39 | Juvenile Detention fees | 743-1-1 | Juvenile Detention |
| 14563 | Anoka County Corrections | | 3,794.39 | | 1 Transactions | |
| 248 | Association of Mn Counties | | | | | |
| | 01-257-000-0000-6240 | | 1,411.00 | Annual dues | 52375 | Membership Dues |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description | |
|---|------|---------------------|---|-----------------------------|-----------------------------------|
| No. Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name |
| 248 Association of Mn Counties | | 1,411.00 | 1 Transactions | | |
| 783 Canon Financial Services, Inc 01-257-000-0000-6342 | AP | 140.67 | Contract charge036 | 19509459 | Office Equipment Rental/Contracts |
| 783 Canon Financial Services, Inc | | 140.67 | 1 Transactions | | |
| 4641 Holiday Credit Office 01-257-255-0000-6335 | AP | 23.70 | Dec Fuel | 1400000155373 | Gas/Vehicle Fuel Charges |
| 01-257-257-0000-6335 | AP | 46.16 | Dec Fuel | 1400000155373 | Gas/Vehicle Fuel Charges |
| 01-257-258-0000-6335 | AP | 115.38 | Dec Fuel | 1400000155373 | Gas/Vehicle Fuel Charges |
| 4641 Holiday Credit Office | | 185.24 | 3 Transactions | | |
| 14642 Leonhardt/Jacob 01-257-251-0000-6339 | AP | 7.58 | Meal 11/6/18 | | Meals (Overnight) |
| 01-257-251-0000-6339 | AP | 15.12 | Meal 11/7/18 | | Meals (Overnight) |
| 01-257-251-0000-6339 | AP | 9.91 | Meal 11/12/18 | | Meals (Overnight) |
| 14642 Leonhardt/Jacob | | 32.61 | 3 Transactions | | |
| 11997 Minnesota Monitoring 01-257-267-0000-6341 | | 2,141.00 | Home Monitor Equip rental | 6490 | Equipment Rental |
| 11997 Minnesota Monitoring | | 2,141.00 | 1 Transactions | | |
| 87101 North Homes-Standard 01-257-255-0000-6204 | AP | 261.06 | BKS Secure 12/23/2018 12/24/2018 | 3668303 | Juvenile Detention |
| 01-257-255-0000-6204 | AP | 522.12 | AME Secure 12/01/2018 12/03/2018 | 3668455 | Juvenile Detention |
| 01-257-255-0000-6204 | AP | 113.30 | AME Transport to Court | MR11001 | Juvenile Detention |
| 87101 North Homes-Standard | | 896.48 | 3 Transactions | | |
| 11289 North Star Group Home East 01-257-255-0000-6204 | AP | 3,957.15 | ML pre-dispo foster home 12/01/2018 12/31/2018 | | Juvenile Detention |
| 11289 North Star Group Home East | | 3,957.15 | 1 Transactions | | |
| 87300 Port Boy's Group Homes 01-257-255-0000-6204 | AP | 1,193.20 | JOG Non secure 11/01/2018 11/30/2018 | | Juvenile Detention |
| 01-257-255-0000-6204 | AP | 4,772.80 | JOG Non secure | | Juvenile Detention |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|-----------|--|----------------------------|--|
| 87300 | Port Boy's Group Homes | | 5,966.00 | 12/01/2018 12/20/2018 | | 2 Transactions |
| 9489 | Redwood Toxicology Laboratory, Inc 01-257-267-0000-6274 | AP | 55.08 | Urinalysis Testing | 22399201812 | Drug Testing Fee |
| 9489 | Redwood Toxicology Laboratory, Inc | | 55.08 | | 1 Transactions | |
| 86235 | The Office Shop Inc 01-257-000-0000-6405 | AP | 211.00 | Contract | 302727-0 | Office Supplies |
| 86235 | The Office Shop Inc | | 211.00 | | 1 Transactions | |
| 11030 | Tougas/Janet 01-257-257-0000-6330 | AP | 111.25 | Check in mileage | 250@.445 | Mileage |
| 11030 | Tougas/Janet | | 111.25 | | 1 Transactions | |
| 6097 | Verizon Wireless 01-257-257-0000-6215 | | 108.72 | Cell phone | 84210569900001 | Wireless Telephone Services |
| 6097 | Verizon Wireless | | 108.72 | | 1 Transactions | |
| 13239 | Village Ranch, Inc. 01-257-255-0000-6204 | AP | 6,293.00 | NRB-OHP Tier II 12/01/2018 12/31/2018 | 54401 | Juvenile Detention |
| 13239 | Village Ranch, Inc. | | 6,293.00 | | 1 Transactions | |
| 257 | DEPT Total: | | 25,303.59 | Community Corrections | 14 Vendors | 21 Transactions |
| 390 | DEPT | | | Environmental Health (FBL) | | |
| 170 | Aitkin Motor Company 01-390-000-0000-6302 | AP | 45.76 | Fuel Saver package 12 Impala | 21187 | Car Maintenance |
| 170 | Aitkin Motor Company | | 45.76 | | 1 Transactions | |
| 4641 | Holiday Credit Office 01-390-000-0000-6511 | AP | 31.64 | FBL fuel | | Gas And Oil |
| | 01-390-000-0000-6511 | AP | 14.26 | Solid Waste fuel | 1400000135321 | Gas And Oil |
| 4641 | Holiday Credit Office | | 45.90 | | 2 Transactions | |
| 390 | DEPT Total: | | 91.66 | Environmental Health (FBL) | 2 Vendors | 3 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|-------------|-----------|--------------------------------------|----------------------------|--|
| 391 | DEPT | | | Solid Waste | | |
| 3475 | AMC 01-391-000-0000-6240 | | 100.00 | Membership renewal Neff | | Dues |
| 3475 | AMC | | 100.00 | 1 Transactions | | |
| 1754 | Garrison Disposal Company, Inc 01-391-060-0000-6360 | AP | 9,498.92 | Recycling | | Recycling Contract |
| 1754 | Garrison Disposal Company, Inc | | 9,498.92 | 1 Transactions | | |
| 2763 | J & H Transfer Station-Lakes Sanitary 01-391-060-0000-6360 | AP | 523.50 | Recycling Nov/Dec | | Recycling Contract |
| 2763 | J & H Transfer Station-Lakes Sanitary | | 523.50 | 1 Transactions | | |
| 3503 | Neff/Terry B. 01-391-000-0000-6330 | AP | 30.44 | 2018 Mileage | 68.4@.445 | Transportation & Travel & Parking |
| 3503 | Neff/Terry B. | | 30.44 | 1 Transactions | | |
| 4010 | Rasley Oil Company 01-391-000-0000-6511 | AP | 16.97 | Fuel | AITCOZOS | Gas And Oil |
| 4010 | Rasley Oil Company | | 16.97 | 1 Transactions | | |
| 6097 | Verizon Wireless 01-391-000-0000-6250 | | 58.98 | Cell phone - Neff | 28625229900001 | Telephone |
| 6097 | Verizon Wireless | | 58.98 | 1 Transactions | | |
| 391 | DEPT Total: | | 10,228.81 | Solid Waste | 6 Vendors | 6 Transactions |
| 500 | DEPT | | | Library And Historical Society | | |
| 11416 | Aitkin County C.A.R.E 01-500-502-0000-6848 | | 37,900.00 | 2019 Appropriations | | CARE Approp |
| 11416 | Aitkin County C.A.R.E | | 37,900.00 | 1 Transactions | | |
| 500 | DEPT Total: | | 37,900.00 | Library And Historical Society | 1 Vendors | 1 Transactions |
| 600 | DEPT | | | Ag Society, Soil & Water, Ag Inspect | | |
| 3255 | Mn Counties Intergovernmental Trust 01-600-550-0000-6352 | | 2,223.00 | PC Renewal | 17477R | Ag Society Insurance |
| | 01-600-550-0000-6352 | | 50.00 | WC Renewal | 17477R | Ag Society Insurance |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name | Account/Formula | Rpt | Accr | Amount | Warrant Description | Service Dates | Invoice # | Paid On Bhf # | Account/Formula Description | On Behalf of Name |
|------------|-------------------------------------|----------------------|-----|------|------------|--------------------------------------|---------------|-----------|----------------|-----------------------------|-------------------|
| 3255 | Mn Counties Intergovernmental Trust | | | | 2,273.00 | | | | | | |
| 600 | DEPT Total: | | | | 2,273.00 | Ag Society, Soil & Water, Ag Inspect | | | 2 Transactions | | |
| 601 | DEPT | | | | | Extension | | | | | |
| 86235 | The Office Shop Inc | 01-601-000-0000-6405 | | | 19.80 | Staples for copier | | 1057477-0 | | Office Supplies | |
| 86235 | The Office Shop Inc | | | | 19.80 | | | | 1 Transactions | | |
| 601 | DEPT Total: | | | | 19.80 | Extension | | | 1 Vendors | | 1 Transactions |
| 700 | DEPT | | | | | Promotion,AEOA Tran,Airport,RC&D,To | | | | | |
| 3518 | Voyageur Press Of Mcgregor/The | 01-700-909-0000-6800 | | | 245.00 | 3 week ad for Walleye Tank | | 39099 | | Tourism Miscellaneous | |
| 3518 | Voyageur Press Of Mcgregor/The | | | | 245.00 | | | | 1 Transactions | | |
| 5688 | Wagner/Ross | 01-700-909-0000-6800 | | | 8.00 | Lunch Sportsman show | | | | Tourism Miscellaneous | |
| | | 01-700-909-0000-6800 | | | 10.00 | Parking | | | | Tourism Miscellaneous | |
| 5688 | Wagner/Ross | | | | 18.00 | | | | 2 Transactions | | |
| 700 | DEPT Total: | | | | 263.00 | Promotion,AEOA Tran,Airport,RC&D,T | | | 2 Vendors | | 3 Transactions |
| 711 | DEPT | | | | | Economic Development | | | | | |
| 86235 | The Office Shop Inc | 01-711-000-0000-6405 | | | 6.60 | Staples for copier | | 1057477-0 | | Office & Computer Supplies | |
| 86235 | The Office Shop Inc | | | | 6.60 | | | | 1 Transactions | | |
| 711 | DEPT Total: | | | | 6.60 | Economic Development | | | 1 Vendors | | 1 Transactions |
| 1 | Fund Total: | | | | 212,187.68 | General Fund | | | | | 209 Transactions |

JKK1
 1/18/19 2:04PM
 3 Road & Bridge

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description | |
|-----------------------------------|------|---------------------|--------------------------------|-----------------------------|---------------------------|
| No. Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name |
| 301 DEPT | | | R&B Administration | | |
| 10855 Culligan | | | | | |
| 03-301-000-0000-6400 | AP | 19.50 | WATER | 464591 | Supplies And Materials |
| 03-301-000-0000-6400 | | 10.50 | RENTAL-JANUARY | STMT | Supplies And Materials |
| 10855 Culligan | | 30.00 | | | 2 Transactions |
| 11406 Innovative Office Solutions | | | | | |
| 03-301-000-0000-6400 | | 457.21 | OFFICE SUPPLIES | IN2353397 | Supplies And Materials |
| 11406 Innovative Office Solutions | | 457.21 | | | 1 Transactions |
| 3385 Mn Transportation Alliance | | | | | |
| 03-301-000-0000-6240 | | 2,560.00 | 2019 MEMBERSHIP DUES RENEWAL | P19-1000 | Dues |
| 3385 Mn Transportation Alliance | | 2,560.00 | | | 1 Transactions |
| 9261 RTVision, Inc. | | | | | |
| 03-301-000-0000-6300 | AP | 1,050.00 | TIMECARD-PLUS UPGRADE PMT 3 OF | 2018-100554 | Service Contracts |
| 9261 RTVision, Inc. | | 1,050.00 | | | 1 Transactions |
| 301 DEPT Total: | | 4,097.21 | R&B Administration | 4 Vendors | 5 Transactions |
| 302 DEPT | | | R&B Engineering/Construction | | |
| 2765 Lake Superior College | | | | | |
| 03-302-000-0000-6296 | | 575.00 | BRYCE THOMPSON-GRADING/BASE 2 | 344401 | Meeting Expense/Physicals |
| 03-302-000-0000-6296 | | 575.00 | FRANK STODDARD-BIT STREET | 344401 | Meeting Expense/Physicals |
| 03-302-000-0000-6296 | | 300.00 | PAUL KAZMERZAK-CONC PLANT 1 RE | 344401 | Meeting Expense/Physicals |
| 03-302-000-0000-6296 | | 300.00 | RANDALL THOMPSON-BIT STREET RE | 344401 | Meeting Expense/Physicals |
| 03-302-000-0000-6296 | | 625.00 | BRYCE THOMPSON-CONC FIELD 1 | 344401 | Meeting Expense/Physicals |
| 03-302-000-0000-6296 | | 575.00 | FRANK STODDARD-GRADING/BASE 2 | 344401 | Meeting Expense/Physicals |
| 2765 Lake Superior College | | 2,950.00 | | | 6 Transactions |
| 302 DEPT Total: | | 2,950.00 | R&B Engineering/Construction | 1 Vendors | 6 Transactions |
| 303 DEPT | | | R&B Highway Maintenance | | |
| 50 Aitkin Body Shop, Inc | | | | | |
| 03-303-000-0000-6298 | | 67.42 | MCGRATH SHOP SUPPLIES | 1497 | Shop Maintenance |
| 50 Aitkin Body Shop, Inc | | 67.42 | | | 1 Transactions |
| 13620 American Door Works | | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--|------|---------------------|---|-------------------------------|
| No. Account/Formula | Accr | Amount | Service Dates | On Behalf of Name |
| | | | Paid On Bhf # | |
| 13620 American Door Works | | 143.50 | PALISADE SHOP REPAIRS 1 Transactions | Shop Maintenance |
| 13725 Beartooth True Value | | 5.37 | REPAIR PARTS | Repair & Maintenance Supplies |
| 13725 Beartooth True Value | | 5.37 | 1 Transactions | |
| 11411 Charter Communications | | 140.25 | PHONE: HWY OFFICE-JAN/FEB | Utilities |
| 11411 Charter Communications | | 140.25 | 1 Transactions | |
| 14887 Cintas Corporation | | 39.10 | SHOP LAUNDRY | Shop Maintenance |
| 14887 Cintas Corporation | | 39.10 | 1 Transactions | |
| 5893 Consolidated Telecommunications Co. | | 150.00 | HIGH SPEED INTERNET | Utilities |
| 5893 Consolidated Telecommunications Co. | | 150.00 | 1 Transactions | |
| 5484 Darlow Excavating | AP | 722.50 | DEC 2018 PLOWING | Maintenance Supplies |
| 5484 Darlow Excavating | | 722.50 | 1 Transactions | |
| 11180 Fastenal Company | | 49.19 | AITKIN SHOP SUPPLIES | Shop Maintenance |
| 11180 Fastenal Company | | 49.19 | 1 Transactions | |
| 7060 Federated Co-Ops Inc. | AP | 1,400.26 | JACOBSON SHOP PROPANE | Shop Fuel |
| 7060 Federated Co-Ops Inc. | AP | 563.52 | MCGREGOR SHOP PROPANE | Shop Fuel |
| 7060 Federated Co-Ops Inc. | AP | 677.87 | MCGRATH SHOP PROPANE | Shop Fuel |
| 7060 Federated Co-Ops Inc. | | 2,641.65 | 3 Transactions | |
| 1754 Garrison Disposal Company, Inc | AP | 119.90 | NOV SHOP AITKIN | Utilities |
| 1754 Garrison Disposal Company, Inc | | 119.90 | 1 Transactions | |
| 1959 H & L Mesabi Inc | | 220.45 | AITKIN SHOP SUPPLIES | Shop Maintenance |
| 1959 H & L Mesabi Inc | | 220.45 | 0-2680 | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name | Account/Formula | Rpt | Accr | Amount | Warrant Description | Service Dates | Invoice # | Paid On Bhf # | Account/Formula Description | On Behalf of Name |
|------------|---------------------------------------|----------------------|-----|------|----------|-------------------------|----------------|------------|---------------|-------------------------------|-------------------|
| | | 03-303-000-0000-6298 | | | 220.73 | AITKIN SHOP SUPPLIES | | 0-2691 | | Shop Maintenance | |
| 1959 | H & L Mesabi Inc | | | | 441.18 | | 2 Transactions | | | | |
| 2340 | Hyytinen Hardware Hank | | | | | | | | | | |
| | | 03-303-000-0000-6298 | | AP | 42.99 | AITKIN SHOP SUPPLIES | | 1497675 | | Shop Maintenance | |
| | | 03-303-000-0000-6298 | | AP | 30.98 | AITKIN SHOP SUPPLIES | | 1497892 | | Shop Maintenance | |
| | | 03-303-000-0000-6298 | | P | 19.99 | PALISADE SHOP SUPPLIES | | 1498060 | | Shop Maintenance | |
| | | 03-303-000-0000-6298 | | AP | 41.98 | AITKIN SHOP SUPPLIES | | 1498759 | | Shop Maintenance | |
| | | 03-303-000-0000-6298 | | AP | 18.99- | AITKIN SHOP SUPPLIES | | 1498789 | | Shop Maintenance | |
| | | 03-303-000-0000-6298 | | AP | 18.99 | AITKIN SHOP SUPPLIES | | 1498791 | | Shop Maintenance | |
| | | 03-303-000-0000-6298 | | AP | 25.47 | AITKIN SHOP SUPPLIES | | 1499294 | | Shop Maintenance | |
| | | 03-303-000-0000-6298 | | AP | 59.98 | AITKIN SHOP SUPPLIES | | 1500586 | | Shop Maintenance | |
| 2340 | Hyytinen Hardware Hank | | | | 221.39 | | 8 Transactions | | | | |
| 7705 | Isle Automotive Corp | | | | | | | | | | |
| | | 03-303-000-0000-6590 | | AP | 16.48 | REPAIR PARTS | | 119137595 | | Repair & Maintenance Supplies | |
| 7705 | Isle Automotive Corp | | | | 16.48 | | 1 Transactions | | | | |
| 2763 | J & H Transfer Station-Lakes Sanitary | | | | | | | | | | |
| | | 03-303-000-0000-6254 | | | 57.65 | JANUARY PALISADE | | 149278 | | Utilities | |
| | | 03-303-000-0000-6254 | | | 111.15 | JANUARY MCGREGOR | | 149392 | | Utilities | |
| 2763 | J & H Transfer Station-Lakes Sanitary | | | | 168.80 | | 2 Transactions | | | | |
| 8101 | Kris Engineering Inc | | | | | | | | | | |
| | | 03-303-000-0000-6590 | | | 395.99 | REPAIR PARTS | | 31099 | | Repair & Maintenance Supplies | |
| | | 03-303-000-0000-6590 | | | 1,187.97 | TEETH | | 31099 | | Repair & Maintenance Supplies | |
| 8101 | Kris Engineering Inc | | | | 1,583.96 | | 2 Transactions | | | | |
| 91187 | Lake Country Power | | | | | | | | | | |
| | | 03-303-000-0000-6254 | | AP | 19.92 | NOV-DEC JACOBSON | | 1400073000 | | Utilities | |
| | | 03-303-000-0000-6254 | | AP | 165.72 | DEC-JAN SWATARA | | 140946401 | | Utilities | |
| 91187 | Lake Country Power | | | | 185.64 | | 2 Transactions | | | | |
| 14038 | Lube-Tech Liquid Recycling | | | | | | | | | | |
| | | 03-303-000-0000-6298 | | AP | 54.00 | AITKIN SHOP SUPPLIES | | 1292906 | | Shop Maintenance | |
| 14038 | Lube-Tech Liquid Recycling | | | | 54.00 | | 1 Transactions | | | | |
| 2941 | M R Sign Co Inc | | | | | | | | | | |
| | | 03-303-000-0000-6516 | | AP | 885.41 | RESIDENTIAL E-911 SIGNS | | 203015 | | Signs & Posts | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|-----------|--------------------------------------|----------------------------|--|
| 2941 | M R Sign Co Inc | | 885.41 | | 1 Transactions | |
| 10824 | Maney International Inc | | | | | |
| | 03-303-000-0000-6590 | | 73.38 | REPAIR PARTS | 800849 | Repair & Maintenance Supplies |
| | 03-303-000-0000-6590 | | 113.65 | REPAIR PARTS | 801192 | Repair & Maintenance Supplies |
| | 03-303-000-0000-6590 | | 93.27 | REPAIR PARTS | 801345 | Repair & Maintenance Supplies |
| | 03-303-000-0000-6590 | | 227.72 | FILTERS | 801345 | Repair & Maintenance Supplies |
| | 03-303-000-0000-6590 | | 88.62 | FILTERS | 801345X1 | Repair & Maintenance Supplies |
| 10824 | Maney International Inc | | 596.64 | | 5 Transactions | |
| 5917 | Mike's Bobcat Service | | | | | |
| | 03-303-000-0000-6521 | AP | 200.00 | GRADING | NOV/DEC 2018 | Maintenance Supplies |
| 5917 | Mike's Bobcat Service | | 200.00 | | 1 Transactions | |
| 9692 | Minnesota Energy Resources Corporation | | | | | |
| | 03-303-000-0000-6297 | AP | 653.47 | NAT GAS: AITKIN SHOP | DEC | Shop Fuel |
| 9692 | Minnesota Energy Resources Corporation | | 653.47 | | 1 Transactions | |
| 8678 | Morton Salt | | | | | |
| | 03-303-000-0000-6518 | | 1,450.96 | DE-ICING SALT | 5401735210 | De-Icing Salt |
| | 03-303-000-0000-6518 | | 4,485.93 | DE-ICING SALT | 5401736329 | De-Icing Salt |
| | 03-303-000-0000-6518 | | 2,987.63 | DE-ICING SALT | 5401740008 | De-Icing Salt |
| | 03-303-000-0000-6518 | | 2,885.09 | DE-ICING SALT | 5401741362 | De-Icing Salt |
| | 03-303-000-0000-6518 | | 2,848.16 | DE-ICING SALT | 5401741363 | De-Icing Salt |
| 8678 | Morton Salt | | 14,657.77 | | 5 Transactions | |
| 14861 | Parman Energy Group | | | | | |
| | 03-303-000-0000-6513 | | 435.60 | MOTOR OIL | 0752637-IN | Motor Fuel & Lubricants |
| | 03-303-000-0000-6590 | | 136.90 | REPAIR PARTS | 0752637-IN | Repair & Maintenance Supplies |
| 14861 | Parman Energy Group | | 572.50 | | 2 Transactions | |
| 13116 | Rally Snares | | | | | |
| | 03-303-000-0000-6521 | AP | 75.00 | DAM REMOVAL LABOR | NOV 2018 | Maintenance Supplies |
| 13116 | Rally Snares | | 75.00 | | 1 Transactions | |
| 9273 | Reichert Enterprises, Inc | | | | | |
| | 03-303-000-0000-6590 | | 18.42 | REPAIR PARTS | 18278 | Repair & Maintenance Supplies |
| | 03-303-000-0000-6590 | | 664.30 | REPAIR LABOR | 18278 | Repair & Maintenance Supplies |

Aitkin County



| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|----------------------------|-------------|-----------|--------------------------------------|----------------------------|--|
| 9273 | Reichert Enterprises, Inc | | 682.72 | | 2 Transactions | |
| 90805 | Temco | | | | | |
| | 03-303-000-0000-6590 | | 178.57 | REPAIR PARTS | 23450 | Repair & Maintenance Supplies |
| | 03-303-000-0000-6590 | | 290.00 | REPAIR LABOR | 23450 | Repair & Maintenance Supplies |
| 90805 | Temco | | 468.57 | | 2 Transactions | |
| 86235 | The Office Shop Inc | | | | | |
| | 03-303-000-0000-6298 | | 92.99 | FAX TONER | 302893-0 | Shop Maintenance |
| 86235 | The Office Shop Inc | | 92.99 | | 1 Transactions | |
| 7018 | Town Of Macville Treasurer | | | | | |
| | 03-303-000-0000-6521 | | 100.00 | SNOWPLOWING | 804059 | Maintenance Supplies |
| | 03-303-000-0000-6521 | DTG | 700.00 | SNOWPLOWING | 804059 | Maintenance Supplies |
| | 03-303-000-0000-6521 | DTG | 500.00 | BLADING | 804059 | Maintenance Supplies |
| 7018 | Town Of Macville Treasurer | | 1,300.00 | | 3 Transactions | |
| 10431 | Verizon Business | | | | | |
| | 03-303-000-0000-6254 | AP | 18.74 | DEC-HWY OFFICE | 4227948181812 | Utilities |
| 10431 | Verizon Business | | 18.74 | | 1 Transactions | |
| 6097 | Verizon Wireless | | | | | |
| | 03-303-000-0000-6254 | | 388.08 | JAN-DEPT CELL PHONES | 9821415766 | Utilities |
| 6097 | Verizon Wireless | | 388.08 | | 1 Transactions | |
| 4988 | Viking Industrial Center | | | | | |
| | 03-303-000-0000-6298 | | 79.20 | AITKIN SHOP SUPPLIES | 3155997 | Shop Maintenance |
| 4988 | Viking Industrial Center | | 79.20 | | 1 Transactions | |
| 5295 | Ziegler Inc | | | | | |
| | 03-303-000-0000-6590 | | 134.32 | REPAIR PARTS | PC190082272 | Repair & Maintenance Supplies |
| | 03-303-000-0000-6590 | | 168.58 | REPAIR PARTS | PC190082317 | Repair & Maintenance Supplies |
| 5295 | Ziegler Inc | | 302.90 | | 2 Transactions | |
| 303 | DEPT Total: | | 27,724.32 | R&B Highway Maintenance | 32 Vendors | 59 Transactions |
| 307 | DEPT | | | R&B Capital Infrastructure | | |
| 15075 | BURKHALTER/BRYAN | | | | | |
| | 03-307-000-0000-6362 | | 100.00 | DAMAGES S25 T43N R22W | PARCEL NO 11&1 | Right Of Way |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|-----------------------------------|-----------|----------------------------|----------------|-----------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| | 03-307-000-0000-6362 | | LAND R-W S25 T43N R22W | PARCEL NO 11&1 | Right Of Way |
| 15075 | BURKHALTER/BRYAN | | 2 Transactions | | |
| 15077 | MAYER/PETER | | | | |
| | 03-307-000-0000-6362 | | DAMAGES S25 T43N R22W | PARCEL NO 11&1 | Right Of Way |
| | 03-307-000-0000-6362 | | LAND R-W S25 T43N R22W | PARCEL NO 11&1 | Right Of Way |
| 15077 | MAYER/PETER | | 2 Transactions | | |
| 15078 | OSWALD/RONALD G | | | | |
| | 03-307-000-0000-6362 | | DAMAGES S25 T43N R22W | PARCEL NO 11&1 | Right Of Way |
| | 03-307-000-0000-6362 | | LAND R-W S25 T43N R22W | PARCEL NO 11&1 | Right Of Way |
| 15078 | OSWALD/RONALD G | | 2 Transactions | | |
| 15076 | OSWALD/SCOTT GORDON | | | | |
| | 03-307-000-0000-6362 | | DAMAGES S25 T43N R22W | PARCEL NO 11&1 | Right Of Way |
| | 03-307-000-0000-6362 | | LAND R-W S25 T43N R22W | PARCEL NO 11&1 | Right Of Way |
| 15076 | OSWALD/SCOTT GORDON | | 2 Transactions | | |
| 307 | DEPT Total: | 2,050.00 | R&B Capital Infrastructure | 4 Vendors | 8 Transactions |
| 308 | DEPT | | R&B Equipment & Facilities | | |
| 88880 | Datacomm Computers & Networks Inc | | | | |
| | 03-308-000-0000-6600 | | D BABCOCK COMPUTER | 11343 | Capital Outlay-Facilities |
| 88880 | Datacomm Computers & Networks Inc | | 1 Transactions | | |
| 8434 | DLT Solutions, Inc | | | | |
| | 03-308-000-0000-6600 | | ANNUAL SUBSCRIPTIONS | 4721969 | Capital Outlay-Facilities |
| 8434 | DLT Solutions, Inc | | 1 Transactions | | |
| 308 | DEPT Total: | 7,459.01 | R&B Equipment & Facilities | 2 Vendors | 2 Transactions |
| 3 | Fund Total: | 44,280.54 | Road & Bridge | | 80 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|--------|---|----------------------------|--|
| 257 | DEPT | | | Community Corrections | | |
| 10855 | Culligan 05-257-000-0000-6342 | | 16.19 | Cooler Rental Service 01/01/2019 01/31/2019 | 150-10016285-1 | Office Equipment Rental/Contracts |
| 10855 | Culligan | | 16.19 | 1 Transactions | | |
| 88628 | Dalco 05-257-000-0000-6422 | | 25.01 | Towels 01/08/2019 | 3403843 | Janitorial Services/Supplies |
| | 05-257-000-0000-6422 | | 33.31 | Towel Disp/Filter/Handle 01/15/2019 01/15/2019 | 3406507 | Janitorial Services/Supplies |
| 88628 | Dalco | | 58.32 | 2 Transactions | | |
| 2340 | Hyytinen Hardware Hank 05-257-000-0000-6422 | AP | 1.01 | Agency - screw drivers/wax gas 12/04/2018 | 1497733 | Janitorial Services/Supplies |
| | 05-257-000-0000-6422 | AP | 0.38 | Agency - Toilet closet setting 12/04/2018 | 1497783 | Janitorial Services/Supplies |
| | 05-257-000-0000-6422 | AP | 0.66 | Agency - Toilet connector 12/04/2018 | 1497815 | Janitorial Services/Supplies |
| | 05-257-000-0000-6422 | AP | 0.75 | Agency - Caulking 12/04/2018 | 1497839 | Janitorial Services/Supplies |
| 2340 | Hyytinen Hardware Hank | | 2.80 | 4 Transactions | | |
| 257 | DEPT Total: | | 77.31 | Community Corrections | 3 Vendors | 7 Transactions |
| 390 | DEPT | | | Environmental Health (FBL) | | |
| 10855 | Culligan 05-390-000-0000-6342 | | 2.94 | Cooler Rental Service 01/01/2019 01/31/2019 | 150-10016285-1 | Office Equipment Rental/Contracts |
| 10855 | Culligan | | 2.94 | 1 Transactions | | |
| 88628 | Dalco 05-390-000-0000-6422 | | 4.55 | Towels 01/08/2019 | 3403843 | Janitorial Services/Supplies |
| | 05-390-000-0000-6422 | | 6.06 | Towel Disp/Filter/Handle 01/15/2019 01/15/2019 | 3406507 | Janitorial Services/Supplies |
| 88628 | Dalco | | 10.61 | 2 Transactions | | |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name | Rpt | Amount | Warrant Description | Invoice # | Account/Formula Description |
|--------|---|------|--------|---|---------------|-------------------------------------|
| No. | Account/Formula | Accr | | Service Dates | Paid On Bhf # | On Behalf of Name |
| 2340 | Hyytinen Hardware Hank 05-390-000-0000-6422 | AP | 0.18 | Agency - screw drivers/wax gas 12/04/2018 | 1497733 | Janitorial Services/Supplies |
| | 05-390-000-0000-6422 | AP | 0.07 | Agency - Toilet closet setting 12/04/2018 | 1497783 | Janitorial Services/Supplies |
| | 05-390-000-0000-6422 | AP | 0.12 | Agency - Toilet connector 12/04/2018 | 1497815 | Janitorial Services/Supplies |
| | 05-390-000-0000-6422 | AP | 0.14 | Agency - Caulking 12/04/2018 | 1497839 | Janitorial Services/Supplies |
| 2340 | Hyytinen Hardware Hank | | 0.51 | 4 Transactions | | |
| 390 | DEPT Total: | | 14.06 | Environmental Health (FBL) | 3 Vendors | 7 Transactions |
| 400 | DEPT | | | Public Health Department | | |
| 85003 | Aitkin County DAC 05-400-440-0410-6231 | AP | 1.94 | Cleaning 12/11/2018 12/18/2018 | | Services/Labor/Contracts |
| | 05-400-440-0410-6231 | AP | 14.65 | Paper shred 12/04/2018 12/18/2018 | | Services/Labor/Contracts |
| 85003 | Aitkin County DAC | | 16.59 | 2 Transactions | | |
| 248 | Association of Mn Counties 05-400-440-0410-6241 | AP | 32.00 | Policy Committee Mtg 09/13/2018 09/14/2018 | 50489 | Meeting/Conference Registration Fee |
| | 05-400-440-0410-6241 | | 48.00 | Legislative Conf Reg (CB) 02/13/2019 | 52226 | Meeting/Conference Registration Fee |
| 248 | Association of Mn Counties | | 80.00 | 2 Transactions | | |
| 12491 | AXIOM SYSTEMS, INC 05-400-440-0410-6239 | | 221.40 | Claim Shuttle-Yearly Service 02/01/2019 03/31/2020 | 1063983 | Software Fees/License Fees |
| 12491 | AXIOM SYSTEMS, INC | | 221.40 | 1 Transactions | | |
| 89185 | Bethesda Lutheran Church Of Malmo 05-400-410-0413-6301 | AP | 45.00 | WIC Rent Oct-Dec '18 10/01/2018 12/31/2018 | | Wic Space Rentals |
| 89185 | Bethesda Lutheran Church Of Malmo | | 45.00 | 1 Transactions | | |
| 783 | Canon Financial Services, Inc | | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name | Account/Formula | Rpt | Accr | Amount | Warrant Description | Service Dates | Invoice # | Paid On Bhf # | Account/Formula Description | On Behalf of Name |
|------------|---------------------------------|----------------------|-----|------|--------|--------------------------------|-----------------------|----------------|---------------|------------------------------|-------------------|
| | | 05-400-440-0410-6301 | | | 413.03 | PH Contract ChAPge-Jan'19 | | 19582272 | | Equipment Lease/Space Rental | |
| 783 | Canon Financial Services, Inc | | | | 413.03 | | 01/20/2019 | | | | 1 Transactions |
| 10855 | Culligan | 05-400-440-0410-6301 | | | 20.61 | Cooler Rental Service | | 150-10016285-1 | | Equipment Lease/Space Rental | |
| | | | | | | | 01/01/2019 01/31/2019 | | | | 1 Transactions |
| 10855 | Culligan | | | | 20.61 | | | | | | |
| 88628 | Dalco | 05-400-440-0410-6422 | | | 31.83 | Towels | | 3403843 | | Janitorial Services/Supplies | |
| | | | | | | | 01/08/2019 | | | | |
| | | 05-400-440-0410-6422 | | | 42.40 | Towel Disp/Filter/Handle | | 3406507 | | Janitorial Services/Supplies | |
| | | | | | | | 01/15/2019 01/15/2019 | | | | 2 Transactions |
| 88628 | Dalco | | | | 74.23 | | | | | | |
| 11051 | Department of Human Services | 05-400-440-0410-6231 | | | 477.60 | Merit System QE 03/31/2019 | | A300MR01E9A | | Services/Labor/Contracts | |
| | | | | | | | 01/01/2019 03/31/2019 | | | | 1 Transactions |
| 11051 | Department of Human Services | | | | 477.60 | | | | | | |
| 89084 | Glaxosmithkline Pharmaceuticals | 05-400-400-0402-6401 | | | 871.00 | HEP B Vaccine | | 8252677404 | | Vaccine Cost | |
| | | | | | | | 01/11/2019 01/11/2019 | | | | 1 Transactions |
| 89084 | Glaxosmithkline Pharmaceuticals | | | | 871.00 | | | | | | |
| 2340 | Hyytinen Hardware Hank | 05-400-440-0410-6422 | | AP | 1.28 | Agency - screw drivers/wax gas | | 1497733 | | Janitorial Services/Supplies | |
| | | | | | | | 12/04/2018 | | | | |
| | | 05-400-440-0410-6422 | | AP | 0.49 | Agency - Toilet closet setting | | 1497783 | | Janitorial Services/Supplies | |
| | | | | | | | 12/04/2018 | | | | |
| | | 05-400-440-0410-6422 | | AP | 0.83 | Agency - Toilet connector | | 1497815 | | Janitorial Services/Supplies | |
| | | | | | | | 12/04/2018 | | | | |
| | | 05-400-440-0410-6422 | | AP | 0.94 | Agency - Caulking | | 1497839 | | Janitorial Services/Supplies | |
| | | | | | | | 12/04/2018 | | | | |
| | | 05-400-440-0410-6405 | | AP | 2.72 | Agency - Acrylic Paint | | 1499660 | | Office Supplies | |
| | | | | | | | 12/17/2018 | | | | |
| 2340 | Hyytinen Hardware Hank | | | | 6.26 | | | | | | 5 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|----------|--|----------------------------|--|
| 88102 | Itasca Co Human Services 05-400-430-0408-6240 | | 218.75 | MCH-1/2 HFA Accreditation Fee 01/01/2019 06/30/2019 | MN019 19a | Membership/Dues/Association Fees |
| 88102 | Itasca Co Human Services | | 218.75 | 1 Transactions | | |
| 2928 | Lundberg Plumbing & Heating, Inc 05-400-440-0410-6231 | AP | 42.40 | Agency - Toilet-Main floor 12/31/2018 | 17421 | Services/Labor/Contracts |
| 2928 | Lundberg Plumbing & Heating, Inc | | 42.40 | 1 Transactions | | |
| 13624 | MailFinance 05-400-440-0410-6300 | | 68.89 | Mail Machine Contract 11/05/2018 02/04/2019 | N7510958 | Maintenance/Service Contracts |
| 13624 | MailFinance | | 68.89 | 1 Transactions | | |
| 89080 | Meds-1 Ambulance Service Inc 05-400-401-0000-6813 | | 910.00 | Ambulance Runs to 10/31/18 07/01/2018 10/31/2018 | | Meds-1 Hill City Ambulance |
| 89080 | Meds-1 Ambulance Service Inc | | 910.00 | 1 Transactions | | |
| 11120 | Nardini Fire Equipment Co.,Inc 05-400-440-0410-6231 | AP | 8.00 | 12V7AH SLA 187 Faston Battery 12/28/2018 | IN00095920 | Services/Labor/Contracts |
| | 05-400-440-0410-6300 | AP | 63.20 | Annual Inspection 12/28/2018 | IN00095920 | Maintenance/Service Contracts |
| 11120 | Nardini Fire Equipment Co.,Inc | | 71.20 | 2 Transactions | | |
| 12449 | NEOPOST USA INC 05-400-440-0410-6300 | | 45.30 | Rate Change Protection 02/01/2019 01/31/2020 | 56371512 | Maintenance/Service Contracts |
| 12449 | NEOPOST USA INC | | 45.30 | 1 Transactions | | |
| 10698 | Stericycle,Inc 05-400-440-0410-6231 | | 19.27 | Steri-Safe 02/01/2019 02/28/2019 | 4008347241 | Services/Labor/Contracts |
| 10698 | Stericycle,Inc | | 19.27 | 1 Transactions | | |
| 400 | DEPT Total: | | 3,601.53 | Public Health Department | 17 Vendors | 25 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|-------------|--------|---|----------------------------|--|
| 420 | DEPT | | | Income Maintenance | | |
| 85003 | Aitkin County DAC 05-420-600-4800-6231 | AP | 3.99 | Cleaning 12/11/2018 12/18/2018 | | Services/Labor/Contracts |
| | 05-420-600-4800-6231 | AP | 30.21 | Paper shred 12/04/2018 12/18/2018 | | Services/Labor/Contracts |
| 85003 | Aitkin County DAC | | 34.20 | 2 Transactions | | |
| 248 | Association of Mn Counties 05-420-600-4800-6241 | AP | 66.00 | Policy Committee Mtg 09/13/2018 09/14/2018 | 50489 | Meeting/Conference Registration Fee |
| | 05-420-600-4800-6241 | | 99.00 | Legislative Conf Reg (CB) 02/13/2019 | 52226 | Meeting/Conference Registration Fee |
| 248 | Association of Mn Counties | | 165.00 | 2 Transactions | | |
| 783 | Canon Financial Services, Inc 05-420-640-4800-6301 | | 194.87 | CS Contract ChAPge-Jan '19 01/20/2019 | 19582272 | Equipment Lease/Space Rental |
| 783 | Canon Financial Services, Inc | | 194.87 | 1 Transactions | | |
| 10855 | Culligan 05-420-600-4800-6301 | | 42.69 | Cooler Rental Service 01/01/2019 01/31/2019 | 150-10016285-1 | Equipment Lease/Space Rental |
| 10855 | Culligan | | 42.69 | 1 Transactions | | |
| 88628 | Dalco 05-420-600-4800-6422 | | 65.93 | Towels 01/08/2019 | 3403843 | Janitorial Services/Supplies |
| | 05-420-600-4800-6422 | | 87.82 | Towel Disp/Filter/Handle 01/15/2019 01/15/2019 | 3406507 | Janitorial Services/Supplies |
| 88628 | Dalco | | 153.75 | 2 Transactions | | |
| 11051 | Department of Human Services 05-420-600-4800-6231 | | 985.05 | Merit System QE 03/31/2019 01/01/2019 03/31/2019 | A300MR01E9A | Services/Labor/Contracts |
| 11051 | Department of Human Services | | 985.05 | 1 Transactions | | |
| 2340 | Hyytinen Hardware Hank 05-420-600-4800-6422 | AP | 2.66 | Agency - screw drivers/wax gas | 1497733 | Janitorial Services/Supplies |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|--------|---|----------------------------|--|
| | 05-420-600-4800-6422 | AP | 1.01 | 12/04/2018 Agency - Toilet closet setting | 1497783 | Janitorial Services/Supplies |
| | 05-420-600-4800-6422 | AP | 1.74 | 12/04/2018 Agency - Toilet connector | 1497815 | Janitorial Services/Supplies |
| | 05-420-600-4800-6422 | AP | 1.97 | 12/04/2018 Agency - Caulking | 1497839 | Janitorial Services/Supplies |
| | 05-420-600-4800-6405 | AP | 5.61 | 12/04/2018 Agency - Acrylic Paint | 1499660 | Office Supplies |
| 2340 | Hyytinen Hardware Hank | | 12.99 | 12/17/2018 | | 5 Transactions |
| 2928 | Lundberg Plumbing & Heating, Inc 05-420-600-4800-6231 | AP | 87.45 | Agency - Toilet-Main floor 12/31/2018 | 17421 | Services/Labor/Contracts |
| 2928 | Lundberg Plumbing & Heating, Inc | | 87.45 | | | 1 Transactions |
| 13624 | MailFinance 05-420-600-4800-6300 | | 142.08 | Mail Machine Contract 11/05/2018 02/04/2019 | N7510958 | Maintenance/Service Contracts |
| 13624 | MailFinance | | 142.08 | | | 1 Transactions |
| 11120 | Nardini Fire Equipment Co.,Inc 05-420-600-4800-6231 | AP | 16.50 | 12V7AH SLA 187 Faston Battery 12/28/2018 | IN00095920 | Services/Labor/Contracts |
| | 05-420-600-4800-6300 | AP | 130.35 | Annual Inspection 12/28/2018 | IN00095920 | Maintenance/Service Contracts |
| 11120 | Nardini Fire Equipment Co.,Inc | | 146.85 | | | 2 Transactions |
| 12449 | NEOPOST USA INC 05-420-600-4800-6300 | | 93.45 | Rate Change Protection 02/01/2019 01/31/2020 | 56371512 | Maintenance/Service Contracts |
| 12449 | NEOPOST USA INC | | 93.45 | | | 1 Transactions |
| 86177 | Sheriff Aitkin County 05-420-600-4800-6265 | DTG | 45.00 | Fraud Oct-Dec '18 10/01/2018 12/31/2018 | 19-0014 | Sheriff - Fraud Investigation |
| 86177 | Sheriff Aitkin County | | 45.00 | | | 1 Transactions |
| 10698 | Stericycle,Inc | | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|------------------------------|------|---------------------|----------------------------|-------------------------------------|
| No. | Account/Formula | Accr | Amount | Service Dates | On Behalf of Name |
| | | | | Paid On Bhf # | |
| | 05-420-600-4800-6231 | | 39.73 | Steri-Safe | Services/Labor/Contracts |
| | | | | 4008347241 | |
| 10698 | Stericycle,Inc | | 39.73 | 02/01/2019 02/28/2019 | 1 Transactions |
| 420 | DEPT Total: | | 2,143.11 | Income Maintenance | 13 Vendors 21 Transactions |
| 430 | DEPT | | | Social Services | |
| 85003 | Aitkin County DAC | | | | |
| | 05-430-700-4800-6231 | AP | 6.17 | Cleaning | Services/Labor/Contracts |
| | | | | 12/11/2018 12/18/2018 | |
| | 05-430-700-4800-6231 | AP | 46.70 | Paper shred | Services/Labor/Contracts |
| | | | | 12/04/2018 12/18/2018 | |
| 85003 | Aitkin County DAC | | 52.87 | | 2 Transactions |
| 248 | Association of Mn Counties | | | | |
| | 05-430-700-4800-6241 | AP | 102.00 | Policy Committee Mtg | Meeting/Conference Registration Fee |
| | | | | 09/13/2018 09/14/2018 | |
| | 05-430-700-4800-6241 | | 153.00 | Legislative Conf Reg (CB) | Meeting/Conference Registration Fee |
| | | | | 02/13/2019 | |
| 248 | Association of Mn Counties | | 255.00 | | 2 Transactions |
| 10855 | Culligan | | | | |
| | 05-430-700-4800-6301 | | 64.77 | Cooler Rental Service | Equipment Lease/Space Rental |
| | | | | 01/01/2019 01/31/2019 | |
| 10855 | Culligan | | 64.77 | | 1 Transactions |
| 88628 | Dalco | | | | |
| | 05-430-700-4800-6422 | | 100.04 | Towels | Janitorial Services/Supplies |
| | | | | 01/08/2019 | |
| | 05-430-700-4800-6422 | | 133.25 | Towel Disp/Filter/Handle | Janitorial Services/Supplies |
| | | | | 01/15/2019 01/15/2019 | |
| 88628 | Dalco | | 233.29 | | 2 Transactions |
| 11051 | Department of Human Services | | | | |
| | 05-430-700-4800-6231 | | 1,522.35 | Merit System QE 03/31/2019 | Services/Labor/Contracts |
| | | | | 01/01/2019 03/31/2019 | |
| 11051 | Department of Human Services | | 1,522.35 | | 1 Transactions |
| 2340 | Hyytinen Hardware Hank | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name | Rpt | Amount | Warrant Description | Invoice # | Account/Formula Description |
|--------|--|------|----------|---|----------------|-------------------------------|
| No. | Account/Formula | Accr | | Service Dates | Paid On Bhf # | On Behalf of Name |
| | 05-430-700-4800-6422 | AP | 4.03 | Agency - screw drivers/wax gas 12/04/2018 | 1497733 | Janitorial Services/Supplies |
| | 05-430-700-4800-6422 | AP | 1.54 | Agency - Toilet closet setting 12/04/2018 | 1497783 | Janitorial Services/Supplies |
| | 05-430-700-4800-6422 | AP | 2.64 | Agency - Toilet connector 12/04/2018 | 1497815 | Janitorial Services/Supplies |
| | 05-430-700-4800-6422 | AP | 2.99 | Agency - Caulking 12/04/2018 | 1497839 | Janitorial Services/Supplies |
| | 05-430-700-4800-6405 | AP | 8.66 | Agency - Acrylic Paint 12/17/2018 | 1499660 | Office Supplies |
| 2340 | Hyytinen Hardware Hank | | 19.86 | | 5 Transactions | |
| 2928 | Lundberg Plumbing & Heating, Inc 05-430-700-4800-6231 | AP | 135.15 | Agency - Toilet-Main floor 12/31/2018 | 17421 | Services/Labor/Contracts |
| 2928 | Lundberg Plumbing & Heating, Inc | | 135.15 | | 1 Transactions | |
| 13624 | MailFinance 05-430-700-4800-6300 | | 219.59 | Mail Machine Contract 11/05/2018 02/04/2019 | N7510958 | Maintenance/Service Contracts |
| 13624 | MailFinance | | 219.59 | | 1 Transactions | |
| 3390 | Minnesota UC Fund 05-430-700-4820-6267 | AP | 4,196.09 | 4th Quarter Unemployment | Eibes-Rollins | Unemployment Compensation |
| | 05-430-700-4820-6267 | AP | 668.40 | 4th Quarter Unemployment | Witikko | Unemployment Compensation |
| 3390 | Minnesota UC Fund | | 4,864.49 | | 2 Transactions | |
| 11120 | Nardini Fire Equipment Co.,Inc 05-430-700-4800-6231 | AP | 25.50 | 12V7AH SLA 187 Faston Battery 12/28/2018 | IN00095920 | Services/Labor/Contracts |
| | 05-430-700-4800-6300 | AP | 201.45 | Annual Inspection 12/28/2018 | IN00095920 | Maintenance/Service Contracts |
| 11120 | Nardini Fire Equipment Co.,Inc | | 226.95 | | 2 Transactions | |
| 12449 | NEOPOST USA INC 05-430-700-4800-6300 | | 144.42 | Rate Change Protection 02/01/2019 01/31/2020 | 56371512 | Maintenance/Service Contracts |
| 12449 | NEOPOST USA INC | | 144.42 | | 1 Transactions | |

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5 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|--|------|---------------------|-------------------------------------|--|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 10698 | Stericycle,Inc 05-430-700-4800-6231 | | 61.40 | Steri-Safe 02/01/2019 02/28/2019 | 4008347241 Services/Labor/Contracts |
| 10698 | Stericycle,Inc | | 61.40 | 1 Transactions | |
| 430 | DEPT Total: | | 7,800.14 | Social Services | 12 Vendors 21 Transactions |
| 5 | Fund Total: | | 13,636.15 | Health & Human Services | 81 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|----------|----------|-----------------------------------|-------------------------|---|
| 900 | DEPT | | | Timber Permit Bonds | | |
| 13447 | Futurewood 10-900-000-0000-2300 | | 1,212.00 | Bond refund Rec 3259 | 13942 | Timber Permit Bonds |
| 13447 | Futurewood | | 1,212.00 | 1 Transactions | | |
| 13028 | Tveit Lumber 10-900-000-0000-2300 | | 714.08 | Bond refund Rec 240 | 13976 | Timber Permit Bonds |
| 13028 | Tveit Lumber | | 714.08 | 1 Transactions | | |
| 15009 | Vandermey Logging 10-900-000-0000-2300 | | 545.00 | Bond Refund Rec 109 | 13981 | Timber Permit Bonds |
| 15009 | Vandermey Logging | | 545.00 | 1 Transactions | | |
| 900 | DEPT Total: | | 2,471.08 | Timber Permit Bonds | 3 Vendors | 3 Transactions |
| 921 | DEPT | | | Co. Development | | |
| 2531 | Joint Counties Natural Res Board 10-921-000-0000-6240 | | 1,000.00 | 2019 Membership dues | | Dues |
| 2531 | Joint Counties Natural Res Board | | 1,000.00 | 1 Transactions | | |
| 921 | DEPT Total: | | 1,000.00 | Co. Development | 1 Vendors | 1 Transactions |
| 923 | DEPT | | | Forfeited Tax Sales | | |
| 10452 | AT&T Mobility 10-923-000-0000-6254 | AP | 105.44 | Cell phone | 287257204209 | Utilities |
| 10452 | AT&T Mobility | | 105.44 | 1 Transactions | | |
| 13725 | Beartooth True Value 10-923-000-0000-6406 | AP | 55.51 | Hook, tape, plug etc | B78072 | Field Supplies |
| 13725 | Beartooth True Value | | 55.51 | 1 Transactions | | |
| 11411 | Charter Communications 10-923-000-0000-6254 | | 174.98 | Business internet | 83523056600458 | Utilities |
| 11411 | Charter Communications | | 174.98 | 1 Transactions | | |
| 91022 | Courtemanche/Richard 10-923-000-0000-6240 | AP | 85.00 | Forest Stewards Guild | | Dues |
| | 10-923-000-0000-6240 | AP | 156.00 | Society of American Foresters | | Dues |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|-------------|----------|--|----------------------------|--|
| 91022 | Courtemanche/Richard | | 241.00 | | 2 Transactions | |
| 10855 | Culligan 10-923-000-0000-6254 | | 15.00 | Water cooler rental 01/01/2019 01/31/2019 | 150-10046456-2 | Utilities |
| | 10-923-000-0000-6254 | AP | 19.50 | 5 gallons water | 150-10046456-2 | Utilities |
| 10855 | Culligan | | 34.50 | | 2 Transactions | |
| 13447 | Futurewood 10-923-000-0000-6820 | | 2,020.03 | Overappraised refund | 13942 | Refunds & Reimbursements |
| 13447 | Futurewood | | 2,020.03 | | 1 Transactions | |
| 1754 | Garrison Disposal Company, Inc 10-923-000-0000-6254 | | 285.77 | Waste removal-Jan | 76190 | Utilities |
| 1754 | Garrison Disposal Company, Inc | | 285.77 | | 1 Transactions | |
| 4641 | Holiday Credit Office 10-923-000-0000-6511 | AP | 604.64 | December fuel | 1400000134961 | Gas And Oil |
| 4641 | Holiday Credit Office | | 604.64 | | 1 Transactions | |
| 2340 | Hyytinen Hardware Hank 10-923-000-0000-6406 | AP | 23.18 | | 1498762 | Field Supplies |
| | 10-923-000-0000-6406 | AP | 13.58 | Hasp | 1499234 | Field Supplies |
| 2340 | Hyytinen Hardware Hank | | 36.76 | | 2 Transactions | |
| 2182 | Kostick/Renee D. 10-923-000-0000-6208 | | 102.00 | Colors Training | | Training/Education |
| 2182 | Kostick/Renee D. | | 102.00 | | 1 Transactions | |
| 4251 | MACLC 10-923-000-0000-6240 | | 500.00 | 2019 Dues | | Dues |
| 4251 | MACLC | | 500.00 | | 1 Transactions | |
| 2991 | Malmo Market 10-923-000-0000-6511 | AP | 172.88 | December gas | | Gas And Oil |
| 2991 | Malmo Market | | 172.88 | | 1 Transactions | |
| 5892 | McGregor Printing & Graphics, Inc 10-923-000-0000-6405 | | 179.00 | Envelopes | 195012 | Office Supplies |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|-----------|--------------------------------------|----------------------------|--|
| 5892 | McGregor Printing & Graphics, Inc | | 179.00 | | 1 Transactions | |
| 12927 | Midwest Machinery Co. 10-923-000-0000-6590 | AP | 52.93 | Filters | 1818090 | Repair & Maintenance Supplies |
| 12927 | Midwest Machinery Co. | | 52.93 | | 1 Transactions | |
| 4010 | Rasley Oil Company 10-923-000-0000-6511 | AP | 719.93 | December gas | AITCOL&PS | Gas And Oil |
| 4010 | Rasley Oil Company | | 719.93 | | 1 Transactions | |
| 86235 | The Office Shop Inc 10-923-000-0000-6405 | AP | 10.04 | Calendar | 1055931-0 | Office Supplies |
| | 10-923-000-0000-6405 | AP | 13.01 | Notes, pad | 302282-0 | Office Supplies |
| 86235 | The Office Shop Inc | | 23.05 | | 2 Transactions | |
| 13934 | Tire Barn 10-923-000-0000-6590 | AP | 1,068.87 | Strut & coil spring | 46049 | Repair & Maintenance Supplies |
| 13934 | Tire Barn | | 1,068.87 | | 1 Transactions | |
| 13028 | Tveit Lumber 10-923-000-0000-6820 | | 410.10 | Overappraised | 13976 | Refunds & Reimbursements |
| 13028 | Tveit Lumber | | 410.10 | | 1 Transactions | |
| 923 | DEPT Total: | | 6,787.39 | Forfeited Tax Sales | 18 Vendors | 22 Transactions |
| 926 | DEPT | | | Law Library | | |
| | 1976 Haberkorn Law Offices,Ltd 10-926-000-0000-6232 | AP | 80.00 | Law Library Self Help Program | | Attorney Services |
| | 1976 Haberkorn Law Offices,Ltd | | 80.00 | | 1 Transactions | |
| 926 | DEPT Total: | | 80.00 | Law Library | 1 Vendors | 1 Transactions |
| 10 | Fund Total: | | 10,338.47 | Trust | | 27 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|-------------|--------|--------------------------------------|----------------------------|--|
| 924 | DEPT | | | Forest Resource | | |
| 10452 | AT&T Mobility 11-924-000-0000-6250 | AP | 56.24 | Cell phone | 287257204209 | Telephone |
| 10452 | AT&T Mobility | | 56.24 | | 1 Transactions | |
| 14742 | Berg/James 11-924-000-0000-6350 | | 35.00 | Natural Resources | 1/14/19 | Per Diem |
| | 11-924-000-0000-6330 | | 19.72 | Natural Resources | 34@.58 | Transportation & Travel |
| 14742 | Berg/James | | 54.72 | | 2 Transactions | |
| 12526 | Bixby/James 11-924-000-0000-6350 | | 35.00 | Natural Resources | 1/14/19 | Per Diem |
| | 11-924-000-0000-6330 | | 37.12 | Natural Resources Mileage | 64@.58 | Transportation & Travel |
| 12526 | Bixby/James | | 72.12 | | 2 Transactions | |
| 589 | Blomberg/Judith 11-924-000-0000-6350 | | 35.00 | Natural Resources | 1/14/19 | Per Diem |
| 589 | Blomberg/Judith | | 35.00 | | 1 Transactions | |
| 2270 | Hoppe/Russell Peter 11-924-000-0000-6350 | | 35.00 | Natural Resources | 1/14/19 | Per Diem |
| | 11-924-000-0000-6330 | | 34.80 | Natural Resources | 60@.58 | Transportation & Travel |
| 2270 | Hoppe/Russell Peter | | 69.80 | | 2 Transactions | |
| 2448 | Janzen/Carroll Mark 11-924-000-0000-6350 | | 35.00 | Natural Resources | 1/14/19 | Per Diem |
| | 11-924-000-0000-6330 | | 32.48 | Natural Resources | 56@.58 | Transportation & Travel |
| 2448 | Janzen/Carroll Mark | | 67.48 | | 2 Transactions | |
| 5759 | Kitzrow/Donald 11-924-000-0000-6350 | | 35.00 | Natural Resources | 1/14/19 | Per Diem |
| | 11-924-000-0000-6330 | | 38.16 | Natural Resources | 65.8@.58 | Transportation & Travel |
| 5759 | Kitzrow/Donald | | 73.16 | | 2 Transactions | |
| 5784 | Lake/Robert 11-924-000-0000-6350 | | 35.00 | Natural Resources | 1/14/19 | Per Diem |
| | 11-924-000-0000-6330 | | 16.24 | Natural Resources | 28@.58 | Transportation & Travel |
| 5784 | Lake/Robert | | 51.24 | | 2 Transactions | |

Aitkin County



| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|----------------|--|----------------------------|--|
| 11990 | Lange/David 11-924-000-0000-6350 11-924-000-0000-6330 | | 35.00 37.12 | Natural Resources Natural Resources | 1/14/19 64@.58 | Per Diem Transportation & Travel |
| 11990 | Lange/David | | 72.12 | 2 Transactions | | |
| 12512 | MARCUM/ROBERT 11-924-000-0000-6350 11-924-000-0000-6330 | | 35.00 27.84 | Natural Resources Natural Resources | 1/14/19 48@.58 | Per Diem Transportation & Travel |
| 12512 | MARCUM/ROBERT | | 62.84 | 2 Transactions | | |
| 10906 | Shipp/Dale 11-924-000-0000-6350 11-924-000-0000-6330 | | 35.00 18.56 | Natural Resources Natural Resources | 1/14/19 32@.58 | Per Diem Transportation & Travel |
| 10906 | Shipp/Dale | | 53.56 | 2 Transactions | | |
| 4927 | Turnock/Franklin Allen 11-924-000-0000-6350 11-924-000-0000-6330 | | 35.00 34.80 | Natural Resources Natural Resources | 1/14/19 60@.58 | Per Diem Transportation & Travel |
| 4927 | Turnock/Franklin Allen | | 69.80 | 2 Transactions | | |
| 10017 | Tveit/Galen 11-924-000-0000-6350 11-924-000-0000-6330 | | 35.00 20.88 | Natural Resources Natural Resources | 1/14/19 36@.58 | Per Diem Transportation & Travel |
| 10017 | Tveit/Galen | | 55.88 | 2 Transactions | | |
| 6097 | Verizon Wireless 11-924-000-0000-6250 | AP | 88.18 | Cell phone | 58068382700001 | Telephone |
| 6097 | Verizon Wireless | | 88.18 | 1 Transactions | | |
| 924 | DEPT Total: | | 882.14 | Forest Resource | 14 Vendors | 25 Transactions |
| 925 | DEPT | | | Resource Management | | |
| 10891 | Roth Construction 11-925-000-0000-6361 | AP | 2,355.00 | Road work 38-10 26-43-23 | | Road Construction Service |
| 10891 | Roth Construction | | 2,355.00 | 1 Transactions | | |
| 13234 | Western EcoSystems Technology, Inc. 11-925-000-0000-6231 | AP | 6,158.75 | Project 734-03.001 | 62338 | Services, Labor, Contracts |

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 11 Forest Development

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description | |
|--------|-------------------------------------|------|---------------------|----------------------|-----------------------------|-------------------|
| No. | Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name |
| 13234 | Western EcoSystems Technology, Inc. | | 6,158.75 | 1 Transactions | | |
| 925 | DEPT Total: | | 8,513.75 | Resource Management | 2 Vendors | 2 Transactions |
| 939 | DEPT | | | County Surveyor | | |
| 730 | Breezy Point Resort | | | | | |
| | 11-939-000-0000-6340 | | 106.74 | Survey Tech workshop | | Meals (Overnight) |
| 730 | Breezy Point Resort | | 106.74 | 1 Transactions | | |
| 14897 | MN Assoc of County Surveyors | | | | | |
| | 11-939-000-0000-6240 | | 80.00 | 2019 Dues | | Dues/Assoc Fees |
| 14897 | MN Assoc of County Surveyors | | 80.00 | 1 Transactions | | |
| 939 | DEPT Total: | | 186.74 | County Surveyor | 2 Vendors | 2 Transactions |
| 11 | Fund Total: | | 9,582.63 | Forest Development | | 29 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|-------------|----------|--------------------------------------|----------------------------|--|
| 521 | DEPT | | | LLCC Administration | | |
| 85003 | Aitkin County DAC 19-521-000-0000-6231 | AP | 623.15 | November cleaning | | Services, Labor, Contracts |
| 85003 | Aitkin County DAC | | 623.15 | 1 Transactions | | |
| 11419 | Beaudry Propane 19-521-000-0000-6254 | | 394.83 | Propane, Director Residence | 164465 | Utilities |
| | 19-521-000-0000-6254 | | 311.89 | Propane, instructor residence | 165317 | Utilities |
| | 19-521-000-0000-6254 | | 357.35 | Propane, dining hall | 165364 | Utilities |
| 11419 | Beaudry Propane | | 1,064.07 | 3 Transactions | | |
| 783 | Canon Financial Services, Inc 19-521-000-0000-6231 | AP | 106.01 | Contract Charges 037 | 19509469 | Services, Labor, Contracts |
| 783 | Canon Financial Services, Inc | | 106.01 | 1 Transactions | | |
| 13045 | Dowell/Courtney 19-521-000-0000-6205 | | 100.00 | Postage for school mailing | | Postage |
| 13045 | Dowell/Courtney | | 100.00 | 1 Transactions | | |
| 8622 | Frontier 19-521-000-0000-6250 | AP | 688.37 | Service & Long Distance | 2187684653 | Telephone |
| 8622 | Frontier | | 688.37 | 1 Transactions | | |
| 2763 | J & H Transfer Station-Lakes Sanitary 19-521-000-0000-6255 | | 92.38 | Garbage service Jan | 149309 | Garbage |
| 2763 | J & H Transfer Station-Lakes Sanitary | | 92.38 | 1 Transactions | | |
| 2182 | Kostick/Renee D. 19-521-000-0000-6208 | | 102.00 | Colors Training | | Training/Education |
| 2182 | Kostick/Renee D. | | 102.00 | 1 Transactions | | |
| 3160 | Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254 | AP | 90.81 | Director's Residence | 27-13-004-01 | Utilities |
| | 19-521-000-0000-6254 | AP | 1,062.70 | Energy Center | 27-13-005-02 | Utilities |
| | 19-521-000-0000-6254 | AP | 469.84 | Dining Hall | 27-13-006-01 | Utilities |
| | 19-521-000-0000-6254 | AP | 511.98 | North Star Lodge | 27-13-007-03 | Utilities |
| | 19-521-000-0000-6254 | AP | 38.57 | Parking lot | 27-13-008-01 | Utilities |
| | 19-521-000-0000-6254 | AP | 93.07 | Staff residence | 27-13-009-01 | Utilities |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name | Accr | Rpt | Amount | Warrant Description | Invoice # | Account/Formula Description |
|--------|-----------------------------------|------|-----|----------|---------------------|----------------|------------------------------|
| No. | Account/Formula | | | | Service Dates | Paid On Bhf # | On Behalf of Name |
| 3160 | Mille Lacs Energy Coop-Albert Lea | | | 2,266.97 | | 6 Transactions | |
| 11120 | Nardini Fire Equipment Co.,Inc | | | | | | |
| | 19-521-000-0000-6231 | | | 160.80 | Ansul Inspection | 96636 | Services, Labor, Contracts |
| 11120 | Nardini Fire Equipment Co.,Inc | | | 160.80 | | 1 Transactions | |
| 4425 | Shirts Plus | | | | | | |
| | 19-521-000-0000-6400 | AP | | 854.75 | Logo Hoodies | 2309 | Commissary Items |
| | 19-521-000-0000-6400 | | | 480.77 | Water bottles | 2358 | Commissary Items |
| | 19-521-000-0000-6400 | | | 329.35 | Campfire mugs | 2358 | Commissary Items |
| 4425 | Shirts Plus | | | 1,664.87 | | 3 Transactions | |
| 521 | DEPT Total: | | | 6,868.62 | LLCC Administration | 10 Vendors | 19 Transactions |
| 522 | DEPT | | | | LLCC Education | | |
| 86235 | The Office Shop Inc | | | | | | |
| | 19-522-000-0000-6416 | | | 654.66 | Copier contract | 302654-0 | Education Supplies |
| 86235 | The Office Shop Inc | | | 654.66 | | 1 Transactions | |
| 522 | DEPT Total: | | | 654.66 | LLCC Education | 1 Vendors | 1 Transactions |
| 523 | DEPT | | | | LLCC Food | | |
| 5662 | McGregor Dairy,Inc | | | | | | |
| | 19-523-000-0000-6418 | AP | | 220.34 | Groceries | 29162 | Groceries-Students |
| 5662 | McGregor Dairy,Inc | | | 220.34 | | 1 Transactions | |
| 4968 | Upper Lakes Foods, Inc | | | | | | |
| | 19-523-000-0000-6420 | AP | | 29.22 | Supplies | 383409-00 | Food Service Supplies |
| | 19-523-000-0000-6418 | AP | | 1,098.90 | Groceries | 392221-00 | Groceries-Students |
| | 19-523-000-0000-6420 | AP | | 72.62 | Supplies | 392221-00 | Food Service Supplies |
| 4968 | Upper Lakes Foods, Inc | | | 1,200.74 | | 3 Transactions | |
| 523 | DEPT Total: | | | 1,421.08 | LLCC Food | 2 Vendors | 4 Transactions |
| 524 | DEPT | | | | LLCC Maintenance | | |
| 13649 | Aitkin Rental Center | | | | | | |
| | 19-524-000-0000-6422 | AP | | 20.00 | Auger Rental | 10418 | Janitorial Services/Supplies |

Aitkin County



| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|--------------------------------|------|---------------------|-------------------------------|--------------------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| | | | Amount | | |
| 13649 | Aitkin Rental Center | | 20.00 | 1 Transactions | |
| 13725 | Beartooth True Value | | | | |
| | 19-524-000-0000-6422 | AP | 8.97 | Plow truck hardware | B77445 Janitorial Services/Supplies |
| | 19-524-000-0000-6422 | AP | 59.38 | Paint (NSL) | B78355 Janitorial Services/Supplies |
| 13725 | Beartooth True Value | | 68.35 | 2 Transactions | |
| 11946 | McGuire Mechanical | | | | |
| | 19-524-000-0000-6590 | AP | 222.00 | Boiler repairs | 8926 Repair & Maintenance Supplies |
| 11946 | McGuire Mechanical | | 222.00 | 1 Transactions | |
| 3390 | Minnesota UC Fund | | | | |
| | 19-524-000-0000-6267 | AP | 62.43 | 4th Quarter Unemployment | Knudsen Unemployment Compensation |
| 3390 | Minnesota UC Fund | | 62.43 | 1 Transactions | |
| 3760 | Palisade Cooperative Oil Assoc | | | | |
| | 19-524-000-0000-6511 | AP | 32.81 | Fuel for splitter | 418095 Gas And Oil |
| | 19-524-000-0000-6511 | AP | 14.87 | Fuel for shop | 419263 Gas And Oil |
| 3760 | Palisade Cooperative Oil Assoc | | 47.68 | 2 Transactions | |
| 524 | DEPT Total: | | 420.46 | LLCC Maintenance | 5 Vendors 7 Transactions |
| 525 | DEPT | | | LLCC Capital Improvement | |
| 12709 | K & N Electric LLC | | | | |
| | 19-525-000-0000-6601 | | 1,551.89 | Outlet & wiring for fan | 2253 Capital Outlay-Non Marcum House |
| | 19-525-000-0000-6601 | | 2,109.06 | Wire pumps/awuastat | 2254 Capital Outlay-Non Marcum House |
| | 19-525-000-0000-6601 | | 1,920.07 | Outlets/LED lights | 2255 Capital Outlay-Non Marcum House |
| 12709 | K & N Electric LLC | | 5,581.02 | 3 Transactions | |
| 525 | DEPT Total: | | 5,581.02 | LLCC Capital Improvement | 1 Vendors 3 Transactions |
| 19 | Fund Total: | | 14,945.84 | Long Lake Conservation Center | 34 Transactions |

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 21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|--|------|---------------------|----------------------|-------------------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 520 | DEPT | | Parks | | |
| 10452 | AT&T Mobility | | | | |
| | 21-520-000-0000-6250 | AP | 35.15 | Cell phone | 287257204209 Telephone |
| 10452 | AT&T Mobility | | 35.15 | | 1 Transactions |
| 6049 | Farm Island Repair & Marine | | | | |
| | 21-520-000-0000-6590 | AP | 197.87 | Oil & filter ATV 108 | 65187 Repair & Maintenance Supplies |
| 6049 | Farm Island Repair & Marine | | 197.87 | | 1 Transactions |
| 9692 | Minnesota Energy Resources Corporation | | | | |
| | 21-520-000-0000-6254 | AP | 349.72 | Heating gas for shop | 50254456100001 Utilities |
| | | | | 12/01/2018 | 12/31/2018 |
| 9692 | Minnesota Energy Resources Corporation | | 349.72 | | 1 Transactions |
| 520 | DEPT Total: | | 582.74 | Parks | 3 Vendors 3 Transactions |
| 21 | Fund Total: | | 582.74 | Parks | 3 Transactions |
| | Final Total: | | 305,554.05 | 281 Vendors | 463 Transactions |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> | |
|---------------|-------------|---------------|-------------------------------|--------------------|
| | 1 | 212,187.68 | General Fund | |
| | 3 | 44,280.54 | Road & Bridge | |
| | 5 | 13,636.15 | Health & Human Services | |
| | 10 | 10,338.47 | Trust | |
| | 11 | 9,582.63 | Forest Development | |
| | 19 | 14,945.84 | Long Lake Conservation Center | |
| | 21 | 582.74 | Parks | |
| | All Funds | 305,554.05 | Total | Approved by, |
| | | | | |
| | | | | |

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

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Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|-------------------------|-------------|--------|--------------------------------------|----------------------------|--|
| 40 | DEPT | | | Auditor | | |
| 89991 | Bremer Bank | | | | | |
| | 01-040-021-0000-5840 | | 0.13 | Receipt Nbr 6234 12/04/2018 | | Misc Receipts |
| | 01-040-021-0000-5840 | | 0.32 | Receipt Nbr 6570 12/26/2018 | | Misc Receipts |
| 89991 | Bremer Bank | | 0.45 | 2 Transactions | | |
| 40 | DEPT Total: | | 0.45 | Auditor | 1 Vendors | 2 Transactions |
| 42 | DEPT | | | Treasurer | | |
| 89991 | Bremer Bank | | | | | |
| | 01-042-000-0000-5840 | | 0.26 | Receipt Nbr 6334 12/10/2018 | | Misc Receipts |
| | 01-042-000-0000-5840 | | 0.26 | Receipt Nbr 6432 12/17/2018 | | Misc Receipts |
| | 01-042-000-0000-5840 | | 0.26 | Receipt Nbr 6525 12/21/2018 | | Misc Receipts |
| | 01-042-000-0000-5840 | | 0.13 | Receipt Nbr 6565 12/26/2018 | | Misc Receipts |
| | 01-042-000-0000-5840 | | 0.13 | Receipt Nbr 6655 12/31/2018 | | Misc Receipts |
| 89991 | Bremer Bank | | 1.04 | 5 Transactions | | |
| 42 | DEPT Total: | | 1.04 | Treasurer | 1 Vendors | 5 Transactions |
| 43 | DEPT | | | Assessor | | |
| 89991 | Bremer Bank | | | | | |
| | 01-043-000-0000-5840 | | 0.51 | Receipt Nbr 6187 12/03/2018 | | Misc Receipts |
| | 01-043-000-0000-5840 | | 0.58 | Receipt Nbr 6187 12/03/2018 | | Misc Receipts |
| | 01-043-000-0000-5840 | | 0.26 | Receipt Nbr 6187 12/03/2018 | | Misc Receipts |
| | 01-043-000-0000-5840 | | 0.26 | Receipt Nbr 6606 12/28/2018 | | Misc Receipts |
| 89991 | Bremer Bank | | 1.61 | 4 Transactions | | |
| 43 | DEPT Total: | | 1.61 | Assessor | 1 Vendors | 4 Transactions |
| 49 | DEPT | | | Information Technologies | | |
| 89991 | Bremer Bank | | | | | |
| | 01-049-000-0000-5525 | | 3.76 | Receipt Nbr 6567 12/26/2018 | | Label & Listing Sales |
| 89991 | Bremer Bank | | 3.76 | 1 Transactions | | |
| 49 | DEPT Total: | | 3.76 | Information Technologies | 1 Vendors | 1 Transactions |
| 90 | DEPT | | | Attorney | | |

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|----------------------|----------|--------|-----------------------------------|-------------------------|---|
| 89991 | Bremer Bank | | | | | |
| | 01-090-000-0000-5840 | | 1.29 | Receipt Nbr 6244 12/04/2018 | | Misc Receipts |
| | 01-090-000-0000-5840 | | 0.64 | Receipt Nbr 6245 12/04/2018 | | Misc Receipts |
| | 01-090-000-0000-5840 | | 1.93 | Receipt Nbr 6255 12/05/2018 | | Misc Receipts |
| | 01-090-000-0000-5840 | | 1.29 | Receipt Nbr 6259 12/05/2018 | | Misc Receipts |
| | 01-090-000-0000-5840 | | 1.29 | Receipt Nbr 6353 12/12/2018 | | Misc Receipts |
| | 01-090-000-0000-5840 | | 1.29 | Receipt Nbr 6355 12/12/2018 | | Misc Receipts |
| | 01-090-000-0000-5840 | | 1.29 | Receipt Nbr 6357 12/12/2018 | | Misc Receipts |
| | 01-090-000-0000-5840 | | 3.22 | Receipt Nbr 6433 12/17/2018 | | Misc Receipts |
| | 01-090-000-0000-5840 | | 2.57 | Receipt Nbr 6434 12/17/2018 | | Misc Receipts |
| | 01-090-000-0000-5840 | | 1.93 | Receipt Nbr 6468 12/19/2018 | | Misc Receipts |
| 89991 | Bremer Bank | | 16.74 | 10 Transactions | | |
| 90 | DEPT Total: | | 16.74 | Attorney | 1 Vendors | 10 Transactions |
| 100 | DEPT | | | Recorder | | |
| 89991 | Bremer Bank | | | | | |
| | 01-100-000-0000-6311 | | 26.00 | Recorder's Copies | | Sales Tax |
| 89991 | Bremer Bank | | 26.00 | 1 Transactions | | |
| 100 | DEPT Total: | | 26.00 | Recorder | 1 Vendors | 1 Transactions |
| 252 | DEPT | | | Corrections | | |
| 89991 | Bremer Bank | | | | | |
| | 01-252-000-0000-5861 | | 68.73 | Receipt Nbr 6515 12/20/2018 | | Medical Co Pay From Inmates |
| | 01-252-252-0000-5872 | | 39.63 | Receipt Nbr 6236 12/04/2018 | | Phone Card Prisoner Welfare(Taxable) |
| | 01-252-252-0000-5872 | | 46.22 | Receipt Nbr 6388 12/13/2018 | | Phone Card Prisoner Welfare(Taxable) |
| | 01-252-252-0000-5872 | | 55.19 | Receipt Nbr 6566 12/26/2018 | | Phone Card Prisoner Welfare(Taxable) |
| | 01-252-252-0000-5885 | | 15.42 | Receipt Nbr 6236 12/04/2018 | | Commissary Sales Taxable |
| | 01-252-252-0000-5885 | | 41.02 | Receipt Nbr 6388 12/13/2018 | | Commissary Sales Taxable |
| | 01-252-252-0000-5885 | | 11.66 | Receipt Nbr 6515 12/20/2018 | | Commissary Sales Taxable |
| | 01-252-252-0000-5885 | | 19.20 | Receipt Nbr 6566 12/26/2018 | | Commissary Sales Taxable |
| 89991 | Bremer Bank | | 297.07 | 8 Transactions | | |
| 252 | DEPT Total: | | 297.07 | Corrections | 1 Vendors | 8 Transactions |
| 1 | Fund Total: | | 346.67 | General Fund | | 31 Transactions |

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 3 Road & Bridge

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| | <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> | |
|-----|----------------------------|-------------|----------------------------|-----------------------------|------------------------------------|--------------------------|
| | <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 0 | DEPT | | | Undesignated | | |
| | 89991 Bremer Bank | | | | | |
| | 03-000-000-0000-5855 | | 0.13 | Receipt Nbr 6235 12/04/2018 | | Charges-Individuals |
| | 03-000-000-0000-5855 | | 3.86 | Receipt Nbr 6404 12/14/2018 | | Charges-Individuals |
| | 03-000-000-0000-5855 | | 0.13 | Receipt Nbr 6404 12/14/2018 | | Charges-Individuals |
| | 03-000-000-0000-5855 | | 1.93 | Receipt Nbr 6459 12/19/2018 | | Charges-Individuals |
| | 03-000-000-0000-5855 | | 3.86 | Receipt Nbr 6526 12/21/2018 | | Charges-Individuals |
| | 89991 Bremer Bank | | 9.91 | 5 Transactions | | |
| 0 | DEPT Total: | | 9.91 | Undesignated | 1 Vendors | 5 Transactions |
| 303 | DEPT | | | R&B Highway Maintenance | | |
| | 8410 Bremer Bank | | | | | |
| | 03-303-000-0000-6513 | | 1,273.10 | Dec Diesel Tax | | Motor Fuel & Lubricants |
| | 8410 Bremer Bank | | 1,273.10 | 1 Transactions | | |
| 303 | DEPT Total: | | 1,273.10 | R&B Highway Maintenance | 1 Vendors | 1 Transactions |
| 3 | Fund Total: | | 1,283.01 | Road & Bridge | | 6 Transactions |

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5 Health & Human Services

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|----------------------|------|-----------------------------|---------------|------------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 430 | DEPT | | Social Services | | |
| | 89991 Bremer Bank | | | | |
| | 05-430-700-0000-5832 | | Receipt Nbr 6406 12/14/2018 | | Ss Administrative Recoveries |
| | 89991 Bremer Bank | | 1 Transactions | | |
| 430 | DEPT Total: | | Social Services | 1 Vendors | 1 Transactions |
| 5 | Fund Total: | | Health & Human Services | | 1 Transactions |

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|----------------------|------|---------------------|----------------|--|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 0 | DEPT | | Undesignated | | |
| 4580 | Mn Dept Of Finance | | | | |
| | 09-000-000-0000-2022 | | 656.00 | | Birth / Death Charges |
| | 09-000-000-0000-2024 | | 144.00 | | Children Sur |
| | 09-000-000-0000-2031 | | 696.00 | | Torrens / Tax Forf |
| | 09-000-000-0000-2036 | | 4,816.50 | | State Gen Fund |
| 4580 | Mn Dept Of Finance | | 6,312.50 | 4 Transactions | |
| 3375 | Mn Dept Of Health | | | | |
| | 09-000-000-0000-2027 | | 595.00 | | Dec State Well |
| 3375 | Mn Dept Of Health | | 595.00 | 1 Transactions | State Well Cert Fees (Was 5097 & 6203) |
| 0 | DEPT Total: | | 6,907.50 | Undesignated | 2 Vendors 5 Transactions |
| 9 | Fund Total: | | 6,907.50 | State | 5 Transactions |

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor Name | <u>Rpt</u> | | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|-----------------------------------|-------------|---------------|-------------------------------|----------------------|------------------------------------|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 521 DEPT | | | LLCC Administration | | |
| 89991 Bremer Bank | | | | | |
| 19-521-000-0000-5885 | | 1.93 | Receipt Nbr 6263 12/06/2018 | | Commissary Sales Taxable |
| 19-521-000-0000-5885 | | 12.08 | Receipt Nbr 6430 12/17/2018 | | Commissary Sales Taxable |
| 19-521-000-0000-5885 | | 6.35 | Receipt Nbr 6615 12/28/2018 | | Commissary Sales Taxable |
| 89991 Bremer Bank | | 20.36 | 3 Transactions | | |
| 521 DEPT Total: | | 20.36 | LLCC Administration | 1 Vendors | 3 Transactions |
| 19 Fund Total: | | 20.36 | Long Lake Conservation Center | | 3 Transactions |
| Final Total: | | 8,557.60 | 13 Vendors | 46 Transactions | |

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> | |
|---------------|-------------|---------------|-------------------------------|--------------------|
| | 1 | 346.67 | General Fund | |
| | 3 | 1,283.01 | Road & Bridge | |
| | 5 | 0.06 | Health & Human Services | |
| | 9 | 6,907.50 | State | |
| | 19 | 20.36 | Long Lake Conservation Center | |
| | All Funds | 8,557.60 | Total | Approved by, |
| | | | | |
| | | | | |

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Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIOI

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

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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

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 1 General Fund

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| | <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> | |
|----|-------------------------------------|-------------|----------------------------|----------------------|------------------------------------|-------------------------------------|
| | <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 0 | DEPT | | | Undesignated | | |
| | 88284 Aitkin Co Recorder | | | | | |
| 78 | 01-000-000-0000-2319 | | 210.87 | Land ex APT | | Unavailable Rev-Land Deed Tax Funds |
| | 88284 Aitkin Co Recorder | | 210.87 | 1 Transactions | | |
| 0 | DEPT Total: | | 210.87 | Undesignated | 1 Vendors | 1 Transactions |
| 1 | DEPT | | | Commissioners | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | |
| 2 | 01-001-000-0000-6332 | | 263.40 | AMc Annual Conf | | Hotel / Motel Lodging |
| 3 | 01-001-000-0000-6332 | | 263.40 | AMc Annual Conf | | Hotel / Motel Lodging |
| 5 | 01-001-000-0000-6332 | | 131.70 | AMc Annual Conf | | Hotel / Motel Lodging |
| 17 | 01-001-000-0000-6332 | | 263.40 | AMC annual conf | | Hotel / Motel Lodging |
| 4 | 01-001-000-0000-6340 | | 31.12 | AMc Annual Conf | | Meals (Overnight) |
| | 5462 Bremer Bank (Elan ACH) | | 953.02 | 5 Transactions | | |
| 1 | DEPT Total: | | 953.02 | Commissioners | 1 Vendors | 5 Transactions |
| 40 | DEPT | | | Auditor | | |
| | 208 American Solutions For Business | | | | | |
| 87 | 01-040-000-0000-6205 | | 1,485.85- | postage refund | | Postage |
| | 208 American Solutions For Business | | 1,485.85- | 1 Transactions | | |
| | 780 Bremer Bank | | | | | |
| 74 | 01-040-000-0000-5081 | | 0.06 | mtg reg nov | | Mortgage Registry-3% |
| | 780 Bremer Bank | | 0.06 | 1 Transactions | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | |
| 28 | 01-040-021-0000-6205 | | 16.10 | | | Postage |
| 29 | 01-040-021-0000-6205 | | 34.80 | | | Postage |
| 30 | 01-040-021-0000-6205 | | 36.80 | | | Postage |
| 61 | 01-040-021-0000-6205 | | 20.00 | | | Postage |
| 62 | 01-040-021-0000-6205 | | 26.80 | | | Postage |
| | 5462 Bremer Bank (Elan ACH) | | 134.50 | 5 Transactions | | |
| | 11411 Charter Communications | | | | | |
| 91 | 01-040-021-0000-6250 | | 349.96 | monthly internet | | License Center-Phone |

Aitkin County



| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|----------|-----------|-----------------------------------|-------------------------|---|
| 11411 | Charter Communications | | 349.96 | | 1 Transactions | |
| 40 | DEPT Total: | | 1,001.33- | Auditor | 4 Vendors | 8 Transactions |
| 42 | DEPT | | | Treasurer | | |
| 86 | 208 American Solutions For Business 01-042-000-0000-6231 | | 5,229.46 | tnt notices | | Services, Labor, Contracts |
| | 208 American Solutions For Business | | 5,229.46 | | 1 Transactions | |
| 75 | 780 Bremer Bank 01-042-000-0000-5079 | | 0.12 | deed tax nov | | 3% State Deed Tax |
| | 780 Bremer Bank | | 0.12 | | 1 Transactions | |
| 42 | DEPT Total: | | 5,229.58 | Treasurer | 2 Vendors | 2 Transactions |
| 44 | DEPT | | | Central Services | | |
| 81 | 8410 Bremer Bank 01-044-904-0000-6231 | | 741.60 | participant fees | | Flex Services, Labor, Etc |
| 76 | 01-044-904-0000-6360 | | 47.42 | med fsa | | Flex Plan Withdrawals |
| 82 | 01-044-904-0000-6360 | | 332.95 | dep care fsa | | Flex Plan Withdrawals |
| 83 | 01-044-904-0000-6360 | | 333.35 | dep care fsa | | Flex Plan Withdrawals |
| | 8410 Bremer Bank | | 1,455.32 | | 4 Transactions | |
| 44 | DEPT Total: | | 1,455.32 | Central Services | 1 Vendors | 4 Transactions |
| 49 | DEPT | | | Information Technologies | | |
| 40 | 5462 Bremer Bank (Elan ACH) 01-049-000-0000-6231 | | 155.47 | toshiba strat cix | | Programming, Services, Contracts |
| 41 | 01-049-000-0000-6231 | | 22.95 | 5 phone cords | | Programming, Services, Contracts |
| 43 | 01-049-000-0000-6231 | | 55.30 | 5 surge protectors | | Programming, Services, Contracts |
| 59 | 01-049-000-0000-6231 | | 257.15 | supplies | | Programming, Services, Contracts |
| 65 | 01-049-000-0000-6231 | | 145.38 | rack rails | | Programming, Services, Contracts |
| 39 | 01-049-000-0000-6402 | | 174.73 | ibm 164 gb hd | | Computer Supplies & Software |
| 35 | 01-049-000-0000-6405 | | 26.17 | calendar - steve | | Office Supplies (Non Computer) |
| 42 | 01-049-000-0000-6405 | | 6.99 | 1 50ft phone cord | | Office Supplies (Non Computer) |
| | 5462 Bremer Bank (Elan ACH) | | 844.14 | | 8 Transactions | |

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 1 General Fund

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| | <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> |
| 49 | DEPT Total: | | 844.14 | Information Technologies | 1 Vendors | 8 Transactions |
| 52 | DEPT | | | Administration | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | |
| 36 | 01-052-000-0000-6332 | | 263.40 | AMC conf | | Hotels / Motels |
| 18 | 01-052-000-0000-6340 | | 28.49 | AMC conf | | Meals(Overnight) |
| | 5462 Bremer Bank (Elan ACH) | | 291.89 | | 2 Transactions | |
| 52 | DEPT Total: | | 291.89 | Administration | 1 Vendors | 2 Transactions |
| 90 | DEPT | | | Attorney | | |
| | 10984 Crow Wing County Judicial Center | | | | | |
| 96 | 01-090-000-0000-6233 | | 38.50- | redeposit | | Court Reporter Services |
| | 10984 Crow Wing County Judicial Center | | 38.50- | | 1 Transactions | |
| 90 | DEPT Total: | | 38.50- | Attorney | 1 Vendors | 1 Transactions |
| 100 | DEPT | | | Recorder | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | |
| 27 | 01-100-196-0000-6625 | | 133.99 | backup HD | | Office & Other Equipment-Recorder's |
| | 5462 Bremer Bank (Elan ACH) | | 133.99 | | 1 Transactions | |
| 100 | DEPT Total: | | 133.99 | Recorder | 1 Vendors | 1 Transactions |
| 120 | DEPT | | | Service Officer | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | |
| 47 | 01-120-000-0000-6205 | | 100.00 | ukura's big dollar/thrifty whi | | Postage |
| 1 | 01-120-000-0000-6405 | | 848.30 | Steelcase Leap Fabric Chair | | Office & Computer Supplies |
| | 5462 Bremer Bank (Elan ACH) | | 948.30 | | 2 Transactions | |
| 120 | DEPT Total: | | 948.30 | Service Officer | 1 Vendors | 2 Transactions |
| 200 | DEPT | | | Enforcement | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | |
| 63 | 01-200-000-0000-6511 | | 34.85 | #220 | | Gas And Oil |
| 14 | 01-200-003-0000-6241 | | 295.00 | msa winter conf | | Registration Fee |
| 15 | 01-200-003-0000-6332 | | 151.55 | msa winter conf | #217 | Hotels / Motels |

Aitkin County



| Vendor Name | <u>Rpt</u> | Warrant Description | Invoice # | Account/Formula Description |
|------------------------------------|-------------|---------------------|--------------------------------|---|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> <u>On Behalf of Name</u> |
| 16 01-200-003-0000-6332 | | 422.44 | msa winter conf | #220 Hotels / Motels |
| 31 01-200-003-0000-6241 | | 295.00 | msa winter conf | 220 Registration Fee |
| 48 01-200-003-0000-6241 | | 25.00 | bca training | guida Registration Fee |
| 5462 Bremer Bank (Elan ACH) | | 1,223.84 | 6 Transactions | |
| 14992 MN PEIP | | | | |
| 90 01-200-000-0000-6150 | | 512.08 | c everson | Health Insurance-Employer |
| 14992 MN PEIP | | 512.08 | 1 Transactions | |
| 200 DEPT Total: | | 1,735.92 | Enforcement | 2 Vendors 7 Transactions |
| 252 DEPT | | | Corrections | |
| 5462 Bremer Bank (Elan ACH) | | | | |
| 13 01-252-000-0000-6511 | | 19.00 | background interview | Gas And Oil |
| 34 01-252-252-0000-6405 | | 4.00 | foam foam bowls | Prisoner Welfare |
| 60 01-252-252-0000-6405 | | 29.00 | xmas treats | Prisoner Welfare |
| 5462 Bremer Bank (Elan ACH) | | 52.00 | 3 Transactions | |
| 252 DEPT Total: | | 52.00 | Corrections | 1 Vendors 3 Transactions |
| 257 DEPT | | | Community Corrections | |
| 5462 Bremer Bank (Elan ACH) | | | | |
| 49 01-257-000-0000-6357 | | 518.51 | packages for enhanced clients | Incentives |
| 5462 Bremer Bank (Elan ACH) | | 518.51 | 1 Transactions | |
| 3594 Ninth Judicial District Admin | | | | |
| 66 01-257-022-0000-6406 | | 8,061.61 | transfer sob court donations | Sobriety Crt Expenses |
| 67 01-257-022-0000-6406 | | 9,721.53 | transfer sob court participant | Sobriety Crt Expenses |
| 3594 Ninth Judicial District Admin | | 17,783.14 | 2 Transactions | |
| 257 DEPT Total: | | 18,301.65 | Community Corrections | 2 Vendors 3 Transactions |
| 280 DEPT | | | Emergency Management | |
| 5462 Bremer Bank (Elan ACH) | | | | |
| 46 01-280-000-0000-6511 | | 24.00 | EM mngt meeting | Gas And Oil |
| 5462 Bremer Bank (Elan ACH) | | 24.00 | 1 Transactions | |

Aitkin County



| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|------------------------------|----------|-----------|--------------------------------------|-------------------------|---|
| 280 | DEPT Total: | | 24.00 | Emergency Management | 1 Vendors | 1 Transactions |
| 391 | DEPT | | | Solid Waste | | |
| 5462 | Bremer Bank (Elan ACH) | | | | | |
| 32 | 01-391-000-0000-6332 | | 263.40 | amc conf | | Hotel / Motel Lodging |
| 33 | 01-391-000-0000-6340 | | 23.28 | amc conf | | Meals |
| 64 | 01-391-000-0000-6340 | | 5.00- | t neff meal credit | | Meals |
| 5462 | Bremer Bank (Elan ACH) | | 281.68 | | 3 Transactions | |
| 391 | DEPT Total: | | 281.68 | Solid Waste | 1 Vendors | 3 Transactions |
| 500 | DEPT | | | Library And Historical Society | | |
| 90 | Aitkin Co Historical Society | | | | | |
| 92 | 01-500-501-0000-6801 | | 8,250.00 | 2nd half appropriation | | Historical Society Appropriations |
| 90 | Aitkin Co Historical Society | | 8,250.00 | | 1 Transactions | |
| 500 | DEPT Total: | | 8,250.00 | Library And Historical Society | 1 Vendors | 1 Transactions |
| 700 | DEPT | | | Promotion,AEOA Tran,Airport,RC&D,Tot | | |
| 5403 | Aitkin Airport Commission | | | | | |
| 93 | 01-700-903-0000-6800 | | 7,053.50 | 2nd 1/2 appropriation | | Aitkin Airport Appropriation |
| 5403 | Aitkin Airport Commission | | 7,053.50 | | 1 Transactions | |
| 175 | City Of Mcgregor | | | | | |
| 89 | 01-700-903-0000-6801 | | 6,950.00 | airport appropriation | | Mcgregor Airport Appropriation |
| 175 | City Of Mcgregor | | 6,950.00 | | 1 Transactions | |
| 700 | DEPT Total: | | 14,003.50 | Promotion,AEOA Tran,Airport,RC&D,Ti | 2 Vendors | 2 Transactions |
| 1 | Fund Total: | | 51,676.03 | General Fund | | 54 Transactions |

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 1/18/19 2:10PM
 3 Road & Bridge

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| 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 | | |
| | 1010 City Of Aitkin | | | | |
| 77 | 03-307-000-0000-5849 | | LRIP funding | | LRIP |
| | 1010 City Of Aitkin | | | 1 Transactions | |
| | 10295 Knife River Corp.-North Central | | | | |
| 80 | 03-307-000-0000-6262 | | partial payment 6 | | Contract Payments |
| | 10295 Knife River Corp.-North Central | | | 1 Transactions | |
| 307 | DEPT Total: | | R&B Capital Infrastructure | 2 Vendors | 2 Transactions |
| 3 | Fund Total: | | Road & Bridge | | 2 Transactions |

Aitkin County



| Vendor Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|-----------------------------|------|--------------------------------------|------------------------------------|--|
| No. Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 400 DEPT | | Public Health Department | | |
| 5462 Bremer Bank (Elan ACH) | | | | |
| 53 05-400-430-0403-6406 | | 399.17 C&TC smart phone wallet stand | | PH Program Related Supplies |
| 55 05-400-430-0408-6406 | | 103.98 ph - car seats | | PH Program Related Supplies |
| 50 05-400-440-0410-6239 | | 5.92 survey monkey - leadership | | Software Fees/License Fees |
| 19 05-400-440-0410-6405 | | 18.96 SS - wall calendars | | Office Supplies |
| 23 05-400-440-0410-6405 | | 4.38 agency - colored paper - org | | Office Supplies |
| 25 05-400-440-0410-6405 | | 1.12 agency - leadership lev cert | | Office Supplies |
| 51 05-400-440-0410-6405 | | 5.42 agency - staples / calendar | | Office Supplies |
| 52 05-400-440-0410-6405 | | 6.65 agency - post it | | Office Supplies |
| 56 05-400-440-0410-6405 | | 1.28 agency - supplies | | Office Supplies |
| 57 05-400-440-0410-6405 | | 5.28 agency - extension cord | | Office Supplies |
| 21 05-400-440-0410-6450 | | 2.40 Agency - ihpone travel charger | | Small Equipment: Telephones,Chairs, etc. |
| 58 05-400-440-0410-6405 | | 2.72 agency - phone case | cb | Office Supplies |
| 5462 Bremer Bank (Elan ACH) | | 557.28 | 12 Transactions | |
| 400 DEPT Total: | | 557.28 | Public Health Department 1 Vendors | 12 Transactions |
| 420 DEPT | | Income Maintenance | | |
| 8410 Bremer Bank | | | | |
| 68 05-420-630-0000-5836 | | 30.00 nsf check - janie andrea | | Food Support Recoveries-Maxis |
| 8410 Bremer Bank | | 30.00 | 1 Transactions | |
| 5462 Bremer Bank (Elan ACH) | | | | |
| 50 05-420-600-4800-6239 | | 12.21 survey monkey - leadership | | Software Fees/License Fees |
| 22 05-420-600-4800-6405 | | 6.49 im - avery two pocket dividers | | Office Supplies |
| 23 05-420-600-4800-6405 | | 9.04 agency - colored paper - org | | Office Supplies |
| 25 05-420-600-4800-6405 | | 2.31 agency - leadership lev cert | | Office Supplies |
| 51 05-420-600-4800-6405 | | 11.17 agency - staples / calendar | | Office Supplies |
| 52 05-420-600-4800-6405 | | 13.73 agency - post it | | Office Supplies |
| 56 05-420-600-4800-6405 | | 2.64 agency - supplies | | Office Supplies |
| 57 05-420-600-4800-6405 | | 10.88 agency - extension cord | | Office Supplies |
| 20 05-420-600-4800-6450 | | 192.81 IM - plantronics headset | | Small Equipment: Telephones,Chairs, etc. |
| 21 05-420-600-4800-6450 | | 4.95 Agency - ihpone travel charger | | Small Equipment: Telephones,Chairs, etc. |
| 24 05-420-640-4800-6405 | | 22.15 cs- desk calendar | | Office Supplies |
| 58 05-420-600-4800-6405 | | 5.61 agency - phone case | cb | Office Supplies |
| 5462 Bremer Bank (Elan ACH) | | 293.99 | 12 Transactions | |

Aitkin County



| Vendor Name | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> | |
|-----------------------------|-------------|----------------------------|--------------------------------|------------------------------------|--|
| No. Account/Formula | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 420 DEPT Total: | | 323.99 | Income Maintenance | 2 Vendors | 13 Transactions |
| 430 DEPT | | | Social Services | | |
| 5462 Bremer Bank (Elan ACH) | | | | | |
| 50 05-430-700-4800-6239 | | 18.87 | survey monkey - leadership | | Software Fees/License Fees |
| 23 05-430-700-4800-6405 | | 13.96 | agency - colored paper - org | | Office Supplies |
| 25 05-430-700-4800-6405 | | 3.56 | agency - leadership lev cert | | Office Supplies |
| 26 05-430-700-4800-6405 | | 18.52 | ss - plannner | | Office Supplies |
| 51 05-430-700-4800-6405 | | 17.27 | agency - staples / calendar | | Office Supplies |
| 52 05-430-700-4800-6405 | | 21.22 | agency - post it | | Office Supplies |
| 56 05-430-700-4800-6405 | | 4.07 | agency - supplies | | Office Supplies |
| 57 05-430-700-4800-6405 | | 16.82 | agency - extension cord | | Office Supplies |
| 21 05-430-700-4800-6450 | | 7.64 | Agency - ihpone travel charger | | Small Equipment: Telephones,Chairs, etc. |
| 37 05-430-710-3460-6065 | | 34.95 | self - phone card | | Self Funds - Adolescent Life Skills |
| 38 05-430-710-3460-6065 | | 123.74 | self - art supplies | | Self Funds - Adolescent Life Skills |
| 54 05-430-710-3640-6020 | | 151.98 | FA - car seats | | Family Assessment Response Services |
| 58 05-430-700-4800-6405 | | 8.66 | agency - phone case | cb | Office Supplies |
| 5462 Bremer Bank (Elan ACH) | | 441.26 | | 13 Transactions | |
| 14880 Weizenegger/Ronda A | | | | | |
| 94 05-430-710-3160-6057 | | 86.11- | redeposit | | Foster Care-Transportation |
| 95 05-430-710-3810-6057 | | 892.92- | redeposit | | Family Foster Care |
| 14880 Weizenegger/Ronda A | | 979.03- | | 2 Transactions | |
| 430 DEPT Total: | | 537.77- | Social Services | 2 Vendors | 15 Transactions |
| 5 Fund Total: | | 343.50 | Health & Human Services | | 40 Transactions |

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 1/18/19 2:10PM
 9 State

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| | <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> | |
|----|----------------------------|-------------|----------------------------|----------------------|------------------------------------|--|
| | <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 0 | DEPT | | | Undesignated | | |
| | 780 Bremer Bank | | | | | |
| 72 | 09-000-000-0000-2026 | | 19,521.50 | mtg reg | | State Share Of Mortgage Registry (97%) |
| 73 | 09-000-000-0000-2026 | | 24,505.01 | deed tax | | State Share Of Mortgage Registry (97%) |
| | 780 Bremer Bank | | 44,026.51 | 2 Transactions | | |
| 0 | DEPT Total: | | 44,026.51 | Undesignated | 1 Vendors | 2 Transactions |
| 9 | Fund Total: | | 44,026.51 | State | | 2 Transactions |

JKK1
 1/18/19 2:10PM
 10 Trust

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|-----------------------------|----------|---------------------|----------------|-----------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 900 | DEPT | | Timber Permit Bonds | | |
| | 4279 Sandstrom Logging | | | | |
| 70 | 10-900-000-0000-2300 | | bond refund | | Timber Permit Bonds |
| | 4279 Sandstrom Logging | | | 1 Transactions | |
| 900 | DEPT Total: | | Timber Permit Bonds | 1 Vendors | 1 Transactions |
| | | 1,201.00 | | | |
| 923 | DEPT | | Forfeited Tax Sales | | |
| | 5462 Bremer Bank (Elan ACH) | | | | |
| 6 | 10-923-000-0000-6405 | | Surge Protector | | Office Supplies |
| | 5462 Bremer Bank (Elan ACH) | | | 1 Transactions | |
| | 4279 Sandstrom Logging | | | | |
| 71 | 10-923-000-0000-6820 | | permit 13930 | | Refunds & Reimbursements |
| | 4279 Sandstrom Logging | | | 1 Transactions | |
| 923 | DEPT Total: | | Forfeited Tax Sales | 2 Vendors | 2 Transactions |
| | | 3,125.19 | | | |
| 10 | Fund Total: | | Trust | | 3 Transactions |
| | | 4,326.19 | | | |

JKK1
 1/18/19 2:10PM
 11 Forest Development

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|--------------------------|------|---------------------|----------------|-----------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 925 | DEPT | | Resource Management | | |
| | 88284 Aitkin Co Recorder | | | | |
| 79 | 11-925-000-0000-6231 | | Land ex APT | | Services, Labor, Contracts |
| | 88284 Aitkin Co Recorder | | | 1 Transactions | |
| 925 | DEPT Total: | | Resource Management | 1 Vendors | 1 Transactions |
| 11 | Fund Total: | | Forest Development | | 1 Transactions |

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 1/18/19 2:10PM
 13 Taxes & Penalties

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|----------------------|------|----------------------------|----------------|-----------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 943 | DEPT | | Taxes And Penalties | | |
| 8410 | Bremer Bank | | | | |
| 88 | 13-943-000-0000-2001 | | chargebrack - conrad's | | Cur - Property Taxes |
| 8410 | Bremer Bank | | | 1 Transactions | |
| 5707 | Lereta LLC | | | | |
| 84 | 13-943-000-0000-2001 | | prop tax overpayment | | Cur - Property Taxes |
| 85 | 13-943-000-0000-2001 | | prop tax overpayment | | Cur - Property Taxes |
| 97 | 13-943-000-0000-2001 | | redeposit | | Cur - Property Taxes |
| 5707 | Lereta LLC | | | 3 Transactions | |
| 943 | DEPT Total: | | 735.00 Taxes And Penalties | 2 Vendors | 4 Transactions |
| 13 | Fund Total: | | 735.00 Taxes & Penalties | | 4 Transactions |

Aitkin County



| | <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> |
| 521 | DEPT | | | LLCC Administration | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | |
| | 7 19-521-000-0000-6205 | | 14.30 | USPS | | Postage |
| | 44 19-521-000-0000-6205 | | 6.70 | usps - canteen | | Postage |
| | 11 19-521-000-0000-6231 | | 29.99 | adobe cloud | | Services, Labor, Contracts |
| | 8 19-521-000-0000-6405 | | 10.25 | time cards | | Office & Computer Supplies |
| | 5462 Bremer Bank (Elan ACH) | | 61.24 | 4 Transactions | | |
| 521 | DEPT Total: | | 61.24 | LLCC Administration | 1 Vendors | 4 Transactions |
| 522 | DEPT | | | LLCC Education | | |
| | 8410 Bremer Bank | | | | | |
| | 69 19-522-000-0000-6217 | | 33.20 | cc processing | | Credit Card Fees |
| | 8410 Bremer Bank | | 33.20 | 1 Transactions | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | |
| | 9 19-522-000-0000-6416 | | 20.00 | crickets | | Education Supplies |
| | 12 19-522-000-0000-6416 | | 21.76 | dry erase markers | | Education Supplies |
| | 45 19-522-000-0000-6416 | | 30.16 | critter bedding | | Education Supplies |
| | 5462 Bremer Bank (Elan ACH) | | 71.92 | 3 Transactions | | |
| 522 | DEPT Total: | | 105.12 | LLCC Education | 2 Vendors | 4 Transactions |
| 524 | DEPT | | | LLCC Maintenance | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | |
| | 10 19-524-000-0000-6422 | | 19.65 | thermometers | | Janitorial Services/Supplies |
| | 5462 Bremer Bank (Elan ACH) | | 19.65 | 1 Transactions | | |
| 524 | DEPT Total: | | 19.65 | LLCC Maintenance | 1 Vendors | 1 Transactions |
| 19 | Fund Total: | | 186.01 | Long Lake Conservation Center | | 9 Transactions |
| | Final Total: | | 308,598.88 | 42 Vendors | | 115 Transactions |

Aitkin County



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|---------------|-------------|---------------|-------------------------------|
| | 1 | 51,676.03 | General Fund |
| | 3 | 207,094.77 | Road & Bridge |
| | 5 | 343.50 | Health & Human Services |
| | 9 | 44,026.51 | State |
| | 10 | 4,326.19 | Trust |
| | 11 | 210.87 | Forest Development |
| | 13 | 735.00 | Taxes & Penalties |
| | 19 | 186.01 | Long Lake Conservation Center |
| | All Funds | 308,598.88 | Total |

Approved by,

.....

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Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: January 22, 2019

Title of Item: Employee Recognition

| | | |
|---|---|---|
| <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 type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
| Submitted by: Bobbie Danielson, Human Resources Director | | Department: Human Resources Office |
| Presenter (Name and Title): <i>Bobbie Danielson</i> Bobbie Danielson, Human Resources Director | | Estimated Time Needed: 5 minutes |
| Summary of Issue: Employees who have completed 25 years of service or more (in 5 year increments) are formally recognized by presenting them with an award for their achievement. The following employees reached milestones during the 4th quarter of 2018: <ul style="list-style-type: none"> • Karla White, 25 years of service, Jail Administrator in the Sheriff's Office. | | |
| Alternatives, Options, Effects on Others/Comments: None | | |
| 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> | | |



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: January 22, 2018

Title of Item: Pro-West & Associates Contract

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

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

| | |
|---|--|
| Presenter (Name and Title): Rich Courtemanche | Estimated Time Needed: 10 Min. |
|---|--|

Summary of Issue:
Aitkin County Land Department is requesting that the Aitkin County Board of Commissioners grant Aitkin County Land Department (ACLD) permission to enter into contract with Pro West & Associates (Pro-West), to purchase a computer software upgrade for its timber management programs (\$42,337.56 (Paid \$14,112.52 /year 3yrs). This purchase was part of the approved 2019 budget.

Attached:
- Background Information
- Contract to be signed with Pro-West & Associates

Review
- Steve Bennett, Aitkin County IT (review of network and server needs)
- Jim Ratz, Aitkin County Attorney (review of Contract and approved changes)

Alternatives, Options, Effects on Others/Comments:
Failure to update software would result in the loss of current office functionality, require 3-4 additional staff, increase errors, jeopardize chain of custody, and reduce wood availability. In addition, shared costs for other counties would increase their costs.

Recommended Action/Motion:
Approve contract with Pro-West & Associates and 3 year payment plan for Forestry DMS management software.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$ 42,337.56 (Paid \$14,112.52 /year 3yrs)
Is this budgeted? Yes No *Please Explain:*
Resource Management account; Service, Labor, Contracts...11-925-6231

Aitkin County Land Department is requesting that the Aitkin County Board of Commissioners grant Aitkin County Land Department (ACLD) permission to enter into contract with Pro West & Associates (Pro-West), to purchase a computer software upgrade for its timber management programs. This purchase was part of the approved 2019 budget.

Background History

Aitkin County Land Department was one of the earlier adopters of using GIS software and database software in its land management. ACLD has depended on software developed Pro-West s including TSMM (timber sale and timber scale administration, 2002), Aitkin Forestry Tools (GIS integration, 2005), and TAppr (timber sale setup and prescription database, 2005). For over a decade, these three separate programs have helped ACLD staff setup and administer timber sales, reduce staff time, and maintain its FSC Certification. These computer programs have remained mostly unchanged and are at the end of their functional life. In the very near future, these applications will no longer function with current GIS, Microsoft Access database software, or run on current operating systems.

In response, in 2015, Pro-West built a new timber management system called that melded the three programs (TSMM, TAppr, and Aitkin Forestry Tools) into one web based program for Cass County. Itasca and Crow Wing County have since purchased and are using the new program. The next generation of this program is being developed and is now being offered to the remaining County Land Departments. Of the remaining eleven counties, eight have expressed an interest in jointly acquiring the program with subsequent upgrades.

ACLD administrative, Aitkin County IT, and forestry staffs have reviewed the program and the network needs. In 2018, Beth Haasken, and Rich Courtemanche visited Itasca County to talk with land department staff regarding this program. Itasca County staff are please with the program and Aitkin County Staff have found the program to be robust and would meet ACLD needs.

The program is called “Forestry DMS” and includes the following improvements:

- Web based application, accessible from a web browser
 - All functions are contained in the one application. No need to open multiple databases or transfer data between databases.
 - Pre-RX toolbar runs separately from the web interface but results are integrated within the Forestry DMS. No in-between steps are required for streamlined workflow.
- Multiple users can use the application at the same time.
- A Public Facing Web Page with active sales, inactive sales, and unsold list (each County decides what they will share with the public) is available to link to the County’s website
- Public Facing Reports are configurable from the internal Forestry DMS application to share information with the public. The information shared with the public is decided by each County.
- A Pre-Auction package is bundled automatically for distribution
- A Post-Auction results package is bundled automatically for distribution
- Real-time auction functionality
- Additional Forest Development tools (Tree planning and forest Development Tracking)

- Additional Miscellaneous Permits including: Easements, Leases , Road Use, Maple Syrup, Firewood
- Additional Reports – numerous beyond the reports currently offered in TSMM. A test version of the Forestry DMS is available to view the reports. Click on the URL following this section to navigate to the test version.
- Regulations are included as drop downs, and can be customized to fit the needs of each county
- A File up-loader is available for attaching documents and images
- Three Log Limbs software integration – Scales data importing function will be transferred and re-architected from current functionality in TSMM.

Cost

Forestry DMS is a collaborative application development for 8 counties. As such, there is a base cost that counties will divide based on the number of counties, and an individual cost to each county for deploying within the county.

Based on oral commitments from the County Land Departments, Pro-West is assuming that 8 counties will be sharing the cost of development of the Forestry DMS. Cost will increase if not all 8 counties participate. The cost is \$42,337.56 for each of the eight (8) counties.

Payment Option

Counties have the option of being invoiced for the Forestry DMS application over a 3-year timeline. The amount of each payment is based on 8 counties sharing costs for the development of the Forestry DMS. The schedule of payments is below.

| Payment Period | Payment Amount |
|-----------------------|-----------------------|
| January 1, 2019 | \$ 3,528.13 |
| April 1, 2019 | \$ 3,528.13 |
| July 1, 2019 | \$ 3,528.13 |
| October 1, 2019 | \$ 3,528.13 |
| January 1, 2020 | \$ 3,528.13 |
| April 1, 2020 | \$ 3,528.13 |
| July 1, 2020 | \$ 3,528.13 |
| October 1, 2020 | \$ 3,528.13 |
| January 1, 2021 | \$ 3,528.13 |
| April 1, 2021 | \$ 3,528.13 |
| July 1, 2021 | \$ 3,528.13 |
| October 1, 2021 | \$ 3,528.13 |
| TOTAL | \$ 42,337.56 |

An annual maintenance fee of \$4,000 per county will be invoiced following the 6-week support period after deployment of the Forestry DMS in 2021. This will occur during the third quarter of the second year of the project and be invoiced each subsequent year. The Payment Option does **not** include the Cruise Mobile Application or the maintenance fee.

STANDARD TERMS AND CONDITIONS

PRO-WEST & ASSOCIATES, INC.

These Standard Terms and Conditions (the "Agreement") are entered into by Pro-West & Associates, Inc., a Minnesota corporation ("Pro-West") and Aitkin County, MN (the "Client"), effective January 1, 2019 through December 31, 2021. (Pro-West and Client are referred to herein, collectively, as the "Parties," and, individually as a "Party")

Recitals.

- A. Pro-West provides its customers with software development, data development, and professional services.
- B. Client desires that Pro-West provide certain services to Client, and Pro-West desires the same, all pursuant to the terms and provisions of this Agreement.

Agreement.

In consideration of the recitals above, and the mutual promises in this Agreement below, the Parties agree as follows:

1. **SERVICES.** Subject to the terms and conditions set forth in this Agreement, Pro-West agrees to provide the services set forth on the attached **Scope of Work** (the "**Services**") to Client. Any request for modification of the Services will be effective only if agreed to in writing by both Parties.
2. **PAYMENT TERMS.**
 - (a) **Price.** In exchange for the Services, Client agrees to pay to Pro-West the amounts as set forth on the attached **Scope of Work** (the "**Service Fees**"). The Service Fees will include all amounts due from Client to Pro-West, including, but not limited to, the payment for Services, customs, duties, sales, use, excise, property taxes and similar charges, shipping, and travel, lodging and food expenses.
 - Refer to **Scope of Work** for pricing for 8 counties.
 - (b) **Invoicing.** Unless set forth to the contrary in **Scope of Work**, Pro-West will invoice Client in writing or by electronic documentation on a quarterly basis for the Service Fees due with respect to the Services provided by Pro-West to Client during the prior quarter. Invoices for projects with fixed Service Fees will not include any information other than the amount owed, and, where appropriate, project progress. Except as set forth to the contrary in **Scope of Work**, Client will pay all Service Fees set forth on an invoice within fifty (50) days after the invoice date.
 - (c) **Late Payment.** In the event Client fails to pay all Service Fees due under an invoice after it is due pursuant to this Agreement, Pro-West may: (i) immediately discontinue or delay the Services without regard for any deadlines established

pursuant to this Agreement, if any, and Pro-West will have no liability whatsoever for any damages or losses incurred or suffered by Client pursuant to Pro-West's exercise of such right; and (ii) discontinue, delay, or cancel Services for pending and/or future Services, and Pro-West will have no liability whatsoever for any damages or losses incurred or suffered by Client pursuant to Pro-West's exercise of such right. Payments made after its due date pursuant to this Agreement will accrue interest at a rate of one and one-half percent (1-1/2%) per month, or the highest rate allowed by applicable law, whichever is greater.

- (d) Changes to Payment Terms. Pro-West may adjust billing terms from time to time at Pro-West's sole discretion upon thirty (30) days written notice to Client.

3. **INFORMATION.** For purposes of this Agreement, "**Information**" shall mean: (a) any and all information or data provided by Client to Pro-West, whether created by Client or any third party, that is used by Pro-West in the provision of Services, relied upon by Pro-West in the provision of Services, input by Pro-West into its work product pursuant to the provision of Services, or incorporated by Pro-West into its work product pursuant to the provision of Services; and (b) any and all public information or data that is used by Pro-West in the provision of Services, relied upon by Pro-West in the provision of Services, input by Pro-West into its work product pursuant to the provision of Services, or incorporated by Pro-West into its work product pursuant to the provision of Services. Client acknowledges and agrees: (m) that Pro-West may rely upon, use, and incorporate the Information into its work product and deliverables pursuant to the provision of Services, and (n) that Pro-West will not, and is not bound to, investigate, verify or confirm any Information, and (o) that Pro-West is not, and will not be, a guarantor of Information, and (p) that Client assumes all risk with respect to the Information, and (q) that Client hereby represents and warrants to Pro-West that all Information is accurate, complete, and correct.

4. **OWNERSHIP.**

- (a) Client Ownership of Work Product. Except for any third party software, Know-How (as defined in Section 4(d) below) or Pro-West Tools (as defined in Section 4(c) below), the Services will be deemed a "work made for hire" (as defined by the Copyright Act of 1976). Client will acquire ownership of the Services, but only after the payment in full by Client of all Service Fees due to Pro-West.
- (b) Client License. Client acknowledges and agrees that Pro-West's business depends substantially upon the accumulation of learning, knowledge, data, techniques, tools, processes, and generic materials that Pro-West utilizes and develops. Accordingly, Pro-West will retain ownership and all rights to Know-How and Pro-West will be free to use all Know-How for its business purposes or in providing services to other clients. Pro-West retains the right to use the general knowledge, experience and know-how acquired by it in the course of performing work for Client (except to the extent the same constitutes Client's proprietary property). To the extent Know-How is contained or reflected in the Services, Pro-West hereby grants Client a perpetual, worldwide, nonexclusive, nontransferable, irrevocable, royalty-free,

fully paid up right and license to use, copy, modify, and prepare derivative works of the Know-How but only to the extent the Know-How is embedded in the Services, or is necessary for Client to receive the benefit of the Services. Client will not copy the Know-How, in whole or in part, except for Client's own use or archival purposes.

- (c) Pro-West Tools. Notwithstanding anything herein to the contrary, Pro-West is and will remain the owner and/or licensee of all right, title and interest in and to any software development tools that may be used to develop any software for Client hereunder (any "Pro-West Tools"). This Agreement does not transfer or grant Client any rights, title, or interest in or to any Pro-West Tools.
- (d) Know-How. The term "**Know-How**" means any material of a general abstract character that is used in, enhanced, or developed in the course of providing Services, including, but not limited to, methodologies, delivery strategies, approaches, practices, generic software tools, routines, components, generic code libraries (both open source and proprietary to Pro-West), generic content, research and background materials, training materials, application building blocks, templates, analytical models, project tools, development tools, inventions, solutions, ideas and descriptions thereof.
- (e) Restriction on Transfer by Client. Client will not have the right to lease, rent, sell, pledge, assign, sublease or otherwise transfer or dispose of, in any complete, partial or modified form, the Know-How or any Pro-West Tools, notwithstanding anything herein to the contrary.
- (f) Proprietary Information. The Know-How and any Pro-West Tools are the property of Pro-West, and the ideas, systems, and methods of operation and information contained within the Know-How and any Pro-West Tools are trade secret information of Pro-West. Client understands that any unauthorized copying of the Know-How and any Pro-West Tools, and any unauthorized disclosure or use of any Pro-West trade secret information, is prohibited. Client will not use, disclose, reproduce or otherwise make available any Pro-West trade secret information to any person other than employees of Client who need to know such information in order to utilize or receive the benefit of the Services, or is necessary for Client to receive the benefit of the Services. Client will advise each of its employees who are permitted access to the Know-How, any Pro-West Tools, or any Pro-West trade secret information, of the restrictions upon duplication, disclosure and use contained in this Agreement.
- (g) Third Party Software. Notwithstanding anything herein to the contrary, the use and disclosure of any third-party software is at all times subject to the terms and conditions set forth in their respective licenses with Pro-West. Pro-West makes no representations or warranties of any kind with respect to any third-party software used in the provision of the Services.

5. **WARRANTIES; DISCLAIMER OF WARRANTIES.** Pro-West agrees to correct any material defects in the Services for a period of ninety (90) days following the completion of the Services, and such correction by Pro-West shall be Client's sole remedy for Pro-West's breach of such warranty. Defects covered under this warranty are defined as features or functionalities that operate inconsistently with the requirements set forth in the Services. **EXCEPT FOR THE EXPRESS WARRANTY SET FORTH ABOVE, PRO-WEST MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND AND SPECIFICALLY EXCLUDES AND DISCLAIMS ANY SUCH WARRANTIES, WHETHER WRITTEN OR ORAL, EXPRESS OR IMPLIED, CONTRACTUAL OR STATUTORY, INCLUDING ALL WARRANTIES OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY PRO-WEST OR ANY OF ITS REPRESENTATIVES WILL CREATE A WARRANTY OF ANY KIND.**

6. **LIMITATION OF LIABILITY. NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, PRO-WEST WILL NOT BE LIABLE FOR ANY GENERAL, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING LOST PROFITS) UPON ANY CLAIM ARISING OUT OF OR RELATING TO THESE TERMS OR THE SERVICES, WHETHER IN CONTRACT OR IN TORT OR OTHERWISE. NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, THE LIABILITY OF PRO-WEST UNDER THESE TERMS WILL BE LIMITED TO THE SERVICE FEES PAID BY THE CLIENT TO PRO-WEST IN THE TWELVE (12) MONTHS PRIOR TO OCCURRENCE OF THE EVENT THAT GAVE RISE TO SUCH CLAIM.**

7. **INDEMNIFICATION.** To the fullest extent permitted by law and notwithstanding anything herein to the contrary, Client and Pro-West agree to hold each other, its employees, and officials harmless against any and all claims, costs, expenses (including reasonable attorneys' fees), damages and liabilities for damage or injury to persons or property arising out of or in any way related to (a) this Agreement or the Services, provided that such damages or injury were not caused by Client's or Pro-West's sole negligence, gross negligence, or willful misconduct, or (b) the information.

8. **CONFIDENTIALITY AND DATA PRIVACY.** Pro-West agrees to maintain and protect data on individuals received, or to which Pro-West has access, according to the statutory provisions applicable to the data. No private or confidential data developed, maintained or reviewed by Pro-West under this Agreement may be released to the public by Pro-West or its employees or representatives. All of the data created, collected, received, stored, used, maintained, or disseminated by Pro-West in performing its responsibilities under this Agreement is subject to the requirements of Minn. Statute Chapter 13, and Pro-West shall comply with those requirements as required by law.

It is further understood that Pro-West shall not, unless otherwise authorized by Aitkin County, disclose any information to the media or other third parties relating to the specific details of any documents, discussions, or meetings which may arise during the performance of services under this Agreement. All requests for data or information from third parties shall be directed to Aitkin County and the Aitkin County Coordinator for response.

9. TERMINATION.

- (a) Breach. Either Party may terminate this Agreement by delivery of written notice to the other Party of a material breach of the other Party; provided, however, that if the breach is curable such termination will not be effective unless and until such breach remains uncured for a period of thirty (30) days after the delivery of such notice.
- (b) Insolvency. Either Party may terminate this Agreement without notice: (i) upon the institution by or against either Party of insolvency, receivership or bankruptcy proceedings or any other proceedings for the settlement of the debt of either Party; (ii) upon either Party making an assignment for the benefit of creditors; or (iii) upon the dissolution of or ceasing to do business by either Party.
- (c) 90 days' notice. Either party may terminate the contract without clause with 90 days notices.
- (d) Late Payment. Pro-West may terminate this Agreement pursuant to Section 2(c).
- (e) Effect of Termination. Upon termination of this Agreement pursuant to its terms, Pro-West will perform no Services thereafter. Client will pay for all Services rendered through the date of Termination. Termination of the Agreement will not relieve a Party in breach of this Agreement of its liability and obligations related to such breach. Notwithstanding anything herein to the contrary, the following Sections of this Agreement shall survive the termination of this Agreement and remain enforceable: 3, 4, 5, 6, 7, 8, 9, 10, and 11.

10. NONSOLICITATION OF EMPLOYEES. For that period of time beginning on the date of this Agreement and ending on the 12-month anniversary of the date when all of the Services are completed and finished, Client will not, without the prior written consent of Pro-West, either directly or indirectly, on Client's own behalf or in the service or on behalf of others, solicit, attempt to solicit, divert, hire away, or attempt to hire away any person employed by Pro-West that in any way, whether directly or indirectly, worked on or assisted in Pro-West's provision of any portion of the Services.

11. FORCE MAJEURE. Pro-West will not be liable to Client for any delay or failure of delivery or other performance caused in whole or in part by any contingency beyond Pro-West's reasonable control, including without limitation, acts of God, acts of any government or any agency or subdivision thereof, or any acts of terrorism.

12. MISCELLANEOUS.

- (c) Independent Contractor. Pro-West is an independent contractor. Nothing in this Agreement will be construed as creating any joint venture, partnership, employment or agency relationship between the Parties.
- (d) Assignability; Binding Effect. Pro-West may transfer or assign this Agreement, or Pro-West's rights or obligations hereunder, to any successor or assign, or to any person or entity which purchases substantially all of the assets of Pro-West. Client

may not assign this Agreement, or Client's rights or obligations hereunder, except by Pro-West's prior written consent. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and permitted assigns.

- (e) Notice. All notices, requests, demands and other communications which are required or may be given under this Agreement will be in writing and will be deemed to have been duly given when received if personally delivered; when transmitted if transmitted by confirmed facsimile, electronic or digital transmission method; the day after it is sent, if sent for next day delivery to a domestic address by recognized overnight delivery service (e.g., Federal Express); and upon receipt, if sent by certified or registered mail, return receipt requested. In each case notice will be sent pursuant to the notice information set forth on the signature page to this Agreement. Any Party may change such Party's notice information by notice to the other given as set forth in this paragraph above, and such change will be effective when received pursuant to the prior provisions of this paragraph.
- (f) Entire Agreement. This Agreement, together with the Schedules, constitutes the entire agreement between Pro-West and Client regarding the Services and may not be amended or modified except by a writing signed by both Parties. This Agreement supersedes any and all prior representations, proposals, agreements, negotiations, advertisements, statements or understandings, whether written or oral, relating to the Services or to any subject covered by this Agreement. For the avoidance of doubt.
- (g) Purchase Orders. The Parties agree: (i) that orders for Services may be made or modified pursuant to a purchase order from Client that is agreed to by Pro-West, in writing, and (ii) that any pre-printed terms and conditions on any such purchase order from Client shall not be applicable or enforceable, even if Pro-West has agreed to the purchase order.
- (h) Use of Definitions in Schedules. Unless defined to the contrary in the Schedules, terms used in the Schedules that are defined in this Agreement will have the same meaning as given in this Agreement.
- (i) Severability. Any invalidity, in whole or in part, of any provision of this Agreement will not affect the validity of any other provisions in this Agreement, which will remain in full force and effect.
- (j) Waiver and Modification. No provision of this Agreement will be deemed waived, modified or amended, and no breach excused, unless such waiver, modification, amendment or excuse is made in a writing signed by the Parties. The waiver of one default under this Agreement will not constitute a waiver of any subsequent default.
- (k) Limitation of Actions. Client may not bring any claim or counterclaim upon any cause of action arising out of or related to this Agreement or the Services more than ninety (90) days after such cause of action arises.
- (l) Governing Law. This Agreement will be construed and enforced in accordance with the laws of the State of Minnesota, without regard to its conflict of law

principles. The Minnesota State courts in Hennepin County and the Federal court in Minneapolis, Minnesota, will have exclusive jurisdiction, and the Parties will submit to such jurisdiction, in the event of any action, suit or proceeding arising out of or related to this Agreement

[Signature Page Follows]

The Parties have entered into this Agreement as of the date set forth in the preface of this Agreement.

Pro-West:

signature:

name:

title:

date:

Client:

client name: _____

signature: _____

name: _____

title: _____

date: _____

signature: _____

name: _____

title: _____

date: _____

signature: _____

name: _____

title: _____

date: _____

Scope of Work

Pro-West began business providing geographic information system (GIS) services to Minnesota Counties in 1987. Through the more than three decades since that time we have continued to provide day-to-day data services for stand delineation and data import, other services such as forest management planning. The Timber Sale Manager and Mapper application, the predecessor to the Forestry Database Management System (DMS) was developed and implemented more than fifteen (15) years ago.

As computer applications go, 15 years of service for an application is rare. In Pro-West's years of providing application development, TSMM is the only application we have developed that has been functional for that long. Pro-West Application Developers have coded various workarounds in recent years to extend the life of the application as computer software platforms and requirements have changed. We continue to maintain and enhance the application but realize that the lifecycle of the application is at its end. Future maintenance will require more and more coding workarounds and at some time in the near future, the application will no longer function with current Microsoft Access software and current operating systems.

In 2015, Pro-West developed the Forestry DMS for Cass County, MN. The database system was modeled after the functions currently in TSMM but designed to be a web-based application with functions, tools and output that extended beyond the original TSMM abilities. The Cass County Forestry DMS code base is the basis for the current Forestry DMS application developed for this Scope of Work.

Functions in Addition to TSMM

Below are the functions in addition to TSMM available in the Forestry DMS application.

- Web based application, accessible from a web browser
 - All functions are contained in the one application. No need to open multiple databases or transfer data between databases.
 - Pre-RX toolbar runs separately from the web interface but results are integrated within the Forestry DMS. No in-between steps are required for streamlined workflow.
- Multiple users can use the application at the same time
- A Public Facing Web Page with active sales, inactive sales, and unsold list (each County decides what they will share with the public) is available to link to the County's website

-
- Public Facing Reports are configurable from the internal Forestry DMS application to share information with the public. The information shared with the public is decided by each County.
 - A Pre-Auction package is bundled automatically for distribution
 - A Post-Auction results package is bundled automatically for distribution
 - Real-time auction functionality
 - Additional Forest Development tools
 - Competitive survey
 - Site prep
 - Plantation planning
 - Release
 - Project Summary
 - Additional Miscellaneous Permits
 - Easements
 - Leases
 - Road Use
 - Maple Syrup
 - Firewood
 - Additional Reports – numerous beyond the reports currently offered in TSMM. A test version of the Forestry DMS is available to view the reports. Click on the URL following this section to navigate to the test version.
 - Regulations are included as drop downs, and can be customized to fit the needs of each county
 - A File uploader is available for attaching documents and images
 - The application contains new Administrative Interface Tools for editing all system tables and look up tables
 - Look up tables provide data validation for data entry, eliminating multiple variations of inputting information. Input is standardized for better database management.
 - The Administrative Interface Tools allow changes to tables and permissions to be made by the County without Pro-West assistance
 - Configuring permissions will allow staff to be editors or readers for the system. The number of users, whether editors or readers, is unlimited.
 - The design layouts for appraisal, permits and statements are customized for TSMM users. The application interface is designed with TSMM familiarity in mind.
 - Database connections from MS Access to SQLServer to view and download database information
 - Import existing TSMM database tables into Forestry DMS. The cost is included for TSMM clients. Carlton County will work with Pro-West to assess level of effort to import their existing database(s).
-

-
- Three Log Limbs software integration – the data importing function will be transferred and rearchitected from current functionality in TSMM

A test version of the Forestry DMS is available on Pro-West's servers and accessible at the URL below. This test version has been populated with a test database that may not be as complete as you are accustomed to and may not fill in all input items. If you run into any questions or issues when using the test version, please contact Brandon Crissinger, bcrissing@prowestgis.com or 320-207-6854. We will walk you through questions about use and work through any issues you encounter. The test version is provided to get a feel for the application but is not a fully functioning application.

Forestry DMS Test Version

Url: <https://marketing.prowestgis.com/Timber>

Username: TimberDemo

Password: F0restryDms (0 in the password is a zero number, not the letter O)

Standard Functions

Forestry DMS contains the following standard functions:

PreRX Toolbar

- Seamless import for appraisal geometry into the DMS web application

Home Screen

- Internal and public quick view of Active Sales, Inactive Sales, and Auction Tracts

Appraisals

- Comprehensive and user-friendly appraisal module

Auctions

- Import items from Appraisals, set up Tracts, Oral and Sealed Bid Auction screen with pre- and post-sale reports

Timber Sales

- Complete management of timber sales post-auction

Scales

- Streamlined scale entry related to a timber sale

Payments

- Integrated payment process to enter and track payments

Reports

- Robust reports including Clerk, Auction, Operator

PreRX Toolbar

The Pre-RX developed concurrently with the Forestry DMS will be web based. A web-based Pre-RX will eliminate the need for ArcGIS desktop software for editing and managing forestry data for use in Forestry DMS. The County will need to review their software use to ensure the desktop license is not needed for other tasks associated with forestry data.

Esri ArcGIS Server and ArcGIS Online will serve as the platform for the PreRX toolbar. From Pro-West's records for Esri software, each of the 8 counties has a license for ArcGIS Server software. Pro-West will review each County's named users for ArcGIS Online with the County's

Information Technology Department to determine if the number of named users will be adequate for the number of users planning to use the Forestry DMS.

Enhancements programmed into TSMC (during the previous two years)

All enhancements included in maintenance for TSMC during 2016 - 2018 will be included in the Forestry DMS development.

- Add BA sales to Sales at a glance form
- Show latest extended date on the down payment summary report
- Filter out refunds on Sale Statement so balance due zeros out
- Display the transfer in amount to permit summary report
- Add township, range, section to Financial Summary report
- Add an LOC agency footer to print on Scale statement regarding payment due within 30 days of receipt
- Shrink 2nd line of address on Scale Statement
- Add MN Annual Survey of Public Stumpage data export
- Operator Sales - Active and Inactive Sales - remove Forfeit Sales from report
- Filter scaled volume vs appraised report to ignore species with appraised volume = 0
- Add Option to show active sales in the Scale Vs Appraised report
- Add Filter by one species for Scale vs Appraised report
- FSC SFI Audit Population Spreadsheet functions: Closed Sales by Date Range of office closed date; capture gray header area data and open a query; ability to export to excel
- FSC/SFI Audit data functions: Create a query for Active Sales; prompt for date range of date opened and capture gray header area data; add data to bottom of Forest Manger Reports
- Additional Report: Inactive Sale listing shows purchased by, spp and bidup value; Open as a query for export to excel
- Additional Auction Summary Report
- Additional Consumer scale and sold by area estimate

Cruise Mobile Application

Pro-West is proposing development of a cruise mobile application to replace the applications and processes being used by TSMC Counties for collecting cruise data in the field.

Development of a Cruise Mobile Application will be an additional cost to the Forestry DMS application.

Currently, two cruise mobile applications (Lake County's ArcPad application and ForestMetrix) are currently in use by a subset of the TSMC counties. Below is an estimate for developing a

Esri Collector software application that is assumed to be a shared cost and use by all 8 Forestry DMS counties.

- Non-native application developed with Esri Collector software
- Requires a mobile device (smart phone, tablet) with use of an external GPS unit
- Standardized schema – counties would agree on the database items collected
- The look of the application will be different than the Lake County Cruise ArcPad app
 - Buttons may be smaller and the interface will look different
 - Editor Tracking to time stamp data input and username when data is created and edited
- Portal application (on premise) or ArcGIS Online application (cloud)
- Can be used offline if no internet connectivity is available
 - Data syncing will occur before going out in the field and when returning to the office
- Map publishing to make map data accessible via the web
- Transfer cruise data to Forestry DMS via reporting functions
 - Additional reports TBD
- Esri Collector is free software that requires named user accounts for each user

Due to the unknowns about the schema for the database, and numbers of items for data input, maps required for publishing, relationship classes required, and number of reports, the estimated cost below is a rough order of magnitude and will require defining to give an exact cost. Pro-West will meet with the counties during planning for the Forestry DMS to detail the Cruise Mobile Application, and give a more defined Scope of Work and cost.

Estimated ROM cost: \$3,900 per county
(the estimated cost is included in the Cost matrix following the project schedule)

Utilizing ForestMetrix data with the Forestry DMS app

- Pro-West will discuss connecting data between the ForestMetrix application and the Forestry DMS application for counties who do not opt for the Cruise Mobile Application.
- Estimated cost unknown at this time.

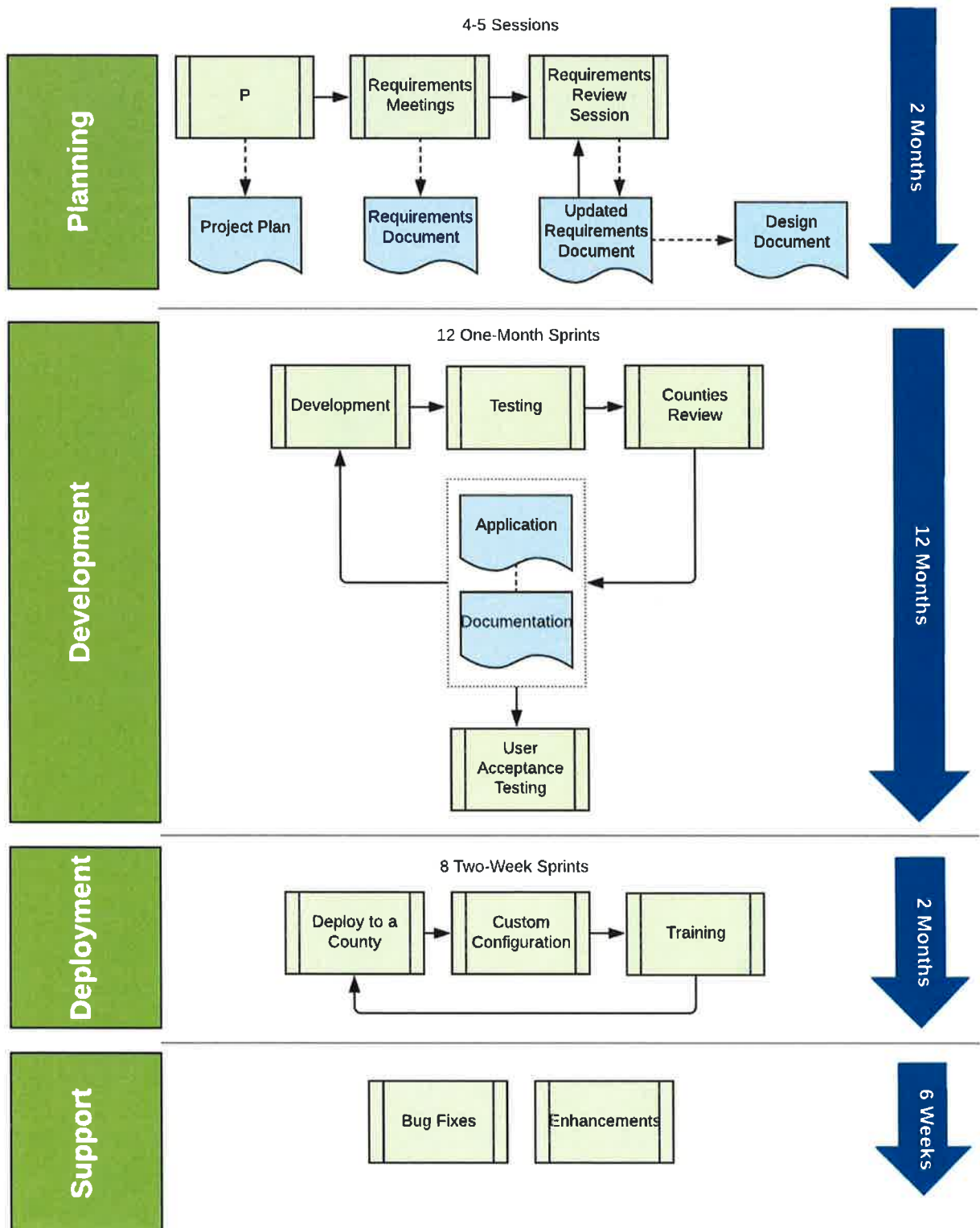
Inspections Mobile Application

- Development of an Inspections Mobile Application is **not** included in the development of the Forestry DMS. Pro-West will work with the Counties to create requirements documentation for an inspection application during the planning phase of the Forestry DMS.

Project Schedule

| Month | Process | Tasks |
|--------------------------|-------------------------|--|
| Initial 2 months | Planning | <ul style="list-style-type: none"> • Kickoff meeting • Project plan development • Requirements gathering • Requirements documentation development • Requirements review • Revised requirements document • Design document development |
| Month 3 through Month 14 | Application Development | One-month sprints for: <ul style="list-style-type: none"> • Application development • Development review by Counties • Application documents • Acceptance review |
| Months 15 and 16 | Deployment | Two (2) week County deployment sprints <ul style="list-style-type: none"> • Deployment • Custom configuration • Application training and administrative interface training |
| Final 6 weeks | Support | Bug fixes and enhancements |

Project Schedule graphic on following page.



Cost

Forestry DMS is a collaborative application development for 8 counties. As such, there is a base cost that counties will divide based on the number of counties, and an individual cost to each county for deploying within the county.

Pro-West is assuming that 8 counties will be sharing the cost of development of the Forestry DMS, following discussion and confirmation from the counties. Cost will increase if not all 8 counties participate. The total development cost for 7, 6, or 5 counties is listed following the payment option. *

The anticipated cost is listed in the 3rd table as \$42,337.50 (for 8 counties). The Cruise Mobile Application cost is in addition to the Forestry DMS. Payment options are listed on the following page.

| Module tasks for all Counties | | Total Cost |
|---|---|---------------------|
| Dojo Web Framework | \$ | 19,200.00 |
| Configuration Programming | \$ | 72,000.00 |
| Requirements Gathering | \$ | 10,800.00 |
| Design Documents | \$ | 13,500.00 |
| Application Manuals | \$ | 9,600.00 |
| Classroom Training | \$ | 4,800.00 |
| Database Migration Logic Development | \$ | 4,800.00 |
| PreRX Upgrade (Web-based) | \$ | 21,600.00 |
| TOTAL | \$ | 156,300.00 |
| Per Client | | |
| Database Migration Process | \$ | 4,800.00 |
| Installation | \$ | 3,600.00 |
| PreRX Installation and Configuration | \$ | 4,800.00 |
| Support for deployment, testing, and training | \$ | 9,600.00 |
| # Counties | Total Development Cost | Cost Per County |
| 8 | \$ 338,700.00 | \$ 42,337.50 |
| | Cruise Mobile Application | |
| 8 | \$ 31,200 | \$ 3,900 |
| | Application Maintenance & Support following deployment** | |
| | | \$ 4,000 |

**Maintenance & Support begins following 6-week period of support after deployment of Forestry DMS

Payment Option

Counties have the option of being invoiced for the Forestry DMS application over a 3-year timeline. The amount of each payment is based on 8 counties sharing costs for the development of the Forestry DMS. The schedule of payments is below.

| Payment Period | Payment Amount |
|-----------------|---------------------|
| January 1, 2019 | \$ 3,528.13 |
| April 1, 2019 | \$ 3,528.13 |
| July 1, 2019 | \$ 3,528.13 |
| October 1, 2019 | \$ 3,528.13 |
| January 1, 2020 | \$ 3,528.13 |
| April 1, 2020 | \$ 3,528.13 |
| July 1, 2020 | \$ 3,528.13 |
| October 1, 2020 | \$ 3,528.13 |
| January 1, 2021 | \$ 3,528.13 |
| April 1, 2021 | \$ 3,528.13 |
| July 1, 2021 | \$ 3,528.13 |
| October 1, 2021 | \$ 3,528.13 |
| TOTAL | \$ 42,337.50 |

An annual maintenance fee of \$4,000 per county will be invoiced following the 6-week support period after deployment of the Forestry DMS in 2021. This will occur during the third quarter of the second year of the project and be invoiced each subsequent year.

The Payment Option does **not** include the Cruise Mobile Application or the maintenance fee.

Cost per County if Less Than 8 Counties Share Development Cost

*The Cost for development of the Forestry Database Management System will increase if less than 8 counties fully execute the contract to develop the application. Below is a list of cost per county based on the number of counties executing the contract.

| Number of Counties | Cost Per County |
|--------------------|--|
| 5 | \$ 54,060.00 |
| 6 | \$ 48,850.00 |
| 7 | \$ 45,128.57 |
| 8 | \$ 42,337.50 – contract amount for 8 counties |

Project Team

The Forestry DMS project manager and primary point of contact will be Brandon Crissinger, Pro-West's Vice-President & COO. Brandon has 14 years of experience working for and with government entities. He works with Counties every day, collaborating to evaluate their needs and deliver powerful solutions to their challenges using GIS.

As project manager, the Pro-West team will be required to report to Brandon throughout the lifecycle of the project to ensure timelines, needs and budgets are in line with the scope of the project.

Email address: bcrissing@prowestgis.com

Telephone: 320.207.6854

Team Overview

| Staff Member | Role | Qualifications |
|---|------------------------|--|
| Brandon Crissinger <i>14 years' experience</i> | Vice-President & COO | <ul style="list-style-type: none"> • Certified Geographic Information Systems Professional (GISP) • Esri Certified Desktop Associate • Bachelor of Science in Geography, Emphasis in Geographic Information Systems, Bemidji State University • Associate in Applied Science in Forestry/Natural Resources, Itasca Community College |
| Josh Marsh, PMP GISP <i>16 years' experience</i> | Programming Manager | <ul style="list-style-type: none"> • Certified Project Management Professional (PMP) • Certified Geographic Information Systems Professional (GISP) • Esri Certified Web Application Developer Associate • Bachelor of Science in Computer Science, Bemidji State University • Minor in Mathematics, Bemidji State University |
| Adam Skoog <i>10 years' experience</i> | Applications Developer | <ul style="list-style-type: none"> • Bachelor of Science in Computer Science • Minor in Mathematics, Bemidji State University |
| Lucas Scharenbroich <i>17 years' experience</i> | Technology Manager | <ul style="list-style-type: none"> • Master of Science in Artificial Intelligence, University of California – Irvine • Bachelor of Science in Computer Science, University of Minnesota – Duluth |

| | | |
|--|--|--|
| | | <ul style="list-style-type: none">• Bachelor of Science in Electrical Engineering, University of Minnesota – Duluth• Minor in Computational Mathematics |
|--|--|--|



Forestry Database Management System Requirements for Hardware and Software

Forestry DMS

- Windows Server 2012 (or greater) running the IIS role
- SQL Server 2012+
- Connectivity to Active Directory for the internal application for authentication

PreRX Widget

- ArcGIS Server 10.5
 - DMS doesn't currently rely on ArcGIS Server, but the future DMS will rely on ArcGIS Server due to the use of Collector and ArcGIS Online.
- ArcGIS Online Organization w/ Named Users

PROWEST & Associates

GIS CONSULTING • DATA SERVICES • APPLICATIONS

Addendum to Forestry Database Management System Scope of Work

November 28, 2018

8239 State 371 NW | PO Box 812 | Walker, MN 56484

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ArcGIS for
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Provider



Partner Network
Map

Forestry Database Management System Maintenance

Maintenance items include and are not limited to:

- Bug fixes
- Additional look-up tables
- Additional items added to forms
- Administrative tool maintenance – users, sub-applications
- Updates for compatibility with Esri, SQL, Microsoft upgrades
- Update reports to reflect workflow changes
- Update input forms to reflect workflow changes
- Actively maintain the Forestry DMS application
 - Health monitoring / active maintenance
 - Quarterly checks of the application on the County's servers

On-call support – 8 hours per County annually

- Technical support will be provided to County technical staff (via remote access to the application, as needed) to respond to questions or address issues during business hours, Monday through Friday, 8 am to 4:30 pm.
- Support includes telephone calls, emails and web meetings with County staff to discuss issues, enhancements, project management, and technical questions.

Enhancements

- Requested enhancements will be documented and implemented if the budget is sufficient or if the counties choose to pay additional for work beyond the annual maintenance budget

Maintenance Funds

- The use of maintenance funds will be the same process used for the Timber Sale Manager and Mapper application
 - Maintenance funds will be pooled from the 8 counties and used as needed to provide maintenance, on call support and enhancements annually. Maintenance will include the items listed on the previous page.
 - If funds are not all used during the year, the remaining funds will be rolled over to the next year.
 - Enhancement requests and funds will be tracked and reported each year at the annual Forestry DMS meeting. Priorities will be decided based on benefit to the counties.
 - Maintenance and enhancements that benefit or are requested from all counties will use the general maintenance fund. Maintenance support that is specific to one of the counties or not agreed by all will use the on-call support per county listed on the previous page.



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: January 22, 2019

Title of Item: Equipment Purchase - Mower Attachments for Tractor

| | | |
|--|--|---|
| <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: John Welle | Department: Highway Department |
|------------------------------------|--|

| | |
|--|---|
| Presenter (Name and Title): John Welle | Estimated Time Needed: 10 minutes |
|--|---|

Summary of Issue:
 One of three fleet tractor mowers, Unit #394, is programmed and budgeted for replacement in the 2019 Capital Equipment Replacement Program. The budgeted cost of \$110,000 reflects the anticipated purchase amount of a new tractor with mower attachments less the trade-in value of the existing tractor with mower attachments.

Currently, there is an active state bid for the mower attachments, however there is currently no active state bid for the tractor. Therefore, at this time, approval of purchase for the mower attachment only is being requested through Contract T-632(5) to lock current 2018 pricing, which will expire 1-31-19. The state bid for tractors is expected to be active sometime in February, 2019, at which time authorization will be requested to purchase the tractor.

The attachment shows the three mower options being considered.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 A recommendation for one of the three options will be brought to the January 22nd meeting. Due to last minute changes by one of the vendors on available options, the recommendation is still being considered by staff, but will be completed by January 22, 2019.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$ TBD
 Is this budgeted? Yes No *Please Explain:*
 \$110,000 is budgeted in 2018/2019.

Summary of State Bids for Tractor Mower Attachments

January 22, 2019

Mower Attachments:

Option 1:

Vendor: Tiger Corporation, Sioux Falls, SD
Description: WildKat Side Shift 60" Rotary Mower
with 90" Rear Flail Mower
Model: AR12, ARRT-60B, RF-90SDHSS
Price: \$57,142.50

Option 2:

Vendor: Tiger Corporation, Sioux Falls, SD
Description: Bengal 22' Side-Mount Boom Mower
with 50" Rotary and 63" Flail Mower
Model: BB-22, RT50D, FL63G
Price: \$59,880.75

Option 3:

Vendor: Diamond Mowers, Inc., Sioux Falls, SD
Description: 22' Side-Mount Boom Mower
with 50" Rotary and 63" Flail Mower
Model: DBM-C-N, DBR050-H, DBF063-H
Price: \$64,162.00

Option 1:



Option 2:



Option 3:





Aitkin County Board of Commissioners Agenda Request Form

6

Agenda Item #

Requested Meeting Date: January 22, 2019
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 HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund 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 | Monthly | 3 rd Tuesday | Westerlund |
| Aitkin County Community Corrections Advisory | Varies | | 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 or 4 th Thurs. | 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 Wedel |
| Historical Society (Liaison) | Monthly | 4 th Wednesday | Wedel |
| HRA | Monthly | 4 th Wednesday | Westerlund |
| Investment | As needed | | All Commissioners |
| Joint Powers Natural Resource Board | Odd Months | 4 th Monday | Pratt and Land Cmr Courtemanche |
| Labor Management | 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 | Last 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 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 | | Pratt and Engineer Welle, Niemi Alt. |
| 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 |
| Rum 1W1P Policy Committee | Quarterly | | Westerlund, Niemi Alt. |
| Snake River Watershed | Monthly | 4 th Monday | Pratt |
| 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 |