

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS July 23, 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)
- 10:00 Break
- 10:10 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 July 9, 2019 to July 22, 2019
 - B) Approve July 9, 2019 County Board Minutes
 - C) Approve Electronic Funds Transfers
 - D) Approve Commissioner Warrants
 - E) Approve Disbursements and Auditor Warrants
 - 1. June Manual Warrants
 - 2. June Sales & Use Tax
 - F) Approve Purchase of 5th Wheel Trailer – Land Dept.
 - G) Approve Updated Data Request Policy
 - H) Adopt Resolution: Award Contract No. 20195
- 10:15 3) Lori Grams, Treasurer
- A) Investment Report
- 10:25 4) Steve Bennett, IT Director
- A) Approve IT Purchases: VOIP & Switches
- 10:40 5) Jessica Seibert, County Administrator
- A) County Administrator Updates
- 10:50 6) Committee Updates
- 11:30 Adjourn

AITKIN COUNTY BOARD

28
July 9, 2019

The Aitkin County Board of Commissioners met this 9th day of July, 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.

CALL TO ORDER

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the July 9, 2019 agenda.

**APPROVED
AGENDA**

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: June 25, 2019 to July 8, 2019; B) Approve County Board Minutes: June 25, 2019; C) Approve June 25, 2019 BAE Minutes; D) Approve July 2, 2019 County Board Minutes – Emergency Meeting; E) Approve Electronic Funds Transfers: \$2,884,446.08; F) Approve Commissioner Warrants: General Fund \$137,944.09, Road & Bridge \$149,633.86, Health & Human Services \$8,974.19, Trust \$16,236.88, Forest Development \$2,884.18, Capital Project \$354.90, Long Lake Conservation Center \$8,799.03, Parks \$4,248.83 for a total of \$329,075.96 ; G) Approve Auditor Warrants – Contegrity: \$559,656.80; H) Approve Temporary 3.2 Malt Liquor License – Jacobson Vol. Fire Dept.; I) Approve Temporary 3.2 Malt Liquor Licenses – Aitkin Fire Dept.; J) Approve License to Sell Tobacco Products – TW & ML Partners, LLC; K) Adopt Resolution: Cancellation of Forfeiture; L) Adopt Resolution: Accept Donation to STS; M) Approve Temporary Workspace of County Lands – 1. Adopt Resolution: Enbridge Energy Pipeline Easement; N) Approve LLCC Water Well Grant; O) Approve Extension of Timber Sale Permit #13694

**CONSENT
AGENDA**

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the following Temporary On Sale 3.2 Malt Liquor License for August 24, 2019, and November 15, 2019:

**TEMPORARY ON
SALE 3.2 MALT
LIQUOR LICENSE
– JACOBSON
VOLUNTEER FIRE
DEPT.**

ON Sale:

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

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the following (2) Temporary On Sale 3.2 Malt Liquor Licenses for the Aitkin Fire Department:

**(2) TEMPORARY
ON SALE 3.2
MALT LIQUOR
LICENSES –
AITKIN FIRE
DEPT.**

1. Temporary On Sale 3.2 Malt Liquor License for July 10 through July 13, 2019 (July 10, 11, 12, & 13, 2019):

ON Sale:

Aitkin Fire Department, d/b/a Aitkin Fire Department Relief Association – Aitkin Township

2. Temporary On Sale 3.2 Malt Liquor License for August 3, 2019:

ON Sale:

Aitkin Fire Department, d/b/a Aitkin Fire Department Relief Association – Aitkin Township

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the following Application for License to Sell Tobacco Products for the period ending March 31, 2020, subject to the completion of all paperwork in full:

#26 TW & ML Partners LLC, d/b/a Viking @ 1865/Viking Auto Repair – Williams Township

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

WHEREAS, Michael and Barbara Frank were the owners of a parcel of land in Aitkin County described as Parcel ID 01-0-037201, (NE NE) Lot 3, (NW NE) Lot 2, SW NE, AND (SE NE) Lot 5 lying Sly of Rd ROW as in Document 385158, 64.47 Acres, and

WHEREAS, on March 4, 2010 a Mortgage dated February 16, 2010 was recorded as Document #398863 between John R Cosgriff (Lender) and Michael and Barbara Frank (Borrowers) for said property, and

WHEREAS, on August 10, 2018 said property forfeited for non payment of taxes, recorded August 14, 2018 as Document #446857, and

WHEREAS, John R Cosgriff was not notified as an interested party in said property regarding the pending forfeiture, and

THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners approve the Cancellation of Forfeiture.

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

WHEREAS, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

Round Lake Presbyterian Church	\$100.00
--------------------------------	----------

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Round Lake Presbyterian Church	Sentence to Service
--------------------------------	---------------------

LICENSE TO SELL TOBACCO PRODUCTS – 1865/VIKING AUTO REPAIR

RESOLUTION 20190709-052 CANCELLATION OF FORFEITURE

RESOLUTION 20190709-053 ACCEPT DONATION TO STS

WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Enbridge Energy Pipeline Easement:

WHEREAS, on December 11, 2018, the Aitkin County Board of Commissioners granted a utility easement, temporary work space, and temporary road access (20181211-081) to Enbridge Energy, Limited Partnership, a Delaware limited partnership, with an office located at 119 North 25th Street East, Superior, Wisconsin 54880 (Enbridge) for a right-of-way easement to survey, locate, construct, install, operate, maintain (including cathodic protection systems), clear, inspect (including aerial patrol and subsurface digging), reclaim, remove, protect, idle in place, repair, replace, relocate, change the size of and reconstruct a single pipeline, together with any associated valves, fittings, location markers and signs, communication systems and lines, utility lines, safety and protective apparatus, and all other equipment and appurtenances, whether above or below grade across the Aitkin County managed lands,

WHEREAS, Enbridge requests an additional 0.25 acre of temporary work space in Section 30, Township, 51N, Range 23W (SWSW Lot 4; PIN 06-0-048600) and corrections to the temporary roads per attached Exhibit (Temporary Access Road Lease),

WHEREAS, said applicant will be charged Temporary Work Space costs of \$1,000.00, and changes to the Temporary Access Roads costs of \$2,400 as appraised by the County Land Commissioner,

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

WHEREAS, the Aitkin County Board of Commissioners resolved its support for Enbridge's proposed Line 3 Replacement Project, their preferred route, and their plan for deactivating the existing Line 3 (20170926-073),

WHEREAS, the Aitkin County Board of Commissioners recognized Enbridge for its longstanding performance and continual efforts to protect the environment, wildlife and habitats, as well as the people who live in the communities in which it operates (20170926-073),

NOW THEREFORE, BE IT RESOLVED, that pursuant to Minnesota Statutes, Section 282.04, Subdivision 4, the County Auditor be and is hereby authorized to issue to Enbridge Energy, Limited Partnership, a Delaware limited partnership, with an office located at 119 North 25th Street East, Superior, Wisconsin 54880 (Enbridge), an easement to use said described land, if consistent with the law, as in the special conditions set forth herein,

**RESOLUTION
20190709-054
ENBRIDGE
ENERGY
PIPELINE
EASEMENT**

BE IT FURTHER RESOLVED that said easement be granted, subject to the following terms, and conditions:

1. The utility infrastructure shall be constructed and maintained by the grantee or permittee without any cost to the County of Aitkin and the land area shall be open for public use, as long as said easement is in force.
2. Any timber cut or destroyed shall be paid for at the usual rate as soon as determined by the Land Commissioner. (Timber has been included in the easement costs.)
3. Aitkin County manages County owned and tax-forfeited lands to produce direct and indirect revenue for the taxing districts. This management includes the harvesting and extraction of timber, gravel, minerals, and other resources. The issuing and use of this easement shall not adversely affect the management and harvesting of timber and other resources on County owned and tax forfeited land. If for any reason, including township or county road construction or reconstruction, the easement needs to be relocated, the county and township will not be responsible for any relocation costs.
4. Any such easement may be canceled by resolution of the County Board for any substantial breach of its terms or if at any time its continuance will conflict with public use of the land, or any part thereof, on which it is granted, after ninety (90) days written notice, addressed to the record owner of the easement at the last known address.
5. Land affected by this easement may be sold or leased for any legal purpose, but such sale or lease shall be subject to this easement and excepted from the conveyance or lease, while such easement remains in force.
6. Failure to use the right of way described in this document for the purpose for which this easement is granted for a period of five years, shall result in the cancellation of this easement and any rights granted to the grantee by this easement shall cease to exist and shall revert to the grantor.
7. Aitkin County manages the property for many purposes such as a motorized and non-motorized recreation trails, access to county managed and other lands for resource management purposes, including the harvesting of timber, extraction of gravel, peat, fill dirt, etc, and the mining and extraction of minerals. The issuing and use of this easement shall not adversely affect any other Aitkin County authorized uses of this strip of land.
8. After construction, the lessee shall mark the location of the utilities and shall return the land to the same condition as prior to issuing of the easement.
9. If the County shall make any improvements or changes on all or any part of its property upon which utilities have been placed by this permit, the utility owner shall, after notice from the County, change vacate, or remove from County property said works necessary to conform with said changes without cost whatsoever to the County.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve MN Dept. of Health grant as presented, and to assign Wendie Carlson, Business Manager of LLCC, as the authorized representative for Aitkin County during this agreement (MNDH Grant Sec. 6.2).

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve second extension of Timber Sale Permit #13694, and require that the permit be paid in full (\$5,173.78)

LLCC WATER WELL GRANT

TIMBER SALE PERMIT EXTENSION

with bond payment of (\$608.68), as per the precedent set at the March 12, 2019 Board meeting for Futurewood Corp.

The County Board recognized the following employee for his years of service:

- Dan Gordon, 30 years of service, Forester in the Land Department

Tim Terrill, Executive Director of Mississippi Headwaters Board (MHB) reviewed the MHB 2019 Comprehensive Plan with the Board and answered questions. Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Adoption of MHB 2019 Comprehensive Plan:

WHEREAS, the Mississippi Headwaters Board (MHB), is required by Minnesota Statutes 103F.361-378 to identify and protect the natural, cultural, historical, scientific and recreational values of the first 400 miles of the Mississippi River; and

WHEREAS, the Mississippi Headwaters Board Technical & Management Committee, consisting of Zoning Administrators from each of the eight counties, met and recommended changes to the 2002 Comprehensive Management Plan; and

WHEREAS, the MHB Board has reviewed changes to the 2002 Comprehensive Plan at previous board meetings, and

WHEREAS, the 2002 Comprehensive Management Plan was updated and approved on May 24, 2019 by the Mississippi Headwaters Board to create the 2019 Comprehensive Management Plan; and

WHEREAS, Aitkin County is a member county of the Mississippi Headwaters Board; and

WHEREAS, a public comment period was given in each of the eight member counties of the Mississippi Headwaters Board to review the 2019 Comprehensive Management Plan.

NOW THEREFORE, BE IT RESOLVED that Aitkin County officially adopts the 2019 MHB Comprehensive Management Plan through this resolution.

Kevin Balfanz, MCIT Director of Field Services reviewed the 2019 MCIT Report with the Board and answered questions.

Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting yes to accept Henricksen Furniture Proposal for the Government Center and Judicial Center as presented, in the amount of \$459,744.13.

Travis Feuchtmann and Marty Kassahn from Contegrity Group, Inc. updated the Board on the progress of the Government Center construction.

Jessica Seibert, County Administrator and the Board discussed the Commissioners budget for 2020.

EMPLOYEE RECOGNITION

RESOLUTION 20190709-055 ADOPTION OF MHB 2019 COMPREHENSIVE PLAN

2019 MCIT REPORT

FURNITURE PROPOSAL

GOVERNMENT CENTER UPDATE

2020 COMMISSIONERS BUDGET

Jessica Seibert, County Administrator updated the Board on the following:

- AMC Communications Mtg.
- DH Budget Meetings
- Upcoming Horse Barn Ribbon Cutting
- Upcoming Emergency Management Training
- Upcoming MACA Technical Training

**COUNTY
ADMINISTRATOR
UPDATES**

The Board discussed: BAE, Dirt Bike Track, McGregor Airport, NRAC, Budget Committee, HRA, Facilities Committee, Historical Society, and MHB.

**BOARD
DISCUSSION**

Break: 10:55 a.m. to 11:11 a.m.

BREAK

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting to close the meeting at 11:11 a.m. per Minnesota Statute 13D.05 Subd 3(c)(3) – Real Estate Purchase 01-0-051400

**CLOSED
SESSION**

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting to reopen the meeting at 11:16: a.m.

**REOPEN
MEETING**

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting to authorize proceeding with the acquisition of Parcel #01-0-051400 for \$10,000.

**PARCEL
#01-0-051400**

Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 11:17 a.m. until Tuesday, July 23, 2019 at the Aitkin Public Library.

ADJOURN

Anne Marcotte, Board Chair
Aitkin County Board of Commissioners

Jessica Seibert, County Administrator



Board of County Commissioners Agenda Request

2C
Agenda Item #

Requested Meeting Date: 7/23/2019

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* <i>*provide copy of hearing notice that was published</i>

Submitted by: Lori Grams	Department: County Treasurer
------------------------------------	--

Presenter (Name and Title): N/A	Estimated Time Needed:
---	-------------------------------

Summary of Issue:
Electronic funds transfers thru 7/15/19

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

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

ELECTRONIC FUNDS TRANSFERS

Thru July 15, 2019

Date	Amount	Reason
7/3/19	\$570.97	Auditor Warrants
7/3/19	\$1,675.92	Manual Abstract
7/5/19	\$2,398.72	Auditor Warrants
7/5/19	\$543,408.09	Payroll Abstract
7/10/19	\$18,517.97	Commissioner Warrants
7/10/19	\$971.94	Manual Abstract
7/11/19	\$1,817.53	Manual Abstract
7/12/19	\$103,507.40	Commissioner Warrants
7/12/19	\$2,324.85	Auditor Warrants
7/12/19	\$12,387.54	Manual Abstract

\$687,580.93

LAH1
7/8/19

1:59PM

Aitkin County

20



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1	DEPT		Commissioners			
86222	Aitkin Independent Age					
	01-001-000-0000-6230		73.50	Synopsis 5/28/19	704858	Printing, Publishing & Adv N
86222	Aitkin Independent Age		73.50			
				1 Transactions		
248	Association of Mn Counties					
	01-001-000-0000-6241		140.00	AMC Dist Meeting	53345	Registration Fee N
248	Association of Mn Counties		140.00			
				1 Transactions		
15240	AT&T Mobility					
	01-001-000-0000-6250		65.96		287259994975	Telephone N
15240	AT&T Mobility		65.96			
				1 Transactions		
14289	Pratt/Bill					
	01-001-000-0000-6330		196.04	June Mileage	338@.58	Transportation & Travel & Parking N
14289	Pratt/Bill		196.04			
				1 Transactions		
1	DEPT Total:		475.50	Commissioners	4 Vendors	4 Transactions
12	DEPT			Court Administration		
14906	Jones Law Office					
	01-012-000-0000-6232		135.00	01-PR-17-186	1936332	Attorney Services N
14906	Jones Law Office		135.00			
				1 Transactions		
2810	Larson/Shari S					
	01-012-000-0000-6232		238.35	Attorney expenses	June 10, 12	Attorney Services N
	01-012-000-0000-6232		3,687.50	Attorney fees	June 10, 12	Attorney Services Y
2810	Larson/Shari S		3,925.85			
				2 Transactions		
12	DEPT Total:		4,060.85	Court Administration	2 Vendors	3 Transactions
40	DEPT			Auditor		
86222	Aitkin Independent Age					
	01-040-000-0000-6230		58.00	BOA notice	704859	Printing, Publishing & Adv N
86222	Aitkin Independent Age		58.00			
				1 Transactions		
163	Charter Communications					
	01-040-021-0000-6250		194.98	Monthly internet	83523056600458	License Center- Phone N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
163	Charter Communications		194.98				
				1 Transactions			
2214	Holder/Maryann						
	01- 040- 021- 0000- 6301		825.00	License Center Rent	Aug 2019	Rentals	I
2214	Holder/Maryann		825.00				
				1 Transactions			
3267	Peysar/Kirk						
	01- 040- 000- 0000- 6330		76.56	MACATFO Mileage	132@.58	Transportation & Travel	N
3267	Peysar/Kirk		76.56				
				1 Transactions			
86235	The Office Shop Inc						
	01- 040- 021- 0000- 6405		11.98	Paper	305548- 0	Office & Computer Supplies	N
	01- 040- 021- 0000- 6405		184.18	Copier contract	305766- 0	Office & Computer Supplies	N
86235	The Office Shop Inc		196.16				
				2 Transactions			
40	DEPT Total:		1,350.70	Auditor	5 Vendors	6 Transactions	
42	DEPT			Treasurer			
12088	Official Payments Corporation						
	01- 042- 000- 0000- 5524		15.00	Elec chargeback fees		Handling Fee (Nfs Check)	N
12088	Official Payments Corporation		15.00		1 Transactions		
42	DEPT Total:		15.00	Treasurer	1 Vendors	1 Transactions	
43	DEPT			Assessor			
10452	AT&T Mobility						
	01- 043- 000- 0000- 6250		197.94	Monthly wireless	287250162187	Telephone	N
10452	AT&T Mobility		197.94				
				1 Transactions			
816	Burman/Tom						
	01- 043- 000- 0000- 6340		79.18	PACE training 3 days		Meals (Overnight)	N
	01- 043- 000- 0000- 6330		138.24	PACE mileage	288@.48	Transportation & Travel & Parking	N
816	Burman/Tom		217.42				
				2 Transactions			
86235	The Office Shop Inc						
	01- 043- 000- 0000- 6405		53.05	Pens, pencils, refills	1065008- 0	Office, Film & Computer Supplies	N
	01- 043- 000- 0000- 6405		0.96	Index pages	1065175- 0	Office, Film & Computer Supplies	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
86235	The Office Shop Inc					
		54.01				
			2 Transactions			
43	DEPT Total:	469.37	Assessor	3 Vendors	5 Transactions	
44	DEPT		Central Services			
14945	Bobcat Properties					
	01- 044- 000- 0000- 6231	100.00	Off site storage rent		Services, Labor, Contracts	N
14945	Bobcat Properties	100.00		1 Transactions		
13722	Neo Funds by Neopost					
	01- 044- 048- 0000- 6205	3,500.00	Postage	79000440801866	Postage	N
13722	Neo Funds by Neopost	3,500.00		1 Transactions		
3724	Performance Office Papers					
	01- 044- 000- 0000- 6405	1,156.00	Copy paper	400954- 00	Office & Computer Supplies	N
3724	Performance Office Papers	1,156.00		1 Transactions		
44	DEPT Total:	4,756.00	Central Services	3 Vendors	3 Transactions	
52	DEPT		Administration			
86022	Aitkin Co Health & Human Service					
	01- 052- 000- 0000- 6241	60.00	Public Info Officer Training		Registration Fee	N
86022	Aitkin Co Health & Human Service	60.00		1 Transactions		
248	Association of Mn Counties					
	01- 052- 000- 0000- 6241	35.00	AMC Dist Meeting - Seibert	53345	Registration Fee	N
248	Association of Mn Counties	35.00		1 Transactions		
15240	AT&T Mobility					
	01- 052- 000- 0000- 6250	47.21		287259994975	Telephone	N
15240	AT&T Mobility	47.21		1 Transactions		
9542	Seibert/Jessica					
	01- 052- 000- 0000- 6340	35.59	AMC District Meeting meals		Meals(Overnight)	N
9542	Seibert/Jessica	35.59		1 Transactions		
52	DEPT Total:	177.80	Administration	4 Vendors	4 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
53	DEPT		Human Resources			
15240	AT&T Mobility					
	01- 053- 000- 0000- 6250			287259994975	Telephone	N
15240	AT&T Mobility					
		65.48				
		65.48	1 Transactions			
10694	CGMC					
	01- 053- 000- 0000- 6241		CGMC Seminar Waitalla		Registration Fee	N
10694	CGMC					
		130.00				
		130.00	1 Transactions			
12048	McDowell Agency, Inc./The					
	01- 053- 000- 0000- 6234		3 background screenings	115481	Background Check Fees	N
12048	McDowell Agency, Inc./The					
		142.00				
		142.00	1 Transactions			
86235	The Office Shop Inc					
	01- 053- 000- 0000- 6405		Correction tape	1065008- 0	Office & Computer Supplies	N
	01- 053- 000- 0000- 6405		Pens	1065008- 1	Office & Computer Supplies	N
86235	The Office Shop Inc					
		13.90				
		19.07				
		32.97	2 Transactions			
53	DEPT Total:		Human Resources	4 Vendors	5 Transactions	
		370.45				
90	DEPT		Attorney			
1180	Crow Wing Co Sheriff's Office					
	01- 090- 000- 0000- 6234		Subpoena 01cr18351	7274	Co Sheriff Services	N
1180	Crow Wing Co Sheriff's Office					
		75.00				
		75.00	1 Transactions			
3195	MCCC, BIN#135033					
	01- 090- 000- 0000- 6208		MCCC Annual Conference	1906026	Training/Education	N
3195	MCCC, BIN#135033					
		140.00				
		140.00	1 Transactions			
3150	Mille Lacs Co Sheriff					
	01- 090- 000- 0000- 6234		Subpoena 01cr18225	9374	Co Sheriff Services	N
3150	Mille Lacs Co Sheriff					
		63.20				
		63.20	1 Transactions			
8454	Ramsey County Sheriff					
	01- 090- 000- 0000- 6234		Subpoena 01cr171280	201907252	Co Sheriff Services	N
8454	Ramsey County Sheriff					
		70.00				
		70.00	1 Transactions			
4640	Stearns County Sheriff's Dept					
	01- 090- 000- 0000- 6234		Subpoena 01cr18655	19- 1644	Co Sheriff Services	N
		50.00				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
4640	Stearns County Sheriff's Dept		50.00				
				1 Transactions			
5173	Thomson Reuters- West Publishing						
	01- 090- 000- 0000- 6239		320.32	Library plan	840458112	Computer Research	N
5173	Thomson Reuters- West Publishing		320.32				
				1 Transactions			
90	DEPT Total:		718.52	Attorney	6 Vendors	6 Transactions	
100	DEPT			Recorder			
13613	PRIA						
	01- 100- 000- 0000- 6240		60.00	PRIA Membership Dues	Moriarty	Dues	N
13613	PRIA		60.00				
				1 Transactions			
14814	Snyder / Tara						
	01- 100- 000- 0000- 6330		42.74	Gas		Transportation & Travel	N
	01- 100- 000- 0000- 6340		110.41	Meals Training	6/17- 6/19	Meals	N
	01- 100- 000- 0000- 6330		39.84	Vital Records Mileage	83@.48	Transportation & Travel	N
14814	Snyder / Tara		192.99				
				3 Transactions			
100	DEPT Total:		252.99	Recorder	2 Vendors	4 Transactions	
110	DEPT			Courthouse Maintenance			
12106	Antoine Electric						
	01- 110- 000- 0000- 6422		283.58	Lamps	16881	Janitorial Supplies	Y
12106	Antoine Electric		283.58				
				1 Transactions			
15240	AT&T Mobility						
	01- 110- 000- 0000- 6250		59.97		287259994975	Phone	N
15240	AT&T Mobility		59.97				
				1 Transactions			
2186	Hillyard Inc						
	01- 110- 000- 0000- 6422		657.93	Cleaning supplies	603480518	Janitorial Supplies	N
2186	Hillyard Inc		657.93				
				1 Transactions			
11889	Honeywell International Inc.						
	01- 110- 000- 0000- 6231		3,186.70	Quarterly maint & elec	5248437852	Services, Labor, Contracts	N
11889	Honeywell International Inc.		3,186.70				
				1 Transactions			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
12927	Midwest Machinery Co.		WSR6F	1935589	Janitorial Supplies	N
	01- 110- 000- 0000- 6422	8.23				
12927	Midwest Machinery Co.					
		8.23	1 Transactions			
3950	Public Utilities					
	01- 110- 000- 0000- 6254	126.60	CH Building Coord	0200050109016	Utilities & Heating	N
	01- 110- 000- 0000- 6254	128.67	Glarco	0200050186004	Utilities & Heating	N
	01- 110- 000- 0000- 6254	27.76	Old County Garage	0200050202003	Utilities & Heating	N
	01- 110- 000- 0000- 6254	2,013.84	Courthouse	0300000509007	Utilities & Heating	N
	01- 110- 000- 0000- 6254	332.25	LA Tool Building	0300050188007	Utilities & Heating	N
3950	Public Utilities	2,629.12	5 Transactions			
86235	The Office Shop Inc					
	01- 110- 000- 0000- 6405	10.69	Highlighters	1065066- 0	Office Supplies	N
86235	The Office Shop Inc	10.69	1 Transactions			
110	DEPT Total:	6,836.22	Courthouse Maintenance	7 Vendors	11 Transactions	
120	DEPT		Service Officer			
86235	The Office Shop Inc					
	01- 120- 000- 0000- 6405	188.19	Overpayment on toner invoice	1059366- 0	Office & Computer Supplies	N
	01- 120- 000- 0000- 6405	325.97	Toner	1064896- 0	Office & Computer Supplies	N
86235	The Office Shop Inc	137.78	2 Transactions			
3518	Voyageur Press Of Mcgregor/The					
	01- 120- 000- 0000- 6230	225.00	1/2 pg color display ad June 4	40013	Printing, Publishing & Adv	N
3518	Voyageur Press Of Mcgregor/The	225.00	1 Transactions			
120	DEPT Total:	362.78	Service Officer	2 Vendors	3 Transactions	
122	DEPT		Planning & Zoning			
86222	Aitkin Independent Age					
	01- 122- 000- 0000- 6230	73.50	Notice of hearing 7/3	704861	Printing, Publishing & Adv	N
	01- 122- 000- 0000- 6230	63.00	Notice of hearing 7/15	706428	Printing, Publishing & Adv	N
86222	Aitkin Independent Age	136.50	2 Transactions			
88880	Datacomm Computers & Networks Inc					
	01- 122- 000- 0000- 6405	870.00	Computer system for Burton	11775	Office, Computer, Film, & Field Suppl	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
88880 Datacomm Computers & Networks Inc		870.00	1 Transactions		
9373 ESRI					
01- 122- 000- 0000- 6231		442.97	ArcGIS online license	93656142	Services, Labor, Contracts, Programm N
9373 ESRI		442.97	1 Transactions		
15236 Glen- Kimberly Town Hall					
01- 122- 000- 0000- 6231		50.00	Rental of hall for soils class		Services, Labor, Contracts, Programm N
15236 Glen- Kimberly Town Hall		50.00	1 Transactions		
13066 Hargrave/Bryan					
01- 122- 000- 0000- 6231		1,750.00	5 days @\$350		Services, Labor, Contracts, Programm Y
			06/24/2019 06/28/2019		
01- 122- 000- 0000- 6231		1,750.00	5 days @\$350		Services, Labor, Contracts, Programm Y
			07/01/2019 07/05/2019		
13066 Hargrave/Bryan		3,500.00	2 Transactions		
86235 The Office Shop Inc					
01- 122- 000- 0000- 6405		5.67	Notebook, scissors	305512- 0	Office, Computer, Film, & Field Suppl N
86235 The Office Shop Inc		5.67	1 Transactions		
13934 Tire Barn					
01- 122- 000- 0000- 6302		1,142.58	2002 Alero repairs	48260	Car Maintenance N
13934 Tire Barn		1,142.58	1 Transactions		
6097 Verizon Wireless					
01- 122- 000- 0000- 6250		40.32	Cellular charges	38069013800001	Telephone N
6097 Verizon Wireless		40.32	1 Transactions		
122 DEPT Total:		6,188.04	Planning & Zoning	8 Vendors	10 Transactions
123 DEPT			Coroner		
3987 Ramsey County Medical Examiner					
01- 123- 000- 0000- 6260		1,552.75	ME 19- 1273, Medex 025431	05/16/19	Autopsies- - Pathologist, Xrays, Etc N
01- 123- 000- 0000- 6260		1,400.00	ME 19- 1498, Medex 025432	06/08/19	Autopsies- - Pathologist, Xrays, Etc N
3987 Ramsey County Medical Examiner		2,952.75	2 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
123 DEPT Total:		2,952.75	Coroner	1 Vendors	2 Transactions
200 DEPT			Enforcement		
15239 AT&T Mobility					
01- 200- 000- 0000- 6250		860.86	deputy cell, squad pc	287258495419	Telephone N
15239 AT&T Mobility		860.86		1 Transactions	
12445 Brandl Chevrolet, Buick GMC					
01- 200- 000- 0000- 6302		379.83	LF wheel bearing, sensor #207	317462	Car Maintenance N
12445 Brandl Chevrolet, Buick GMC		379.83		1 Transactions	
13325 Bruggman/Paul					
01- 200- 040- 0000- 6304		28.50	May TZD Phone & Internet		TZD Grant Expenses N
01- 200- 040- 0000- 6304		28.50	June TZD Phone & Internet		TZD Grant Expenses N
01- 200- 040- 0000- 6304		630.00	June TZD	18@\$35	TZD Grant Expenses Y
01- 200- 040- 0000- 6304		117.16	May TZD Mileage	202@.58	TZD Grant Expenses N
01- 200- 040- 0000- 6304		1,050.00	May TZD	30@\$35	TZD Grant Expenses Y
13325 Bruggman/Paul		1,854.16		5 Transactions	
88880 Datacomm Computers & Networks Inc					
01- 200- 000- 0000- 6625		1,051.00	computer #218	11867	Office Equipment N
88880 Datacomm Computers & Networks Inc		1,051.00		1 Transactions	
1775 Galls LLC					
01- 200- 000- 0000- 6410		243.05	uniform shirts #211	012933054	Clothing Allowance N
1775 Galls LLC		243.05		1 Transactions	
9748 Gary L. Fischler & Associates, Pa					
01- 200- 000- 0000- 6272		650.00	Pre-employment screenings	11665	Physical Examinations Y
9748 Gary L. Fischler & Associates, Pa		650.00		1 Transactions	
252 Lynn Peavey Company					
01- 200- 000- 0000- 6409		58.25	evidence gathering supplies	359019	Deputy Supplies N
252 Lynn Peavey Company		58.25		1 Transactions	
4490 McGregor Veterinary Clinic					
01- 200- 000- 0000- 6231		204.80	18- 2052 vet bill	56112	Services & Labor (Incl Contracts) N
4490 McGregor Veterinary Clinic		204.80		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
13864	Sandberg/Kristi		Health Insurance		Health Insurance- Employer	N
	01- 200- 000- 0000- 6150					
13864	Sandberg/Kristi			1 Transactions		
86235	The Office Shop Inc		office supplies	1065642- 0	Office Supplies	N
	01- 200- 000- 0000- 6405					
	01- 200- 000- 0000- 6231		admin copier count, toner	305724- 0	Services & Labor (Incl Contracts)	N
86235	The Office Shop Inc			2 Transactions		
13934	Tire Barn		tire swap #209	20132	Car Maintenance	N
	01- 200- 000- 0000- 6302					
	01- 200- 000- 0000- 6302		4 tires, oil change #218	48390	Car Maintenance	N
	01- 200- 000- 0000- 6302		oil change #202	48418	Car Maintenance	N
	01- 200- 000- 0000- 6302		oil change, rotate tires #219	48463	Car Maintenance	N
13934	Tire Barn			4 Transactions		
200	DEPT Total:		Enforcement	11 Vendors	19 Transactions	
7,725.58						
202	DEPT		Boat & Water			
15239	AT&T Mobility		B&W cell, squad pc	287258495419	Telephone	N
	01- 202- 000- 0000- 6250					
15239	AT&T Mobility			1 Transactions		
6049	Farm Island Repair & Marine		prop repair	66790	B&W Maintenance	N
	01- 202- 000- 0000- 6302					
6049	Farm Island Repair & Marine			1 Transactions		
3950	Public Utilities		Boat & Water	0200063119006	Utilities	N
	01- 202- 000- 0000- 6254					
3950	Public Utilities			1 Transactions		
6044	Rolyan Buoys		buoys and caps with screws	3671861	Office Supplies	N
	01- 202- 000- 0000- 6405					
6044	Rolyan Buoys			1 Transactions		
3,372.50						
3,372.50						
202	DEPT Total:		Boat & Water	4 Vendors	4 Transactions	
3,636.12						
252	DEPT		Corrections			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
			Amount			
116	Aitkin Pet & Farm Supply Inc		313.69	667498	Repair & Maintenance Supplies	N
	01- 252- 000- 0000- 6590					
116	Aitkin Pet & Farm Supply Inc		313.69			
				1 Transactions		
14005	American Tower Corporation					
	01- 252- 000- 0000- 6231		346.06	406291713	Services & Labor (Incl Contracts)	N
14005	American Tower Corporation		346.06			
				1 Transactions		
12106	Antoine Electric					
	01- 252- 000- 0000- 6590		395.25	16879	Repair & Maintenance Supplies	Y
	01- 252- 000- 0000- 6590		388.08	16882	Repair & Maintenance Supplies	Y
12106	Antoine Electric		783.33			
				2 Transactions		
15239	AT&T Mobility					
	01- 252- 000- 0000- 6250		46.44	287258495419	Telephone	N
15239	AT&T Mobility		46.44			
				1 Transactions		
14106	Cyntox LLC					
	01- 252- 000- 0000- 6231		192.50	49502	Services & Labor (Incl Contracts)	N
14106	Cyntox LLC		192.50			
				1 Transactions		
1775	Galls LLC					
	01- 252- 000- 0000- 6410		72.35	012933053	Clothing Allowance	N
1775	Galls LLC		72.35			
				1 Transactions		
1880	Gravelle Plumbing & Heating, Inc					
	01- 252- 000- 0000- 6590		21.48	80906	Repair & Maintenance Supplies	N
1880	Gravelle Plumbing & Heating, Inc		21.48			
				1 Transactions		
2186	Hillyard Inc					
	01- 252- 000- 0000- 6422		1,171.16	603480557	Janitorial Supplies	N
2186	Hillyard Inc		1,171.16			
				1 Transactions		
11889	Honeywell International Inc.					
	01- 252- 000- 0000- 6590		391.78	5248499937	Repair & Maintenance Supplies	N
11889	Honeywell International Inc.		391.78			
				1 Transactions		
13844	McKesson Medical Surgical					
	01- 252- 000- 0000- 6262		263.25	56729518	Medical Expenses & Supplies - Inmat	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
13844 McKesson Medical Surgical					
	263.25				
		1 Transactions			
13691 MEnD Correctional Care, PLLC					
01- 252- 000- 0000- 6262	7,371.06	July Healthcare Services	4075	Medical Expenses & Supplies - Inmat	6
13691 MEnD Correctional Care, PLLC	7,371.06				
		1 Transactions			
89765 Minnesota Elevator, Inc					
01- 252- 000- 0000- 6231	179.16	July Monthly Service	810505	Services & Labor (Incl Contracts)	N
89765 Minnesota Elevator, Inc	179.16				
		1 Transactions			
3789 Pan- O- Gold Baking Company					
01- 252- 000- 0000- 6418	100.26	groceries	10002419171028	Groceries	N
01- 252- 000- 0000- 6418	115.58	groceries	10002419178020	Groceries	N
3789 Pan- O- Gold Baking Company	215.84				
		2 Transactions			
3950 Public Utilities					
01- 252- 000- 0000- 6254	53.65	Sheriff Emerg Storage	0200000507004	Utilities & Heating	N
01- 252- 000- 0000- 6254	6,658.37	New Jail 2	0300000511002	Utilities & Heating	N
01- 252- 000- 0000- 6254	1,333.48	New Jail	0300000512016	Utilities & Heating	N
3950 Public Utilities	8,045.50				
		3 Transactions			
9295 Reinhart Foodservice					
01- 252- 000- 0000- 6418	2,123.08	groceries	768559	Groceries	Y
01- 252- 000- 0000- 6418	2,273.71	groceries	777349	Groceries	Y
01- 252- 000- 0000- 6418	64.14	return groceries	779597	Groceries	Y
01- 252- 000- 0000- 6418	104.91	return groceries	779770	Groceries	Y
9295 Reinhart Foodservice	4,227.74				
		4 Transactions			
9499 Reliance Telephone Systems, Inc					
01- 252- 252- 0000- 6406	700.00	phone cards	D- 23251	Phone Card Prisoner Welfare	N
9499 Reliance Telephone Systems, Inc	700.00				
		1 Transactions			
86235 The Office Shop Inc					
01- 252- 000- 0000- 6405	93.22	office supplies	1065642- 0	Office & Computer Supplies	N
01- 252- 252- 0000- 6405	22.38	pencil sharpener	305351- 0	Prisoner Welfare	N
01- 252- 000- 0000- 6231	427.39	booking copier copy count, ton	305583- 0	Services & Labor (Incl Contracts)	N
01- 252- 252- 0000- 6405	23.84	return pencil sharpener	C305345- 0	Prisoner Welfare	N
86235 The Office Shop Inc	519.15				
		4 Transactions			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
252 DEPT Total:		24,860.49	Corrections	17 Vendors	27 Transactions
253 DEPT			Sentence to Serve		
15239 AT&T Mobility					
01- 253- 000- 0000- 6250		33.18	STS PC	287258495419	Telephone N
15239 AT&T Mobility		33.18		1 Transactions	
12927 Midwest Machinery Co.					
01- 253- 000- 0000- 6405		11.95	polycut blade	1929865	Operating Supplies N
12927 Midwest Machinery Co.		11.95		1 Transactions	
253 DEPT Total:		45.13	Sentence to Serve	2 Vendors	2 Transactions
255 DEPT			General Crime Victim Grant		
10930 Tidholm Productions					
01- 255- 000- 0000- 6405		132.00	Printed envelopes	0692 8289	Office & Computer Supplies Y
01- 255- 000- 0000- 6405		144.45	Printed brochures	0693 8290	Office & Computer Supplies Y
01- 255- 000- 0000- 6405		322.00	Promotional crayons	0694 8291	Office & Computer Supplies Y
10930 Tidholm Productions		598.45		3 Transactions	
255 DEPT Total:		598.45	General Crime Victim Grant	1 Vendors	3 Transactions
257 DEPT			Community Corrections		
248 Association of Mn Counties					
01- 257- 251- 0000- 6241		60.00	Training User Conference	1906104	Registration Fee N
248 Association of Mn Counties		60.00		1 Transactions	
783 Canon Financial Services, Inc					
01- 257- 000- 0000- 6342		140.67	Copier contract 036	20174952	Office Equipment Rental/Contracts N
783 Canon Financial Services, Inc		140.67		1 Transactions	
14563 East Central RJC					
01- 257- 255- 0000- 6204		7,614.00	AMN Detention	753- 1- 1	Juvenile Detention N
			02/01/2019	02/28/2019	
01- 257- 255- 0000- 6204		68.63	AMN Medical costs	753- 1- 1	Juvenile Detention N
14563 East Central RJC		7,682.63		2 Transactions	
11997 Minnesota Monitoring					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
11997	Minnesota Monitoring		Equip rental	7269	Equipment Rental	N
		1,312.50				
		1,312.50	1 Transactions			
87101	North Homes- Standard		MJM detention (probation)	3681554	Juvenile Detention	N
		537.78				
87101	North Homes- Standard					
		537.78	1 Transactions			
9360	Redwood Toxicology Laboratory, Inc.		Urinalysis testing supplies	688718	Drug Testing Fee	6
		359.28				
9360	Redwood Toxicology Laboratory, Inc.					
		359.28	1 Transactions			
86235	The Office Shop Inc		Supplies	1063832- 0	Office Equipment Rental/Contracts	N
		85.61				
		49.84	Supplies	1064958- 0	Office Equipment Rental/Contracts	N
		220.33	Contract	305811- 0	Office Equipment Rental/Contracts	N
86235	The Office Shop Inc					
		355.78	3 Transactions			
11030	Tougas/Janet		May & June Mileage	131@.48	Mileage	N
		62.88				
11030	Tougas/Janet					
		62.88	1 Transactions			
6097	Verizon Wireless		Cell phone	84210569900001	Wireless Telephone Services	N
		105.76				
6097	Verizon Wireless					
		105.76	1 Transactions			
257	DEPT Total:	10,617.28	Community Corrections	9 Vendors	12 Transactions	
601	DEPT		Extension			
11187	Regents Of The University of Minnesota		June 2019	300022917	Univ Of Minn Contracts	N
		292.87				
		47.68	Schuety June 19 Salary	300022918	Univ Of Minn Contracts	N
11187	Regents Of The University of Minnesota					
		340.55	2 Transactions			
601	DEPT Total:	340.55	Extension	1 Vendors	2 Transactions	
1	Fund Total:	76,810.57	General Fund		136 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT		Undesignated			
15235	BEAN/CALVIN		DUP E- 911 SIGN		Charges- Individuals	N
	03- 000- 000- 0000- 5855					
15235	BEAN/CALVIN			1 Transactions		
15234	KOKESH/KAIJA		DUP E- 911 SIGN		Charges- Individuals	N
	03- 000- 000- 0000- 5855					
15234	KOKESH/KAIJA			1 Transactions		
0	DEPT Total:		Undesignated	2 Vendors	2 Transactions	
301	DEPT		R&B Administration			
89471	Aitkin Co 4- H Council		PLAT BOOK- MCGRATH		Supplies And Materials	N
	03- 301- 000- 0000- 6400					
89471	Aitkin Co 4- H Council			1 Transactions		
86235	The Office Shop Inc		CONTRACT	305586- 0	Supplies And Materials	N
	03- 301- 000- 0000- 6400					
86235	The Office Shop Inc			1 Transactions		
301	DEPT Total:		R&B Administration	2 Vendors	2 Transactions	
302	DEPT		R&B Engineering/Construction			
1701	Forestry Suppliers Inc		SURVEY SUPPLIES	547821- 00	Rd/Br Engr. Supplies	N
	03- 302- 000- 0000- 6449					
	03- 302- 000- 0000- 6449		SURVEY SUPPLIES	547821- 01	Rd/Br Engr. Supplies	N
1701	Forestry Suppliers Inc			2 Transactions		
302	DEPT Total:		R&B Engineering/Construction	1 Vendors	2 Transactions	
303	DEPT		R&B Highway Maintenance			
8693	ASV, LLC		REPAIR PARTS	475478	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590					
8693	ASV, LLC			1 Transactions		
10452	AT&T Mobility		PAUL'S IPAD SVC	27266104878X06	Utilities	N
	03- 303- 000- 0000- 6254					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
10452	AT&T Mobility					
		32.98				
			1 Transactions			
14052	Best Oil Company					
	03-303-000-0000-6513	1,738.01	SWATARA DIESEL	13384	Motor Fuel & Lubricants	N
	03-303-000-0000-6513	1,804.69	PALISADE DIESEL	13384	Motor Fuel & Lubricants	N
14052	Best Oil Company	3,542.70				
			2 Transactions			
163	Charter Communications					
	03-303-000-0000-6254	140.11	PHONE: HWY OFFICE	0-022823061919	Utilities	N
163	Charter Communications	140.11				
			1 Transactions			
14887	Cintas Corporation					
	03-303-000-0000-6298	49.74	SHOP LAUNDRY	4024472885	Shop Maintenance	N
	03-303-000-0000-6298	19.55	SHOP LAUNDRY	4024822718	Shop Maintenance	N
14887	Cintas Corporation	69.29				
			2 Transactions			
7935	East Central Energy					
	03-303-000-0000-6254	150.67	MAY- JUN POWER- MCGRATH	34376157	Utilities	N
7935	East Central Energy	150.67				
			1 Transactions			
8622	Frontier					
	03-303-000-0000-6254	67.87	JACOBSON	218-752-6591	Utilities	N
	03-303-000-0000-6254	67.87	MCGREGOR	218-768-4481	Utilities	N
	03-303-000-0000-6254	67.87	PALISADE	218-845-2607	Utilities	N
	03-303-000-0000-6254	87.87	MCGRATH	320-592-3580	Utilities	N
8622	Frontier	291.48				
			4 Transactions			
1754	Garrison Disposal Company, Inc					
	03-303-000-0000-6254	18.00	ADOPT- A- HWY	835626	Utilities	N
1754	Garrison Disposal Company, Inc	18.00				
			1 Transactions			
1880	Gravelle Plumbing & Heating, Inc					
	03-303-000-0000-6298	398.71	SHOP REPAIRS	80904	Shop Maintenance	N
1880	Gravelle Plumbing & Heating, Inc	398.71				
			1 Transactions			
10295	Knife River Corporation					
	03-303-000-0000-6520	99,566.96	APPLY CALCIUM CHLORIDE	656786	Calcium Chloride Dust Control	N
10295	Knife River Corporation	99,566.96				
			1 Transactions			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
91187	Lake Country Power					
	03-303-000-0000-6254		52.79	MAY- JUN CSAH 14	141979801	Utilities N
	03-303-000-0000-6254		53.25	MAY- JUN CSAH 6	141979901	Utilities N
91187	Lake Country Power		106.04			2 Transactions
10824	Maney International Inc					
	03-303-000-0000-6590		261.79	REPAIR PARTS	814350	Repair & Maintenance Supplies N
	03-303-000-0000-6590		196.74	REPAIR PARTS	814394	Repair & Maintenance Supplies N
	03-303-000-0000-6590		559.38	REPAIR PARTS	815249	Repair & Maintenance Supplies N
	03-303-000-0000-6590		1,012.94	REPAIR PARTS	815257	Repair & Maintenance Supplies N
10824	Maney International Inc		2,030.85			4 Transactions
9692	Minnesota Energy Resources Corporation					
	03-303-000-0000-6297		79.02	NAT GAS: AITKIN SHOP	JUN	Shop Fuel N
9692	Minnesota Energy Resources Corporation		79.02			1 Transactions
14861	Parman Energy Group					
	03-303-000-0000-6590		273.79	REPAIR PARTS	0792652- IN	Repair & Maintenance Supplies N
14861	Parman Energy Group		273.79			1 Transactions
3950	Public Utilities					
	03-303-000-0000-6254		41.00	HWY 210 W & CR 28	02-00059455-00	Utilities N
	03-303-000-0000-6254		76.25	AITKIN SHOP: WATER	02-00063335-00	Utilities N
	03-303-000-0000-6254		47.87	HWY 210- 169 E & CR 12	02-00063388-00	Utilities N
	03-303-000-0000-6254		67.92	HWY 47 & CR 12	02-00064092-00	Utilities N
3950	Public Utilities		233.04			4 Transactions
4010	Rasley Oil Company					
	03-303-000-0000-6517		17.89	PROPANE	49023	Asphalt,Crackfiller,Tack Oil,Etc N
4010	Rasley Oil Company		17.89			1 Transactions
90805	Temco					
	03-303-000-0000-6590		62.52	REPAIR PARTS	24014	Repair & Maintenance Supplies Y
90805	Temco		62.52			1 Transactions
8605	Wayne's Sanitation Llc					
	03-303-000-0000-6254		52.51	GARBAGE: MCGRATH	292692	Utilities N
8605	Wayne's Sanitation Llc		52.51			1 Transactions

LAH1
7/8/19 1:59PM
3 Road & Bridge

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9642	WEX BANK					
	03-303-000-0000-6513		48.37-	REBATE	05/08-06/07	Motor Fuel & Lubricants N
	03-303-000-0000-6513		4,149.15	GASOLINE	05/08-06/07	Motor Fuel & Lubricants N
9642	WEX BANK		4,100.78		2 Transactions	
8279	Winzer Corporation					
	03-303-000-0000-6298		171.85	AITKIN SHOP SUPPLIES	6395558	Shop Maintenance N
8279	Winzer Corporation		171.85		1 Transactions	
303	DEPT Total:		111,574.28	R&B Highway Maintenance	20 Vendors	33 Transactions
307	DEPT			R&B Capital Infrastructure		
15233	MITZEL/CARL					
	03-307-000-0000-6362		750.00	LAND R- W S19- T43N- R21W	PARCEL NO 33	Right Of Way Y
15233	MITZEL/CARL		750.00		1 Transactions	
5128	Widseth Smith & Nolting Inc					
	03-307-000-0000-6260		1,103.00	PROFESSIONAL SERVICES	131433	Professional Services N
5128	Widseth Smith & Nolting Inc		1,103.00		1 Transactions	
307	DEPT Total:		1,853.00	R&B Capital Infrastructure	2 Vendors	2 Transactions
3	Fund Total:		114,107.03	Road & Bridge		41 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
257 DEPT		Community Corrections			
12106 Antoine Electric		GE E93902E Flor Lamps (36)	16883	Janitorial Services/Supplies	Y
05- 257- 000- 0000- 6422	21.41	06/14/2019 06/14/2019			
12106 Antoine Electric	21.41	1 Transactions			
10855 Culligan		Cooler Rental Service	150- 10016285- 1	Office Equipment Rental/Contracts	N
05- 257- 000- 0000- 6342	16.20	07/01/2019 07/31/2019			
10855 Culligan	16.20	1 Transactions			
2186 Hillyard Inc		Cleaning/Bathroom Supplies	603480519	Janitorial Services/Supplies	N
05- 257- 000- 0000- 6422	53.42	06/19/2019			
05- 257- 000- 0000- 6422	6.09	Cleaning/Bathroom Supplies	800393760	Janitorial Services/Supplies	N
		12/14/2018			
2186 Hillyard Inc	47.33	2 Transactions			
89765 Minnesota Elevator, Inc		Elevator Service - July '19	810852	Maintenance- Service Contracts	N
05- 257- 000- 0000- 6300	19.71	07/01/2019 07/31/2019			
89765 Minnesota Elevator, Inc	19.71	1 Transactions			
9692 Minnesota Energy Resources Corporation		Gas Bill	0506533565- 000	Utilities- Gas and Electric	N
05- 257- 000- 0000- 6254	6.38	05/18/2019 06/18/2019			
9692 Minnesota Energy Resources Corporation	6.38	1 Transactions			
3950 Public Utilities		Electric Bill	03- 00000513- 03	Utilities- Gas and Electric	N
05- 257- 000- 0000- 6254	296.72	05/16/2019 06/16/2019			
3950 Public Utilities	296.72	1 Transactions			
257 DEPT Total:	407.75	Community Corrections	6 Vendors	7 Transactions	
390 DEPT		Environmental Health (FBL)			
12106 Antoine Electric		GE E93902E Flor Lamps (36)	16883	Janitorial Services/Supplies	Y
05- 390- 000- 0000- 6422	3.89	06/14/2019 06/14/2019			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
12106	Antoine Electric					
		3.89		1 Transactions		
10855	Culligan					
	05- 390- 000- 0000- 6342	2.95	Cooler Rental Service	150- 10016285- 1	Office Equipment Rental/Contracts	N
			07/01/2019 07/31/2019			
10855	Culligan					
		2.95		1 Transactions		
2186	Hillyard Inc					
	05- 390- 000- 0000- 6422	9.71	Cleaning/Bathroom Supplies	603480519	Janitorial Services/Supplies	N
			06/19/2019			
	05- 390- 000- 0000- 6422	1.11-	Cleaning/Bathroom Supplies	800393760	Janitorial Services/Supplies	N
			12/14/2018			
2186	Hillyard Inc					
		8.60		2 Transactions		
89765	Minnesota Elevator, Inc					
	05- 390- 000- 0000- 6300	3.58	Elevator Service - July '19	810852	Maintenance- Service Contracts	N
			07/01/2019 07/31/2019			
89765	Minnesota Elevator, Inc					
		3.58		1 Transactions		
9692	Minnesota Energy Resources Corporation					
	05- 390- 000- 0000- 6254	1.16	Gas Bill	0506533565- 000	Utilities- Gas and Electric	N
			05/18/2019 06/18/2019			
9692	Minnesota Energy Resources Corporation					
		1.16		1 Transactions		
3950	Public Utilities					
	05- 390- 000- 0000- 6254	53.95	Electric Bill	03- 00000513- 03	Utilities- Gas and Electric	N
			05/16/2019 06/16/2019			
3950	Public Utilities					
		53.95		1 Transactions		
390	DEPT Total:	74.13	Environmental Health (FBL)	6 Vendors	7 Transactions	
400	DEPT		Public Health Department			
88023	American Payment Centers, LLC					
	05- 400- 440- 0410- 6301	12.80	Box Service	15- 20006	Equipment Lease/Space Rental	N
			07/01/2019 09/30/2019			
88023	American Payment Centers, LLC					
		12.80		1 Transactions		
12106	Antoine Electric					
	05- 400- 440- 0410- 6231	33.06	Replace Emer Lights with LED	16876	Services/Labor/Contracts	Y

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
05- 400- 440- 0410- 6422		06/17/2019 GE E93902E Flor Lamps (36)	16883	Janitorial Services/Supplies	Y
12106 Antoine Electric		06/14/2019 06/14/2019 2 Transactions			
10855 Culligan		07/01/2019 07/31/2019 Cooler Rental Service	150- 10016285- 1	Equipment Lease/Space Rental	N
10855 Culligan		1 Transactions			
2186 Hillyard Inc		06/19/2019 Cleaning/Bathroom Supplies	603480519	Janitorial Services/Supplies	N
05- 400- 440- 0410- 6422		12/14/2018 Cleaning/Bathroom Supplies	800393760	Janitorial Services/Supplies	N
2186 Hillyard Inc		2 Transactions			
90318 McKesson Medical		06/24/2019 06/24/2019 DP&C Med Supp & Epinephrine	56844389	DP & C - Medical Supplies	N
05- 400- 410- 0413- 6430		06/24/2019 WIC - Medical Suupplies	56844389	WIC - Medical Supplies	N
90318 McKesson Medical		2 Transactions			
89765 Minnesota Elevator, Inc		07/01/2019 07/31/2019 Elevator Service - July '19	810852	Maintenance/Service Contracts	N
89765 Minnesota Elevator, Inc		1 Transactions			
9692 Minnesota Energy Resources Corporation		05/18/2019 06/18/2019 Gas Bill	0506533565- 000	Utilities- Gas and Electric	N
9692 Minnesota Energy Resources Corporation		1 Transactions			
3950 Public Utilities		05/16/2019 06/16/2019 Electric Bill	03- 00000513- 03	Utilities- Gas and Electric	N
3950 Public Utilities		1 Transactions			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
86235	The Office Shop Inc					
	05- 400- 440- 0410- 6405		3.82 Agency - Pkg Tape/Calc Tape	1064446- 0	Office Supplies	N
			06/05/2019 06/05/2019			
	05- 400- 440- 0410- 6405		0.41 Agency - Rubber Finger tips	1064880- 0	Office Supplies	N
			06/14/2019			
	05- 400- 440- 0410- 6405		0.41 Agency - Rubber Finger tips	1064880- 1	Office Supplies	N
			06/17/2019			
	05- 400- 440- 0410- 6405		7.99 Agency - Copy Paper	1064991- 0	Office Supplies	N
			06/17/2019			
	05- 400- 440- 0410- 6405		3.80 Agency - Canned Air	1065171- 0	Office Supplies	N
			06/21/2019			
86235	The Office Shop Inc		16.43			
				5 Transactions		
400	DEPT Total:		687.04	Public Health Department	9 Vendors	16 Transactions
420	DEPT			Income Maintenance		
88023	American Payment Centers, LLC					
	05- 420- 600- 4800- 6301		26.40 Box Service	15- 20006	Equipment Lease/Space Rental	N
			07/01/2019 09/30/2019			
88023	American Payment Centers, LLC		26.40	1 Transactions		
12106	Antoine Electric					
	05- 420- 600- 4800- 6231		68.18 Replace Emer Lights with LED	16876	Services/Labor/Contracts	Y
			06/17/2019			
	05- 420- 600- 4800- 6422		56.46 GE E93902E Flor Lamps (36)	16883	Janitorial Services/Supplies	Y
			06/14/2019 06/14/2019			
12106	Antoine Electric		124.64	2 Transactions		
10855	Culligan					
	05- 420- 600- 4800- 6301		42.70 Cooler Rental Service	150- 10016285- 1	Equipment Lease/Space Rental	N
			07/01/2019 07/31/2019			
10855	Culligan		42.70	1 Transactions		
11051	Department of Human Services					
	05- 420- 650- 4400- 6025		2,321.45 MA LTC UN 65	A300MM9L011	State/Fed Share - MA	N
			05/01/2019 05/31/2019			
	05- 420- 650- 4400- 6025		3,619.18 MA ESTATE COLLECTIONS - FED	A300MM9L011	State/Fed Share - MA	N
			05/01/2019 05/31/2019			
	05- 420- 650- 4400- 6025		1,809.90 MA ESTATE COLLECTIONS - STATE	A300MM9L011	State/Fed Share - MA	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
05- 420- 650- 4400- 6025		05/01/2019 05/31/2019 MA ESTATE COLLECTIONS - FED	A300MM9L01I	State/Fed Share - MA	N
05- 420- 650- 4400- 6025		05/01/2019 05/31/2019 MA ESTATE COLLECTIONS - STATE	A300MM9L01I	State/Fed Share - MA	N
11051 Department of Human Services	7,751.63	05/01/2019 05/31/2019 5 Transactions			
2186 Hillyard Inc					
05- 420- 600- 4800- 6422	140.85	Cleaning/Bathroom Supplies 06/19/2019	603480519	Janitorial Services/Supplies	N
05- 420- 600- 4800- 6422	16.05	Cleaning/Bathroom Supplies 12/14/2018	800393760	Janitorial Services/Supplies	N
2186 Hillyard Inc	124.80	2 Transactions			
89765 Minnesota Elevator, Inc					
05- 420- 600- 4800- 6300	51.96	Elevator Service - July '19 07/01/2019 07/31/2019	810852	Maintenance/Service Contracts	N
89765 Minnesota Elevator, Inc	51.96	1 Transactions			
9692 Minnesota Energy Resources Corporation					
05- 420- 600- 4800- 6254	16.81	Gas Bill 05/18/2019 06/18/2019	0506533565- 000	Utilities- Gas and Electric	N
9692 Minnesota Energy Resources Corporation	16.81	1 Transactions			
3950 Public Utilities					
05- 420- 600- 4800- 6254	782.27	Electric Bill 05/16/2019 06/16/2019	03- 00000513- 03	Utilities- Gas and Electric	N
3950 Public Utilities	782.27	1 Transactions			
86235 The Office Shop Inc					
05- 420- 600- 4800- 6405	7.87	Agency - Pkg Tape/Calc Tape 06/05/2019 06/05/2019	1064446- 0	Office Supplies	N
05- 420- 600- 4800- 6405	0.86	Agency - Rubber Finger tips 06/14/2019	1064880- 0	Office Supplies	N
05- 420- 600- 4800- 6405	0.86	Agency - Rubber Finger tips 06/17/2019	1064880- 1	Office Supplies	N
05- 420- 600- 4800- 6405	16.48	Agency - Copy Paper 06/17/2019	1064991- 0	Office Supplies	N
05- 420- 600- 4800- 6405	7.82	Agency - Canned Air	1065171- 0	Office Supplies	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Descripti</u> <u>On Behalf of Name</u>	<u>1099</u>
86235	The Office Shop Inc		33.89	06/21/2019 5 Transactions			
420	DEPT Total:		8,955.10	Income Maintenance	9 Vendors	19 Transactions	
430	DEPT			Social Services			
88023	American Payment Centers, LLC 05- 430- 700- 4800- 6301		40.80	Box Service 07/01/2019 09/30/2019	15- 20006	Equipment Lease/Space Rental	N
88023	American Payment Centers, LLC		40.80	1 Transactions			
12106	Antoine Electric 05- 430- 700- 4800- 6231		105.38	Replace Emer Lights with LED 06/17/2019	16876	Services/Labor/Contracts	Y
	05- 430- 700- 4800- 6422		85.66	GE E93902E Flor Lamps (36) 06/14/2019 06/14/2019	16883	Janitorial Services/Supplies	Y
12106	Antoine Electric		191.04	2 Transactions			
10855	Culligan 05- 430- 700- 4800- 6301		64.79	Cooler Rental Service 07/01/2019 07/31/2019	150- 10016285- 1	Equipment Lease/Space Rental	N
10855	Culligan		64.79	1 Transactions			
2186	Hillyard Inc 05- 430- 700- 4800- 6422		213.70	Cleaning/Bathroom Supplies 06/19/2019	603480519	Janitorial Services/Supplies	N
	05- 430- 700- 4800- 6422		24.35-	Cleaning/Bathroom Supplies 12/14/2018	800393760	Janitorial Services/Supplies	N
2186	Hillyard Inc		189.35	2 Transactions			
89765	Minnesota Elevator, Inc 05- 430- 700- 4800- 6300		78.83	Elevator Service - July '19 07/01/2019 07/31/2019	810852	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		78.83	1 Transactions			
9692	Minnesota Energy Resources Corporation 05- 430- 700- 4800- 6254		25.51	Gas Bill 05/18/2019 06/18/2019	0506533565- 000	Utilities- Gas and Electric	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9692	Minnesota Energy Resources Corporation		25.51				
				1 Transactions			
3950	Public Utilities						
	05- 430- 700- 4800- 6254		1,186.89	Electric Bill	03- 00000513- 03	Utilities- Gas and Electric	N
				05/16/2019 06/16/2019			
3950	Public Utilities		1,186.89	1 Transactions			
86235	The Office Shop Inc						
	05- 430- 700- 4800- 6405		12.16	Agency - Pkg Tape/Calc Tape	1064446- 0	Office Supplies	N
				06/05/2019 06/05/2019			
	05- 430- 700- 4800- 6405		1.33	Agency - Rubber Finger tips	1064880- 0	Office Supplies	N
				06/14/2019			
	05- 430- 700- 4800- 6405		1.33	Agency - Rubber Finger tips	1064880- 1	Office Supplies	N
				06/17/2019			
	05- 430- 700- 4800- 6405		25.46	Agency - Copy Paper	1064991- 0	Office Supplies	N
				06/17/2019			
	05- 430- 700- 4800- 6405		12.09	Agency - Canned Air	1065171- 0	Office Supplies	N
				06/21/2019			
86235	The Office Shop Inc		52.37	5 Transactions			
430	DEPT Total:		1,829.58	Social Services	8 Vendors	14 Transactions	
5	Fund Total:		11,953.60	Health & Human Services		63 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
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		148.00 Birth Surcharges	May	Birth/Death Surcharges	N
	09-000-000-0000-2022		492.00 Death Surcharges	May	Birth/Death Surcharges	N
	09-000-000-0000-2024		111.00 Children Birth Cert	May	St Share Of Birth Cert.- Children	N
	09-000-000-0000-2031		21.00 Torrens Assurance	May	Real Estate Assurance (Was 5874 Anc	N
	09-000-000-0000-2036		4,210.50 State General Fund	May	Recording Surcharges (Was 5871 & 6;	N
	09-000-000-0000-2036		370.00 2010 Leg Surcharge	May	Recording Surcharges (Was 5871 & 6;	N
4580	Mn Dept Of Finance		5,352.50		6 Transactions	
3375	Mn Dept Of Health					
	09-000-000-0000-2027		552.50 State Well Cert	May	State Well Cert Fees (Was 5097 & 620	N
3375	Mn Dept Of Health		552.50		1 Transactions	
0	DEPT Total:		5,905.00	Undesignated	2 Vendors	7 Transactions
9	Fund Total:		5,905.00	State		7 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
900	DEPT		Timber Permit Bonds			
15237	Fletcher Trucking, Inc		Bond Refund Rec 744	14010	Timber Permit Bonds	N
	10- 900- 000- 0000- 2300	456.00				
15237	Fletcher Trucking, Inc		1 Transactions			
3066	Maxwell/James Henry		Bond Refund Rec 3008	13856	Timber Permit Bonds	N
	10- 900- 000- 0000- 2300	281.97				
3066	Maxwell/James Henry		1 Transactions			
13269	Trout Enterprises		Bond Refund Rec2165	13506	Timber Permit Bonds	N
	10- 900- 000- 0000- 2300	418.00				
13269	Trout Enterprises		1 Transactions			
900	DEPT Total:	1,155.97	Timber Permit Bonds	3 Vendors	3 Transactions	
921	DEPT		Co. Development			
11324	Otto's Lawn Care Llc		Mow Round Lake Beach- May	4828	Services, Labor, Contracts	Y
	10- 921- 000- 0000- 6231	50.00				
11324	Otto's Lawn Care Llc		1 Transactions			
921	DEPT Total:	50.00	Co. Development	1 Vendors	1 Transactions	
923	DEPT		Forfeited Tax Sales			
195	Aitkin Tire Shop		Towmax F	59068	Repair & Maintenance Supplies	Y
	10- 923- 000- 0000- 6590	150.00				
	10- 923- 000- 0000- 6590	105.00	1 225 75R15E	59068	Repair & Maintenance Supplies	Y
195	Aitkin Tire Shop		2 Transactions			
10452	AT&T Mobility			287257204209	Telephone	N
	10- 923- 000- 0000- 6250	275.60				
10452	AT&T Mobility		1 Transactions			
86467	Auto Value Aitkin		1 Hitch ball	40140401	Repair & Maintenance Supplies	N
	10- 923- 000- 0000- 6590	10.99				
	10- 923- 000- 0000- 6590	14.99	1 72 ct canister	40140476	Repair & Maintenance Supplies	N
	10- 923- 000- 0000- 6590	8.48	Windshield wash, glass clean	40140920	Repair & Maintenance Supplies	N
86467	Auto Value Aitkin		3 Transactions			
		34.46				

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 Descripti On Behalf of Name	1099
163	Charter Communications 10- 923- 000- 0000- 6254		194.98	Business internet	83523056600458	Utilities	N
163	Charter Communications		194.98	1 Transactions			
91022	Courtemanche/Richard 10- 923- 000- 0000- 6511		51.56	Gas		Gas And Oil	N
91022	Courtemanche/Richard		51.56	1 Transactions			
15237	Fletcher Trucking, Inc 10- 923- 000- 0000- 6820		243.96	Overappraised refund	14010	Refunds & Reimbursements	N
15237	Fletcher Trucking, Inc		243.96	1 Transactions			
12808	Gallagher Benefit Services, Inc. 10- 923- 000- 0000- 6231		350.00	DEM Evaluations	201905839	Services, Labor, Contracts	N
12808	Gallagher Benefit Services, Inc.		350.00	1 Transactions			
3066	Maxwell/James Henry 10- 923- 000- 0000- 6820		3,493.88	Overappraised refund	13506	Refunds & Reimbursements	N
3066	Maxwell/James Henry		3,493.88	1 Transactions			
14386	Paradigm Automotive 10- 923- 000- 0000- 6590		1,164.26	2008 Ford F150 #395	7880	Repair & Maintenance Supplies	N
14386	Paradigm Automotive		1,164.26	1 Transactions			
12539	Superior Thermowood of Brainerd, Inc. 10- 923- 000- 0000- 6406		1,152.00	384 Basswood Signboards	352	Field Supplies	N
12539	Superior Thermowood of Brainerd, Inc.		1,152.00	1 Transactions			
15238	U.S. Fish & Wildlife Service 10- 923- 000- 0000- 6231		100.00	Incidental take permit		Services, Labor, Contracts	N
15238	U.S. Fish & Wildlife Service		100.00	1 Transactions			
3486	Waste Management Of Northern Minneso 10- 923- 000- 0000- 6231		103.49	Waste Removal Land Dept	6620733- 1797- 6	Services, Labor, Contracts	N
3486	Waste Management Of Northern Minneso		103.49	1 Transactions			
923	DEPT Total:		7,419.19	Forfeited Tax Sales	12 Vendors	15 Transactions	
10	Fund Total:		8,625.16	Trust		19 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
925	DEPT		Resource Management			
14999	Bolton & Menk, Inc.					
	11- 925- 000- 0000- 6231		960.00	Hydrologic Modeling 75% complt	234589	Services, Labor, Contracts N
	11- 925- 000- 0000- 6231		2,023.00	Project design & plan 28% comp	234589	Services, Labor, Contracts N
14999	Bolton & Menk, Inc.		2,983.00			2 Transactions
9373	ESRI					
	11- 925- 000- 0000- 6405		1,212.00	3 ArcGIS Primary Maint	93657070	Office Supplies N
	11- 925- 000- 0000- 6405		606.00	2 ArcGIS Secondary Maint	93657070	Office Supplies N
9373	ESRI		1,818.00			2 Transactions
925	DEPT Total:		4,801.00	Resource Management		2 Vendors 4 Transactions
935	DEPT		Forest Road			
10452	AT&T Mobility					
	11- 935- 000- 0000- 6250		68.90		287257204209	Telephone N
10452	AT&T Mobility		68.90			1 Transactions
4711	Sunnys Citgo					
	11- 935- 000- 0000- 6511		100.00	June gas	1013293	Gas And Oil N
	11- 935- 000- 0000- 6511		100.00	June gas	1013699	Gas And Oil N
4711	Sunnys Citgo		200.00			2 Transactions
935	DEPT Total:		268.90	Forest Road		2 Vendors 3 Transactions
939	DEPT		County Surveyor			
10452	AT&T Mobility					
	11- 939- 000- 0000- 6250		34.45		287257204209	Telephone N
10452	AT&T Mobility		34.45			1 Transactions
939	DEPT Total:		34.45	County Surveyor		1 Vendors 1 Transactions
11	Fund Total:		5,104.35	Forest Development		8 Transactions

LAH1
 7/8/19 1:59PM
 12 Agency

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
932	DEPT		Schools			
393	Isd 1 Aitkin- Treasurer					
	12- 932- 000- 0000- 2047		2nd Taconite Payment		Taconite Production Tax	N
393	Isd 1 Aitkin- Treasurer			1 Transactions		
932	DEPT Total:		Schools	1 Vendors	1 Transactions	
12	Fund Total:		Agency		1 Transactions	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</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>
949	DEPT			Courthouse Addition		
	5777 U.S. Bank					
	14- 949- 000- 0000- 6231		168,907.51	Interest pmt acct 0058739NS	1427703	Services, Labor, Contracts N
	5777 U.S. Bank		168,907.51	1 Transactions		
949	DEPT Total:		168,907.51	Courthouse Addition	1 Vendors	1 Transactions
14	Fund Total:		168,907.51	Capital Project		1 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
520	DEPT		Parks			
13649	Aitkin Rental Center					
	21- 520- 000- 0000- 6231		Tiller rental	50388	Services, Labor, Contracts	1
13649	Aitkin Rental Center					
		45.00				
		45.00		1 Transactions		
10452	AT&T Mobility					
	21- 520- 000- 0000- 6250					
		68.90				
10452	AT&T Mobility					
		68.90				
				287257204209	Telephone	N
				1 Transactions		
10083	Cedarbrook Lumber Comp					
	21- 520- 000- 0000- 6406		4x4x8 treated			
		131.89				
10083	Cedarbrook Lumber Comp					
		131.89				
				99954	Field Supplies	N
				1 Transactions		
14455	Dependable Demolition					
	21- 520- 000- 0000- 6231		Rock hauling			
		3,000.00				
14455	Dependable Demolition					
		3,000.00				
				209	Services, Labor, Contracts	Y
				1 Transactions		
10618	Erik's Lawn Service					
	21- 520- 000- 0000- 6231		Mow Snake River June			
		680.00				
	21- 520- 000- 0000- 6231		Mow Aitkin Park June			
		320.00				
10618	Erik's Lawn Service					
		1,000.00				
				5858	Services, Labor, Contracts	Y
				5858	Services, Labor, Contracts	Y
				2 Transactions		
1829	Goble's Sewer Service Inc.					
	21- 520- 000- 0000- 6231		Aitkin RV Dumpstation			
		120.00				
	21- 520- 000- 0000- 6231		Berglund Park dump station			
		120.00				
	21- 520- 000- 0000- 6231		Aitkin RV Dumpstation			
		120.00				
1829	Goble's Sewer Service Inc.					
		360.00				
				13539	Services, Labor, Contracts	N
				13540	Services, Labor, Contracts	N
				13646	Services, Labor, Contracts	N
				3 Transactions		
1880	Gravelle Plumbing & Heating, Inc					
	21- 520- 000- 0000- 6523		Check condensing unit			
		338.65				
1880	Gravelle Plumbing & Heating, Inc					
		338.65				
				81026	Misc Bldg & Bshop Supplies	N
				1 Transactions		
2186	Hillyard Inc					
	21- 520- 000- 0000- 6406		Bath tissue			
		155.34				
2186	Hillyard Inc					
		155.34				
				603480520	Field Supplies	N
				1 Transactions		
4641	Holiday Credit Office					
	21- 520- 000- 0000- 6511		Fuel May			
		656.81				
				1400000134961	Gas And Oil	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
4641	Holiday Credit Office		656.81				
				1 Transactions			
2763	J & H Transfer Station- Lakes Sanitary						
	21- 520- 000- 0000- 6255		204.75	Berglund Park garbage	157389	Garbage	Y
2763	J & H Transfer Station- Lakes Sanitary		204.75				
				1 Transactions			
2991	Malmo Market						
	21- 520- 000- 0000- 6511		78.25	June gas		Gas And Oil	N
2991	Malmo Market		78.25				
				1 Transactions			
9692	Minnesota Energy Resources Corporation						
	21- 520- 000- 0000- 6254		50.16	Gas for shop	50254456100001	Utilities	N
9692	Minnesota Energy Resources Corporation		50.16				
				1 Transactions			
3950	Public Utilities						
	21- 520- 000- 0000- 6254		216.69	Land Dept	0200000348003	Utilities	N
	21- 520- 000- 0000- 6254		99.16	Mississippi Access	0200063077005	Utilities	N
	21- 520- 000- 0000- 6254		147.35	Park Shower Miss. Access	0200063077050	Utilities	N
3950	Public Utilities		463.20				
				3 Transactions			
15211	Quality Disposal Systems Inc						
	21- 520- 000- 0000- 6231		193.05	Snake River garbage	1187622	Services, Labor, Contracts	N
15211	Quality Disposal Systems Inc		193.05				
				1 Transactions			
4095	Ritter & Ritter,Inc						
	21- 520- 000- 0000- 6231		250.00	Clean valve Berglund Park	172832	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		600.00	Pull truck out of Palisade	172832	Services, Labor, Contracts	N
4095	Ritter & Ritter,Inc		850.00				
				2 Transactions			
10902	The Green House of Carlton Inc						
	21- 520- 000- 0000- 6406		46.51	Watering can, trowel, bedding	13881	Field Supplies	N
10902	The Green House of Carlton Inc		46.51				
				1 Transactions			
5551	Unclaimed Freight North						
	21- 520- 000- 0000- 6406		3.98	Bleach	164165	Field Supplies	N
5551	Unclaimed Freight North		3.98				
				1 Transactions			
3486	Waste Management Of Northern Minneso						
	21- 520- 000- 0000- 6231		103.49	Waste Removal Aitkin Campgroun	6620731- 1767- 0	Services, Labor, Contracts	N

LAH1
 7/8/19 1:59PM
 21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3486	Waste Management Of Northern Minneso		103.49		1 Transactions		
13848	WYATT'S TOWING						
	21- 520- 000- 0000- 6231		1,200.00	Off Road Recovery		Services, Labor, Contracts	Y
13848	WYATT'S TOWING		1,200.00		1 Transactions		
520	DEPT Total:		8,949.98	Parks	19 Vendors	25 Transactions	
21	Fund Total:		8,949.98	Parks		25 Transactions	
	Final Total:		463,057.20	206 Vendors	301 Transactions		

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	76,810.57	General Fund
3	114,107.03	Road & Bridge
5	11,953.60	Health & Human Services
9	5,905.00	State
10	8,625.16	Trust
11	5,104.35	Forest Development
12	62,694.00	Agency
14	168,907.51	Capital Project Debt Service
21	8,949.98	Parks
All Funds	463,057.20	Total

Approved by,

.....

.....

LAH1

7/8/19

1:59PM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

14 Capital Project Debt Service

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9490 DEPT		Courthouse Addition			
5777 U.S. Bank					
6796 14- 949- 000- 0000- 6231		Interest pmt acct 0058739NS	1427703	Services, Labor, Contracts	N
5777 U.S. Bank		1 Transactions			
9490 DEPT Total:		Courthouse Addition	1 Vendors	1 Transactions	
14 Fund Total:		Capital Project Debt Service		1 Transactions	

LAH1
7/17/19 10:09AM

Aitkin County

DISBURSEMENTS JOURNAL REPORT

2E1



Type of Report: 2 1 - Disbursement Journal By WARRANT#
2 - Disbursement Journal By FUND

Specific Dates: From: 06/01/2019 Thru: 06/30/2019

Warrant Number: From: Thru:

Full/Partial: 1 1 - Full
2 - Partial

Warrant Type: 3 0 - All
1 - Auditor
2 - Commissioner
3 - M/V/C

Save Options: N

Comment:

June Manual Warrants

Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 06/01/2019 - 06/30/2019

WARRANT		G/L	Warrant	Account Number		Description			
Type	Date	Month	Number	Account Description	AMOUNT	Vendor Name	Vendor #	Invoice #	R
3	06/05/2019	6/2019	3728	01-044-904-0000-6360	218.37	Dep Care / Med FSA	8410		
			Accr Code:	FLEX PLAN WITHDRAWALS		BREMER BANK			
3	06/11/2019	6/2019	3742	01-040-000-0000-5081	0.04	Mtg Reg	780		
			Accr Code:	MORTGAGE REGISTRY- 3%		BREMER BANK			
3	06/11/2019	6/2019	3742	01-042-000-0000-5079	0.11	Deed Tax	780		
			Accr Code:	3% STATE DEED TAX		BREMER BANK			
			3742	Warrant Total	0.15	2 Transactions			
3	06/12/2019	6/2019	3743	01-044-904-0000-6360	3,373.02	Dep Care / Med FSA	8410		
			Accr Code:	FLEX PLAN WITHDRAWALS		BREMER BANK			
3	06/13/2019	6/2019	3744	01-001-000-0000-6332	86.80	Grand Casino - Hinckley reserv	5462		
			Accr Code:	HOTEL / MOTEL LODGING		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-001-000-0000-6332	86.80	Grand Casino Hinckley reservat	5462		
			Accr Code:	HOTEL / MOTEL LODGING		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-001-000-0000-6340	27.00	Grand Casino - Hinckley meal	5462		
			Accr Code:	MEALS (OVERNIGHT)		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-040-021-0000-6625	283.76	Barcode Scanner	5462		
			Accr Code:	OFFICE EQUIPMENT & OTHER EQUIPMENT		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-043-000-0000-6332	317.61	Holiday Inn reservations 5- 22-	5462		
			Accr Code:	HOTEL / MOTEL LODGING		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-043-000-0000-6405	13.98	Paulbeck's mosquito spray	5462		
			Accr Code:	OFFICE, FILM & COMPUTER SUPPLIES		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-043-000-0000-6405	209.30	AMZN.com screen protector pckg	5462		
			Accr Code:	OFFICE, FILM & COMPUTER SUPPLIES		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-043-000-0000-6405	824.00	AMZN.com iPad Pro	5462		
			Accr Code:	OFFICE, FILM & COMPUTER SUPPLIES		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-049-000-0000-6330	22.47	Holiday gas	5462		
			Accr Code:	TRANSPORTATION & TRAVEL & PARKING		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-049-000-0000-6402	9.07	Monitor Screws	5462		
			Accr Code:	COMPUTER SUPPLIES & SOFTWARE		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-052-000-0000-6332	86.80	Grand Casino Hinckley reservat	5462		
			Accr Code:	HOTELS / MOTELS		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-053-000-0000-6405	123.91	AMZN binders	5462		
			Accr Code:	OFFICE & COMPUTER SUPPLIES		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-090-000-0000-6208	64.90	Arrowwood Resort/Michele & Nat	5462		
			Accr Code:	TRAINING/EDUCATION		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-200-000-0000-6409	63.61	AMZN Deep Woods Off	5462		
			Accr Code:	DEPUTY SUPPLIES		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-200-000-0000-6409	30.98	AMZN Motorola Mic	5462		

Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 06/01/2019 - 06/30/2019

WARRANT Type	Date	G/L Month	Warrant Number	Account Number Account Description	AMOUNT	Description Vendor Name	Vendor #	Invoice #	R
			Accr Code:	DEPUTY SUPPLIES		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-252-000-0000-6418	85.76	Walmart groceries	5462		
			Accr Code:	GROCERIES		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-252-000-0000-6511	18.74	Holiday gas	5462		
			Accr Code:	GAS AND OIL		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-252-252-0000-6405	3.45	Family Dollar pencils	5462		
			Accr Code:	PRISONER WELFARE		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-257-000-0000-6108	18.57	MACCAC meal	5462		
			Accr Code:	MEALS (NOT OVERNIGHT)		BREMER BANK (ELAN ACH)			
3	06/13/2019	6/2019	3744	01-257-251-0000-6268	199.00	Fred Pryor Seminoars	5462		
			Accr Code:	STAFF TRAINING, DEVELOPMENT		BREMER BANK (ELAN ACH)			
				3744 Warrant Total	2,576.51	20 Transactions			
3	06/19/2019	6/2019	3791	01-044-904-0000-6360	594.62	Dep Care / Med FSA	8410		
			Accr Code:	FLEX PLAN WITHDRAWALS		BREMER BANK			
3	06/24/2019	6/2019	3794	01-044-904-0000-6231	742.30	Participant fees - June	8410		
			Accr Code:	FLEX SERVICES, LABOR, ETC		BREMER BANK			
3	06/26/2019	6/2019	3817	01-044-904-0000-6360	603.60	Dep Care / Med FSA	8410		
			Accr Code:	FLEX PLAN WITHDRAWALS		BREMER BANK			
3	06/28/2019	6/2019	3818	01-040-021-0000-6205	29.40	Postage	5462		
			Accr Code:	POSTAGE		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01-040-021-0000-6205	44.10	Postage	5462		
			Accr Code:	POSTAGE		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01-043-000-0000-6230	149.00	Job Posting	5462		
			Accr Code:	PRINTING, PUBLISHING & ADV		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01-043-000-0000-6405	13.98	Mosquito Spray	5462		
			Accr Code:	OFFICE, FILM & COMPUTER SUPPLIES		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01-043-000-0000-6405	824.00	Ipad	5462		
			Accr Code:	OFFICE, FILM & COMPUTER SUPPLIES		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01-043-000-0000-6405	13.44	Sales tax refunded	5462		
			Accr Code:	OFFICE, FILM & COMPUTER SUPPLIES		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01-052-000-0000-6332	132.97	Best Western MACA	5462		
			Accr Code:	HOTELS / MOTELS		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01-120-000-0000-6205	459.98	Wireless Headset System	5462		
			Accr Code:	POSTAGE		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01-120-000-0000-6205	299.00	HP Laser printer	5462		
			Accr Code:	POSTAGE		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01-120-000-0000-6405	329.00	Wireless Headset System	5462		
			Accr Code:	OFFICE & COMPUTER SUPPLIES		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01-120-000-0000-6405	321.34	Return Headset	5462		

Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 06/01/2019 - 06/30/2019

WARRANT Type	Date	G/L Month	Warrant Number	Account Number Account Description	AMOUNT	Description Vendor Name	Vendor #	Invoice #	R
				OFFICE & COMPUTER SUPPLIES		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01- 200- 003- 0000- 6241	150.00	Registration Civil training	5462		
				REGISTRATION FEE		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01- 202- 000- 0000- 6409	53.72	Sunscreen	5462		
				FIELD SUPPLIES		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01- 252- 000- 0000- 6330	28.00	Gas	5462		
				PRISONER TRANSPORTATION & TRAVEL		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01- 252- 000- 0000- 6511	33.00	Holiday gas for meeting	5462		
				GAS AND OIL		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01- 392- 000- 0000- 6405	31.80	Alcohol swabs	5462		
				OFFICE & FILM SUPPLIES		BREMER BANK (ELAN ACH)			
3	06/28/2019	6/2019	3818	01- 392- 000- 0000- 6405	15.94	Exam gloves	5462		
				OFFICE & FILM SUPPLIES		BREMER BANK (ELAN ACH)			
				3818 Warrant Total	2,259.11	17 Transactions			
3	06/06/2019	6/2019	45031	01- 391- 000- 0000- 5840	400.00	E- Waste Start- Up/Terry Neff	3503		
				MISC RECEIPTS		NEFF/TERRY B.			
3	06/11/2019	6/2019	45032	01- 100- 000- 0000- 6332	320.08	Holiday Inn/Martin Co	15215		
				HOTELS / MOTELS		HOLIDAY INN FAIRMONT			
				1 Fund Total	11,087.76	46 Transactions			

Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 06/01/2019 - 06/30/2019

WARRANT			Warrant	Account Number	AMOUNT	Description	Vendor #	Invoice #	R
Type	Date	G/L Month	Number	Account Description		Vendor Name			
3	06/28/2019	6/2019	3818	03- 302- 000- 0000- 6449 RD/BR ENGR. SUPPLIES	3.22	FedEx BREMER BANK (ELAN ACH)	5462		
				Accr Code:					
3	06/18/2019	6/2019	45033	03- 307- 000- 0000- 6362 RIGHT OF WAY	3,825.00	Land R/W MN NATIONAL HOLDINGS LLC	14256		
				Accr Code:					
3	06/18/2019	6/2019	45033	03- 307- 000- 0000- 6362 RIGHT OF WAY	11,320.00	Land R/W MN NATIONAL HOLDINGS LLC	14256		
				Accr Code:					
3	06/18/2019	6/2019	45033	03- 307- 000- 0000- 6362 RIGHT OF WAY	1,950.00	Land R/W MN NATIONAL HOLDINGS LLC	14256		
				Accr Code:					
3	06/18/2019	6/2019	45033	03- 307- 000- 0000- 6362 RIGHT OF WAY	50,175.00	Damages MN NATIONAL HOLDINGS LLC	14256		
				Accr Code:					
3	06/18/2019	6/2019	45033	03- 307- 000- 0000- 6362 RIGHT OF WAY	43,180.00	Damages MN NATIONAL HOLDINGS LLC	14256		
				Accr Code:					
			45033	Warrant Total	110,450.00	5 Transactions			
3	06/21/2019	6/2019	45034	03- 307- 000- 0000- 6262 CONTRACT PAYMENTS	68,043.99	Contract Payment No. 9 KNIFE RIVER CORPORATION	10295		
				Accr Code:					
			3	Fund Total	178,497.21	7 Transactions			

Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 06/01/2019 - 06/30/2019

WARRANT Type	G/L Date	Month	Warrant Number	Account Number Account Description	AMOUNT	Description Vendor Name	Vendor #	Invoice #	R
3	06/13/2019	6/2019	3744	05-400-440-0410-6405 OFFICE SUPPLIES	2.98	Agency - File Folders BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	05-400-440-0410-6405 OFFICE SUPPLIES	8.10	Agency - Pencils BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	05-400-440-0410-6406 PH PROGRAM RELATED SUPPLIES	13.96	Fair Booth - Velcro/Dowels BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	05-400-440-0410-6406 PH PROGRAM RELATED SUPPLIES	43.20	Fair Booth - Colored Pencils BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	05-420-600-4800-6405 OFFICE SUPPLIES	6.13	Agency - File Folders BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	05-420-600-4800-6405 OFFICE SUPPLIES	16.70	Agency - Pencils BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	05-420-640-4800-6405 OFFICE SUPPLIES	19.08	Self Inking Stamp - Scanned BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	05-420-640-4800-6450 SMALL EQUIPMENT: TELEPHONES,CHAIRS, ETC.	821.00	Canon Document Scanner - DR- M1 BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	05-420-640-4800-6450 SMALL EQUIPMENT: TELEPHONES,CHAIRS, ETC.	209.66	AMZN Canon image scanner BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	05-430-700-4800-6241 MEETING/CONFERENCE REGISTRATION FEE	487.89	CP Foundation Training BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	05-430-700-4800-6405 OFFICE SUPPLIES	9.48	Agency - File Folders BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	05-430-700-4800-6405 OFFICE SUPPLIES	25.81	Agency - Pencils BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
			3744	Warrant Total	1,244.67	12 Transactions			
3	06/28/2019	6/2019	3818	05-400-430-0403-6231 SERVICES/LABOR/CONTRACTS	95.65	C&TC Checkup luncheon BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05-400-440-0410-6402 COMPUTER/TECHNOLOGY SUPPLIES	1.59	Mouse Pad (SS) BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05-400-440-0410-6402 COMPUTER/TECHNOLOGY SUPPLIES	3.92	USB Cable/Surge Protector (CB) BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05-400-440-0410-6405 OFFICE SUPPLIES	36.38	Cardstock/Colored paper BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05-400-440-0410-6405 OFFICE SUPPLIES	1.24	Agency- Antimicrobial Pens BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05-400-440-0410-6406 PH PROGRAM RELATED SUPPLIES	39.83	Fair Booth - Bubble Bottles BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05-400-440-0410-6406 PH PROGRAM RELATED SUPPLIES	3.08	Fair Booth - Bubble Bottles BREMER BANK (ELAN ACH)	5462		
			Accr Code:						

Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 06/01/2019 - 06/30/2019

WARRANT Type	G/L Date	Month	Warrant Number	Account Number Account Description	AMOUNT	Description Vendor Name	Vendor #	Invoice #	R
3	06/28/2019	6/2019	3818	05- 400- 440- 0410- 6406 PH PROGRAM RELATED SUPPLIES	49.98	Fair Booth - Baby Blankets BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 400- 440- 0410- 6406 PH PROGRAM RELATED SUPPLIES	135.71	Fair Booth - Water Bottles BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 400- 440- 0410- 6406 PH PROGRAM RELATED SUPPLIES	49.98	Fair Booth - Baby Blankets BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 400- 440- 0410- 6406 PH PROGRAM RELATED SUPPLIES	233.81	Fair Booth - Blankets/Cookies/ BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 420- 600- 4800- 6402 COMPUTER/TECHNOLOGY SUPPLIES	19.99	Amazon/Wireless mouse- Nicki BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 420- 600- 4800- 6402 COMPUTER/TECHNOLOGY SUPPLIES	13.79	Wrist rest (WM) BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 420- 600- 4800- 6402 COMPUTER/TECHNOLOGY SUPPLIES	3.26	Mouse Pad (SS) BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 420- 600- 4800- 6402 COMPUTER/TECHNOLOGY SUPPLIES	94.98	Computer Privacy Screens (DJ) BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 420- 600- 4800- 6402 COMPUTER/TECHNOLOGY SUPPLIES	8.08	USB Cable/Surge Protector (CB) BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 420- 600- 4800- 6405 OFFICE SUPPLIES	2.57	Agency- Antimicrobial Pens BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 430- 700- 4800- 6241 MEETING/CONFERENCE REGISTRATION FEE	20.00	SUD Training Registration BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 430- 700- 4800- 6241 MEETING/CONFERENCE REGISTRATION FEE	20.00	SUD Training Registration BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 430- 700- 4800- 6402 COMPUTER/TECHNOLOGY SUPPLIES	5.04	Mouse Pad (SS) BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 430- 700- 4800- 6402 COMPUTER/TECHNOLOGY SUPPLIES	12.48	USB Cable/Surge Protector (CB) BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 430- 700- 4800- 6405 OFFICE SUPPLIES	36.38	Cardstock/Colored paper BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 430- 700- 4800- 6405 OFFICE SUPPLIES	3.97	Agency- Antimicrobial Pens BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 430- 700- 4800- 6810 MH INIT - FLEX	169.00	MH Flex - Weighted Blanket BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 430- 700- 4800- 6810 MH INIT - FLEX	76.90	MH Flex - Electric Toothbrush BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 430- 710- 3460- 6065 SELF FUNDS - ADOLESCENT LIFE SKILLS	215.81	SELF Resources BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	05- 430- 710- 3810- 6057	30.34	FC - Initial Clothing	5462		

LAH1
7/17/19 10:09AM

Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 06/01/2019 - 06/30/2019

WARRANT Type	Date	G/L Month	Warrant Number	Account Number Account Description	AMOUNT	Description Vendor Name	Vendor #	Invoice #	R
			Accr Code:	FAMILY FOSTER CARE		BREMER BANK (ELAN ACH)			
			3818	Warrant Total	1,377.60	27 Transactions			
3	06/14/2019	6/2019	109904	05- 430- 710- 3670- 6020	160.29 -	VOID Warrant Number 109904	15178		
			Accr Code:	PSOP - PARENT SUPPORT OUTREACH SERVICES		AUTO ZONE			
			5	Fund Total	2,461.98	40 Transactions			

LAH1
7/17/19 10:09AM

Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 06/01/2019 - 06/30/2019

WARRANT Type	G/L Date	Month	Warrant Number	Account Number Account Description	AMOUNT	Description Vendor Name	Vendor #	Invoice #	R
3	06/11/2019	6/2019	3742	09-000-000-0000-2025 STATE'S SHARE OF DEED TAX (97%)	43,568.67	Deed Tax- May BREMER BANK	780		
				Accr Code:					
3	06/11/2019	6/2019	3742	09-000-000-0000-2026 STATE SHARE OF MORTGAGE REGISTRY (97%)	26,620.94	Mtg Reg- May BREMER BANK	780		
				Accr Code:					
			3742	Warrant Total	70,189.61	2 Transactions			
3	06/24/2019	6/2019	3792	09-000-000-0000-2058 STATE GENERAL TAX- EDUCATION	60,159.80	State General Tax BREMER BANK	8410		
				Accr Code:					
3	06/25/2019	6/2019	3816	09-000-000-0000-2025 STATE'S SHARE OF DEED TAX (97%)	18,862.85	Deed Tax- June 1- 15 BREMER BANK	780		
				Accr Code:					
3	06/25/2019	6/2019	3816	09-000-000-0000-2026 STATE SHARE OF MORTGAGE REGISTRY (97%)	18,742.75	Mtg Reg- June 1- 25 BREMER BANK	780		
				Accr Code:					
			3816	Warrant Total	37,605.60	2 Transactions			
			9	Fund Total	167,955.01	5 Transactions			

LAH1
7/17/19 10:09AM

Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 06/01/2019 - 06/30/2019

WARRANT		G/L	Warrant	Account Number	AMOUNT	Description	Vendor #	Invoice #	R
Type	Date	Month	Number	Account Description		Vendor Name			
3	06/28/2019	6/2019	3818	10- 923- 000- 0000- 6405	32.97	Flash Drive	5462		
				OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
				Accr Code:					
3	06/28/2019	6/2019	3818	10- 923- 000- 0000- 6405	29.98	Ear headphones	5462		
				OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
				Accr Code:					
			3818	Warrant Total	62.95	2 Transactions			
			10	Fund Total	62.95	2 Transactions			

Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 06/01/2019 - 06/30/2019

WARRANT		G/L	Warrant	Account Number	Description	AMOUNT	Vendor #	Invoice #	R
Type	Date	Month	Number	Account Description	Vendor Name				
3	06/05/2019	6/2019	3724	13-943-000-0000-2001 CUR - PROPERTY TAXES	BREMER BANK	871.00	8410	29-1-353600	
				Accr Code:					
3	06/18/2019	6/2019	3788	13-943-000-0000-2001 CUR - PROPERTY TAXES	BREMER BANK	296.00	8410		
				Accr Code:					
3	06/24/2019	6/2019	3793	13-943-000-0000-2004 DEL - PROPERTY TAXES	BREMER BANK	230.00	8410	30-0-023001	
				Accr Code:					
3	06/28/2019	6/2019	63640	13-943-000-0000-2001 CUR - PROPERTY TAXES	VOID Warrant Number 63640 RASMUSSEN/MICHAEL	235.00 -	13606	38-1-059700	
				Accr Code:					
3	06/28/2019	6/2019	63640	13-943-000-0000-2001 CUR - PROPERTY TAXES	VOID Warrant Number 63640 RASMUSSEN/MICHAEL	235.00 -	13606	38-1-059700	
				Accr Code:					
			63640	Warrant Total	2 Transactions	470.00 -			
3	06/28/2019	6/2019	64376	13-943-000-0000-2001 CUR - PROPERTY TAXES	VOID Warrant Number 64376 LANDIS/MIKE	6.00 -	13662	11-7-011149	
				Accr Code:					
3	06/28/2019	6/2019	64385	13-943-000-0000-2001 CUR - PROPERTY TAXES	VOID Warrant Number 64385 STROM/DEBORAH	3.23 -	13676	02-0-019300	
				Accr Code:					
3	06/28/2019	6/2019	65468	13-943-000-0000-2001 CUR - PROPERTY TAXES	VOID Warrant Number 65468 THREE POINT SOLUTIONS INC	6.00 -	13805	11-1-081600	
				Accr Code:					
3	06/28/2019	6/2019	65668	13-943-000-0000-2001 CUR - PROPERTY TAXES	VOID Warrant Number 65668 PREMIUM TITLE	31.08 -	13883	24-1-095700	
				Accr Code:					
				13 Fund Total	9 Transactions	880.69			

Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 06/01/2019 - 06/30/2019

WARRANT Type	G/L Date	Month	Warrant Number	Account Number Account Description	AMOUNT	Description Vendor Name	Vendor #	Invoice #	R
3	06/05/2019	6/2019	3726	19- 522- 000- 0000- 6217 CREDIT CARD FEES	294.69	Merchant Service Charge BREMER BANK	8410		
			Accr Code:						
3	06/05/2019	6/2019	3727	19- 522- 000- 0000- 6217 CREDIT CARD FEES	41.45	Merchant Account Fees BREMER BANK	8410		
			Accr Code:						
3	06/13/2019	6/2019	3744	19- 521- 000- 0000- 6205 POSTAGE	29.99	ADOBE Creative Cloud BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	19- 521- 000- 0000- 6405 OFFICE & COMPUTER SUPPLIES	12.59	LLCC supplies BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	19- 522- 000- 0000- 6416 EDUCATION SUPPLIES	36.57	LLCC supplies BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	19- 522- 000- 0000- 6416 EDUCATION SUPPLIES	135.97	AMZN frozen mice BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	19- 522- 000- 0000- 6416 EDUCATION SUPPLIES	18.98	AMZN cardstock BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	19- 522- 000- 0000- 6416 EDUCATION SUPPLIES	121.12	ECARD systems BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	19- 522- 000- 0000- 6430 MEDICAL SUPPLIES	33.59	LLCC supplies BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/13/2019	6/2019	3744	19- 524- 000- 0000- 6422 JANITORIAL SERVICES/SUPPLIES	30.27	LLCC supplies BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
			3744	Warrant Total	419.08	8 Transactions			
3	06/28/2019	6/2019	3818	19- 521- 000- 0000- 6205 POSTAGE	62.70	USPS- Stamps & Shipping BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	19- 521- 000- 0000- 6400 COMMISSARY ITEMS	10.96	Gatorade for Canteen BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	19- 521- 000- 0000- 6400 COMMISSARY ITEMS	35.84	Gatorade for Canteen BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	19- 521- 000- 0000- 6400 COMMISSARY ITEMS	23.34	Candy- crackers/Canteen BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	19- 521- 000- 0000- 6400 COMMISSARY ITEMS	44.50	USB Drives/Canteen BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	19- 522- 000- 0000- 6416 EDUCATION SUPPLIES	263.57	Recreational/Educational Supp BREMER BANK (ELAN ACH)	5462		
			Accr Code:						
3	06/28/2019	6/2019	3818	19- 522- 000- 0000- 6416 EDUCATION SUPPLIES	245.75	Ammunition for camp BREMER BANK (ELAN ACH)	5462	Fleet Farm	
			Accr Code:						
3	06/28/2019	6/2019	3818	19- 522- 000- 0000- 6416 EDUCATION SUPPLIES	16.88	Sales Tax Refund BREMER BANK (ELAN ACH)	5462	Fleet Farm	
			Accr Code:						
3	06/28/2019	6/2019	3818	19- 522- 000- 0000- 6416 EDUCATION SUPPLIES	20.00	Crickets BREMER BANK (ELAN ACH)	5462	Bug Company	
			Accr Code:						

LAH1
7/17/19 10:09AM

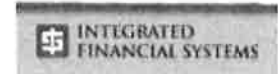
Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 06/01/2019 - 06/30/2019

WARRANT Type	G/L Date	Month	Warrant Number	Account Number Account Description	AMOUNT	Description Vendor Name	Vendor #	Invoice #	R
3	06/28/2019	6/2019	3818	19-524-000-0000-6590 REPAIR & MAINTENANCE SUPPLIES	45.56	Bubbler- water fountain BREMER BANK (ELAN ACH)	5462		
			Accr Code:	3818	Warrant Total	735.34			10 Transactions
				19	Fund Total	1,490.56			20 Transactions

Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 06/01/2019 - 06/30/2019

WARRANT Type	G/L Date	Month	Warrant Number	Account Number Account Description	AMOUNT	Description Vendor Name	Vendor #	Invoice #	R
3	06/05/2019	6/2019	3725	21- 520- 000- 0000- 5510 CO. PARKS CAMPGROUND FEES	45.00	Camping Refund BREMER BANK	8410		
				Accr Code:					
3	06/05/2019	6/2019	3725	21- 520- 000- 0000- 5510 CO. PARKS CAMPGROUND FEES	40.00	Camping Refund BREMER BANK	8410		
				Accr Code:					
3	06/05/2019	6/2019	3725	21- 520- 000- 0000- 5510 CO. PARKS CAMPGROUND FEES	100.00	Camping Refund BREMER BANK	8410		
				Accr Code:					
3	06/05/2019	6/2019	3725	21- 520- 000- 0000- 5510 CO. PARKS CAMPGROUND FEES	40.00	Camping Reservation BREMER BANK	8410		
				Accr Code:					
3	06/05/2019	6/2019	3725	21- 520- 000- 0000- 5510 CO. PARKS CAMPGROUND FEES	15.00	Camping Reservation BREMER BANK	8410		
				Accr Code:					
			3725	Warrant Total	130.00	5 Transactions			
3	06/13/2019	6/2019	3744	21- 520- 000- 0000- 6406 FIELD SUPPLIES	101.40	AMZN safety sunglasses BREMER BANK (ELAN ACH)	5462		
				Accr Code:					
3	06/28/2019	6/2019	3818	21- 520- 000- 0000- 6406 FIELD SUPPLIES	31.10	Latex gloves BREMER BANK (ELAN ACH)	5462		
				Accr Code:					
			21	Fund Total	262.50	7 Transactions			
				Disbursements					
				Final Totals	362,698.66	136 Transactions			

LAH1
7/17/19 10:09AM

Aitkin County



DISBURSEMENTS JOURNAL REPORT Specific Dates: 06/01/2019 - 06/30/2019

RECAP BY FUND	FUND	AMOUNT	NAME
	1	11,087.76	GENERAL FUND
	3	178,497.21	ROAD & BRIDGE
	5	2,461.98	HEALTH & HUMAN SERVICES
	9	167,955.01	STATE
	10	62.95	TRUST
	13	880.69	TAXES & PENALTIES
	19	1,490.56	LONG LAKE CONSERVATION CENTER
	21	262.50	PARKS
		362,698.66	Total Disbursements

RECAP BY TYPE	TYPE	AMOUNT	NAME
	3	362,698.66	MVC
		362,698.66	Total Disbursements

LAH1
7/17/19 2:25PM

Aitkin County

2E2



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

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

Explode Dist. Formulas Y

June Sales + Use Tax

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

LAH1
7/17/19 2:25PM
1 General Fund

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name	Account/Formula	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Descripti	1099
			Accr				Paid On Bhf #	On Behalf of Name	
40	DEPT				Auditor				
	89991	Bremer Bank							
1		01-040-000-0000-5840		0.03	Receipt Nbr 9251	06/28/2019		Misc Receipts	N
2		01-040-021-0000-5840		2.89	Receipt Nbr 8884	06/04/2019		Misc Receipts	N
3		01-040-021-0000-5840		0.96	Receipt Nbr 8998	06/12/2019		Misc Receipts	N
4		01-040-021-0000-5840		0.32	Receipt Nbr 9082	06/18/2019		Misc Receipts	N
5		01-040-021-0000-5840		0.64	Receipt Nbr 9082	06/18/2019		Misc Receipts	N
6		01-040-021-0000-5840		0.64	Receipt Nbr 9165	06/25/2019		Misc Receipts	N
7		01-040-021-0000-5840		0.64	Receipt Nbr 9165	06/25/2019		Misc Receipts	N
	89991	Bremer Bank		6.12		7 Transactions			
40	DEPT Total:			6.12	Auditor		1 Vendors	7 Transactions	
42	DEPT				Treasurer				
	89991	Bremer Bank							
8		01-042-000-0000-5840		0.13	Receipt Nbr 9171	06/25/2019		Misc Receipts	N
	89991	Bremer Bank		0.13		1 Transactions			
42	DEPT Total:			0.13	Treasurer		1 Vendors	1 Transactions	
43	DEPT				Assessor				
	89991	Bremer Bank							
9		01-043-000-0000-5840		3.22	Receipt Nbr 8833	06/03/2019		Misc Receipts	N
10		01-043-000-0000-5840		0.77	Receipt Nbr 8833	06/03/2019		Misc Receipts	N
11		01-043-000-0000-5840		0.26	Receipt Nbr 8833	06/03/2019		Misc Receipts	N
12		01-043-000-0000-5840		0.26	Receipt Nbr 9040	06/14/2019		Misc Receipts	N
13		01-043-000-0000-5840		0.77	Receipt Nbr 9040	06/14/2019		Misc Receipts	N
14		01-043-000-0000-5840		3.22	Receipt Nbr 9040	06/14/2019		Misc Receipts	N
15		01-043-000-0000-5840		0.26	Receipt Nbr 9040	06/14/2019		Misc Receipts	N
16		01-043-000-0000-5840		0.26	Receipt Nbr 9249	06/28/2019		Misc Receipts	N
17		01-043-000-0000-5840		0.51	Receipt Nbr 9249	06/28/2019		Misc Receipts	N
18		01-043-000-0000-5840		2.06	Receipt Nbr 9249	06/28/2019		Misc Receipts	N
	89991	Bremer Bank		11.59		10 Transactions			
43	DEPT Total:			11.59	Assessor		1 Vendors	10 Transactions	
90	DEPT				Attorney				
	89991	Bremer Bank							

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1
7/17/19 2:25PM
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
19 01-090-000-0000-5840		0.64	Receipt Nbr 8861 06/03/2019		Misc Receipts N
20 01-090-000-0000-5840		3.22	Receipt Nbr 8962 06/10/2019		Misc Receipts N
21 01-090-000-0000-5840		1.29	Receipt Nbr 9023 06/14/2019		Misc Receipts N
89991 Bremer Bank		5.15	3 Transactions		
90 DEPT Total:		5.15	Attorney	1 Vendors	3 Transactions
100 DEPT			Recorder		
89991 Bremer Bank					
109 01-100-000-0000-6311		252.00	Sales tax, recorder copies		Sales Tax N
89991 Bremer Bank		252.00	1 Transactions		
100 DEPT Total:		252.00	Recorder	1 Vendors	1 Transactions
252 DEPT			Corrections		
89991 Bremer Bank					
22 01-252-252-0000-5872		26.18	Receipt Nbr 8917 06/06/2019		Phone Card Prisoner Welfare(Taxable N
23 01-252-252-0000-5872		127.67	Receipt Nbr 9015 06/13/2019		Phone Card Prisoner Welfare(Taxable N
24 01-252-252-0000-5885		16.45	Receipt Nbr 8917 06/06/2019		Commissary Sales Taxable N
25 01-252-252-0000-5885		27.10	Receipt Nbr 9015 06/13/2019		Commissary Sales Taxable N
26 01-252-252-0000-5885		28.75	Receipt Nbr 9155 06/25/2019		Commissary Sales Taxable N
89991 Bremer Bank		226.15	5 Transactions		
252 DEPT Total:		226.15	Corrections	1 Vendors	5 Transactions
1 Fund Total:		501.14	General Fund		27 Transactions

LAH1
7/17/19 2:25PM
3 Road & Bridge

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 Descripti On Behalf of Name	1099
0	DEPT			Undesignated			
	89991 Bremer Bank						
27	03-000-000-0000-5855		0.51	Receipt Nbr 8883 06/04/2019		Charges- Individuals	N
28	03-000-000-0000-5855		11.33	Receipt Nbr 8943 06/07/2019		Charges- Individuals	N
29	03-000-000-0000-5855		10.31	Receipt Nbr 8943 06/07/2019		Charges- Individuals	N
30	03-000-000-0000-5855		9.01	Receipt Nbr 8981 06/11/2019		Charges- Individuals	N
31	03-000-000-0000-5855		0.13	Receipt Nbr 8999 06/12/2019		Charges- Individuals	N
32	03-000-000-0000-5855		1.93	Receipt Nbr 9020 06/13/2019		Charges- Individuals	N
33	03-000-000-0000-5855		7.72	Receipt Nbr 9042 06/14/2019		Charges- Individuals	N
34	03-000-000-0000-5855		0.13	Receipt Nbr 9042 06/14/2019		Charges- Individuals	N
35	03-000-000-0000-5855		0.39	Receipt Nbr 9083 06/18/2019		Charges- Individuals	N
36	03-000-000-0000-5855		7.72	Receipt Nbr 9124 06/21/2019		Charges- Individuals	N
37	03-000-000-0000-5855		10.31	Receipt Nbr 9124 06/21/2019		Charges- Individuals	N
38	03-000-000-0000-5855		1.93	Receipt Nbr 9148 06/24/2019		Charges- Individuals	N
39	03-000-000-0000-5855		1.93	Receipt Nbr 9149 06/24/2019		Charges- Individuals	N
40	03-000-000-0000-5855		1.93	Receipt Nbr 9149 06/24/2019		Charges- Individuals	N
41	03-000-000-0000-5855		1.93	Receipt Nbr 9189 06/26/2019		Charges- Individuals	N
42	03-000-000-0000-5855		1.93	Receipt Nbr 9189 06/26/2019		Charges- Individuals	N
43	03-000-000-0000-5855		3.86	Receipt Nbr 9189 06/26/2019		Charges- Individuals	N
44	03-000-000-0000-5855		1.93	Receipt Nbr 9192 06/26/2019		Charges- Individuals	N
45	03-000-000-0000-5855		1.93	Receipt Nbr 9194 06/26/2019		Charges- Individuals	N
46	03-000-000-0000-5855		1.93	Receipt Nbr 9194 06/26/2019		Charges- Individuals	N
47	03-000-000-0000-5855		13.51	Receipt Nbr 9248 06/28/2019		Charges- Individuals	N
48	03-000-000-0000-5855		13.75	Receipt Nbr 9248 06/28/2019		Charges- Individuals	N
49	03-000-000-0000-5857		29.38	Receipt Nbr 9248 06/28/2019		Culverts	N
	89991 Bremer Bank		135.43		23 Transactions		
0	DEPT Total:		135.43	Undesignated	1 Vendors	23 Transactions	
303	DEPT			R&B Highway Maintenance			
	89991 Bremer Bank						
110	03-303-000-0000-6513		993.80	June 19		Motor Fuel & Lubricants	N
	89991 Bremer Bank		993.80		1 Transactions		
303	DEPT Total:		993.80	R&B Highway Maintenance	1 Vendors	1 Transactions	
3	Fund Total:		1,129.23	Road & Bridge		24 Transactions	

LAHI
 7/17/19 2:25PM
 10 Trust

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 Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
923	DEPT		Forfeited Tax Sales			
	89991 Bremer Bank					
50	10- 923- 000- 0000- 5260		Receipt Nbr 1031 06/06/2019		FTS- Leases/Easements	N
	89991 Bremer Bank		1 Transactions			
923	DEPT Total:		14.80 Forfeited Tax Sales	1 Vendors	1 Transactions	
10	Fund Total:		14.80 Trust		1 Transactions	

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1
7/17/19 2:25PM
19 Long Lake Conservation C

Vendor Name	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
521 DEPT			LLCC Administration			
89991 Bremer Bank						
51 19- 521- 000- 0000- 5885		1.03	Receipt Nbr 8868 06/04/2019		Commissary Sales Taxable	N
52 19- 521- 000- 0000- 5885		90.08	Receipt Nbr 9113 06/20/2019		Commissary Sales Taxable	N
53 19- 521- 000- 0000- 5885		54.81	Receipt Nbr 9214 06/27/2019		Commissary Sales Taxable	N
89991 Bremer Bank		145.92	3 Transactions			
521 DEPT Total:		145.92	LLCC Administration	1 Vendors	3 Transactions	
19 Fund Total:		145.92	Long Lake Conservation Center		3 Transactions	

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1
7/17/19 2:25PM
21 Parks

Vendor Name	No.	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099
										On Behalf of Name	
520	DEPT					Parks					
	89991	Bremer Bank									
54		21-520-000-0000-5510			7.72	Receipt Nbr 1027	06/03/2019			Co. Parks Campground Fees	N
55		21-520-000-0000-5510			2.57	Receipt Nbr 1027	06/03/2019			Co. Parks Campground Fees	N
56		21-520-000-0000-5510			2.57	Receipt Nbr 1027	06/03/2019			Co. Parks Campground Fees	N
57		21-520-000-0000-5510			1.29	Receipt Nbr 1028	06/03/2019			Co. Parks Campground Fees	N
58		21-520-000-0000-5510			3.86	Receipt Nbr 1028	06/03/2019			Co. Parks Campground Fees	N
59		21-520-000-0000-5510			5.15	Receipt Nbr 1028	06/03/2019			Co. Parks Campground Fees	N
60		21-520-000-0000-5510			5.15	Receipt Nbr 1028	06/03/2019			Co. Parks Campground Fees	N
61		21-520-000-0000-5510			0.96	Receipt Nbr 1029	06/05/2019			Co. Parks Campground Fees	N
62		21-520-000-0000-5510			2.57	Receipt Nbr 1029	06/05/2019			Co. Parks Campground Fees	N
63		21-520-000-0000-5510			3.86	Receipt Nbr 1034	06/06/2019			Co. Parks Campground Fees	N
64		21-520-000-0000-5510			1.93	Receipt Nbr 1034	06/06/2019			Co. Parks Campground Fees	N
65		21-520-000-0000-5510			0.64	Receipt Nbr 1037	06/06/2019			Co. Parks Campground Fees	N
66		21-520-000-0000-5510			0.13	Receipt Nbr 1037	06/06/2019			Co. Parks Campground Fees	N
67		21-520-000-0000-5510			9.33	Receipt Nbr 1037	06/06/2019			Co. Parks Campground Fees	N
68		21-520-000-0000-5510			6.30	Receipt Nbr 1037	06/06/2019			Co. Parks Campground Fees	N
69		21-520-000-0000-5510			2.89	Receipt Nbr 1037	06/06/2019			Co. Parks Campground Fees	N
70		21-520-000-0000-5510			1.93	Receipt Nbr 1038	06/10/2019			Co. Parks Campground Fees	N
71		21-520-000-0000-5510			1.93	Receipt Nbr 1038	06/10/2019			Co. Parks Campground Fees	N
72		21-520-000-0000-5510			1.29	Receipt Nbr 1038	06/10/2019			Co. Parks Campground Fees	N
73		21-520-000-0000-5510			1.29	Receipt Nbr 1040	06/12/2019			Co. Parks Campground Fees	N
74		21-520-000-0000-5510			1.29	Receipt Nbr 1040	06/12/2019			Co. Parks Campground Fees	N
75		21-520-000-0000-5510			2.57	Receipt Nbr 1040	06/12/2019			Co. Parks Campground Fees	N
76		21-520-000-0000-5510			27.02	Receipt Nbr 1048	06/13/2019			Co. Parks Campground Fees	N
77		21-520-000-0000-5510			13.25	Receipt Nbr 1048	06/13/2019			Co. Parks Campground Fees	N
78		21-520-000-0000-5510			8.04	Receipt Nbr 1048	06/13/2019			Co. Parks Campground Fees	N
79		21-520-000-0000-5510			13.19	Receipt Nbr 1048	06/13/2019			Co. Parks Campground Fees	N
80		21-520-000-0000-5510			3.15	Receipt Nbr 1048	06/13/2019			Co. Parks Campground Fees	N
81		21-520-000-0000-5510			5.31	Receipt Nbr 1048	06/13/2019			Co. Parks Campground Fees	N
82		21-520-000-0000-5510			1.29	Receipt Nbr 1049	06/14/2019			Co. Parks Campground Fees	N
83		21-520-000-0000-5510			2.57	Receipt Nbr 1049	06/14/2019			Co. Parks Campground Fees	N
84		21-520-000-0000-5510			2.57	Receipt Nbr 1049	06/14/2019			Co. Parks Campground Fees	N
85		21-520-000-0000-5510			5.15	Receipt Nbr 1049	06/14/2019			Co. Parks Campground Fees	N
86		21-520-000-0000-5510			2.57	Receipt Nbr 1050	06/14/2019			Co. Parks Campground Fees	N
87		21-520-000-0000-5510			21.87	Receipt Nbr 1055	06/18/2019			Co. Parks Campground Fees	N
88		21-520-000-0000-5510			25.73	Receipt Nbr 1055	06/18/2019			Co. Parks Campground Fees	N
89		21-520-000-0000-5510			7.72	Receipt Nbr 1055	06/18/2019			Co. Parks Campground Fees	N
90		21-520-000-0000-5510			1.93	Receipt Nbr 1055	06/18/2019			Co. Parks Campground Fees	N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1
7/17/19 2:25PM
21 Parks

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
91	21- 520- 000- 0000- 5510		23.16	Receipt Nbr 1056 06/20/2019		Co. Parks Campground Fees	N
92	21- 520- 000- 0000- 5510		11.58	Receipt Nbr 1056 06/20/2019		Co. Parks Campground Fees	N
93	21- 520- 000- 0000- 5510		5.15	Receipt Nbr 1058 06/21/2019		Co. Parks Campground Fees	N
94	21- 520- 000- 0000- 5510		1.29	Receipt Nbr 1058 06/21/2019		Co. Parks Campground Fees	N
95	21- 520- 000- 0000- 5510		1.93	Receipt Nbr 1059 06/25/2019		Co. Parks Campground Fees	N
96	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 1059 06/25/2019		Co. Parks Campground Fees	N
97	21- 520- 000- 0000- 5510		1.93	Receipt Nbr 1059 06/25/2019		Co. Parks Campground Fees	N
98	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 1059 06/25/2019		Co. Parks Campground Fees	N
99	21- 520- 000- 0000- 5510		5.15	Receipt Nbr 1059 06/25/2019		Co. Parks Campground Fees	N
100	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 1061 06/25/2019		Co. Parks Campground Fees	N
101	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 1067 06/27/2019		Co. Parks Campground Fees	N
102	21- 520- 000- 0000- 5510		3.86	Receipt Nbr 1070 06/27/2019		Co. Parks Campground Fees	N
103	21- 520- 000- 0000- 5510		3.86	Receipt Nbr 1071 06/28/2019		Co. Parks Campground Fees	N
104	21- 520- 000- 0000- 5510		3.09	Warr Nbr 3725 06/05/2019		Co. Parks Campground Fees	N
105	21- 520- 000- 0000- 5510		2.75	Warr Nbr 3725 06/05/2019		Co. Parks Campground Fees	N
106	21- 520- 000- 0000- 5510		6.88	Warr Nbr 3725 06/05/2019		Co. Parks Campground Fees	N
107	21- 520- 000- 0000- 5510		2.75	Warr Nbr 3725 06/05/2019		Co. Parks Campground Fees	N
108	21- 520- 000- 0000- 5510		1.03	Warr Nbr 3725 06/05/2019		Co. Parks Campground Fees	N
89991	Bremer Bank		285.71	55 Transactions			
520	DEPT Total:		285.71	Parks	1 Vendors	55 Transactions	
21	Fund Total:		285.71	Parks		55 Transactions	
	Final Total:		2,076.80	11 Vendors	110 Transactions		

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	501.14	General Fund
	3	1,129.23	Road & Bridge
	10	14.80	Trust
	19	145.92	Long Lake Conservation Center
	21	285.71	Parks
All Funds		2,076.80	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

2F

Agenda Item #

Requested Meeting Date: July 23, 2019

Title of Item: Approve Purchase of 5th Wheel Trailer

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

Submitted by: Rich Courtemanche	Department: Land
---	----------------------------

Presenter (Name and Title): Rich Courtemanche - Land Commissioner	Estimated Time Needed: n/a
---	--------------------------------------

Summary of Issue:

Aitkin County Land Department has in service two older 5th wheel trailers (1992 Tomko and 2002 24' Beavertail) that it uses to transport its Bobcat Skid Steer and implements for trail maintenance. These trailers are undersized or at the limits of the size needed to safely transport the equipment. In addition, these trailers are fatigued with years of heavy use. Despite attempts to repair the trailers, the crew have blown four (4) tires in 2019 costing >\$1,000 and is a safety concern.

ACLD requests to sell both the 1992 Tomko and the 2002 Beavertail trailers and purchase a single (1) larger replacement 30' beaver tail deck trailer with dual wheels for added safety and carrying capacity. Funds from the sale of the existing 1992 Tomko and 2002 Beaver tail trailers (\$TBD) will cover costs for this equipment. If additional funds are needed they will be taken from ACLD reserves from the sale of the Volvo Grader in 2018.

The new trailer will be a 30' beaver tail deck trailer with Dual Tires (PJ LD 25+5'=30ft) and will be purchased through the MN State Contract for \$11,022. <http://www.dot.state.mn.us/maintenance/equipment/contracts/contracts.html>.

Trailer tonnage and length may be used by drivers with a standard Class D divers license and a standard one-ton pickup truck.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve purchase of new trailer and sale of existing (2) trailers.

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:*

Funds from the sale of the existing 1992 Tomko and 2002 Beavertail trailers (\$TBD) will cover costs for this equipment. If additional funds are needed they will be taken from ACLD reserves from the sale of the Volvo Grader 2018.



18661 Hwy 65
East Bethel, MN 55011
Phone 763-434-2277
Fax 763-434-2280
www.centraltrailers.com

QUOTATION

DATE 07/10/2019
GIVEN TO Aitkin County Land Department
Fax
PHONE 218-232-5286
Email chris.johnson@co.aitkin.mn.us

PJ LD 30ft Gooseneck Equipment Trailer (25+5)
\$10071.00

Base Trailer with standard features plus the following options

Red Powder coat with primer
\$319.00

5ft dovetail with 2 flip over ramps wHD gusset
\$603.00

Cold cord
\$29.00

State of MN Trailer Contract Pricing

\$11022.00



Board of County Commissioners Agenda Request

2G

Agenda Item #

Requested Meeting Date: July 23, 2019

Title of Item: Guidelines & Procedures for MN Government Data Practices Act

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

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

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

Summary of Issue:

Changes to the Data Practices Policy must be made by August 1st of each year. Attached is an updated Aitkin County Guidelines and Procedures for MN Government Data Practices Act for Board approval.

Changes for the Data Practices Act can be found on Pages 1, 34, and, 41. All changes are indicted in red. The changes consist of revising the date on the cover page, and updating the contact information under Responsible Authority, Data Practices Compliance Official and Designees.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve the updated Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

**AITKIN COUNTY
GUIDELINES AND PROCEDURES
FOR
MINNESOTA
GOVERNMENT DATA PRACTICES ACT**



Adopted by the Aitkin County Board of Commissioners
~~Approved by the Board November 27, 2018~~ July 23, 2019
Effective January 1, 2019

To the extent that the Minnesota Government Data Practices Act changes, these guidelines and procedures shall be construed as consistent with those changes.

MINNESOTA GOVERNMENT DATA PRACTICES ACT

Table of Contents

Introduction	4
Overview	5
I. Collection of Government Data	5
II. Classification of Government Data	9
A. Data on Individuals	9
B. Public, Nonpublic, or Protected Nonpublic Data Not on Individuals	11
C. Summary Data.....	13
D. Data on Decedents	14
III. Request for Government Data	15
A. Requests for Data - General	15
B. Requests for Data on Individuals by the Data Subject	15
C. Requests for Summary Data	15
D. Requests for Government Data by Other Government Agencies	16
E. How Data Practices Applies to Contractual Licensing and Funding Relationship with Governmental Entities	17
IV. Data Request Form and Data Request Form for Subject of Data	17
A. Data Request Form and Data Request Form for Subject of Data	17
B. When Completed	17
V. Fees for Copies of Government Data	17
A. Copies Provided at No Charge	18
B. Copies Provided With Charge	18
C. Copying Fees.....	18
D. Collection of Copying Fees	18
E. Fee Schedule	19
F. Disposition of Fees	19
VI. Assignment of Designee	19
VII. Duties of the Responsible Authority or Designee	19
A. Data Inventory	19
B. Procedures for Dissemination of Data	19

C.	Data Protection	20
VIII.	Access to Government Data	20
A.	Who Can Make a Data Request?	20
B.	To Whom Must a Data Request be Made?	20
IX.	Rights of Data Subject	21
A.	Tennessee Warning - Rights of Data Subject	21
B.	Notification to Minors	22
C.	Informed Consent	22
D.	Procedures for Complying with Data Requests from an Individual	24
E.	Appealing Decision of Entity to Commissioner of Administration	25
X.	Role of the Commissioner of Administration	26
XI.	Consequences for not Complying with MGDPA	26
XII.	Where More Information Can Be Found	26

FORMS, INSTRUCTIONS and DATA PRACTICES NOTICE

Non-Disclosure Agreement	27
Notice of Rights Tennessee Warning Instruction Guide	28
Notice of Rights Sample Format for Tennessee Warning	29
Informed Consent Instruction Guide	30
Informed Consent for the Release of Information	31
Data Practices Notice	32

Appendix A Public Data Request Form, Including Responsible Authority, Data Practices Compliance Official, and Designees..... 33-37

Appendix B Data Request by Subject of Data Form, Including Responsible Authority, Data Practices Compliance Official, and Designees 38-43

Appendix C Fee Schedule *supplemental attachment*

MINNESOTA GOVERNMENT DATA PRACTICES ACT

Introduction

These guidelines and procedures provide direction in complying with those portions of the MGDPA that relate to *public access to government data* and to the *rights of subjects of data*.

The public access requirements are:

- The presumption that all government data are public unless classified as not public by state or federal statute;
- The right of any person to know what kinds of data are collected by the government entity and how that data is classified;
- The right of any person to inspect, at no charge, all public government data at reasonable times and places;
- The right of any person to have public data explained in an understandable way;
- The right of any person to get copies of public government data at a reasonable cost;
- The right of any person to an appropriate and prompt response from the government entity when exercising these rights; and
- The right of any person to be informed of the authority by which an entity can deny access to government data.

A BRIEF OVERVIEW OF THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

The Minnesota Government Data Practices Act regulates the management of all government data that are created, collected, received, or released by a government entity, no matter what form the data are in, or how they are stored or used.

Briefly, the Act regulates:

- what data can be collected;
- who may see or get copies of the data;
- the classification of specific types of government data;
- the duties of government personnel in administering the Act;
- procedures for access to the data;
- procedures for classifying data as not public;
- civil penalties for violation of the Act; and
- the charging of fees for copies of government data.

Government data is either *data on individuals* or *data not on individuals*. Data on individuals are classified as either public, private, or confidential. Data not on individuals are classified as public, nonpublic, or protected nonpublic. This classification system determines how government data are handled (see chart below).

Data on Individuals	Meaning of Classification	Data <i>Not</i> on Individuals
Public	Available to anyone for any reason	Public
Private	Available only to the data subject and to anyone authorized by the data subject or by law to see it	Nonpublic
Confidential	Not available to the public or the data subject	Protected Nonpublic

I. COLLECTION OF GOVERNMENT DATA

What is the Minnesota Government Data Practices Act?

The Minnesota Government Data Practices Act (MGDPA), which is Chapter 13 of Minnesota Statutes, is a state law that controls how government data are collected, created, stored, maintained, used, and disseminated.

What are government data?

Government data are all data maintained in any recorded form by government entities, including counties. As long as data are recorded in some way by a government entity, they are government data, no matter what physical form they are in, or how they are stored or used. Government data may be stored on paper forms/records/files, in electronic form, on audio or video tape, on charts, maps, etc. Government data normally do not include mental impressions.

Persons or entities licensed or funded by, or under contract to, a government entity are subject to the MGDPA to the extent specified in the licensing, contract, or funding agreement.

Official records must be kept. [MINN. STAT. § 15.17, subd. 1](#) requires all officers and agencies of the state, and all officers and agencies of the counties, cities, and towns to make and keep all records necessary for a full and accurate knowledge of their official activities. Requirements for collecting, creating, maintaining, storing, and disseminating data are found in [MINN. STAT. CH. 13](#) AND [MINN. R. 1205](#), the Minnesota Government Data Practices Act and Rules. Links for locating the governing statute and rules are shown below.

Minnesota Statutes

Chapter 13. Government Data Practices

<https://www.revisor.mn.gov/statutes/?id=13>

Minnesota Administrative Rules, Chapter 1205, Data Practices

<https://www.revisor.mn.gov/rules/?id=1205>

- A. The collection and storage of public, private, and confidential data on individuals are limited to that necessary for the administration and management of programs specifically authorized or mandated by the state, local governing body, or the federal government.

B. DEFINITIONS

1. **Data Inventory** - The public document required by [MINN. STAT. § 13.025, subd. 1](#), containing the name of the responsible authority and the individual designee, title and address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the government entity. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory.

2. **Authorized Representative** - The individual, entity, or person authorized to act on behalf of another individual, entity or person. For the purposes of the Act, the authorized representative may include, but is not limited to: (a) in the case of a minor, a parent, or guardian, (see Section IX.B, Notification to Minors); (b) an attorney acting on behalf of an individual when the individual has given written informed consent (see page 30-31); (c) any other individual entity, or person given written authorization by the data subject; or (d) an insurer or its representative, provided that the data subject has given informed consent (see page 30-31) for the release of the information, (e) court appointed guardian/conservator.
3. **Court Order** - The direction of a judge, or other appropriate presiding judicial officer made or entered in writing, or on the record in a legal proceeding.
4. **Data** - All data collected, created, received, maintained, or disseminated by a government entity regardless of its physical form, storage media, or conditions of use, including, but not limited to, paper records and files, microfilm, computer media, or other processes.
5. **Data Subject** - The individual or person about whom the data is created or collected.
6. **Designee** - Any person designated by a responsible authority (a) to be in charge of individual files or systems containing government data and (b) to receive and comply with requests for government data.
7. **Government Entity** – A state agency, statewide system, or political subdivision.
8. **Individual** - A natural person. In the case of a minor or an individual adjudged mentally incompetent, “individual” includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.
9. **Informed Consent** (see page 30-31) - The written consent that must be given by a data subject to allow disclosure of private data about the individual.
10. **Person** - Any individual, partnership, corporation, association, business trust, or legal representative of an organization.
11. **Political Subdivision** - Any county, statutory or home rule charter city, school district, special district, any town exercising powers under Minn. Stat. 368 and located in a metropolitan area, and any board, commission, district or authority created pursuant to law, local ordinance, or charter provision. It includes any nonprofit corporation which is a community action agency organized to qualify for public funds, or any nonprofit social service agency which performs services under contract to a government entity to the extent that the nonprofit social service

agency or nonprofit corporation collects, stores, disseminates, and uses data on individuals because of a contractual relationship with a government entity.

- 12. Representative of the Decedent** - The personal representative of the estate of the decedent during the period of administration, or if no personal representative has been appointed, or after discharge, the surviving spouse, any child of the decedent, or, if there are no surviving spouse or children, the parents of the decedent.
- 13. Requestor** - The individual, entity, or person requesting access and/or copies of the government data.
- 14. Responsible Authority - Counties** - Each elected official of the county shall be the responsible authority of the respective office. An individual who is an employee of the county shall be appointed by the County Board to be the responsible authority for any data administered outside the departments of elected officials. For a statewide system, the responsible authority is the commissioner of any state department, or any executive officer designated by statute or executive order as responsible for such system.
- 15. Rules** - "The Rules Governing the Enforcement of the Minnesota Government Data Practices Act." Minn. R., Chap. 1205. .
- 16. State Agency** - The state, the University of Minnesota, and any office, officer, department, division, bureau, board, commission, authority, district, or agency of the state.
- 17. Statewide System** - Any recordkeeping system in which government data is collected, stored, disseminated, and used by means of a system common to one or more state agencies or more than one of its political subdivisions or any combination of state agencies and political subdivisions.
- 18. Temporary Classification** - An application by a state agency, statewide system, or political subdivision, pursuant to MINN. STAT. § 13.06 which has been approved by the Commissioner of Administration to classify government data not classified by state statute or federal law as either private or confidential for data on individuals, or nonpublic or protected nonpublic for data not on individuals.
- 19. Tennesen Warning (see page 28-29)** - Those rights, as contained in Section IX.A, communicated to an individual asked to supply private or confidential data concerning himself or herself.

II. CLASSIFICATION OF GOVERNMENT DATA

For the purposes of these guidelines, government data is divided into four types; (a) data on individuals, which is classified as either public, private, or confidential; (b) data not on individuals, which is classified as either public, nonpublic, or protected nonpublic; (c) statistical or summary data derived from data on individuals in which individuals are not identified; and (d) data on decedents. These classifications, the criteria for classification, and the description of who has access are as follows:

A. DATA ON INDIVIDUALS

1. Public Data on Individuals

a. **Definition:** All data on individuals is public, unless classified as private or confidential.

b. **Data on Individuals is Public if:**

- 1) A statute or federal law requires or allows the collection of the data and does not classify the data as private or confidential.
- 2) An application for Temporary Classification for private or confidential data on individuals is disapproved by the Commissioner of Administration.
- 3) The data is summary or statistical data derived from data on individuals.
- 4) Private or confidential data becomes public in order to comply with either judicial or administrative rules pertaining to the conduct of legal action. (For example: Private or confidential data which is presented in court and made public by the court.)

c. **Access:** All public data on individuals is accessible by any person regardless of their interest in that data.

2. Private Data on Individuals

a. **Definition:** Private data on individuals is data which is not accessible to the public, but is accessible to the individual subject of the data.

b. **Tennessee Warning (see page 28-29):** Except for law enforcement investigations, a Tennessee Warning must be given when private data is collected from the subject of the data (Section IX.A describes the Tennessee Warning.)

A Tennessee Warning need not be given when private data is collected from someone other than the subject of the data.

c. Data on Individuals is Private if:

- 1) A state statute or federal law expressly classifies the data as not accessible to the public, but accessible to the subject of the data.
- 2) A Temporary Classification of private has been approved by the Commissioner of Administration and has not expired.
- 3) If data is classified as both private and confidential by state or federal law, the data is private.

d. Access: Private data on individuals is accessible to:

- 1) The individual subject of the data or the representative as authorized in writing (if the subject is a minor, usually by the subject's parent or guardian).
- 2) Individuals, entities, or persons who have been given express written permission by the data subject. (Section IX.C describes Informed Consent.)
- 3) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
- 4) Individuals, entities, or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that use, storage, and dissemination was not accessible to the public, but accessible to the data subject. Use, storage, and dissemination of this data is limited to the purposes for which it was originally collected.
- 5) Individuals, entities, or persons for which a state, local, or federal law authorizes new use or new dissemination of the data.
- 6) Individuals, entities, or persons subsequent to the collection of the data and subsequent to the communication of the Tennessean Warning, when specifically approved by the Commissioner of Administration, as necessary, to carry out a function assigned by law.
- 7) Pursuant to a court order.
- 8) Individuals, entities, or persons as otherwise provided by law.

3. Confidential Data on Individuals

- a. **Definition:** Data on individuals is confidential if it is made by statute or federal law not accessible by the public and not accessible to the individual subject of the data.
- b. **Tennessean Warning (see page 28-29):** Except for law enforcement

investigations, a Tennessean Warning must be given when confidential data is collected from the subject of the data.

A Tennessean Warning is not given when confidential data is collected from someone other than the subject of the data.

c. Data on Individuals is Confidential if:

- 1) A state or federal statute expressly provides that: (a) the data shall not be available to either the public or to the data subject, or (b) the data shall not be available to anyone except those agencies which need the data for agency purposes.
- 2) A Temporary Classification of confidential has been approved by the Commissioner of Administration and has not expired.

d. Access: Confidential data on individuals is accessible to:

- 1) Individuals, entities, or persons who are authorized by state, local, or federal law to gain access.
- 2) Personnel within the entity whose work assignment requires access as determined by the responsible authority, or the designee.
- 3) Individuals, entities, or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that the data was not accessible to the individual subject of the data.
- 4) Individuals, entities, or persons for which a state or federal law authorizes a new use or new dissemination of the data.
- 5) Individuals, entities, or persons subsequent to the collection of the data and communication of the Tennessean Warning when specifically approved by the Commissioner of Administration, as necessary, to carry out a function assigned by law.
- 6) Pursuant to a court order.
- 7) Individuals, entities, or persons as otherwise provided for by law.

B. PUBLIC, NONPUBLIC, OR PROTECTED NONPUBLIC DATA NOT ON INDIVIDUALS

1. Public Data Not on Individuals

- a. **Definition:** Public data not on individuals means data not on individuals which is accessible to the public.

b. Data Not on Individuals is Public if:

- 1) A statute or federal law does not expressly classify the data as not public.
- 2) An application for Temporary Classification for data as nonpublic or protected nonpublic is not approved by the Commissioner of Administration.
- 3) A statute requires the data to be made available to the public.

c. Access: Public data not on individuals is accessible to any person regardless of their interest in the data.

2. Nonpublic Data Not on Individuals

a. Definition: Nonpublic data not on individuals means data which is not public, but is accessible to the subject of the data, if any. As used here, the subject of the data means a person as defined in Section I.C., paragraph 10.

b. Data Not on Individuals is Nonpublic if:

- 1) A state statute or federal law classifies the data as not public, but accessible to the subject of the data, if any.
- 2) A Temporary Classification of data as nonpublic has been approved by the Commissioner of Administration.

c. Access: Nonpublic data not on individuals is accessible to:

- 1) The subject of the data, if any.
- 2) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
- 3) Individuals, entities, or persons authorized by statute or federal statute to gain access.
- 4) It is reasonable to conclude that access to the data should be limited to entities or persons who have the legal authority to do so, and to entity staff on a need-to-know basis, that a representative of the organization which is the subject of the data may access the nonpublic data and may consent to its release.
- 5) Pursuant to court order.
- 6) Individuals, entities, or persons as otherwise provided by law.

3. Protected Nonpublic Data Not on Individuals

a. Definition: Protected nonpublic data not on individuals means data which is

not public and not accessible to the subject of the data, if any. As used here, the subject data means a person as defined in Section I.C., paragraph 10.

b. Data Not on Individuals is Protected Nonpublic if:

- 1) A state statute or federal law classifies the data as not accessible to the public and not accessible to the data subject.
- 2) A Temporary Classification of government data as protected nonpublic has been approved by the Commissioner of Administration.

c. Access: Protected nonpublic data not on individuals is accessible to:

- 1) Personnel within the entity whose work assignment requires access as determined by the responsible authority or the designee.
- 2) Individuals, entities, or persons authorized by statute or federal law to gain access.
- 3) Pursuant to a court order.
- 4) Individuals, entities, or persons as otherwise provided by law.

C. SUMMARY DATA

1. **Definition:** Summary data means statistical records and reports derived from data on individuals, but in which the individuals are not identified and neither their identities nor other characteristics that could uniquely identify the individual is ascertainable.
2. **Data is Summary Data if:**
 - a. All data elements that could link the data to a specific individual have been removed; AND,
 - b. Any list of numbers or other data which could uniquely identify an individual is separated from the summary data and is not available to persons who gain access to or possess summary data.
3. **Access:** Unless classified by a Temporary Classification, summary data is public and may be requested by and made available to any individual or person, including a governmental entity.

D. DATA ON DECEDENTS

1. Private Data on Decedents

a. Definition. Upon death, private and confidential data on an individual shall become, respectively, private data on decedents and confidential data on decedents.

b. Access:

1) Access is available to the personal representative of the estate during the administration or if no personal representative, the surviving spouse, any child of the decedent, or if no spouse or children, to the parent of the decedent.

2) A trustee appointed in a wrongful death action also has access to appropriate private data on decedents concerning the data subject.

2. Confidential Data on Decedents.

a. Definition. Confidential data on decedents means data which, prior to the death of the data subject, was classified by statute, federal law, or temporary classification as confidential data.

b. Access. Access to the data is the same as access to confidential data on individuals.

c. The representative of the decedent may exercise all rights which are conferred by the Act on individuals who are the subjects of confidential data, in the case of confidential data on decedents.

3. Release of private data on a decedent or confidential data on a decedent may also be obtained from a court following the procedure outlined in the statute. Any person may bring an action in the district court located in the county where the data is being maintained or, in the case of data maintained by state agency, in any county, to authorize release of private data on decedents or confidential data on decedents. The court must examine the data and consider whether the harm to the surviving spouse, children, or next-of-kin of the decedent, the harm to any other individual identified in the data, or the harm to the public outweighs the benefit to the person bringing the action or the benefit of the public.

4. Private data on decedents and confidential data on decedents shall become public when ten years have elapsed from the actual or presumed death of the individual and 30 years have elapsed from the creation of the data. For purposes of this determination, an individual is presumed to be dead if either 90 years elapsed since the creation of the data, or 90 years have elapsed since the individual's birth,

whichever is earlier, except that an individual is not presumed to be dead if readily available data indicates that the individual is still living.

III. REQUEST FOR GOVERNMENT DATA

Refer to Section V, the Public Data Request form (see page 33-37), and/or Data Request by Subject of Data form (see page 38-43) when copies are requested. No fee shall be charged for the actual costs of retrieving data or for viewing data.

A. REQUEST FOR DATA - GENERAL - Upon request to the responsible authority or designee, an authorized person shall be permitted to inspect government data at reasonable times and places, and if the party requests, they shall be informed of the meaning of the data. If the data requested is public data, no form is necessary. Upon request, public data may be disclosed over the telephone.

Regardless of where the data originates, if it is in your possession, it is government data and subject to the access provisions of the law.

The Public Data Request form (see page 33-37) or Request by Subject of Data form (see page 38-43) shall be completed for all requests by the public for government data which is classified as other than public.

B. REQUESTS FOR DATA ON INDIVIDUALS BY THE DATA SUBJECT

1. Upon request and when access or copies are authorized, the designee shall provide copies of the private or public data on an individual to the subject of the data or authorized representative. See Minn. R. 1205.0500 if data subject is a minor.
2. The designee shall comply immediately, if reasonably possible, or within ten (10) working days of the date of request, if immediate compliance is not reasonably possible.
3. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months, unless a dispute or action is pending (concerning accuracy of data), or additional information has been obtained on that individual.

C. REQUESTS FOR SUMMARY DATA

1. Unless classified by a Temporary Classification, summary data derived from private or confidential data on individuals is public and the responsible authority or designee shall provide the summary data upon the written request of any individual or person.
2. Within ten (10) days of receipt of such request, the responsible authority or designee shall inform the requestor of the costs of preparing the summary data, if any.

3. The responsible authority or the designee shall:
 - a. Provide the summary data requested **OR**
 - b. Provide a written statement to the requestor describing a time schedule for preparing the requested data, including reasons for any delays; **OR**
 - c. Provide access to the requestor to the private or confidential data so that the requestor can compile the summary data. Such access will be provided only when the requestor signs a non-disclosure agreement (see page 27); **OR**
 - d. Provide a written statement to the requestor stating reasons why the requestor's access would compromise the private or confidential data.
4. A non-disclosure agreement (see page 27) is used to protect the confidentiality of government data when the requestor of the summary data prepares the summary by accessing private or confidential data on individuals. A non-disclosure agreement shall contain at least the following:
 - a. A general description of the private or confidential data which is being used to prepare summary data.
 - b. The purpose for which the summary data is being prepared.
 - c. A statement that the requestor understands that the requestor may be subject to the civil or criminal penalty provisions of the Act.
 - d. The signature of the requestor and the responsible authority, designee, or representative.

D. REQUESTS FOR GOVERNMENT DATA BY OTHER GOVERNMENT AGENCIES.

1. A responsible authority shall allow another responsible authority access to data classified as private, confidential, nonpublic, or protected nonpublic only when the access is authorized or required by state or federal statute.
2. An agency that supplies government data under this section may require the requesting agency to pay the actual cost of supplying the data when the requested data is not provided in the normal course of business and not required by state or federal statute.
3. In most cases, data shall have the same classification in the hands of the agency receiving it as it had in the agency providing it, unless the classification is required to change to meet judicial or administrative requirements. When practical and necessary, the agency providing the requested information shall indicate the classification of the information.

4. When practical and necessary, the requesting agency not listed on the Tennessee Warning (see page 28-29) shall obtain the informed consent (see page 30-31) from the data subject(s) for information classified as private or confidential.

E. HOW DATA PRACTICES APPLIES TO CONTRACTUAL LICENSING AND FUNDING RELATIONSHIP WITH GOVERNMENT ENTITIES.

1. Pursuant to MINN. STAT. § 13.05, subd. 6, if a person **receives not public data on individuals from a government entity because that person has a contract with that entity**, the person must administer the data in a manner that is consistent with the MGDPA.
2. Pursuant to MINN. STAT. § 13.05, subd. 11, if a private person **collects, receives, stores, uses, maintains or disseminates data because the person has a contract with a government entity to perform any of the entity's functions**, all of the data are subject to the requirements of the MGDPA and the contractor must comply with the MGDPA requirements. The contractor may be sued under Sec. 13.08, civil remedies. The contract must clearly inform the contractor of these responsibilities.
3. Pursuant to Minn. Stat. § 13.02, subd. 11, if the data is **collected by a nonprofit social services entity which performs services under contract to a government entity**, and the data is collected and used because of that contract, access to the data is regulated by the MGDPA.
4. If a third party is **licensed by a government entity and the licensure is conditioned upon compliance with the MGDPA, or if the party has another type of contract with a government entity**, the party is subject to the MGDPA to the extent specified in the contract or the licensing agreement.

IV. DATA REQUEST FORM (see page 33-37) AND DATA REQUEST FORM FOR SUBJECT OF DATA (see page 38-43)

A. DATA REQUEST FORM (see page 33-37) AND DATA REQUEST FORM FOR SUBJECT OF DATA (see page 38-43). These forms provide a record of the requestor identification information and the government data requested, as well as the action taken by the responsible authority, or the designee, and any financial transaction which occurs.

B. WHEN COMPLETED. The Data Request form or Data Request form for Subject of Data should be completed for all requests by the public for government data classified as private, confidential, nonpublic, and protected nonpublic and for all requests by other government agencies for which the not public data is not routinely shared or provided in the normal course of business.

V. FEES FOR COPIES OF GOVERNMENT DATA.

Pursuant to the Minnesota Government Data Practices Act and Aitkin County Board

resolution and unless otherwise provided for by federal law, state statute or rule, fees for copies of government data shall be determined by departments based on the costs of providing such service as set forth in Section V.E. Fees shall be reasonable and consistent. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

NOTE: FEES SHALL NOT BE CHARGED TO THOSE INDIVIDUALS WHO ONLY WISH TO VIEW DATA.

NOTE: FEES MAY NOT BE CHARGED FOR SEPARATING PUBLIC FROM NONPUBLIC DATA.

A. COPIES PROVIDED AT NO CHARGE. When access is authorized, copies may be provided at no charge:

1. When another government agency or responsible authority requires or requests the record/document copies as part of the administration and management of an authorized program and the copies are usually provided as part of the normal course of business.
2. When records, documents, brochures, pamphlets, books, reports, or other similar publications are produced for free distribution to the public. A charge may be assessed if an individual request exceeds normal distribution.
3. When the court orders the requesting party to proceed in forma pauperis.

B. COPIES PROVIDED WITH CHARGE. When access is authorized, copies shall be provided at the applicable rate in the following circumstances:

1. Other government agencies or responsible authorities who require or request record documents or publication copies which are not usually provided or reproduced as part of the normal course of business.
2. Records, documents, brochures, pamphlets, books, reports, or other similar publications that are not normally provided or reproduced for distribution to the public.
3. Public data on individuals and public data not on individuals, particularly when the requestor is not the subject of the data.

C. COPYING FEES. Copying fees shall be charged in accordance with the Fee Schedule for those records, documents, and publications covered in Section B above.

1. When copies are mailed, postage costs shall be added to the rates listed in Appendix C, unless alternative arrangements have been made.

D. COLLECTION OF COPYING FEES. Fees shall be collected before releasing copies unless prior arrangements have been made.

E. FEE SCHEDULE.

See Appendix C

F. DISPOSITION OF FEES. Copying fees collected shall be deposited in the appropriate account with the county treasurer.

VI. ASSIGNMENT OF DESIGNEE.

The responsible authority may assign, in writing, one or more designees. The designee is the person in charge of individual files or systems containing government data and who receives and complies with the requests for government data. Additionally, the designee shall implement the provisions of the Act, the rules, and these guidelines and procedures as directed by the responsible authority. All duties outlined as duties of the responsible authority may be delegated to the designee.

VII. DUTIES OF THE RESPONSIBLE AUTHORITY OR DESIGNEE.

A. DATA INVENTORY

1. The responsible authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory.
2. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory..
3. The responsible authority shall supply the document to the Commissioner of Administration, State of Minnesota, if requested by the Commissioner.

B. PROCEDURES FOR DISSEMINATION OF DATA.

1. The responsible authority shall ensure that each department establishes procedures to manage the dissemination of data. Collection, storage, use, and dissemination of private and confidential data shall be limited to what is necessary for the administration and management of programs authorized or mandated by the state, local governmental body, or the federal government.
2. Data cannot be collected, stored, used, or disseminated for any purpose other than the purpose stated to the individual when the data was originally collected unless:
 - a. The data was collected prior to 1975, in which case the data can be used for the original purpose for which it was collected or for an additional purpose approved by the Commissioner of Administration.

- b. There is specific authorization for the use in state, local, or federal law.
- c. The additional use has been approved by the Commissioner of Administration, as necessary, to carry out a function designated by law.
- d. The individual data subject has given an informed consent for the additional use of the data (see Informed Consent, Section IX., subd. C).

C. DATA PROTECTION.

The responsible authority shall establish procedures to assure that all data on individuals is accurate, complete, and current for the purpose for which it was collected, and establish appropriate security safeguards for all records containing data on individuals.

VIII. ACCESS TO GOVERNMENT DATA

A. WHO CAN MAKE A DATA REQUEST?

Anyone may exercise the right to access public government data by making a data request.

B. TO WHOM MUST A DATA REQUEST BE MADE?

1. A data request must be made to the responsible authority or to the appropriate designee(s).
2. The responsible authority for an entity must prepare summary data upon the request of any person if the request is in writing and the requestor pays for the cost to prepare the data.
3. The responsible authority may delegate the preparation of summary data to anyone outside of the entity, including the requestor, if
 - a. That person's purpose is set forth in writing and the person agrees not to release any of the private or confidential data used to prepare the summary data; and
 - b. If the entity reasonably determines that the access will not compromise private or confidential data on individuals.
4. The entity may require the requestor to prepay the cost of preparing summary data.

IX. RIGHTS OF DATA SUBJECT

A. TENNESSEN WARNING - Rights of Subjects of Data (see page 28-29)

1. Except for law enforcement investigations, every department that collects private and confidential data from an individual concerning that individual shall, prior to collecting the data, inform the individual of their rights as a subject of data. The notice must be given whenever:
 - a. A government *entity requests* data;
 - b. The data is requested from an *individual*;
 - c. The data requested are *private or confidential*; **and**,
 - d. The data is *about the individual* from whom it is requested.

All four of these conditions must be present before a Tennessean warning notice (see page 28-29) must be given. These rights are referred to as the Tennessean Warning.

A Tennessean Warning is not required when private and confidential data is collected from an individual who is not the subject of the data.

2. The Tennessean Warning consists of the following information that must be communicated to the individual from whom private or confidential data concerning the individual is collected.
 - a. The purpose and intended use of the data. This is why the data are requested and how they will be used within the collecting entity.
 - b. Whether the individual may refuse, or is legally required to supply the data. The subject has the right to know whether or not she/he is required by law to provide the data requested.
 - c. Any consequences to the individual of either supplying or refusing to supply the data. The entity is required to state the consequences known to the entity at the time when the notice is given; **and**
 - d. The identity of other persons or entities that are authorized by law to receive the data. The notice must specifically identify recipients that are known to the entity at the time the notice is given.

NOTE: In accordance with the Federal Privacy Act of 1974, any federal, state, or local agency which requests an individual to disclose their social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is

solicited, and what uses will be made of it.

3. Tennessean Warnings may be either oral or written.
 - a. An oral communication. This is not the preferred method of communicating the Tennessean Warning. However, it may be necessary under some circumstances. If an oral communication is necessary, the specific language communicated must be in written form and contained in the departmental data practices procedures and the situation documented.
 - b. A written communication requiring the signature of the data subject (i.e., a signature attesting that the individual from whom private or confidential data is collected has read and understands their rights pertaining to the requested data). The Tennessean Warning may be included on the form that collects the private or confidential data.

4. A sample format for a Notice of Rights Tennessean Warning is on page 29.

B. NOTIFICATION TO MINORS

A minor has the right to request that the entity withhold private data about her/him from the parent or guardian. The entity may require that the request be in writing. A written request must include the reasons for withholding the data from the parents and must be signed by the minor.

Upon receipt of the request, the responsible authority must determine whether honoring the request is in the best interests of the minor. The responsible authority must consider, at a minimum:

1. Whether the minor is old and mature enough to explain the reasons for the request and to understand the consequences of making the request;
2. Whether denying access to the data may protect the minor from physical or emotional harm;
3. Whether there is a reason to believe that the minor's reasons for denying access to the parent(s) are reasonably accurate; and
4. Whether the nature of the data is such that disclosing the data to the parents could lead to physical or emotional harm to the minor. Minn. Rule 1205.0500 contains the procedures for the release of data about minors.

C. INFORMED CONSENT (see page 30-31)

1. Private data on individuals may be used by and disseminated to any individual or person by the responsible authority, or the designee, if the individual subject or subjects of the data have given their informed consent.

NOTE: Informed consent cannot authorize a new purpose or a new use of confidential data on individuals.

2. Private data may be used by and disseminated to any entity (e.g., political subdivision, government agency, etc.) if the individual subject or subjects have given their informed consent.
3. All informed consents shall be in writing. (See page 30-31)
4. Informed consent shall not be deemed to have been given by an individual subject of the data by the signing of any statement authorizing any person or agency to disclose information about the individual to an insurer or its authorized representative, unless the statement is:
 - a. In plain language;
 - b. Dated;
 - c. Specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. Specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. Specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. Specific as to the purpose or purposes for which the information may be used by any of the parties named in clause (e), both at the time of the disclosure and at any time in the future; and
 - g. Specific as to its expiration date which should be within a reasonable period of time, not to exceed one year, except in the case of authorizations given in connection with applications for life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.
5. The informed consent for the disclosure of alcohol and drug abuse patient records may be made only if the consent is in writing and expressly states the fact that the request is for alcohol or drug abuse patient records. It should contain the following:
 - a. The name of the program which is to make the disclosure;
 - b. The name or title of the person or organization to which disclosure is to be made;
 - c. The name of the patient;

- d. The purpose or nature of information to be disclosed;
- e. The extent or nature of information to be disclosed;
- f. A statement that the consent is subject to revocation at any time, except to the extent that action has been taken in reliance thereon, and a specification of the data, event, or condition upon which it will expire without express revocation;
- g. The date on which the consent is signed; and
- h. The signature of the patient and, when required, of a person authorized to give consent.

6. A sample format is on page 31.

D. PROCEDURES FOR COMPLYING WITH DATA REQUESTS FROM AN INDIVIDUAL

The responsible authority shall ensure that each department establishes procedures to comply with requests for government data in an appropriate and prompt manner.

1. Upon request to the responsible authority, an individual shall be informed whether they are the subject of stored data on individuals, and whether it is classified as public, private, or confidential.
 - a. The responsible authority shall provide access to the private or public data upon request by the individual subject of the data.
 - b. An individual may contest the accuracy, current status, or completeness of public or private data. If the individual notifies the responsible authority in writing as to the nature of the disagreement with the data, the responsible authority shall, within 30 days, either correct the data and attempt to notify past recipients of inaccurate, incomplete, or out of date data, including recipients named by the individual, or notify the individual that the responsible authority believes the data to be correct. Subsequently, data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
2. The responsible authority shall prepare a public document, setting forth in writing the rights of the data subject and specific procedures in effect in the county for access by the data subject to public or private data on individuals.
 - a. When a request is denied, the responsible authority must inform the requestor orally at the time of the request, and in writing, as soon thereafter as possible, and shall cite the statute, temporary classification, or federal law on which the determination is based.

- b. The responsible authority shall require the requestor to pay the actual costs of making and certifying copies of the data requested, except those exempted in Section V., subd. A. The requestor may not be charged for separating private or confidential data from public data.
- c. The responsible authority shall inform the requestor of the data's meaning, if asked to do so.

E. IF AN ENTITY DETERMINES THAT CHALLENGED DATA ARE ACCURATE AND/OR COMPLETE, AND THE DATA SUBJECT DISAGREES WITH THAT DETERMINATION, THE SUBJECT HAS THE RIGHT TO APPEAL THE ENTITY'S DETERMINATION TO THE COMMISSIONER OF ADMINISTRATION.

1. The subject has the right to take this step *only* after both the subject and the entity have properly completed all the steps in the data challenge process. The subject may appeal only the entity's determination about the accuracy and/or completeness of data.
2. The requirements for filing an appeal are set out at [Minnesota Rules Section 1205.1600](#).
3. Procedure when data is not accurate or complete.
 - a. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify, in writing, the responsible authority describing the nature of the disagreement. The responsible authority shall, within 30 days, either:
 - 1) Correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or
 - 2) Notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
4. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act, [MINN. STAT. § 14.57 to 14.62](#) and [Minn. R. 1205.1600](#), relating to contested cases. Upon receipt of an appeal by an individual, the commissioner of administration shall, before issuing the order and notice of a contested case hearing required by [Chapter 14](#), try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.

- a. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a state government entity without regard to the requirements of [Section 138.17](#).
- b. After completing, correcting, or destroying successfully challenged data, a state agency, political subdivision, or statewide system may retain a copy of the Commissioner of Administration's order issued under [Chapter 14](#) or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

X. ROLE OF THE COMMISSIONER OF ADMINISTRATION.

- A. Pursuant to [Section 13.06, subdivision 6a](#), the Commissioner of the Minnesota Department of Administration is given the authority to approve new uses and disseminations of private and confidential data on individuals.
- B. [Section 13.06](#) of the Minnesota Government Data Practices Act (MGDPA) gives to the Commissioner certain powers with regard to approving temporary classifications of data.
- C. [Section 13.072](#) of the MGDPA gives the Commissioner authority to issue advisory opinions concerning the rights-of-data-subjects and the classification of government data. Commissioner's opinions may be found on the World Wide Web at www.ipad.state.mn.us

XI. CONSEQUENCES FOR NOT COMPLYING WITH THE MGDPA.

- A. Pursuant to [Section 13.08](#) of the MGDPA, a government entity may be sued for violating any of the Act's provisions.
- B. [Section 13.09](#) provides criminal penalties and disciplinary action as extreme as dismissal from public employment, for anyone who willfully (knowingly) violates a provision of the MGDPA.

XII. WHERE MORE INFORMATION CAN BE FOUND.

- A. *Government entities always must look to their legal advisor(s) for guidance and legal advice on data practices issues.* Only the legal advisor for an entity has the authority and responsibility to provide specific legal advice about the provisions of the MGDPA, and other laws, as they relate to that entity.
 1. [Minnesota Statutes Chapter 13](#) (the MGDPA) may be found on the website of the Revisor of Statutes at: www.leg.state.mn.us/leg/statutes.asp.
 2. [Minnesota Rules, Chapter 1205](#), The Rules Governing Data Practices, promulgated by the Minnesota Department of Administration, also may be found at the website of the Revisor of Statutes at: www.revisor.leg.state.mn.us/arule/1205.

AITKIN COUNTY

Non-Disclosure Agreement

1. General description of the private or confidential data which is being used to prepare summary data:

2. Purpose for which summary data is being prepared:

3. I, _____, representing _____
have requested the data described above and for the purposes stated and fully understand that I may be subject to the civil or criminal penalty provision of the Minnesota Data Practices Act in the event that the private or confidential data is disclosed.

Minn. Stat. § 13.09. Any person who willfully violates the provisions of Minnesota Statutes Chapter 13, or any rules adopted or regulation promulgated there under is guilty of a misdemeanor. Any willful violation of Minnesota Statutes Chapter 13 by any public employee constitutes just cause for suspension without pay or dismissal of the public employee.

Requestor of Data

Date

Responsible Authority/Designee

Date

**THE NOTICE OF RIGHTS TENNESSEN WARNING
INSTRUCTION GUIDE**

Minnesota Statutes Section 13.04, subdivision 2

<p>The notice must be given when:</p>	<ol style="list-style-type: none"> 1. An individual 2. Is asked to supply 3. Private or confidential data 4. Concerning self <p>All four conditions must be present to trigger the notice requirement.</p>
<p>Statements must be included from the individual that inform the individual:</p>	<ul style="list-style-type: none"> • Why the data is being collected and how the entity intends to use the data; • Whether the individual may refuse or is legally required to supply the data; • Any consequences to the individual of either supplying or refusing to supply the data; and • The identity of other persons or entities authorized by law to receive the data.
<p>Consequences of giving the notice are:</p>	<p>Private or confidential data on individuals may be collected, stored, used, and released as described in the notice without liability to the entity.</p>
<p>Consequences on <i>not</i> giving the notice are:</p>	<p>Private or confidential data on individuals cannot be collected, stored, used, or released for any purposes other than those stated in the notice unless:</p> <ul style="list-style-type: none"> • The individual subject of the data gives informed consent; • The Commissioner of Administration gives approval; or • A state or federal law subsequently authorizes or requires the new use or release.

**“NOTICE OF RIGHTS”
SAMPLE FORMAT FOR TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, Aitkin County is required to inform you of your rights as they pertain to the private information collected from you. Your personal information we collect from you is private. Access to this information is available only to you and the agency collecting the information and other statutorily authorized agencies, unless you or a court authorize its release.

The Minnesota Government Data Practices Act requires that you be informed that the following information, which you are asked to provide, is considered private.

The purpose and intended use of the requested information is:

Authorized persons or agencies with whom this information may be shared include:

Furnishing the above information is voluntary, but refusal to supply the requested information will mean:

Name

Date

MINN. STAT. § 13.04(2)

INFORMED CONSENT INSTRUCTION GUIDE

- A. Enter the complete name and address of the entity that maintains the information. Include any relevant program names, staff names, titles and telephone numbers.
- B. Identify, as specifically as possible, the reports, record names, or types of information or records that will be released.
- C. Identify the entity or agencies to which the information will be released. Include the name and address of the entity. Include relevant staff names and titles. Be specific.
- D. Describe specifically and completely the purpose(s) for seeking the client's informed consent and the new use(s) to which the information will be put.
- E. Describe specifically and completely the known consequences of releasing the information.

Describe specifically and completely the known consequences of *not* releasing the information.
- G. Instruct the person to sign the consent and enter the date on which the consent is signed.
- H. As a general rule, a parent or guardian's signature should be obtained when the subject is under the age of 18 or has a legally appointed guardian; however, specific requirements for obtaining consent to release data in these circumstances vary. **Instructions for completing this portion of the form within your particular entity should be developed in consultation with the County Attorney's office.**

INFORMED CONSENT FOR THE RELEASE OF INFORMATION

I, _____
(Name of individual authorizing release)

authorize _____
(Name of individual, entity, or person holding record)

to disclose
to _____
(Name of individual, entity, or person to receive the information)

the following information:

for the purpose of:

I understand that my records are protected under state and/or federal privacy laws and cannot be disclosed without my written consent unless otherwise provided for by state or federal law. I understand that once this data is released that it may be subject to further disclosure without my written consent. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it and that in any event, this consent expires automatically in one year or as described below, whichever is earlier.

Specification of the date or condition upon which this consent expires:

Executed
this _____ day of _____, 20 _____.

(Signature of individual authorizing release)

(Signature of witness)

*(Signature of parent, guardian, or
authorized representative, when required)*

DATA PRACTICES NOTICE

I have been subpoenaed to testify before this court. I have been advised by the Office of the Aitkin County Attorney to provide the following information to the Court.

“The data I have been requested to provide includes data which is classified as private data as defined by Minn. Statute Chapter 13, the Minnesota Government Data Practices Act. Pursuant to Minnesota Statute 13.03 and Minnesota Rule 1205.0100, Subp. 5, the Court’s attention is called to this classification. The Data Practices Act requires that I may disclose this data only if the data subject has given written consent, a statute allows disclosure, or a court orders disclosure. If this court orders me to provide this private data, I will do so.”

AITKIN COUNTY

PUBLIC DATA REQUEST FORM (APPENDIX A)

Right to Access Public Data

According to the Data Practices Act (Minnesota Statutes, Chapter 13), all government data are presumed to be public unless a state or federal law says otherwise. Government data is a term that means all the recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

The Data Practices Act also provides that Aitkin County must keep all government data in a way that makes it easy for you, as a member of the public, to access. You have the right to look at all public data that we keep, free of charge; to get copies of public data, for which the Data Practices Act allows us to charge; and to look at the data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that Aitkin County keeps, you must make a request directly to the department that maintains the data you are requesting. You may make your request by phone; or by mail, fax, or email using the Data Request Form (attached).

If you choose not to use the data request form, your request should include the following:

- State that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- Indicate whether you would like to look at the data, get copies of the data, or both; and
- Provide a clear description of the data you would like to inspect or have copied.

Aitkin County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you, such as your name and address. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. However, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will begin to process it.

- If we do not have the data, we will notify you as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible, and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and within a reasonable amount of time, by doing one of the following:
 - arrange a date, time, and place for you to inspect data, at no charge, if your request is to look at the data, or
 - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM), upon request, if we keep the data in electronic format. Information about copy charges can be found in the County's current fee schedule, located on the County website. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the person who provided it, so that he/she can explain it.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents in response to your request.) If we do agree to create data for you, we will work with you on the details of your request, including cost and response time.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifying information from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Aitkin County will prepare summary data if you make your request in writing – you may use the Data Request Form attached – and pay for the cost of creating the data. We will respond within ten business days of receiving your written request with details of when the data will be ready, and how much we will charge for the data.

Data Practices Contacts

The following table provides contact information for the individuals who are responsible for responding to requests for data. The Responsible Authority is the individual responsible for establishing and overseeing data access processes. The Data Practices Compliance Official is the individual to whom questions about, or problems related to, data practices should be directed.

Office	Responsible Authority, Data Practices Compliance Official and Designees
County Attorney	Jim Ratz, County Attorney <i>Designee: Lisa Rakotz, Sr. Assistant County Attorney</i> 217 2 nd Street NW, Room 231, Aitkin, MN 56431 218-927-7347; Fax 218-927-7365 jratz@co.aitkin.mn.us
County Auditor	Kirk Peysar, County Auditor <i>Designee: Jonathan Knutson, Financial Assistant Vacant</i> 209 2 nd Street NW, Room 202, Aitkin, MN 56431 218-927-7354; Fax 218-927-7324 kpeysar@co.aitkin.mn.us
County Recorder	Michael Moriarty, County Recorder <i>Designee: Roxy Hoppe, Chief Deputy Recorder</i> 209 2 nd Street NW, Room 205, Aitkin, MN 56431 218-927-7336; Fax 218-927-7324 mick.moriarty@co.aitkin.mn.us
County Treasurer	Lori Grams, County Treasurer <i>Designee: Julie Hughes, Chief Deputy Treasurer</i> 209 2 nd Street NW, Room 203, Aitkin, MN 56431 218-927-7325; Fax 218-927-7357 lgrams@co.aitkin.mn.us
Sheriff	Dan Guida, County Sheriff <i>Designee: John Drahota Heidi Lenk, Undersheriff</i> 217 2 nd Street NW, Room 185, Aitkin, MN 56431 218-927-7435; Fax 218-927-7359 dguida@co.aitkin.mn.us
All other County offices	<i>Responsible Authority and Data Practices Compliance Official:</i> Jessica Seibert, County Administrator 217 2 nd Street NW, Room 130, Aitkin, MN 56431 218-927-3093; Fax 218-927-7374 jessica.seibert@co.aitkin.mn.us

All other County offices, cont.

Designees:

Assessor's Office

Mike Dangers, County Assessor
209 2nd Street NW, Room 111, Aitkin, MN 56431
218-927-7327, Fax 218-927-7379
mike.dangers@co.aitkin.mn.us

Community Corrections

Kami Genz, Director
204 1st Street NW, Aitkin, MN 56431
218-927-7281, Fax 218-927-2142
kami.genz@co.aitkin.mn.us

Environmental Services / Planning & Zoning Department

Terry Neff, Environmental Services Director
209 2nd Street NW, Room 100, Aitkin, MN 56431
218-927-7342; Fax 218-927-4372
tneff@co.aitkin.mn.us

Economic Development

Ross Wagner, Economic Development/Forestry Industry Coord.
217 2nd Street NW, Room 131, Aitkin, MN 56431
218-927-7305; Fax 218-927-7374
rwagner@co.aitkin.mn.us

Health and Human Services Department

Cynthia Bennett, HHS Director
204 1st Street NW, Aitkin, MN 56431
218-927-7200; Fax 218-927-7461
cynthia.bennett@co.aitkin.mn.us

Highway Department

John Welle, County Engineer
1211 Air Park Drive, Aitkin, MN 56431
218-927-3741; Fax 218-927-2356
jwelle@co.aitkin.mn.us

Human Resources Department

Bobbie Danielson, HR Director
217 2nd Street NW, Room 134, Aitkin, MN 56431
218-927-7306; Fax 218-927-7374
bobbie.danielson@co.aitkin.mn.us

Information Technology

Steve Bennett, IT Director
209 2nd Street NW, Room 118, Aitkin, MN 56431
218-927-7345; Fax 218-927-7369
sbennett@co.aitkin.mn.us

All other County offices, cont.	<p><u>Land & Parks Department and Long Lake Conservation Center</u> Rich Courtemanche, Land Commissioner 502 Minnesota Avenue North, Aitkin, MN 56431 218-927-7364; Fax 218-927-7249 rich.courtemanche@co.aitkin.mn.us</p> <p><u>Veterans Services Office</u> Penny Harms, Veterans Services Officer 217 2nd Street NW, Room 130, Aitkin, MN 56431 218-927-7320; Fax 218-927-7309 penny.harms@co.aitkin.mn.us</p>
---------------------------------	--

AITKIN COUNTY

DATA REQUEST FORM
Members of the Public

Date of request: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

Note: Inspection is free, but there is a charge for copies. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Note: You do not have to provide any of the above contact information. However, if you want us to mail your requested data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information, we will be unable to begin processing your request.

Aitkin County will respond to your request as soon as reasonably possible.

<i>(For office use)</i>	
Department /Division:	Request handled by / Ext.:
Method of response:	
Charges:	
Amt Due:	Received by / Ext.:

Additional Information:

AITKIN COUNTY

DATA REQUEST BY SUBJECT OF DATA (APPENDIX B)

Data about You

According to the Data Practices Act (Minnesota Statutes, Chapter 13), data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

Classifications of Data about You

The Data Practices Act presumes that all government data are public, unless a state or federal law says otherwise. Data that is about you may be classified by state law as public, private, or confidential.

Public data: We must give public data to anyone who asks for it (e.g., the assessed value of your home is public data).

Private data: We cannot give private data to the general public, but you may have access when the data is about you (e.g., your Social Security number is private data). We may share your private data with you, with someone who has your written permission, with Aitkin County staff who need the data to perform an official function or duties, and as otherwise permitted by law or required by court order.

Confidential data: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you (e.g., if you register a complaint with a government entity concerning violations of state laws or local ordinances concerning the use of real property, your identity is confidential). We may share confidential data about you with Aitkin County staff who need the data to perform an official function or duty, and with others as permitted by law or court order. We cannot give you access to confidential data about you.

Your Rights under the Data Practices Act

Aitkin County must keep all government data about you in a way that makes it easy for you to access. We can collect and keep only that data about you that we need for administering and managing programs that are permitted by law.

As a data subject, you have the right to look at the public and private data that we keep about you, free of charge; the right to get copies of public and private data about you, for which the Data Practices Act allows us to charge an appropriate fee; and the right to look at data, free of charge, before deciding to request copies. If you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian. Minors have the right to ask Aitkin County not to give data about them to their parent(s) or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons why we should deny your parents/guardian access to the data. Aitkin County will make the final decision about your request based on your best interests.

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

When we ask you to provide data about yourself that are not public, we must give you a data privacy notice (sometimes referred to as a Tennessean warning). This notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. If you want us to release data to another person, written authorization to do so must be provided to us.

When your data are inaccurate and/or incomplete, you have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge the accuracy or completeness of data about you.

How to Make a Data Request

To look at data or request copies of data that Aitkin County keeps, you must make a written request directly to the department who maintains the data you are requesting. You may make your written request for data by mail, fax, or email, using the Data Request Form (copy attached).

If you choose not to use the Data Request Form, your written request must include:

- A statement that you are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13, as a data subject, or as the parent/guardian of the data subject;
- Whether you would like to look at the data, get copies of the data, or both;
- A clear description of the data you would like to inspect or have copied; and
- Identifying information that proves you are the data subject, or the data subject's parent/guardian, as listed below.

Standards for Verifying Identity

- An **adult individual** must provide a valid photo ID, such as a state driver's license, a military ID, a passport, a state ID, or a state tribal ID
- A **minor individual** must provide a valid photo ID, such as a state driver's license, a military ID, a passport, a state ID, a state tribal ID, or a state school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either* a certified copy of the minor's birth certificate *or* a certified copy of documents that establish the parent or guardian's relationship to the child, such as: a court order relating to divorce, separation, custody, or foster care; a foster care contract; or an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as court order(s) or valid power of attorney
- An **attorney** requesting information on your behalf must send a request on his/her letterhead along with your express written consent; the request should be signed by both you and the attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID. (*This requirement does not apply to attorneys requesting data on your behalf.*)

How We Respond to a Data Request

Upon receiving your written request, we will begin to process it. If it is not clear what data you are requesting, we will ask you for clarification. If we do not have the data, we will notify you within 10 business days. If we have the data but the data are confidential, we will notify you within 10

business days, and state which specific law says you cannot access the data. If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days. If your request is to look at the data, we will arrange a date, time, and place to inspect data.

After we have provided you with access to data about you, we do not have to show you the same data again for 6 months, unless there is a dispute or we collect or create new data about you. If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the person who provided it, so that he/she can explain it.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents in response to your request.) If we do agree to create data for you, we will work with you on the details of your request, including cost and response time.

Charges for Copies of Data

We may only charge you the actual cost of making copies of data about you. This charge may include the following: employee time* to prepare and make copies (i.e. removing staples and paper clips, sorting data, labeling data, taking data to a copier and actually producing copies); actual cost of media used (e.g., paper, CD ROMs, DVDs, etc.); and mailing costs if you request the copies be mailed to you. We *may not* charge you the cost of searching for and retrieving the data, redacting confidential data or private data about others from your data, or sorting of data that is not necessary for copying of your data. The amount that is charged will be the same regardless of whether the request is made by you as the data subject, your parent/guardian, or by a representative to whom you have granted authorization to access your data.

* Employee time is calculated based upon the average wage of the lowest-paid Aitkin County employee who could complete the tasks necessary, plus the base cost of insurance benefits for that employee.

Data Practices Contacts

The following table provides contact information for the individuals who are responsible for responding to requests for data. The Responsible Authority is the individual responsible for establishing and overseeing data access processes. The Data Practices Compliance Official is the individual to whom questions about, or problems related to, data practices should be directed.

Office	Responsible Authority, Data Practices Compliance Official and Designees
County Attorney	Jim Ratz, County Attorney <i>Designee: Lisa Rakotz, Sr. Assistant County Attorney</i> 217 2 nd Street NW, Room 231, Aitkin, MN 56431 218-927-7347; Fax 218-927-7365 jratz@co.aitkin.mn.us
County Auditor	Kirk Peysar, County Auditor <i>Designee: Jonathan Knutson, Financial Assistant Vacant</i> 209 2 nd Street NW, Room 202, Aitkin, MN 56431 218-927-7354; Fax 218-927-7324 kpeysar@co.aitkin.mn.us
County Recorder	Michael Moriarty, County Recorder <i>Designee: Roxy Hoppe, Chief Deputy Recorder</i> 209 2 nd Street NW, Room 205, Aitkin, MN 56431 218-927-7336; Fax 218-927-7324 mick.moriarty@co.aitkin.mn.us
County Treasurer	Lori Grams, County Treasurer <i>Designee: Julie Hughes, Chief Deputy Treasurer</i> 209 2 nd Street NW, Room 203, Aitkin, MN 56431 218-927-7325; Fax 218-927-7357 lgrams@co.aitkin.mn.us
Sheriff	Dan Guida, County Sheriff <i>Designee: John Drahota Heidi Lenk, Undersheriff</i> 217 2 nd Street NW, Room 185, Aitkin, MN 56431 218-927-7435; Fax 218-927-7359 dguida@co.aitkin.mn.us
All other County offices	<p><i>Responsible Authority and Data Practices Compliance Official:</i> Jessica Seibert, County Administrator 217 2nd Street NW, Room 130, Aitkin, MN 56431 218-927-3093; Fax 218-927-7374 jessica.seibert@co.aitkin.mn.us</p> <p><i>Designees:</i></p> <p><u>Assessor's Office</u> Mike Dangers, County Assessor 209 2nd Street NW, Room 111, Aitkin, MN 56431 218-927-7327, Fax 218-927-7379 mike.dangers@co.aitkin.mn.us</p> <p><u>Community Corrections</u> Kami Genz, Director 204 1st Street NW, Aitkin, MN 56431 218-927-7281, Fax 218-927-2142 kami.genz@co.aitkin.mn.us</p>

All other County offices, cont.

Environmental Services / Planning & Zoning Department

Terry Neff, Environmental Services Director
209 2nd Street NW, Room 100, Aitkin, MN 56431
218-927-7342; Fax 218-927-4372
tneff@co.aitkin.mn.us

Economic Development

Ross Wagner, Economic Development/Forestry Industry Coord.
217 2nd Street NW, Room 131, Aitkin, MN 56431
218-927-7305; Fax 218-927-7374
rwagner@co.aitkin.mn.us

Health and Human Services Department

Cynthia Bennett, HHS Director
204 1st Street NW, Aitkin, MN 56431
218-927-7200; Fax 218-927-7461
cynthia.bennett@co.aitkin.mn.us

Highway Department

John Welle, County Engineer
1211 Air Park Drive, Aitkin, MN 56431
218-927-3741; Fax 218-927-2356
jwelle@co.aitkin.mn.us

Human Resources Department

Bobbie Danielson, HR Director
217 2nd Street NW, Room 134, Aitkin, MN 56431
218-927-7306; Fax 218-927-7374
bobbie.danielson@co.aitkin.mn.us

Information Technology

Steve Bennett, IT Director
209 2nd Street NW, Room 118, Aitkin, MN 56431
218-927-7345; Fax 218-927-7369
sbennett@co.aitkin.mn.us

Land & Parks Department and Long Lake Conservation Center

Rich Courtemanche, Land Commissioner
502 Minnesota Avenue North, Aitkin, MN 56431
218-927-7364; Fax 218-927-7249
rich.courtemanche@co.aitkin.mn.us

Veterans Services Office

Penny Harms, Veterans Services Officer
217 2nd Street NW, Room 130, Aitkin, MN 56431
218-927-7320; Fax 218-927-7309
penny.harms@co.aitkin.mn.us

AITKIN COUNTY

**DATA REQUEST FORM
Subject of Data**

Date of request: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

Note: Inspection is free, but there is a charge for copies. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity. To request data on behalf of the data subject, you must present proper written permission granting you such access.

Data Subject Name: _____

Address: _____

Phone number: _____ Email: _____

Parent/Guardian Name (if applicable): _____

Signature of Data Subject or Parent/Guardian: _____

Aitkin County will respond to your request within 10 days.

<i>(For office use)</i>	
ID provided:	
Department name:	Request handled by:
Method of response:	
Charges:	
Amt Due:	Received by:
Notes	



Board of County Commissioners Agenda Request

2H
Agenda Item #

Requested Meeting Date: 7-23-19

Title of Item: Award Contract No. 20195

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

Submitted by: John Welle	Department: Highway Department
------------------------------------	--

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

Summary of Issue:
 Bids were opened on Monday, June 24, 2019 for Contract No. 20195 which is a federal Highway Safety Improvement Program (HSIP) project for enhanced pavement markings on portions of CSAH 1, 3, 6, 11, 14, and 39.

As shown on the attached abstract of bids, three bids were received, with Traffic Marking Services, Maple Lake, MN submitting the low bid in the amount of \$145,023.55. With the cost of this contract estimated at \$231,431.80, the low bid was 37% under the estimated cost.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Approve attached resolution.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$ Estimated total cost: \$145,023.55
 Is this budgeted? Yes No Please Explain:

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

ADOPTED July 23, 2019

By Commissioner: xx

20190723-0xx

Award Contract No. 20195

WHEREAS, Contract No. 20195 is for construction of S.P 001-070-005, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, June 24, 2019 with a total of three bids received, and

WHEREAS, Traffic Marking Services, Maple Lake, MN was the lowest responsible bidder in the amount of \$145,023.55.

THEREFORE, BE IT RESOLVED, that Traffic Marking Services is awarded Contract No. 20195.

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

Commissioner xx moved for 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 23rd day of July, 2019 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 23rd day of July, 2019

Jessica Seibert
County Administrator

**Aitkin County
Contract Bid Abstract**

Project Name: Pavement Marking on Various County Roads
Project No.: SP 001-070-005
Bid Opening: June 24, 2019 at 2:00 PM

Contract No.: 20195
Owner: Aitkin County

Project: SP 001-070-005 - HSIP Pavement Markings				Engineers Estimate		Traffic Marking Services - Maple Lake, MN		AAA Striping Service - St. Michael, MN		Century Fence Company - Forest Lake, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501 MOBILIZATION	LS	1	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00
2	2563.601 TRAFFIC CONTROL	LS	1	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00
3	2582.503 6" SOLID LINE MULTI COMP	L F	154495	\$0.40	\$61,798.00	\$0.27	\$41,713.65	\$0.25	\$38,623.75	\$0.38	\$58,708.10
4	2582.503 6" BROKEN LINE MULTI COMP	L F	17170	\$0.40	\$6,868.00	\$0.27	\$4,635.90	\$0.25	\$4,292.50	\$0.38	\$6,524.60
5	2582.503 6" SOLID LINE MULTI COMP GR IN (WR)	L F	189048	\$0.85	\$160,690.80	\$0.50	\$94,524.00	\$0.56	\$105,866.88	\$0.72	\$136,114.56
6	2582.503 8" DOTTED LINE MULTI COMP GR IN (WR)	L F	75	\$1.00	\$75.00	\$2.00	\$150.00	\$3.00	\$225.00	\$1.00	\$75.00
Totals for Project SP 001-070-005						\$231,431.80		\$145,023.55		\$150,008.13	\$206,422.26
% of Estimate for Project SP 001-070-005								-37.34%		-35.18%	-10.81%
Totals for Contract 20195						\$231,431.80		\$145,023.55		\$150,008.13	\$206,422.26
% of Estimate for Contract 20195								-37.34%		-35.18%	-10.81%

I hereby certify that this is an exact reproduction of bids received.

Certified By: John Wells License No. 24340
Date: 6-25-19



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: 07/23/2019

Title of Item: Investment Report

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <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: Lori Grams	Department: County Treasurer
------------------------------------	--

Presenter (Name and Title): Lori Grams-County Treasurer	Estimated Time Needed: 10 min
---	---

Summary of Issue:
2019 June Investment Report

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

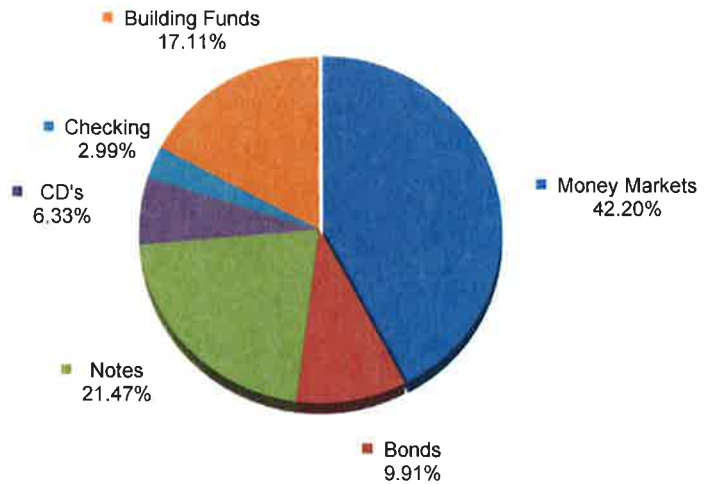
Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$
 Is this budgeted? Yes No *Please Explain:*

JUNE 2019

PORTFOLIO

Money Markets	12,779,059.47
Bonds	3,000,000.00
Notes	6,500,000.00
CD's	1,915,324.49
Checking	905,752.17
Building Funds	5,180,183.30
Total	30,280,319.43

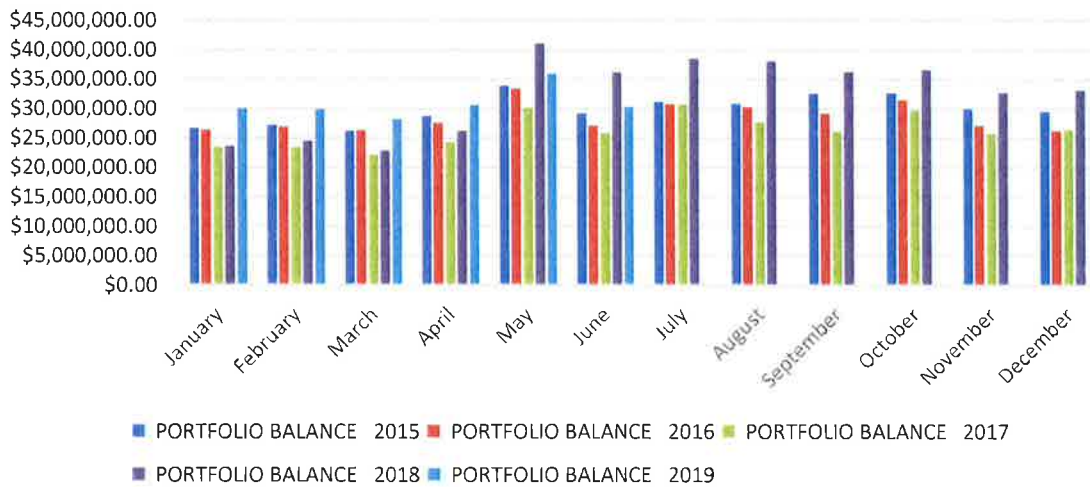
INVESTMENT PORTFOLIO DIVERSIFICATION



PORTFOLIO BALANCE

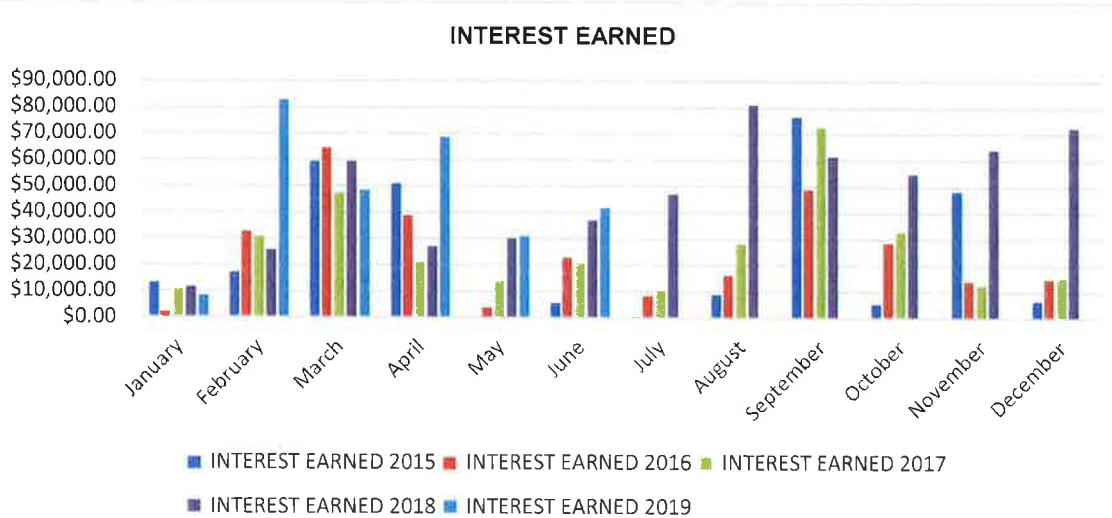
	2015	2016	2017	2018	2019
January	\$26,612,279.57	\$26,392,114.18	\$23,367,037.59	\$23,632,782.83	\$30,030,550.36
February	\$27,155,630.95	\$26,871,160.73	\$23,424,149.19	\$24,494,638.35	\$29,811,468.02
March	\$26,218,443.65	\$26,337,929.23	\$22,135,652.34	\$22,887,424.91	\$28,220,548.69
April	\$28,744,085.23	\$27,586,789.69	\$24,261,807.87	\$26,236,046.70	\$30,620,955.90
May	\$33,856,148.33	\$33,374,397.11	\$30,128,307.27	\$41,105,809.80	\$35,955,712.18
June	\$29,203,774.06	\$27,109,091.47	\$25,790,417.44	\$36,176,718.49	\$30,280,319.43
July	\$31,133,075.27	\$30,782,367.62	\$30,740,832.72	\$38,540,790.14	
August	\$30,827,856.78	\$30,322,969.88	\$27,663,869.90	\$38,114,866.29	
September	\$32,589,735.30	\$29,194,672.71	\$26,174,093.90	\$36,263,399.22	
October	\$32,646,664.14	\$31,526,612.20	\$29,735,521.41	\$36,630,499.13	
November	\$29,937,105.23	\$27,083,896.45	\$25,756,995.48	\$32,765,181.43	
December	\$29,517,788.65	\$26,271,927.92	\$26,466,607.33	\$33,181,704.25	
Average Balance	\$29,870,215.60	\$28,571,160.77	\$26,303,774.37	\$32,502,488.46	\$30,819,925.76

PORTFOLIO BALANCE



INTEREST EARNED

	2015	2016	2017	2018	2019
January	\$13,218.32	\$2,253.20	\$10,859.83	\$11,506.37	\$8,305.15
February	\$17,173.38	\$32,633.21	\$30,783.47	\$25,749.15	\$82,615.25
March	\$59,380.97	\$64,489.44	\$47,404.11	\$59,482.21	\$48,555.11
April	\$51,054.69	\$38,879.71	\$21,295.75	\$27,069.70	\$68,685.31
May	\$468.57	\$3,811.94	\$14,159.65	\$30,229.98	\$31,153.65
June	\$5,590.61	\$22,870.45	\$20,890.48	\$37,044.67	\$41,944.04
July	\$735.31	\$8,334.49	\$10,773.83	\$47,076.65	
August	\$8,822.00	\$16,186.93	\$28,213.79	\$81,173.91	
September	\$76,483.42	\$48,969.62	\$72,495.19	\$61,449.28	
October	\$5,283.05	\$28,573.97	\$32,792.54	\$54,767.20	
November	\$48,217.44	\$14,044.58	\$12,395.45	\$64,036.99	
December	\$6,674.55	\$14,868.70	\$14,972.53	\$72,513.82	
Total	\$293,102.31	\$295,916.24	\$317,036.62	\$572,099.93	\$281,258.51





Board of County Commissioners Agenda Request



Requested Meeting Date: 7/23/2019

Title of Item: IT purchases: VOIP & Switches

<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: Steve Bennett		Department: IT
Presenter (Name and Title): Steve Bennett		Estimated Time Needed: 15 minutes
Summary of Issue: <p>Our current phone system is out of date and the New Building project requires phones in the new offices. We are proposing the purchase of a VOIP phone system which will provides services to all existing offices plus the new building. We recommend the solution offered by Loffler for \$123,382.60. Supporting documentation will be available at the meeting.</p> <p>As part of the VOIP system, new SIP access lines have to be leased for connectivity to the public phone system. We request permission to sign the contract providing these lines for a 60 month term at \$966.00 per month plus a one time installation charge of \$1500.00. The monthly cost will be a levy line item moving forward.</p> <p>New switches have to be purchased to provide connectivity for the New Building project. These switches will also provide the needed power requirements for the VOIP system. They will be located in both the new building and our existing buildings. We recommend the quote by Marco for \$60,590.70. Supporting documentation will be available at the meeting.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve the purchases. Approve signing the SIP trunk contract.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 185,473.30 Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> Part of the New Building project with monies to come from fund balances.		

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



IT Unified Communications Proposal

Technology Solution Proposal

Bill To: Aitkin County
Steve Bennett
209 2nd St NW
Aitkin, MN 56431
(218) 927-7318

Ship To: Aitkin County
Steve Bennett
209 2nd St NW
Aitkin, MN 56431
(218) 927-7318

Quote Number: CTEQ22059
Date: 7/18/2019
Quote valid for 30 days

David Panek
320-257-2419
david.panek@loffler.com

Ln	Description	Qty	Unit Price	Extended Price
1	UNIVERGE 3C			
2	SYSTEM HARDWARE			
3	NEC 3C OPERATING SYSTEM	1	\$11.44	\$11.44
4	ADTRAN PRI GATEWAY - (main location)	1	\$2,262.00	\$2,262.00
5	2-PORT FXS GATEWAY - (analog stations)	2	\$212.55	\$425.10
6	8-PORT FXS GATEWAY - (analog stations)	1	\$741.98	\$741.98
7	MEDIA PACK POWER CORD - (gateway power cord)	4	\$7.80	\$31.20
8	SubTotal			\$3,471.72
9				
10	SYSTEM LICENSING			
11	NEC 3C TRUNK ACCESS LICENSE - (licensing trunks)	88	\$50.25	\$4,422.00
12	ADTRAN SBC FEATURE PACK (SIP LICENSES) - (Supports 50)	1	\$513.50	\$513.50
13	NEC 3C STATION LICENSES - (licenses for fxs ports)	12	\$39.91	\$478.92
14	NEC 3C RECORDING LICENSE - (recording to email)	5	\$213.82	\$1,069.10
15	SubTotal			\$6,483.52

Helping You Succeed



IT Unified Communications Proposal

16

17 PHONE'S

18	NEC 8-BUTTON IP PHONE	300	\$132.68	\$39,804.00
----	-----------------------	-----	----------	-------------

19 *Phones are covered by NEC for 1 year*

20	5 YEAR PHONE WARRANTY	1	\$5,265.00	\$5,265.00
----	-----------------------	---	------------	------------

21 *5 YEAR PHONE WARRANTY IS AN OPTION. THE PRICE IS NOT INCLUDED IN SUB TOTAL.*

22	NEC GIGABIT PASS-THROUGH LICENSE	300	\$19.28	\$5,784.00
----	----------------------------------	-----	---------	------------

23	NEC 3C STATION ACCESS LICENSE - (license includes: desktop application, standard license, & mailbox license)	300	\$79.81	\$23,943.00
----	--	-----	---------	-------------

24	SubTotal			\$69,531.00
----	----------	--	--	-------------

25

26 MEETING CENTER/MASS NOTIFICATION

27	NEC MEETING CENTER - (core software)	1	\$6.50	\$6.50
----	--------------------------------------	---	--------	--------

28	NEC MEETING CENTER - (applications DVD)	1	\$6.50	\$6.50
----	---	---	--------	--------

29	NMC AUDIO/FIREBAR CNF PER PORT - (meeting center conference ports)	16	\$171.88	\$2,750.08
----	--	----	----------	------------

30	NMC MASS NOTIFICATION PER PORT - (Includes Email Notification & 16 concurrent voice notifications)	16	\$171.88	\$2,750.08
----	--	----	----------	------------

31	SubTotal			\$5,513.16
----	----------	--	--	------------

32

33 SW Assurance / ESPP/LofflerVision

34	SWA PSA NMC UNIT - 1 Year	55	\$16.80	\$924.00
----	---------------------------	----	---------	----------

35	SWA PSA 3C UNIT - 1 Year	294	\$16.80	\$4,939.20
----	--------------------------	-----	---------	------------

36	SWA PSA NMC UNIT - 5 Year	273	\$15.46	\$4,220.58
----	---------------------------	-----	---------	------------

37 *5 YEAR SWA IS AN OPTION. THE PRICE IS NOT INCLUDED IN SUB TOTAL.*

Helping You Succeed



LOFFLER

IT Unified Communications Proposal

38	SWA PSA 3C UNIT - 5 Year	1470	\$15.46	\$22,726.20
39	*5 YEAR SWA IS AN OPTION. THE PRICE IS NOT INCLUDED IN SUB TOTAL.*			
40	Standard Level LofflerVision Contract - 1 Year (Billed Annually)	1	\$6,120.00	\$6,120.00
41	Gold Level LofflerVision Contract - 5 Year (Billed Annually)	1	\$6,926.06	\$6,926.06
42	*5 YEAR GOLD LEVEL LOFFLERVISION CONTRACT WITH LOCKED IN PRICING IS AN OPTION. THE YEARLY PRICE IS NOT INCLUDED IN SUB TOTAL.*			
43	SubTotal			\$11,983.20
44	Labor			
45	Installation and Configuration	1	\$26,400.00	\$26,400.00
46	SubTotal			\$26,400.00
47				
48	Total Investment			\$123,382.60
49	LEASE OPTION			
50	Monthly Lease Payment, 3 Year Term-Dollar Buy-Out-\$3,970.45 per month			
51				

Terms & Conditions

1. This Agreement shall become binding once credit is approved and accepted by Loffler Companies, Inc. at its home office.
2. This Agreement may not be cancelled, altered, or waived after acceptance without consent in writing. Software is licensed to the customer at the time of order and therefore cannot be returned.
3. Loffler Companies, Inc. shall not be liable for failure to deliver or for delays occasioned by causes beyond Seller's control, including without limitation, non-delivery or delays by shippers, carriers, or others, accidents, or government acts.
4. Loffler Companies, Inc. shall not be liable for any special, indirect or consequential damages nor shall Seller be liable in any event for more than the invoice price of any Equipment or supplies. Each shipment under this Agreement is to be considered an individual transaction.

Helping You Succeed

5. This is a binding contract, not a sale on approval or trial basis. Provisions of this contract, once accepted by Loffler Companies, Inc., supersede any oral communications between the parties. Loffler Companies, Inc. is specifically not bound by any oral or written representation made by its employees or salespeople to clients which do not appear herein in writing.
6. All right, title or interest to the Equipment or supplies described herein shall remain the property of Loffler Companies, Inc. (or its leasing agent) until paid in full.
7. All invoices are due and payable on the date of invoice and client agrees to pay interest at a rate of 1-1/2% per month, or to the extent allowed by law, on any amounts not paid within 10 days of invoice date.
8. COMPLETE AGREEMENT; EXCLUSION OF WARRANTIES: Customer specifically agrees that NO OTHER terms, representations of warranties (express or implied) have been made or have been relied upon to induce Client to enter into this Agreement. Loffler Companies, Inc. represents and warrants for a period of ninety (90) days that the parts provided hereunder are free of material defect or workmanship, and the liability of Loffler Companies, Inc. is expressly limited to the replacement or repair of said parts which may be defective, EXCEPT AS SET FORTH HEREIN AND IN THE GUARANTEED PERFORMANCE SECTION LOFFLER COMPANIES, INC. EXPRESSLY DISCALIMS ALL OTHER WARRANTIES, INCLUDING ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. LOFFLER COMPANIES, INC. shall not be liable for any other damages of any kind arising from any alleged breach of warranty, except as set forth herein.
9. DEFAULT: in the event the Client shall default any payment due, or in the event of any other default or breach of the other terms and conditions of this Agreement, Loffler Companies, Inc. shall have the right to do any one or more of the following:
 - a. Declare this Agreement in default upon written notice to Client, whereupon the entire amount of payments remaining to be paid shall become immediately due and payable.
 - b. Without notice to the Client, repossess the Equipment wherever found with or without legal process, and for this purpose Loffler Companies, Inc. and its agents may enter upon any premises of or under the control or jurisdiction of Client or any agent of Client without liability for suite, action or other proceeding by client (any damages occasioned by such repossession being hereby expressly waived by the client) and remove the Equipment therefrom.
 - c. Any repossession, resale or release of any Equipment by Loffler Companies, Inc. shall not be a bar to the institution of litigation by Loffler Companies, Inc. against the Client for damages for breach of this Agreement.
10. Non-Solicitation: Client acknowledges and agrees that the employees of Loffler Companies, Inc. who perform the services are a valuable asset to Loffler Companies, Inc. and are difficult to replace. Accordingly, Client agrees that, for a period of one (1) year after the completion of said services, it will not, directly or indirectly, solicit, recruit, hire or otherwise employ any employee or agent of Loffler Companies, Inc. who performed such services. If Client violates this paragraph 10, Client will pay to Loffler Companies, Inc. damages equal to one hundred percent (100%) of that individual's annual salary. For purposes of this Agreement only, an "individual's" annual salary shall mean the individual's annual salary with either Loffler Companies, Inc. or with Client, as of the date of Client's violation of this paragraph 10, whichever is greater.

PLEASE SIGN TO APPROVE QUOTE

Schedule B

LOFFLER

LofflerVision Telephony Support

Description	Standard	Gold	Platinum
Remote and On Site labor to replace or repair defective product listed in Schedule A	Yes	Yes	Yes
Replacement of Phones covered under Manufacturer's Warranty	No	No	No
Hardware Replacement. Replacement of all Hardware listed in Schedule A	2nd Business Day	Advanced replacement Next Business Day	Advanced replacement Next Business Day
Remote 3rd party Triage (Problems outside Loffler covered equipment) Loffler Companies will troubleshoot your telephony issue to determine the root cause. If it is determined that Loffler's contracted Equipment is not the cause, the customer will be alerted of the issue and have the option for Loffler to continue to troubleshoot with the 3rd party vendor at our contracted rate.	Yes	Yes	Yes
Remote Adds/Moves & Changes (Excludes projects and new installs)	6 hours / Year	12 hours / Year	No limit
Service Affecting Software Updates Available and Applied when needed	Yes	Yes	Yes
Remote Upgrades During normal business hours	1 Included	Unlimited	Unlimited
On-site or After-hours Software Upgrades (new release)	\$450 per server	\$225 per server	Included
Remote Support on Downed systems	Yes	Yes	Yes
Response SLA for Major System Failure "\$500 Credit for Missed SLA"	2 hour during normal business hours and 4 hours at all other times including Holidays	1 Hour during normal business hours and 2 hours at all other times including Holidays	30 min during normal business hours and 2 hours at all other times including Holidays
Response SLA Non-critical service requests (not including adds, moves or changes)	4 hour during normal business hours and next business day at all other times including holidays	2 hour during normal business hours and next business day at all other times including holidays	2 hour during normal business hours and next business day at all other times including holidays
Professional Services Rate for onsite support (Moves, Adds & Changes) *Non-contract \$165/hr	\$135/Hour	\$115/Hour	\$115/Hour
Professional Services Rate for remote support (moves, Adds & Changes) * Non-contract \$82.50/half hour	\$67.50/Half Hour	\$57.50/Half Hour	\$57.50/Half Hour
Additional On-site Administrator Training *Non-contract \$165/hr	\$135/hour	\$115/hour	\$115/hour
Additional On-site End User Training *Non-contract \$145.00/hr	\$80/1st Hour \$40/Half Hour Thereafter	\$40/Half Hour	\$40/Half Hour
Additional Web based Administrator Training *Non-contract \$82.50/Half Hour	\$67.50/Half Hour	1 per year	2 per year
Additional Web based End User Training	\$67.50/Half Hour	1 per year	1 per year
Access to LofflerVision Portal and Loffler University	Yes	Yes	Yes

LOFFLER

Service Activation Form

Phone: (866) 789-4622
<http://www.occorp.net/>
ocloudservice@loffler.com

Proposal #: 13236

Date: 7/17/2019
Quote Valid Until: 9/30/2019
Order Type: New Proposal
Sales Representative: David Panek
Sales Rep Email: david.panek@loffler.com
Sales Rep Phone: (320) 257-2419

Contract Start:
Contract Terms: 60 Months

Customer Information

Company: Aitkin County
Main TN: (218) 927-7318
Contact: Steve Bennett
Phone: (218) 927-7318

Billing Address
209 2nd Street NW Aitkin , MN 56431

Service Address
209 2nd Street NW Aitkin , MN 56431

Monthly Recurring Charges (MRC)

Qty	Product	Unit Price	Extended Price
46	SIP Trunk	\$17.50	\$805.00
2	911 Service (per number)	\$3.00	\$6.00
2	Toll Free Number	\$1.00	\$2.00
300	DID Numbers - National	\$0.50	\$150.00
2	Directory Assistance / White Page Listing	\$1.50	\$3.00
	Total:		\$966.00

Non-Recurring Charges (NRC)

Qty	Product	Unit Price	Extended Price
1	Installation Charges	\$0.00	\$0.00
300	Local Number Porting	\$5.00	\$1,500.00
	Total:		\$1,500.00

LOFFLER

Service Activation Form

Phone: (866) 789-4622
<http://www.occorp.net/>
ocloudservice@loffler.com

Proposal #: 13236

Date: 7/17/2019
Quote Valid Until: 9/30/2019

Contract Start:
Contract Terms: 60 Months

Order Type: New Proposal
Sales Representative: David Panek
Sales Rep Email: david.panek@loffler.com
Sales Rep Phone: (320) 257-2419

Company: Aitkin County
Main TN: (218) 927-7318
Contact: Steve Bennett
Phone: (218) 927-7318

Summary	
Monthly Recurring Cost :	\$966.00
Non-Recurring Cost:	\$1,500.00
Total Estimated Surcharges and Taxes	\$493.20
Total Due At Signing:	\$2,959.20

Notes

Loffler Companies Cloud Terms and Conditions:

Section 1: Payments and Charges

The Customer's Initial Payment for the Service will be due upon the processing of the Customer's order and may include a Deposit amount equal to 50% of all One Time Charges, which may include Hardware, Software, Installation and Setup Fees. This Deposit will be due prior to the Order being processed. The Service Start Date is the date Services have been provisioned and are available for the Customers use. Any costs for new features, equipment, or services added to the Service between the receipt of the Deposit and the Customer's Service Start Date will be billed on the most current available billing cycle and be due upon receipt. On subsequent monthly intervals after the Service Start Date, the Customer will be charged the ongoing monthly charges, the cost of any overflow long distance used during the previous month, the monthly rental for any hardware being rented, not already included in the Service, and for any international calls not included in the calling plan. Included in the calling plans are calls to the Continental U.S., AK, CA and HI. Once the allotted long distance minutes are used, each long distance call will be charged at \$.07 per minute. Minutes are pooled across all lines in the Service (number of lines x allotted minutes = total pool of long distance). Each line has unlimited local calling; it is the Customer's responsibility to know if all calls are considered local by the local carrier as calls with a metro area may be considered toll call. Such local long distance calls would be charged against the available pool of long distance minutes.

If Loffler Companies and Customer enter into a separate rental or finance agreement relating to any equipment provided by Loffler Companies (an "Equipment Use Agreement"), Customer's obligations with respect to such equipment (payment or otherwise) shall be solely governed by the Equipment Use Agreement, and any modification or termination of these Cloud Terms and Conditions or the Services shall not operate to modify or relieve Customer from any of Customer's obligations under the Equipment Use Agreement. Amounts owed Loffler Companies under any Equipment Use Agreement are not included in the charges for the Services under these Cloud Terms and Conditions, though such amounts may be invoiced along with the charges owed by Customer to Loffler Companies for the Services for Customer's convenience.

Section 2: Additional Charges and Price Changes

Calls from payphones to any of the Customer's toll-free numbers may carry a surcharge per call, mandated by the FCC, which is passed on to the Customer at cost. Customers will be notified in writing of any price changes. Continued use of the Service following notice of the price changes will constitute the Customer's consent to such changes.

Section 3: Account Balance

Monthly rental/service fees are payable in advance of each month's Service; additional call charges and any other applicable charges are billed subsequent to the end of each month's Service. If the Customer chooses to pay for the Service by credit card or ACH direct payment, all charges will be automatically deducted following the generation of any invoice. It is the Customer's responsibility to maintain sufficient balance on the provided credit card or bank account to allow for charges for the Services.

If the Customer chooses to pay for the Service by check, the Customer is responsible for payment of all invoices (Net 10). To pay by check, an initial deposit is required equal to the monthly rental/service fee on the account. Returned checks will result in a \$35 fee applied to the Customer's account balance. Any Customer disputes of the amounts invoiced or charged must be submitted in writing to Loffler Companies within sixty (60) days of the date of the disputed charges and, if not so disputed, the Customer waives any objection and further recourse with respect to such charges. The Customer understands and agrees that awaiting any pending credit(s) to the Customer's account is not sufficient cause to withhold payment for invoices. A late fee of 1.5% per month will be applied to any unpaid account balance. We

reserve the right to disconnect the Service at any time without notice due to non-payment or unlawful or inappropriate use of the Service. All charges owed at the time of disconnection will be immediately payable. We will pursue collection for unpaid amounts on disconnected accounts. Reinstating any service deactivated for non-payment of fees shall result in a reinstatement fee up to \$100. In the event Service is disconnected due to non-payment, Customer grants Loffler Companies access to premises to acquire any equipment provided for the delivery of services provided under this agreement.

Section 4: Local Area Telephone Numbers

Local area telephone numbers are assigned according to the proximity of the address the Customer provides to Loffler Companies. However, it is the Customer's responsibility to confirm whether the number(s) are in the local calling area of the Customer. Loffler Companies does not assume responsibility for any of the Customer's advertising cost or long distance fees due to a number not being within the local area of callers to the Service. If Loffler Companies is porting any of your local or toll free numbers, we cannot be held liable for any errors or omission that may arise from the porting process. If Loffler Companies is providing new local or toll free numbers, we cannot be held liable for any errors or omission that may arise from the number assignment process.

Section 5: 911 Softphones and Mobile Devices

As a provider of phone service accessible via softphones and mobile devices, Loffler Companies has a responsibility to inform its customers that by not providing Loffler Companies the Customer's current address, all 911 calls made through Loffler Companies service from a softphone may not be transferred to an emergency center near the Customer. Instead, all 911 calls made through softphones will be transferred to an emergency center near the Customer's last registered address. For this reason, it is important for the Customer to provide Loffler Companies with the Customer's current address every time the softphone or mobile device is used from a fixed location. Loffler Companies cannot guarantee the quality of softphones and are considered "as-is no warranty". Service cannot be cancelled per Section 12 as a result of soft phone quality related issues.

Section 6: Service Issues – Scope of Responsibility

In the event of any service issues, Loffler Companies will assist the Customer with troubleshooting the problem's source. However, some elements key to proper performance, including LAN, wiring, power, firewall, CPE, and ISP, are beyond the scope of Loffler Companies' responsibility to effect repairs. The sole exception to the above is in the case where Loffler Companies is providing the Customer with a managed router, whereupon the CPE and ISP do fall within the scope of Loffler Companies responsibility. While Loffler Companies will offer telephone support to the Customer in diagnosing service issues outside the direct scope of its responsibility, such as those listed above, their ultimate repair will remain the responsibility of the Customer, their Installer, and/or the Customer's 3rd-party IT vendor. Loffler Companies can travel on site to resolve issues outside the scope of our responsibility; such support would be subject to standard Loffler Companies service call rates and charges. Some WAN issues, such as poor performance by Internet providers, are not the direct responsibility of Loffler Companies. However, in these cases, Loffler Companies will assist the Customer, their Installer, and/or the Customer's 3rd-party IT vendor in working with any such providers to eliminate these issues. Loffler Companies can travel on site to resolve issues outside the scope of our responsibility; such support would be subject to standard Loffler Companies service call rates and travel charges where applicable.

Section 7: Lawful and Appropriate Use

It is specifically understood and agreed that the Customer shall be using the Service solely for lawful and appropriate purposes and the Customer hereby agrees to indemnify and hold Loffler Companies harmless from any and all claims, damages, losses or liabilities of any nature whatsoever arising out of or concerning the Customer's use in any manner of the Service provided herein. In the event that Loffler Companies is brought into or required to respond to any action arising from or concerning the Customer's activities, the Customer agrees to indemnify and hold Loffler Companies harmless from all arbitration, court and attorney's costs and fees. Loffler Companies Group the right to immediately discontinue, disconnect, limit, or revoke the Service without warning to the Customer should the Customer, at the sole discretion and determination of Loffler Companies, cause any type of activity or load which is incompatible with Loffler Companies network, causes quality of service issues, or otherwise impairs the ability of Loffler Companies to maintain or provide service to other customers. In the case that the Service is suspected of being misused by the Customer, including for fraudulent activity, Loffler Companies reserves the right at its sole discretion to immediately terminate the Service and inform the authorities that the Service is believed to have been used for inappropriate business. Loffler Companies shall not be liable for any direct or indirect damages resulting from a decision to discontinue, disconnect, limit, or revoke the Service with or without warning or for informing the authorities about the possibility of inappropriate business activities.

Section 8: Limited Warranty; Exclusions

For equipment purchased directly from Loffler Companies by the Customer, Loffler Companies will pass on to the Customer any applicable manufacturer's warranty with respect to such equipment. For warranty repairs contact Loffler Companies customer service. EXCEPT AS PROVIDED ABOVE, LOFFLER COMPANIES MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS OF THE SERVICE OR EQUIPMENT FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, OR ANY WARRANTY ARISING BY USAGE OF TRADE, COURSE OF DEALING OR COURSE OF PERFORMANCE. IN ADDITION, LOFFLER COMPANIES DOES NOT WARRANT THAT THE SERVICE OR EQUIPMENT WILL BE WITHOUT FAILURE, DELAY, INTERRUPTION, ERROR, OMISSION, DEGRADATION OF VOICE QUALITY, OR LOSS OF CONTENT, DATA, OR INFORMATION. ANY CLAIM AGAINST LOFFLER COMPANIES MUST BE MADE WITHIN ONE YEAR OF THE EVENT GIVING RISE TO THE CLAIM OR 90 DAYS FROM THE TERMINATION OF SERVICE, WHICHEVER IS EARLIER, AND LOFFLER COMPANIES SHALL HAVE NO LIABILITY THEREAFTER.

Section 9: Limitation of Liability

The Service is not guaranteed. Liability for interruption of the Service and/or a lack of quality of the Service, including but not limited to

errors and omissions relating to a directory listing and CNAM, shall be limited to a maximum of the sum of two months charges for the Service. Loffler Companies reserves the right to interrupt the Service for maintenance and systems upgrades at its discretion. Loffler Companies shall not be liable for any delay in the Service or performance directly or indirectly caused by or resulting from acts of God, fire, flood, accident, riot, war, government intervention, embargoes, strikes, labor difficulties, power failure, equipment failure, interruption of broadband or high-speed internet access, late delivery by suppliers, or other causes beyond the reasonable control of Blue Tie Cloud Services. IN NO EVENT SHALL LOFFLER COMPANIES BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF DATA, LOSS OF REVENUE OR LOSS OF PROFITS, ARISING OUT OF OR IN CONNECTION WITH THE USE OR INABILITY TO USE THE SERVICE OR EQUIPMENT PROVIDED HEREUNDER, WHETHER DUE TO A BREACH OF CONTRACT, BREACH OF WARRANTY, THE NEGLIGENCE OF LOFFLER COMPANIES OR OTHERWISE, EVEN IF LOFFLER COMPANIES IS ADVISED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES.

Section 10: Changes to Service and Terms and Conditions

Loffler Companies reserves the right to make changes to these Terms and Conditions or the Service as a result of changes in applicable regulations or for other reasons in Loffler Companies' reasonable discretion. In the event of such changes the Customer will be notified in writing and the Customer's continued use of the Service following notice of the changes will constitute the Customer's consent to such changes.

Section 11: Right to Identify Customer

It is specifically agreed that Loffler Companies may identify the Customer as a customer of Loffler Companies and include the Customer's name and any applicable logo in Loffler Companies marketing materials that identify Loffler Companies customers. Customer may request at any time that Loffler Companies not use the Customer's identity in marketing material at any time.

Section 12: Contract Term and Cancellation

You are entering into a "Term" agreement to maintain the Services for the period of time indicated on the "Order" that was signed to establish the Service. If you cancel the Services without replacing or upgrading services of an equal or greater value, you will be charged an Early Termination Charge. The Early Termination Charge will be 100% of the remaining number of months left in the Service Term multiplied by the Monthly Recurring Total of the Services. The Term shall begin on the Service Start Date. Customer may cancel this agreement within the first ninety (90) days of the Service Start Date without incurring Early Termination Charges. If customer experiences service interruptions or service related problems that Loffler Companies is unable to correct within thirty (30) days of written notice by Customer, the Customer can cancel without incurring Early Termination Charges. Hardware and other one-time charges will not be refunded or credited if Services are canceled, once such hardware is delivered to Customer site.

Services shall continue under the terms and conditions of the agreement after expiration of the Term on a month to month basis with the Services priced at Loffler Companies' then current monthly rates until each respective service is cancelled by either Party upon thirty (30) days written notice to the other Party. Customer must provide thirty (30) days prior written notice for any termination of any circuit, facility and/or service.

Section 13: Governing Law and Venue

These Terms and Conditions shall be governed by the laws of the State of Michigan and any disputes or controversy arising hereunder shall be arbitrated or adjudicated in Oakland County, State of Michigan. The Customer hereby consents to personal jurisdiction for all claims of any nature concerning the Customer and Loffler Companies in Bloomfield Hills, Michigan and specifically consents to service of process being effectuated by certified mail at the Customer's address. In the event that any action is brought to enforce or construe any of these Terms and Conditions, or for the breach of these Terms and Conditions, or concerning the indemnification clause contained herein, the prevailing party shall be entitled to recover, in addition to all other damages, reasonable attorney's costs and fees.

Section 14: Entire Agreement

These Terms and Conditions contain the entire understanding and agreement of the parties with respect to its subject matter and supersede all prior understandings or agreements regarding such subject matter. In the event of any conflict between these Terms and Conditions and the terms of any purchase order or acknowledgment, these Terms and Conditions shall control.

911 Disclaimer:

The Federal Communications Commission ("FCC") requires that Loffler Companies, like all Voice Over Internet Protocol ("VoIP") service providers, inform its customers of any differences between the E911 access capabilities available with Hosted VoIP as compared to the E911 access capability available with traditional telephone service. (A copy of this FCC order is available at <http://www.fcc.gov/cgb/voip911order.pdf>.) We ask that you carefully read this E911 Disclosure Addendum and understand how these differences affect your ability to access E911 services. If you have any questions or concerns about the information contained in this notice, or if you do not understand anything discussed in this notice, please contact our Customer Service representatives at 320-230-1111 during the hours of 8 a.m. to 5 p.m. CST, Monday – Friday.

The FCC's E911 VoIP decision also requires Loffler Companies to obtain and keep a record on file showing that your company has received and understood this E911 Disclosure Addendum. Please respond IMMEDIATELY to this Addendum.

If you fail to acknowledge to the 911 disclaimer, we may be required by the FCC Order to suspend your service until we do receive your acknowledgment.

By using Loffler Companies VoIP Services you agree to the terms of this 911 Disclaimer in the Loffler Companies Quote and Order, you are affirmatively acknowledging that (1) you have read and understood this E911 Disclosure Addendum, (2) you understand that you may not be able to contact emergency services by dialing 9-1-1 using Hosted VoIP, and (3) you understand that you must inform users of

Hosted VoIP that they may not be able to contact emergency services by dialing 9-1-1 using Hosted VoIP. You may obtain a copy of the FCC regulation and accompanying E911 VoIP decision in Docket No. 05-196 at the following link: <http://www.fcc.gov/cgb/voip911order.pdf>.
HOSTED VOIP E911 SERVICES MAY NOT OPERATE DURING A POWER OUTAGE.
Although the Integrated Access Device (“IAD”) Loffler Companies placed on your premises may be equipped with back-up battery power, in the event of a commercial power outage lasting longer than the IAD battery life, the IAD will lose power causing a loss of voice and data service, including access to E911 services. Once power service is restored, you may be required to reset or reconfigure your equipment before you will be able to use Hosted VoIP to contact E911 services. You are responsible for providing an uninterruptible backup power supply if you wish to ensure continued operation of electrical equipment in the event of a power outage.
HOSTED VOIP E911 SERVICES WILL NOT OPERATE IF YOUR BROADBAND CONNECTION IS DISRUPTED OR HOSTED VOIP HAS BEEN SUSPENDED FOR ANY REASON, INCLUDING, FOR EXAMPLE, NON-PAYMENT.
Once your broadband connection and Hosted VoIP have been restored, you may be required to reset or reconfigure your equipment before you will be able to use Hosted VoIP service to contact E911 services.
YOU MUST PROVIDE Loffler Companies WITH YOUR CORRECT SERVICE ADDRESS OR HOSTED VOIP E911 SERVICES CALLS MAY BE ROUTED TO EMERGENCY PERSONNEL WHO WILL NOT BE ABLE TO ASSIST YOU.
If you notice that the service address information identified in your contract or bill is inaccurate, you can make corrections by calling our Customer Service representatives at 320-230-1111 during the hours of 8 a.m. to 5 p.m. CST, Monday – Friday.
HOSTED VOIP E911 SERVICES CALLS MAY NOT COMPLETE OR MAY BE ROUTED TO EMERGENCY PERSONNEL WHO WILL NOT BE ABLE TO ASSIST YOU IF YOU DISABLE, DAMAGE OR MOVE THE IAD TO A LOCATION OTHER THAN THE SERVICE ADDRESS YOU PROVIDED TO Loffler Companies WHEN SERVICE WAS INITIATED.
If you wish to move to a new service address or report damage to your IAD, please call Loffler Companies Customer Service at 320-230-1111 during the hours of 8 a.m. to 5 p.m. CST, Monday – Friday.
HOSTED VOIP E911 SERVICES CALLS MAY BE DELAYED OR DROPPED DUE TO NETWORK ARCHITECTURE.
Due to network congestion or problems, calls to E911 services made using Hosted VoIP may be dropped, in which case you will not be connected to emergency services, or your E911 calls may take longer to connect than E911 calls made using traditional telephone service.
IN ADDITION, YOU SHOULD MAINTAIN ALTERNATE MEANS OF CONTACTING E911 SERVICES AND YOU MUST INFORM YOUR HOSTED VOIP USERS OF THESE ALTERNATE MEANS.

This Quote is valid for 30 days.

Unless purchased separately, all equipment provided by Loffler Companies to deliver and maintain the Ocloud Service remains the property of Loffler Companies, including but not limited to; phones, routers, switches, ATA devices, etc.

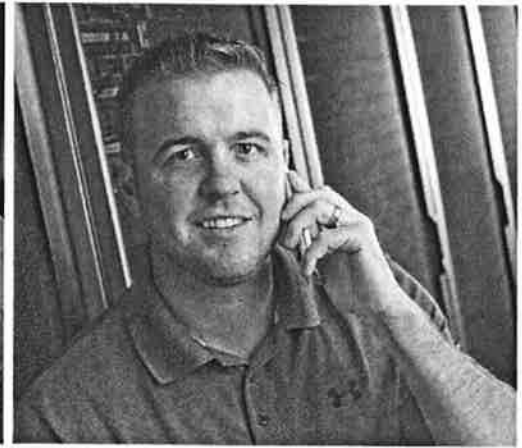
Signature:

Print Name:

Title:

Date:

By signing this proposal or quote, You (Customer) are agreeing to the Terms and Conditions outlined on this document and agree to the pricing and contract term listed above.



July 18, 2019

A Proposal for

AITKIN COUNTY
STEVE BENNETT
sbennett@co.aitkin.mn.us

Prepared By

Nick Vitale
Technology Advisor
320.650.1933
nick.a.vitale@marconet.com

Document Number: 050665

taking technology further

MANAGED SERVICES
CLOUD SERVICES
BUSINESS IT SERVICES
COPIERS & PRINTERS



marconet.com





Aitkin County - Network for New Building



Prepared by:
Marco - Brainerd
 Nick Vitale
 320.650.1933
 nick.a.vitale@marconet.com

Prepared for:
AITKIN COUNTY
 209 2ND ST NW
 AITKIN, MN 56431
 STEVE BENNETT
 218.927.7345
 sbennett@co.aitkin.mn.us

Ship To:
AITKIN COUNTY
 209 2ND ST NW ROOM 118
 AITKIN, MN 56431-1257
 STEVE BENNETT
 218.927.7345
 sbennett@co.aitkin.mn.us

Quote Information:
Quote #: 050665
 Version: 4
 Date Issued: 07/18/2019
 Expiration Date: 07/26/2019

■ Cisco 9200 Switch

Description	Price	Qty	Ext. Price
Catalyst 9200 48-port PoE+, Network Essentials	\$1,876.30	13	\$24,391.90
Cisco 4 x 1G/10G Network Module - For Data Networking10 Gigabit Ethernet - 10GBase-X4 x Expansion Slots	\$800.00	6	\$4,800.00
C9200 Cisco DNA Essentials, 48-port - 3 Year Term License	\$593.60	13	\$7,716.80
1KW AC Config 5 Power Supply - Secondary Power Supply	\$1,638.00	13	\$21,294.00

Subtotal: **\$58,202.70**

■ Optics

Description	Price	Qty	Ext. Price
10GBASE-SR SFP Module	\$398.00	6	\$2,388.00

Subtotal: **\$2,388.00**

Payment terms, warranty, returns, tax, and shipping are governed by the Relationship Agreement.



Quote Summary - One-Time Expenses

Description	Amount
Cisco 9200 Switch	\$58,202.70
Optics	\$2,388.00
Total:	\$60,590.70

Cisco Equipment

Quote #DTQ004438 v2

Prepared For:
Aitkin County
Steve Bennett
209 2nd St NW, Room 116
Aitkin, MN 56431

Prepared By:
Deerwood Technologies, Inc.
Jim Mayne
21301 Archibald Road PO Box 393
Deerwood, MN 56444-0393

Date Issued:
07.17.2019
Expires:
08.15.2019

P: (218) 927-7373
E: sbennett@co.aitkin.mn.us

P: 218-534-5357
E: Jim.Mayne@deertech.com

Products	Price	Qty	Ext. Price
Cisco Catalyst C9200-48P PoE+ Layer 3 Switch - 48 Ports - Manageable - 3 Layer Supported - Modular - Twisted Pair - Lifetime Limited Warranty	\$2,694.00	13	\$35,022.00
C9200 Cisco DNA Essentials, 48-port - 3 Year Term License	\$815.00	13	\$10,595.00
Cisco Power Supply - 1000 W	\$2,456.00	13	\$31,928.00
Cisco Systems Catalyst 9200 4 x 10GE Network Module	\$1,260.00	6	\$7,560.00
Cisco 10GBASE-SR SFP+ Transceiver - For Data Networking, Optical Network10	\$786.00	6	\$4,716.00
Cisco Smart Net Total Care - 3 Year Extended Service - Service - 24 x 7 x 4 Hour - Exchange - Parts - Physical, Electronic Service	\$2,238.00	13	\$29,094.00
Cisco Smart Net Total Care - 3 Year Extended Service - Service - 8 x 5 Next Business Day - Exchange - Parts - Physical, Electronic Service (*Optional)	\$1,398.00	13*	\$18,174.00
Subtotal			\$118,915.00

Quote Summary	Amount
Products	\$118,915.00
Total:	\$118,915.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Acceptance

Deerwood Technologies, Inc.

Aitkin County



Jim Mayne

Signature / Name

07/17/2019

Date

Signature / Name

Initials

Date



Sales Quotation

Quote #: AC-7152019
Quote Date: 7/15/2019
Quote Expiration: 8/15/2019

To: Aitkin County
Name: Steven R Bennett
Email: sbennett@co.aitkin.mn.us
Phone: 218-927-7373

From: Zaigham Ismail
Phone: 253-545-7441
Email: zaigham.ismail@zones.com
Fax: 253-288-6795

Line#	MFR#	Product Description	Quantity	Unit Price	Ext. Price
1	C9200-48P-E	Catalyst 9200 48-port PoE+, Network Essentials	13	\$1,895.06	\$24,635.78
2	C9200-NW-E-48	C9200 Network Essentials, 48-port license	13	\$0.00	\$0.00
3	C9200-NM-NONE	No Network Module Selected	13	\$0.00	\$0.00
4	PWR-C5-1KWAC/2	1KW AC Config 5 Power Supply - Secondary Power Supply	13	\$1,845.27	\$23,988.51
5	CAB-TA-NA	North America AC Type A Power Cable	26	\$0.00	\$0.00
6	C9200-DNA-E-48	C9200 Cisco DNA Essentials, 48-Port Term Licenses	13	\$0.00	\$0.00
7	C9200-DNA-E-48-3Y	C9200 Cisco DNA Essentials, 48-port - 3 Year Term License	13	\$599.54	\$7,794.02
8	C9200-NM-4X=	Catalyst 9200 4 x 10G Network Module	6	\$929.20	\$5,575.20
9	SFP-10G-SR=	10GBASE-SR SFP Module	6	\$582.87	\$3,497.22
		Grand Total			\$65,490.73

Thank you for the opportunity to provide this quote.

Payment Terms: Quote based on Net 30 Payment Terms.

Note: This quote is exclusive of tax.

Public Sector | Zones, LLC

www.zones.com





Southern Computer Warehouse
 1395 S. Marietta Parkway | Building 300-106
 Marietta, GA 30067
 (P) 877-468-6729
 (F) 770-579-8937
 SCW.com

Quote # 100188892 - CISCO
 Cust #: A16398 (Aitkin County MN)
 Quote Date: Jul 12, 2019

Sold to:	Ship to:
Accounts Payable Aitkin County MN 209 – 2nd Street NW Room 118 Aitkin, Minnesota, 56431 T: 218-927-7373 sbennett@co.aitkin.mn.us	REF PO Aitkin County MN 209 – 2nd Street NW Room 118 Aitkin, Minnesota, 56431 T: 218-927-7373 sbennett@co.aitkin.mn.us
Payment Method	Shipping Method:Free Shipping
No Payment Information Required	Free Shipping (Total Shipping Charges \$0.00)

Notes: Hi Steve, . . . Thank you for the opportunity. . .

#	Products	SKU	Price	Qty	Subtotal
1	CATALYST 9200 48PT POE+ NTWK ESSENTIALS C9200-48P-E PRICING GOOD UNTIL 7/24/19	CIS-C9200-48P-E	\$1,852.26	13	\$24,079.38
2	1000WAC power supply spare PWR-C5-1KWAC/2 PRICING GOOD UNTIL 7/24/19	CIS-PWR-C5-1KWAC/ 2	\$1,841.17	13	\$23,935.21
3	C9200 DNA Essentials, 48-port - 3 Year T C9200-DNA-E-48-3Y PRICING GOOD UNTIL 7/24/19	CIS-C9200-DNA-E-4 8-3Y	\$597.06	13	\$7,761.78
4	Catalyst 9200 4 x 10GE Network Module, spare C9200-NM-4X PRICING GOOD UNTIL 7/24/19	CIS-C9200-NM-4X=	\$922.20	6	\$5,533.20
5	Cisco 10GBase-SR SFP+ Transceiver - 1 x 10GBase-SR -	CIS-SFP-10G-SR=	\$581.58	6	\$3,489.48

Subtotal:	\$64,799.05
Tax:	\$0.00
Grand Total (Incl. Tax):	\$64,799.05

Thank you for your order. We value your business and will continue to provide you excellent service in addition to our comprehensive product line. All returns must be authorized and clearly marked with a valid RMA number. Returns are subject to restock fees when applicable.

Quotes are valid for 30-days unless otherwise noted.

PLEASE NOTE: Due to the volatile trade conditions between the US and China, prices are fluctuating daily as tariffs are imposed.

Thank you for the opportunity.

Tabitha Glover

E: tabitha.glover@scw.com

P: 877-468-6729



IT PRODUCTS TECHNOLOGY SOLUTIONS PEACE OF MIND

ITsavvy LLC
313 South Rohlwing Road
Addison, IL 60101
www.ITsavvy.com

Quote Details	
Quote #:	3253884
Date:	07/11/2019
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Bill To:
ACCT #: 555800
County of Aitkin
209 2nd St NW
Rm 118
Aitkin, MN 56431
United States

Ship To:
County of Aitkin
209 2nd St NW
Rm 118
Aitkin, MN 56431
United States

Client Contact:
Steve Bennett
(P) 218-927-7373
sbennett@co.aitkin.mn.us

Client Executive:
Derek Jatko
(P) 312.676.5229
(F) 630.396.6322
djatko@ITsavvy.com

Description: Cisco 9200

Item Description	Part #	Tax	Qty	Unit Price	Total
1 Cisco Catalyst 9200 Essential Edition - switch - smart - 48 x 10/100/1000 (PoE+) + 4 x 10Gb Ethernet SFP+ - rack-mountable - PoE+ (740 W)	21727094	Y	6	\$1,974.22	\$11,845.32
2 Cisco Solution Support Extended service agreement - replacement - 8x5 - response time: NBD - for P/N: C9200-48P-E, C9200-48P-E++	21747680	N	18	\$399.55	\$7,191.90
3 Cisco Catalyst 9200 Series Network Module Expansion module - 10 Gigabit SFP+ x 4 - for Catalyst 9200	21773328	Y	6	\$967.51	\$5,805.06
4 Cisco Config 5 Secondary Power Supply Power supply - hot-plug / redundant (plug-in module) - AC 100-240 V - 1000 Watt - for P/N: C9200-48P-A, C9200-48P-E, C9200-48P-EDU, C9200L-48P-4G-A=, C9200L-48P-4G-EDU	21699820	Y	6	\$1,922.54	\$11,535.24
5 Cisco Digital Network Architecture Essentials Term License (3 years) - 48 ports - for Catalyst 9200	21727098	Y	6	\$624.26	\$3,745.56
6 Cisco Catalyst 9200 Essential Edition - switch - smart - 48 x 10/100/1000 (PoE+) + 4 x 10Gb Ethernet SFP+ - rack-mountable - PoE+ (740 W)	21727094	Y	7	\$1,974.22	\$13,819.54
7 Cisco Solution Support Extended service agreement - replacement - 8x5 - response time: NBD - for P/N: C9200-48P-E, C9200-48P-E++	21747680	N	21	\$399.55	\$8,390.55
8 Cisco Config 5 Secondary Power Supply Power supply - hot-plug / redundant (plug-in module) - AC 100-240 V - 1000 Watt - for P/N: C9200-48P-A, C9200-48P-E, C9200-48P-EDU, C9200L-48P-4G-A=, C9200L-48P-4G-EDU	21699820	Y	7	\$1,922.54	\$13,457.78
9 Cisco Digital Network Architecture Essentials Term License (3 years) - 48 ports - for Catalyst 9200	21727098	Y	7	\$624.26	\$4,369.82
10 Cisco SFP+ transceiver module - 10 GigE - 10GBase-SR - LC/PC multi-mode - up to 984 ft - 850 nm - for Catalyst Switch Module 3012, Switch Module 3110; Nexus 5010, 93180, 9336, 9372	13808278	Y	6	\$609.54	\$3,657.24

Fair Market Value		\$1 Buy Out	
3 Year FMV / Year	5 Year FMV / Year	3 Year \$1 / Year	5 Year \$1 / Year
\$27,743.70	\$18,590.25	\$30,274.60	\$19,094.10

Lease prices listed above are estimates. They apply for Public School and Municipal Entities only. They are based upon individual credit review and approval. Your final rates will be determined after credit review.

Subtotal:	\$83,818.01
Shipping:	\$0.00
Tax:	Exempt
TOTAL:	\$83,818.01

ITsavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

All non-recurring services are 50% due upon signing of contract, 40% due upon delivery of equipment, balance due upon install.

ITsavvy's General Terms and Conditions of Sale, which can be found at www.ITsavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: _____

Title: _____

Authorized Signature: _____

Date: _____

North American Systems International Quote



John Bettenburg
 952-374-6707
 800-927-7474 ext 6707
jbettenburg@nasi.com

www.nasi.com
 2901 E78th Street
 Bloomington, MN 55425
 Phone: 952-374-6700
 Toll-Free: 800-927-7474
 Fax: 952-374-6701

Date	Quote #
7/19/19	12410r2

Company Aitkin County
address 209 2nd Street NW RM118
city,state,zip Aitkin, MN 56431
name Steve Bennett
phone 218-972-7373
email sbennett@co.aitkin.mn.us

S company
 h address
 i city,state,zip
 p name
 T phone
 o fax

Shipping Details

Item	Part	Description	Unit Price	Qty	Item Total
1	C9200-48P-E	Cisco CATALYST 9200 48PT POE+ NTKW ESSENTIALS	\$2,100.00	13	\$27,300.00
2	Cisco DNA	Essentials 48 port 3 yr	\$575.00	13	\$7,475.00
3	PWR-C5-1KWAC	Cisco - Power supply - hot-plug (plug-in module) - AC 100-240 V - 1000 Watt - for P/N: C9200-48P-A, C9200-48P-E, C9200-48P-EDU, C9200L-48P-4G-A	\$1,600.00	13	\$20,800.00
4	C9200-NM-4X	CISCO CATALYST 9200 SERIES NETWORK MODULE - EXPANSION MODULE	\$650.00	6	\$3,900.00
5	SFP-10G-SR	10GBASE-SR SFP Module	\$320.00	6	\$1,920.00

Payment Terms: Net 30

This is a quote and not an invoice. Shipping and applicable tax will be calculated at the time of sale.

Subtotal	\$61,395.00
Tax	
Shipping Cost	
Grand Total	\$61,395.00



Aitkin County Board of Commissioners Agenda Request Form

6

Agenda Item #

Requested Meeting Date: July 23, 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	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 rd Wednesday	Wedel
Aitkin Economic Development Administration	Monthly	3 rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 rd Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 rd Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 rd Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 nd Wednesday	Pratt, Alt. Marcotte
Budget Committee	Most months	1 st Tuesday	Wedel and Westerlund
Development Achievement Center	Monthly	3 rd or 4 th Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi, Alt. Pratt
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	Westerlund, Alt. Marcotte
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	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Pratt
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	10x year	3 rd Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 th Friday	Marcotte, Alt. Pratt
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	Quarterly	Varies	Pratt and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 th Thursday	Marcotte, Alt. Sheriff
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	2 nd Tuesday	Marcotte and Wedel
Planning Commission	Monthly	3 rd Monday	Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4 th Monday	Pratt
Sobriety Court	Bi-Monthly	3 rd Thursday	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