



**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.

Motion by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all members present voted to approve Mutual Aid Agreement.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members present voted to approve to Remove Penalty Fee and Charge Additional Monies Down for First Timber Sale Extensions.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members present voted to approve to Grant Authority to Land Commissioner to Grant Second Timber Sale Extensions.

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members present voted to approve Equipment Purchase – Mechanic Service Vehicle – Ford F550.

Motion by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members present voted to approve Equipment Purchase – Mechanic Service Vehicle – Service Body with Hoist and Air Compressor.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members present voted to approve to Authorize to sell Unit #465.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – Award Contract No. 20204;

**WHEREAS**, Contract No. 20204 is for construction of S.A.P 001-603-018, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, May 4, 2020 with a total of four bids received, and

**WHEREAS**, Anderson Brothers Construction Company of Brainerd LLC, Brainerd, MN was the lowest responsible bidder in the amount of \$3,608,544.44.

**THEREFORE, BE IT RESOLVED**, that Anderson Brothers Construction Company of

**Mutual Aid Agreement**

**Remove Penalty Fee and Charge Add'l Monies Down for First Timber Sale Extensions**

**Grant Authority to Land Commissioner to Grant Second Timber Sale Extensions**

**Equipment Purchase – Mechanic Service Vehicle – Ford F550**

**Equipment Purchase – Service Body with Hoist and Air Compressor**

**Authorize to Sell Unit #465**

**Resolution #20200512-055 Award Contract No. 20204**

# AITKIN COUNTY BOARD

May 12, 2020

Brainerd LLC is awarded Contract No. 20204.

**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.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members present voted to approve Engineering Services – Mille Lacs East ATV Trail.

Kirk Paysar, County Auditor discussed the County Fair Board's Cancellation of the County Fair

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

- Website ADA Accessibility in Place
- Senate CARES Act Proposal
- Working on "re-opening" Plan
- LLCC Furloughs
- AMC Blue Ribbon Committee
- Working on Procurement Policy & General Operations
- Property Taxes
- Karla White to attend next meeting with jail update

Motion by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members present voted to approve Change Order.

Motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – County Engineer Reappointment;

**WHEREAS**, the Minnesota Statute 163.07, requires that all of the County Engineers in Minnesota serve four-year terms.

**THEREFORE, BE IT RESOLVED**, that John Welle is hereby appointed County Engineer of Aitkin County for a four-year term commencing January 1, 2021, pursuant to the provisions of Minnesota Statute, Section 163.07.

The Board discussed: AMC, East Central Regional Library, MN Rural Caucus, Aitkin Airport Commission, McGregor Airport Commission, HHS Advisory.

Motion by Commissioner Wedel seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 10:45 a.m. until Tuesday, May 26, 2020 at the Aitkin Government Center.

**Engineering Services – Mille Lacs East ATV Trail**

**Cancellation of County Fair**

**County Administrator Updates**

**Change Order**

**Resolution #20200512-056 County Engineer Reappointment**

**Board Discussion**

**Adjourn**

William Pratt, Board Chair  
Aitkin County Board of Commissioners

Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

20  
Agenda Item #

**Requested Meeting Date:** 5/26/2020

**Title of Item:** Electronic funds transfers

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

<b>Submitted by:</b> Lori Grams	<b>Department:</b> County Treasurer
------------------------------------	--

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

**Summary of Issue:**  
Electronic funds transfers thru 05/18/2020

**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 TRANSFER

Thru May 18, 2020 Board Meeting May 26, 2020

Date	Amount	Reason
5/4/20	\$126.89	Manual Abstract
5/5/20	\$209.65	Manual Abstract
5/6/20	\$52,487.77	Manual Abstract
5/7/20	\$38.00	Manual Abstract
5/7/20	\$300.00	Manual Abstract
5/8/20	\$29,675.44	Manual Abstract
5/8/20	\$4,479.46	Auditor Warrants
5/8/20	\$3,383.84	Auditor Warrants
5/8/20	\$550,890.77	Payroll Abstract
5/11/20	\$1,821.00	Manual Abstract
5/13/20	\$1,143.02	Manual Abstract
5/14/20	\$4,375.96	Manual Abstract
5/15/20	\$33,726.36	Commissioner Warrants
5/15/20	\$715.23	Auditor Warrants
5/15/20	\$32,181.43	Auditor Warrants
5/15/20	\$13,062.97	Auditor Warrants
5/15/20	\$120.00	Manual Abstract

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\$728,737.79

LAH1  
5/13/20 8:52AM

# Aitkin County



Audit List for Board AUDITOR'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 AUDITOR'S VOUCHERS ENTRIES

LAH1  
5/13/20 8:52AM  
1 General Fund

	<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>	
44	DEPT		Central Services			
	9261 RTVision, Inc.					
	01-044-000-0000-6231	2,757.07	Timecard- Basic Support/Maint	2020-101010	Services, Labor, Contracts	N
			05/01/2020 04/30/2021			
	01-044-000-0000-6231	424.36	Time off Request Support/Maint	2020-101041	Services, Labor, Contracts	N
			06/01/2020 05/31/2021			
	9261 RTVision, Inc.	3,181.43	2 Transactions			
44	DEPT Total:	3,181.43	Central Services	1 Vendors	2 Transactions	
1	Fund Total:	3,181.43	General Fund		2 Transactions	

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1  
5/13/20 8:52AM  
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
307	DEPT		R&B Capital Infrastructure			
	1010 City Of Aitkin					
	03-307-000-0000-6260	29,000.00	Engineering Costs 001-641-002	4102	Professional Services	N
	1010 City Of Aitkin	29,000.00	1 Transactions			
307	DEPT Total:	29,000.00	R&B Capital Infrastructure	1 Vendors	1 Transactions	
3	Fund Total:	29,000.00	Road & Bridge		1 Transactions	
	Final Total:	32,181.43	2 Vendors	3 Transactions		



# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	3,181.43	General Fund
	3	29,000.00	Road & Bridge
<b>All Funds</b>		<b>32,181.43</b>	<b>Total</b>

Approved by, .....

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KMR1  
5/12/20 2:51PM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



*Sales Tax & Diesel Tax*

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1  
5/12/20 2:51PM  
1 General Fund

<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>
89991 Bremer Bank					
1 01-042-000-0000-5840		12.87	Receipt Nbr 13584 04/10/2020	Misc Receipts	N
2 01-042-000-0000-5840		0.13	Receipt Nbr 13592 04/10/2020	Misc Receipts	N
3 01-042-000-0000-5840		0.77	Receipt Nbr 13691 04/20/2020	Misc Receipts	N
4 01-042-000-0000-5840		0.13	Receipt Nbr 13793 04/28/2020	Misc Receipts	N
5 01-042-000-0000-5840		0.13	Receipt Nbr 13794 04/28/2020	Misc Receipts	N
6 01-090-000-0000-5840		0.64	Receipt Nbr 13618 04/14/2020	Misc Receipts	N
7 01-100-000-0000-5840		101.37	Receipt Nbr 13480 04/01/2020	Misc Receipts	N
8 01-252-252-0000-5872		36.80	Receipt Nbr 13499 04/02/2020	Phone Card Prisoner Welfare(Taxab	N
9 01-252-252-0000-5872		66.59	Receipt Nbr 13578 04/10/2020	Phone Card Prisoner Welfare(Taxab	N
10 01-252-252-0000-5872		97.55	Receipt Nbr 13651 04/16/2020	Phone Card Prisoner Welfare(Taxab	N
11 01-252-252-0000-5885		11.14	Receipt Nbr 13499 04/02/2020	Commissary Sales Taxable	N
12 01-252-252-0000-5885		7.30	Receipt Nbr 13578 04/10/2020	Commissary Sales Taxable	N
13 01-252-252-0000-5885		11.98	Receipt Nbr 13651 04/16/2020	Commissary Sales Taxable	N
89991 Bremer Bank		347.40	13 Transactions		
<b>1 Fund Total:</b>		<b>347.40</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>13 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1  
5/12/20 2:51PM  
3 Road & Bridge

<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>
<b>89991 Bremer Bank</b>					
14 03-000-000-0000-5855		1.93	Receipt Nbr 13530 04/06/2020		Charges- Individuals N
15 03-000-000-0000-5855		3.86	Receipt Nbr 13580 04/10/2020		Charges- Individuals N
16 03-000-000-0000-5855		6.88	Receipt Nbr 13580 04/10/2020		Charges- Individuals N
17 03-000-000-0000-5855		1.93	Receipt Nbr 13610 04/13/2020		Charges- Individuals N
18 03-000-000-0000-5855		1.93	Receipt Nbr 13611 04/13/2020		Charges- Individuals N
19 03-000-000-0000-5855		1.93	Receipt Nbr 13621 04/14/2020		Charges- Individuals N
20 03-000-000-0000-5855		3.44	Receipt Nbr 13679 04/17/2020		Charges- Individuals N
21 03-000-000-0000-5855		3.44	Receipt Nbr 13679 04/17/2020		Charges- Individuals N
22 03-000-000-0000-5855		1.93	Receipt Nbr 13694 04/20/2020		Charges- Individuals N
23 03-000-000-0000-5855		1.93	Receipt Nbr 13696 04/20/2020		Charges- Individuals N
24 03-000-000-0000-5855		1.93	Receipt Nbr 13732 04/23/2020		Charges- Individuals N
25 03-000-000-0000-5855		3.86	Receipt Nbr 13754 04/24/2020		Charges- Individuals N
26 03-000-000-0000-5855		3.44	Receipt Nbr 13754 04/24/2020		Charges- Individuals N
27 03-000-000-0000-5855		1.93	Receipt Nbr 13757 04/24/2020		Charges- Individuals N
28 03-000-000-0000-5855		10.31	Receipt Nbr 13822 04/30/2020		Charges- Individuals N
29 03-000-000-0000-5855		3.86	Receipt Nbr 13822 04/30/2020		Charges- Individuals N
40 03-303-000-0000-6513		252.23	Diesel Tax: April 2020		Motor Fuel & Lubricants N
<b>89991 Bremer Bank</b>		<b>306.76</b>			17 Transactions
<b>3 Fund Total:</b>		<b>306.76</b>	<b>Road &amp; Bridge</b>	<b>1 Vendors</b>	<b>17 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1  
5/12/20 2:51PM  
11 Forest Development

<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>
89991 Bremer Bank					
30 11- 939- 000- 0000- 5840		6.43	Receipt Nbr 13498 04/02/2020	Misc Receipts	N
31 11- 939- 000- 0000- 5840		4.92	Receipt Nbr 13709 04/21/2020	Misc Receipts	N
32 11- 939- 000- 0000- 5840		0.32	Receipt Nbr 1567 04/28/2020	Misc Receipts	N
33 11- 939- 000- 0000- 5840		19.49	Receipt Nbr 1567 04/28/2020	Misc Receipts	N
89991 Bremer Bank		31.16	4 Transactions		
<b>11 Fund Total:</b>		<b>31.16</b>	<b>Forest Development</b>	<b>1 Vendors</b>	<b>4 Transactions</b>

KMR1  
 5/12/20 2:51PM  
 21 Parks

# Aitkin County



## Audit List for Board AUDITOR'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	
89991	Bremer Bank					
34	21-520-000-0000-5510		Receipt Nbr 1539 04/07/2020		Co. Parks Campground Fees	N
35	21-520-000-0000-5510		Receipt Nbr 1544 04/07/2020		Co. Parks Campground Fees	N
36	21-520-000-0000-5510		Receipt Nbr 1545 04/08/2020		Co. Parks Campground Fees	N
37	21-520-000-0000-5510		Receipt Nbr 1557 04/17/2020		Co. Parks Campground Fees	N
38	21-520-000-0000-5510		Receipt Nbr 1559 04/21/2020		Co. Parks Campground Fees	N
39	21-520-000-0000-5510		Receipt Nbr 1563 04/27/2020		Co. Parks Campground Fees	N
89991	Bremer Bank		29.91	6 Transactions		
<b>21 Fund Total:</b>			29.91	<b>Parks</b>	<b>1 Vendors</b>	<b>6 Transactions</b>
<b>Final Total:</b>			715.23	<b>4 Vendors</b>	<b>40 Transactions</b>	

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	347.40	General Fund
3	306.76	Road & Bridge
11	31.16	Forest Development
21	29.91	Parks
<b>All Funds</b>	<b>715.23</b>	<b>Total</b>

Approved by, .....

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LAH1  
5/18/20 12:46PM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

*Hwy Dept*

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N



# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1  
5/18/20 12:46PM  
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
307	DEPT		R&B Capital Infrastructure			
	9231 DESIGN ELECTRIC, INC		Contract Partial Payment #1	20196	Contract Payments	N
	03- 307- 000- 0000- 6262					
	9231 DESIGN ELECTRIC, INC		1 Transactions			
307	DEPT Total:		R&B Capital Infrastructure	1 Vendors	1 Transactions	
3	Fund Total:		Road & Bridge		1 Transactions	
	Final Total:		1 Vendors	1 Transactions		

LAH1  
5/18/20

12:46PM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	110,702.83	Road & Bridge
All Funds	110,702.83	Total

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

26



# Aitkin County

LAH1  
5/12/20 7:59AM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



LAH1  
5/12/20 7:59AM  
1 General Fund

## 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	
1	DEPT		Commissioners			
86222	Aitkin Independent Age					
	01- 001- 000- 0000- 6230		101.25	Synopsis 3/24/20	772406	Printing, Publishing & Adv N
86222	Aitkin Independent Age		101.25	1 Transactions		
1	DEPT Total:		101.25	Commissioners	1 Vendors	1 Transactions
40	DEPT		Auditor			
86222	Aitkin Independent Age					
	01- 040- 000- 0000- 6230		97.48	Unorg Town Assessment notice	773314	Printing, Publishing & Adv N
86222	Aitkin Independent Age		97.48	1 Transactions		
86235	The Office Shop Inc					
	01- 040- 021- 0000- 6405		16.25	Office supplies	1079470- 0	Office & Computer Supplies N
	01- 040- 000- 0000- 6405		11.40	AVE Label, mail	1079676- 0	Office & Computer Supplies N
	01- 040- 000- 0000- 6405		16.63	1099 forms	1079757- 0	Office & Computer Supplies N
86235	The Office Shop Inc		44.28	3 Transactions		
40	DEPT Total:		141.76	Auditor	2 Vendors	4 Transactions
42	DEPT		Treasurer			
208	American Solutions For Business					
	01- 042- 000- 0000- 6205		4,788.00	Tax statements/Valuation Not	INV 04630994	Postage N
	01- 042- 000- 0000- 6231		4,298.98	Tax statements/Valuation Not	INV 04630994	Services, Labor, Contracts N
	01- 042- 000- 0000- 6405		1,439.81	Tax statements/Valuation Not	INV 04630994	Office & Computer Supplies N
208	American Solutions For Business		10,526.79	3 Transactions		
86235	The Office Shop Inc					
	01- 042- 000- 0000- 6405		74.12	Date Stamp	1079233- 0	Office & Computer Supplies N
86235	The Office Shop Inc		74.12	1 Transactions		
42	DEPT Total:		10,600.91	Treasurer	2 Vendors	4 Transactions
43	DEPT		Assessor			
208	American Solutions For Business					
	01- 043- 000- 0000- 6205		4,788.00	Tax statements/Valuation Not	INV 04630994	Postage N
	01- 043- 000- 0000- 6230		4,298.98	Tax statements/Valuation Not	INV 04630994	Printing, Publishing & Adv N
	01- 043- 000- 0000- 6230		1,526.49	Tax statements/Valuation Not	INV 04630994	Printing, Publishing & Adv N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
5/12/20 7:59AM  
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	
208	American Solutions For Business					
		10,613.47		3 Transactions		
10452	AT&T Mobility					
	01-043-000-0000-6250	499.34	Wireless bill	287250162187	Telephone	N
10452	AT&T Mobility	499.34		1 Transactions		
2340	Hyytinen Hardware Hank					
	01-043-000-0000-6302	35.98	Wrench, jack	1572700	Car Maintenance	N
2340	Hyytinen Hardware Hank	35.98		1 Transactions		
43	DEPT Total:	11,148.79	Assessor	3 Vendors	5 Transactions	
44	DEPT		Central Services			
10452	AT&T Mobility					
	01-044-920-0000-6800	17.06	Hot spot for Sally	287298525602	COVID Related Expenditures	N
10452	AT&T Mobility	17.06		1 Transactions		
88628	Dalco Enterprises, Inc.					
	01-044-920-0000-6800	9.60	disinfectant sprayers	3604141	COVID Related Expenditures	N
88628	Dalco Enterprises, Inc.	9.60		1 Transactions		
15226	Data Activation Center					
	01-044-920-0000-6800	10.45	Data overages	73938	COVID Related Expenditures	N
15226	Data Activation Center	10.45		1 Transactions		
2340	Hyytinen Hardware Hank					
	01-044-920-0000-6800	16.99	Battery pump	1572236	COVID Related Expenditures	N
2340	Hyytinen Hardware Hank	16.99		1 Transactions		
86235	The Office Shop Inc					
	01-044-920-0000-6800	29.98	DGI Webcam	1079241-0	COVID Related Expenditures	N
86235	The Office Shop Inc	29.98		1 Transactions		
44	DEPT Total:	84.08	Central Services	5 Vendors	5 Transactions	
49	DEPT		Information Technologies			
10452	AT&T Mobility					
	01-049-000-0000-6231	38.75	Mobile Data Plan	287279507473	Programming, Services, Contracts	N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
5/12/20 7:59AM  
1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
10452	AT&T Mobility		38.75		1 Transactions		
88880	Datacomm Computers & Networks Inc 01- 049- 000- 0000- 6402		52.50	Panduit Cat5E Jack	12637	Computer Supplies & Software	N
88880	Datacomm Computers & Networks Inc		52.50		1 Transactions		
10930	Tidholm Productions 01- 049- 000- 0000- 6405		69.95	Business cards	1238 8955	Office Supplies (Non Computer)	Y
10930	Tidholm Productions		69.95		1 Transactions		
49	<b>DEPT Total:</b>		161.20	<b>Information Technologies</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
53	DEPT			Human Resources			
12808	Gallagher Benefit Services, Inc. 01- 053- 000- 0000- 6231		400.00	Accountant job eval	202017190	Services, Labor, Contracts	N
12808	Gallagher Benefit Services, Inc.		400.00		1 Transactions		
53	<b>DEPT Total:</b>		400.00	<b>Human Resources</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
60	DEPT			Elections			
86222	Aitkin Independent Age 01- 060- 000- 0000- 6230		559.50	Notice of filings	1040210	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		559.50		1 Transactions		
11051	Department of Human Services 01- 060- 000- 0000- 6231		107.32	Mailing Services	A300IC01206I	Services, Labor, Contracts	N
11051	Department of Human Services		107.32		1 Transactions		
60	<b>DEPT Total:</b>		666.82	<b>Elections</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
90	DEPT			Attorney			
9219	Minnesota Lawyer 01- 090- 000- 0000- 6406		329.00	MN Lawyer Subscription	3845839	Law Publ. & Subscriptions	N
9219	Minnesota Lawyer		329.00		1 Transactions		
9489	Redwood Toxicology Laboratory, Inc 01- 090- 000- 0000- 6213		26.68	Testing for pretrial defendant	12289120203	Drug & Forfeiture Ms387.213	6

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
5/12/20 7:59AM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
9489 Redwood Toxicology Laboratory, Inc		26.68	1 Transactions		
90 DEPT Total:		355.68	Attorney	2 Vendors	2 Transactions
110 DEPT			Courthouse Maintenance		
88628 Dalco Enterprises, Inc.					
01- 110- 000- 0000- 6422		152.72	Cleaning supplies	3597498	Janitorial Supplies N
88628 Dalco Enterprises, Inc.		152.72		1 Transactions	
1754 Garrison Disposal Company, Inc					
01- 110- 000- 0000- 6255		648.85	Garbage service	130006	Garbage N
1754 Garrison Disposal Company, Inc		648.85		1 Transactions	
2340 Hyytinen Hardware Hank					
01- 110- 000- 0000- 6590		48.43	Misc Maint items	1573071	Repair & Maintenance N
2340 Hyytinen Hardware Hank		48.43		1 Transactions	
3950 Public Utilities					
01- 110- 000- 0000- 6254		3,596.14	New Addition	0200000511001	Utilities & Heating N
01- 110- 000- 0000- 6254		120.43	CH Bldg Coordinator	0200050109016	Utilities & Heating N
01- 110- 000- 0000- 6254		159.33	Glarco	0200050186004	Utilities & Heating N
01- 110- 000- 0000- 6254		30.76	Old County Garage	0200050202003	Utilities & Heating N
01- 110- 000- 0000- 6254		25.38	Courthouse	0300000509007	Utilities & Heating N
01- 110- 000- 0000- 6254		333.11	LA Tool Building	0300050188007	Utilities & Heating N
3950 Public Utilities		4,265.15		6 Transactions	
110 DEPT Total:		5,115.15	Courthouse Maintenance	4 Vendors	9 Transactions
120 DEPT			Service Officer		
10452 AT&T Mobility					
01- 120- 000- 0000- 6250		60.06	Wireless	287270539560	Telephone N
01- 120- 000- 0000- 6250		11.48	Wireless	287298585696	Telephone N
10452 AT&T Mobility		71.54		2 Transactions	
10981 Bakken/Glen A.J.					
01- 120- 000- 0000- 6350		50.00	Drive vet van Mpls	3/10/20	Per Diem Y
10981 Bakken/Glen A.J.		50.00		1 Transactions	

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
5/12/20 7:59AM  
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		
			Amount				
15126	Timinski/Matt		50.00	Drive Vet Van St Cloud	3/5/20	Per Diem	Y
15126	Timinski/Matt		50.00	1 Transactions			
6097	Verizon Wireless		12.80	Vet van cell phone	88069036400001	Telephone	N
6097	Verizon Wireless		12.80	1 Transactions			
3518	Voyageur Press Of Mcgregor/The		100.00	1/4 page display ad	41658	Printing, Publishing & Adv	N
3518	Voyageur Press Of Mcgregor/The		100.00	1 Transactions			
9255	Witt/Warren		50.00	Drive vet van St Cloud	3/25/20	Per Diem	Y
9255	Witt/Warren		50.00	1 Transactions			
9063	Workman/Jeff		50.00	Drive vet van Mpls	3/16/20	Per Diem	Y
9063	Workman/Jeff		50.00	1 Transactions			
120	DEPT Total:		384.34	Service Officer	7 Vendors	8 Transactions	
121	DEPT			Housing & Redevelopment			
11113	Anderson/Edward		105.00	HRA Board Meetings	Jan/Feb/Mar	Per Diem	Y
11113	Anderson/Edward		105.00	1 Transactions			
15266	Emanuel/Laura		105.00	HRA Board Meetings	Jan/Feb/Mar	Per Diem	Y
15266	Emanuel/Laura		105.00	1 Transactions			
15271	Kullhem/JoLynn		105.00	HRA Board Meetings	Jan/Feb/Mar	Per Diem	Y
15271	Kullhem/JoLynn		105.00	1 Transactions			
10017	Tveit/Galen		105.00	HRA Board meetings	Jan/Feb/Mar	Per Diem	Y
10017	Tveit/Galen		105.00	1 Transactions			



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## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAHI  
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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	
11355	Williams/Ihleen E		HRA Board meetings	Jan/Feb/Mar	Per Diem	Y
	01- 121- 000- 0000- 6350					
11355	Williams/Ihleen E		1 Transactions			
121	<b>DEPT Total:</b>		<b>525.00</b>	<b>Housing &amp; Redevelopment</b>	<b>5 Vendors</b>	<b>5 Transactions</b>
122	DEPT		Planning & Zoning			
13066	Hargrave/Bryan		5 days @ \$350/day		Services, Labor, Contracts, Programm	Y
	01- 122- 000- 0000- 6231		05/04/2020	05/08/2020		
13066	Hargrave/Bryan		1 Transactions			
122	<b>DEPT Total:</b>		<b>1,750.00</b>	<b>Planning &amp; Zoning</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
123	DEPT		Coroner			
3987	Ramsey County Medical Examiner		ME 20- 0862, Medex 027310	03/29/2020	Autopsies- - Pathologist, Xrays, Etc	N
	01- 123- 000- 0000- 6260					
3987	Ramsey County Medical Examiner		1 Transactions			
4205	Rowe Funeral Home & Cremation Servs, I		transport to RCME	04- 28- 20	Transportation For Autopsy	N
	01- 123- 000- 0000- 6330					
4205	Rowe Funeral Home & Cremation Servs, I		1 Transactions			
123	<b>DEPT Total:</b>		<b>1,925.00</b>	<b>Coroner</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
200	DEPT		Enforcement			
50	Aitkin Body Shop, Inc		20- 0770 repair damaged auto	12093	Services & Labor (Incl Contracts)	N
	01- 200- 000- 0000- 6231					
50	Aitkin Body Shop, Inc		1 Transactions			
9138	ASAP Towing		tow #222 squad to Tire Barn	7462	Wrecker Service	Y
	01- 200- 000- 0000- 6359					
9138	ASAP Towing		1 Transactions			
9203	AT&T Mobility		deputy cell/BWC phones	287297906116	Telephone	N
	01- 200- 000- 0000- 6250					
9203	AT&T Mobility		1 Transactions			

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LAH1  
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1 General Fund

## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
15239 AT&T Mobility		644.02	squad PCs	287258495419	Telephone	N
15239 AT&T Mobility		644.02		1 Transactions		
86467 Auto Value Aitkin		68.98	SHRF- adhesive cleaner	40157680	Car Maintenance	N
86467 Auto Value Aitkin		68.98		1 Transactions		
12445 Brandl Chevrolet, Buick GMC		1,156.27	#222 melting wires, alignment	324360	Car Maintenance	N
12445 Brandl Chevrolet, Buick GMC		1,156.27		1 Transactions		
783 Canon Financial Services, Inc		164.95	admin copier lease	21383687	Services & Labor (Incl Contracts)	N
783 Canon Financial Services, Inc		164.95		1 Transactions		
2340 Hyytinen Hardware Hank		2.38	key	1573003	Office Supplies	N
2340 Hyytinen Hardware Hank		2.38		1 Transactions		
6121 Identisys		108.42	laminare	485016	Gun Permit Expenses	N
6121 Identisys		108.42		1 Transactions		
11913 JT Repair & Towing		200.00	pull #208 out of field	20- 0824 flee	Wrecker Service	N
11913 JT Repair & Towing		200.00		1 Transactions		
12553 MEYER'S SERVICE CENTER		631.94	4 tires, oil change #217	631.94	Car Maintenance	N
12553 MEYER'S SERVICE CENTER		631.94		1 Transactions		
12110 Revelin Vehicle Solutions, LLC		250.00	strip old #219 before donate	231	Car Maintenance	Y
12110 Revelin Vehicle Solutions, LLC		250.00		1 Transactions		
4681 Streichers		23.97	Sentry safety lock right hand	11426924	Deputy Supplies	N
4681 Streichers		23.97				

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAHI  
5/12/20 7:59AM  
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	
4681 Streichers		23.97	1 Transactions		
13934 The Tire Barn					
01- 200- 000- 0000- 6302		81.69	oil change, rotate #219 32209	52235	Car Maintenance N
01- 200- 000- 0000- 6302		18.00	#208 rotate tires, clean mud	52414	Car Maintenance N
01- 200- 000- 0000- 6302		47.69	oil change #202 for #223	52428	Car Maintenance N
01- 200- 000- 0000- 6302		62.08	oil change #222	52471	Car Maintenance N
01- 200- 000- 0000- 6302		148.66	oxygen sensor unmarked	52491	Car Maintenance N
01- 200- 000- 0000- 6302		61.69	oil change, rotate #216	52524	Car Maintenance N
01- 200- 000- 0000- 6302		47.69	oil change #211	52543	Car Maintenance N
13934 The Tire Barn		467.50	7 Transactions		
200 DEPT Total:		5,383.94	Enforcement	14 Vendors	20 Transactions
202 DEPT			Boat & Water		
9203 AT&T Mobility					
01- 202- 000- 0000- 6250		47.49	#208 cell phone	287297906116	Telephone N
9203 AT&T Mobility		47.49	1 Transactions		
2340 Hyytinen Hardware Hank					
01- 202- 000- 0000- 6405		125.75	chain, eye bolts, washers, nut	1575105	Office Supplies N
2340 Hyytinen Hardware Hank		125.75	1 Transactions		
3950 Public Utilities					
01- 202- 000- 0000- 6254		25.49	Boat & Water	0200063119006	Utilities N
3950 Public Utilities		25.49	1 Transactions		
202 DEPT Total:		198.73	Boat & Water	3 Vendors	3 Transactions
204 DEPT			ATV		
15239 AT&T Mobility					
01- 204- 000- 0000- 6250		33.18	#208 PC air card	287258495419	Telephone N
15239 AT&T Mobility		33.18	1 Transactions		
204 DEPT Total:		33.18	ATV	1 Vendors	1 Transactions
252 DEPT			Corrections		
14005 American Tower Corporation					

# Aitkin County



LAH1  
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1 General Fund

## 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					
14005 American Tower Corporation		Jacobson tower lease	407172781	Services & Labor (Incl Contracts)	N
		1 Transactions			
9203 AT&T Mobility		dispatch, xport cell phones	287297906116	Telephone	N
9203 AT&T Mobility		1 Transactions			
163 Charter Communications		inmate cable	6081042820	Prisoner Welfare	N
163 Charter Communications		1 Transactions			
88628 Dalco Enterprises, Inc.		Bottles	3593741	Janitorial Supplies	N
		Cleaning supplies	3597498	Janitorial Supplies	N
		janitorial supplies	3604162	Janitorial Supplies	N
88628 Dalco Enterprises, Inc.		3 Transactions			
1775 Galls LLC		buckleless belts (3)	015503158	Clothing Allowance	N
1775 Galls LLC		1 Transactions			
2186 Hillyard Inc		dish detergent	603856694	Kitchen Supplies	N
2186 Hillyard Inc		1 Transactions			
2340 Hyytinen Hardware Hank		stain, paint	1571944	Repair & Maintenance Supplies	N
		tower fan	1575764	Office & Computer Supplies	N
2340 Hyytinen Hardware Hank		2 Transactions			
13691 MEnD Correctional Care, PLLC		May Healthcare Services	4792	Medical Expenses & Supplies - Inmat	6
		May add'l nurse services	4792	Medical Expenses & Supplies - Inmat	6
13691 MEnD Correctional Care, PLLC		2 Transactions			
89765 Minnesota Elevator, Inc		May elevator service	853408	Services & Labor (Incl Contracts)	N
89765 Minnesota Elevator, Inc		1 Transactions			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
5/12/20 7:59AM  
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	
3789 Pan- O- Gold Baking Company					
01- 252- 000- 0000- 6418		10.40 groceries	10002420114009	Groceries	N
01- 252- 000- 0000- 6418		19.40 groceries	10002420121008	Groceries	N
<b>3789 Pan- O- Gold Baking Company</b>		<b>29.80</b>			
			2 Transactions		
3950 Public Utilities					
01- 252- 000- 0000- 6254		74.61 Sheriff Emerg Storage Garage	0200000507004	Utilities & Heating	N
01- 252- 000- 0000- 6254		5,382.35 New Jail 2	0300000511002	Utilities & Heating	N
01- 252- 000- 0000- 6254		853.30 New Jail	0300000512016	Utilities & Heating	N
<b>3950 Public Utilities</b>		<b>6,310.26</b>			
			3 Transactions		
9295 Reinhart Foodservice					
01- 252- 000- 0000- 6418		818.93 groceries	220445	Groceries	Y
01- 252- 000- 0000- 6418		1,152.19 groceries	226663	Groceries	Y
<b>9295 Reinhart Foodservice</b>		<b>1,971.12</b>			
			2 Transactions		
252 DEPT Total:		19,646.31	Corrections	12 Vendors	20 Transactions
253 DEPT			Sentence to Serve		
15239 AT&T Mobility					
01- 253- 000- 0000- 6250		32.98 STS air card	287258495419	Telephone	N
<b>15239 AT&amp;T Mobility</b>		<b>32.98</b>			
			1 Transactions		
13725 Beartooth True Value					
01- 253- 000- 0000- 6405		51.98 2 blinds	B115615	Operating Supplies	N
<b>13725 Beartooth True Value</b>		<b>51.98</b>			
			1 Transactions		
7525 Hometown Bldg Supply					
01- 253- 000- 0000- 6405		19.45 8' pine x 5	2004- 003767	Operating Supplies	N
<b>7525 Hometown Bldg Supply</b>		<b>19.45</b>			
			1 Transactions		
2340 Hyytinen Hardware Hank					
01- 253- 000- 0000- 6405		6.49 steel stik epoxy	1571070	Operating Supplies	N
01- 253- 000- 0000- 6405		18.19 6 pc spiral screw extract	1571097	Operating Supplies	N
01- 253- 000- 0000- 6405		5.99 tap metric drill	1571241	Operating Supplies	N
01- 253- 000- 0000- 6405		24.99 heavy duty drill bit	1571299	Operating Supplies	N
01- 253- 000- 0000- 6405		27.97 paint brush, paint	1572814	Operating Supplies	N
01- 253- 000- 0000- 6405		33.98 poly sheet	1575165	Operating Supplies	N
01- 253- 000- 0000- 6405		32.47 hvy duty stapler, staples	1575171	Operating Supplies	N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
5/12/20 7:59AM  
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	
2340 Hyytinen Hardware Hank		sheet pkg, teflon	1575338	Operating Supplies	N
		8 Transactions			
253 DEPT Total:		262.87	Sentence to Serve	4 Vendors	11 Transactions
280 DEPT		Emergency Management			
2340 Hyytinen Hardware Hank		tac trailer screws, hooks	1573139	Enbridge Pipeline - Equipment	N
		tac trailer padlock, tie-down	1573317	Enbridge Pipeline - Equipment	N
		tac trailer straps	1573928	Enbridge Pipeline - Equipment	N
		tac trailer hooks	1574281	Enbridge Pipeline - Equipment	N
2340 Hyytinen Hardware Hank		80.28	4 Transactions		
280 DEPT Total:		80.28	Emergency Management	1 Vendors	4 Transactions
391 DEPT		Solid Waste			
13146 The Retrofit Companies, Inc		E- Waste Recycling	0108156- IN	Services, Labor, & Minor Contracts	N
13146 The Retrofit Companies, Inc		499.47	1 Transactions		
391 DEPT Total:		499.47	Solid Waste	1 Vendors	1 Transactions
500 DEPT		Library And Historical Society			
90 Aitkin Co Historical Society		2020 Appropriation 1st half		Historical Society Appropriations	N
90 Aitkin Co Historical Society		9,250.00	1 Transactions		
500 DEPT Total:		9,250.00	Library And Historical Society	1 Vendors	1 Transactions
600 DEPT		Ag Society, Soil & Water, Ag Inspect			
89856 Aitkin Co Agricultural Society		2020 Appropriation 1st half		Ag Society Appropriations	N
		2020 Capital Approp (half)		Ag Society Capital Improvements	N
89856 Aitkin Co Agricultural Society		10,000.00	2 Transactions		
600 DEPT Total:		10,000.00	Ag Society, Soil & Water, Ag Inspect	1 Vendors	2 Transactions

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
5/12/20 7:59AM  
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	
700	DEPT		Promotion,AEOA Tran,Airport,RC&D,Tot			
5403	Aitkin Airport Commission		2020 1st half		Aitkin Airport Appropriation	N
	01- 700- 903- 0000- 6800					
5403	Aitkin Airport Commission			1 Transactions		
		7,053.50				
		7,053.50				
175	City Of Mcgregor		2020 Appropriation 1st half		Mcgregor Airport Appropriation	N
	01- 700- 903- 0000- 6801					
175	City Of Mcgregor			1 Transactions		
		7,300.00				
		7,300.00				
700	DEPT Total:		Promotion,AEOA Tran,Airport,RC&D,T	2 Vendors	2 Transactions	
		14,353.50				
1	Fund Total:		General Fund		117 Transactions	
		93,068.26				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
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2 Reserves Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
200	DEPT		Enforcement			
170	Aitkin Motor Company					
	02-200-028-0000-6620		2020 Ford Explorer 01207	LGC01207	Sheriff Enforcement/Squad Cars	N
170	Aitkin Motor Company					
		31,860.00				
		31,860.00				
			1 Transactions			
200	DEPT Total:	31,860.00	Enforcement	1 Vendors	1 Transactions	
206	DEPT		Forfeitures			
9213	Century Fence Company					
	02-206-018-0000-6800		impound lot fencing	198695101	Sheriff Forfeiture Reserve Expense	Y
9213	Century Fence Company					
		10,048.15				
		10,048.15				
			1 Transactions			
206	DEPT Total:	10,048.15	Forfeitures	1 Vendors	1 Transactions	
2	Fund Total:	41,908.15	Reserves Fund		2 Transactions	



# Aitkin County



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LAH1  
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3 Road & Bridge

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			
14367	Sunne/Lyle 03- 000- 000- 0000- 5857		500.00	DEPOSIT REFUND		Culverts	N
14367	Sunne/Lyle		500.00		1 Transactions		
11602	Westerlund/Neil Arthur 03- 000- 000- 0000- 5857		500.00	DEPOSIT REFUND		Culverts	N
11602	Westerlund/Neil Arthur		500.00		1 Transactions		
0	<b>DEPT Total:</b>		1,000.00	<b>Undesignated</b>		<b>2 Vendors</b>	<b>2 Transactions</b>
301	DEPT			R&B Administration			
86222	Aitkin Independent Age 03- 301- 000- 0000- 6241		111.90	CALC CHLOR PUBLIC NOTICE	1042045	Fees/Prof/Misc	N
86222	Aitkin Independent Age		111.90		1 Transactions		
10855	Culligan 03- 301- 000- 0000- 6400		37.00	WATER	499464	Supplies And Materials	N
	03- 301- 000- 0000- 6400		10.50	RENTAL- MAY	STMT	Supplies And Materials	N
10855	Culligan		47.50		2 Transactions		
3255	Mn Counties Intergovernmental Trust 03- 301- 000- 0000- 6352		66.00	INLAND MARINE COV	3496	Insurance	N
3255	Mn Counties Intergovernmental Trust		66.00		1 Transactions		
301	<b>DEPT Total:</b>		225.40	<b>R&amp;B Administration</b>		<b>3 Vendors</b>	<b>4 Transactions</b>
303	DEPT			R&B Highway Maintenance			
170	Aitkin Motor Company 03- 303- 000- 0000- 6590		22.46	REPAIR PARTS	14774	Repair & Maintenance Supplies	N
170	Aitkin Motor Company		22.46		1 Transactions		
195	Aitkin Tire Shop 03- 303- 000- 0000- 6590		115.00	TIRE	0- 059731	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590		345.00	TIRES	0- 059751	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590		20.00	TIRE REPAIR	0- 059759	Repair & Maintenance Supplies	Y
195	Aitkin Tire Shop		480.00		3 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
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3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
12106	<b>Antoine Electric</b> 03- 303- 000- 0000- 6298		AITKIN SHOP	20081	Shop Maintenance	N
12106	<b>Antoine Electric</b>	85.00		1 Transactions		
10452	<b>AT&amp;T Mobility</b> 03- 303- 000- 0000- 6254		PAUL'S IPAD SVC	287266104878X0	Utilities	N
10452	<b>AT&amp;T Mobility</b>	32.98		1 Transactions		
86467	<b>Auto Value Aitkin</b> 03- 303- 000- 0000- 6298		AITKIN SHOP SUPPLIES	40155843	Shop Maintenance	N
	03- 303- 000- 0000- 6590	63.63-	REPAIR PARTS	40155852	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	473.99	FILTERS	40155881	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	52.56	FILTERS	40155989	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	36.35	FILTERS	40156069	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	44.38	REPAIR PARTS	40156073	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	12.98	REPAIR PARTS	40156542	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	473.99-	FILTERS	40156836	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	196.37	FILTERS	40157390	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	52.29-	FILTERS	40157421	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	65.67				
86467	<b>Auto Value Aitkin</b>	292.39		10 Transactions		
14887	<b>Cintas Corporation</b> 03- 303- 000- 0000- 6298		SHOP LAUNDRY	4048929485	Shop Maintenance	N
	03- 303- 000- 0000- 6298	17.72	SHOP LAUNDRY	4049508475	Shop Maintenance	N
14887	<b>Cintas Corporation</b>	35.44		2 Transactions		
2763	<b>Countryside Sanitation</b> 03- 303- 000- 0000- 6254		MAY PALISADE	171528	Utilities	Y
	03- 303- 000- 0000- 6254	76.05	MAY MCGREGOR	171625	Utilities	Y
2763	<b>Countryside Sanitation</b>	187.20		2 Transactions		
8500	<b>Diamond Mowers, Inc</b> 03- 303- 000- 0000- 6590		REPAIR PARTS	0175937- IN	Repair & Maintenance Supplies	N
8500	<b>Diamond Mowers, Inc</b>	685.56		1 Transactions		
1430	<b>Dotzler Power Equipment</b> 03- 303- 000- 0000- 6590		REPAIR PARTS	13832	Repair & Maintenance Supplies	N
1430	<b>Dotzler Power Equipment</b>	251.94		1 Transactions		

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
7935	East Central Energy					
	03- 303- 000- 0000- 6254		MAR/APR POWER- MCGRATH	35018290	Utilities	N
7935	East Central Energy			1 Transactions		
9368	FirstSource					
	03- 303- 000- 0000- 6296	104.40	DRUG SCREEN	FL00323943	Meeting Expense/Physicals	Y
	03- 303- 000- 0000- 6296	52.20	DRUG SCREEN	FL00343950	Meeting Expense/Physicals	Y
	03- 303- 000- 0000- 6296	56.38	DRUG SCREEN	FL00356896	Meeting Expense/Physicals	Y
9368	FirstSource	212.98		3 Transactions		
8622	Frontier					
	03- 303- 000- 0000- 6254	69.10	JACOBSON	218- 752- 6591	Utilities	N
	03- 303- 000- 0000- 6254	69.10	MCGREGOR	218- 768- 4481	Utilities	N
	03- 303- 000- 0000- 6254	69.10	PALISADE	218- 845- 2607	Utilities	N
	03- 303- 000- 0000- 6254	89.10	MCGRATH	320- 592- 3580	Utilities	N
8622	Frontier	296.40		4 Transactions		
1754	Garrison Disposal Company, Inc					
	03- 303- 000- 0000- 6254	140.28	AITKIN SHOP	130083	Utilities	N
	03- 303- 000- 0000- 6521	42.00	GARBAGE	835854	Maintenance Supplies	N
1754	Garrison Disposal Company, Inc	182.28		2 Transactions		
1818	Glen's Sign Dezine					
	03- 303- 000- 0000- 6516	56.00	E- 911 STREET SIGNING		Signs & Posts	Y
1818	Glen's Sign Dezine	56.00		1 Transactions		
1829	Goble's Sewer Service Inc.					
	03- 303- 000- 0000- 6298	165.00	PALISADE SHOP	17254	Shop Maintenance	N
	03- 303- 000- 0000- 6298	675.00	JACOBSON SHOP	17255	Shop Maintenance	N
1829	Goble's Sewer Service Inc.	840.00		2 Transactions		
2340	Hyytinen Hardware Hank					
	03- 303- 000- 0000- 6298	32.48	AITKIN SHOP SUPPLIES	1571101	Shop Maintenance	N
	03- 303- 000- 0000- 6298	23.40	MCGREGOR SHOP SUPPLIES	1571712	Shop Maintenance	N
	03- 303- 000- 0000- 6298	1.49	PALISADE SHOP SUPPLIES	1571810	Shop Maintenance	N
	03- 303- 000- 0000- 6590	12.15	REPAIR PARTS	1572271	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6521	17.48	BRIDGE REPAIR	1572273	Maintenance Supplies	N
	03- 303- 000- 0000- 6298	6.98	AITKIN SHOP SUPPLIES	1572381	Shop Maintenance	N
	03- 303- 000- 0000- 6298	10.48	PALISADE SHOP SUPPLIES	1572827	Shop Maintenance	N

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No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
03- 303- 000- 0000- 6516		SIGN MAINTENANCE	1574164	Signs & Posts	N
03- 303- 000- 0000- 6298		AITKIN SHOP SUPPLIES	1575235	Shop Maintenance	N
03- 303- 000- 0000- 6298		AITKIN SHOP SUPPLIES	1575333	Shop Maintenance	N
03- 303- 000- 0000- 6298		AITKIN SHOP SUPPLIES	1575517	Shop Maintenance	N
<b>2340 Hyytinen Hardware Hank</b>					
	293.38				11 Transactions
<b>91187 Lake Country Power</b>					
03- 303- 000- 0000- 6254	59.72	MAR/APR CSAH 14	141979801	Utilities	N
03- 303- 000- 0000- 6254	66.88	MAR/APR CSAH 6	141979901	Utilities	N
<b>91187 Lake Country Power</b>	126.60				2 Transactions
<b>15300 MCGREGOR ACE HARDWARE</b>					
03- 303- 000- 0000- 6590	1.30	REPAIR PARTS	2004- 045557	Repair & Maintenance Supplies	N
<b>15300 MCGREGOR ACE HARDWARE</b>	1.30				1 Transactions
<b>9692 Minnesota Energy Resources Corporation</b>					
03- 303- 000- 0000- 6297	1,295.68	NAT GAS: AITKIN SHOP	APR	Shop Fuel	N
<b>9692 Minnesota Energy Resources Corporation</b>	1,295.68				1 Transactions
<b>3455 Motorola Inc</b>					
03- 303- 000- 0000- 6590	56.00	REPAIR LABOR	41284388	Repair & Maintenance Supplies	Y
03- 303- 000- 0000- 6590	2,606.75	REPAIR PARTS	41284388	Repair & Maintenance Supplies	Y
<b>3455 Motorola Inc</b>	2,662.75				2 Transactions
<b>10701 Northern Safety Technology Inc</b>					
03- 303- 000- 0000- 6590	185.60	REPAIR PARTS	50309	Repair & Maintenance Supplies	N
<b>10701 Northern Safety Technology Inc</b>	185.60				1 Transactions
<b>1652 Northland Fire Protection, LLC</b>					
03- 303- 000- 0000- 6298	155.37	SERVICE- MCGREGOR	40297	Shop Maintenance	N
03- 303- 000- 0000- 6298	155.36	SERVICE- JACOBSON	40297	Shop Maintenance	N
03- 303- 000- 0000- 6298	517.88	SERVICE- AITKIN	40297	Shop Maintenance	N
03- 303- 000- 0000- 6298	155.36	SERVICE- HILL CITY	40297	Shop Maintenance	N
03- 303- 000- 0000- 6298	155.36	SERVICE- MCGRATH	40297	Shop Maintenance	N
03- 303- 000- 0000- 6298	155.37	SERVICE- PALISADE	40297	Shop Maintenance	N
<b>1652 Northland Fire Protection, LLC</b>	1,294.70				6 Transactions
<b>8436 Northland Parts</b>					
03- 303- 000- 0000- 6590	24.98	REPAIR PART	400853	Repair & Maintenance Supplies	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8436	Northland Parts					
		24.98		1 Transactions		
3950	Public Utilities					
	03- 303- 000- 0000- 6254	48.96	HWY 210 W & CR 28	02- 00059455- 00	Utilities	N
	03- 303- 000- 0000- 6254	111.60	AITKIN SHOP: WATER	02- 00063335- 00	Utilities	N
	03- 303- 000- 0000- 6254	55.57	HWY 210/169 E & CR 12	02- 00063388- 00	Utilities	N
	03- 303- 000- 0000- 6254	74.91	HWY 47 & CR 12	02- 00064092- 00	Utilities	N
3950	Public Utilities	291.04		4 Transactions		
9273	Reichert Enterprises, Inc					
	03- 303- 000- 0000- 6590	1,825.32	REPAIR PARTS	106464	Repair & Maintenance Supplies	Y
	03- 303- 000- 0000- 6590	921.50	REPAIR LABOR	106464	Repair & Maintenance Supplies	Y
	03- 303- 000- 0000- 6590	4,930.97	REPAIR PARTS	106532	Repair & Maintenance Supplies	Y
	03- 303- 000- 0000- 6590	1,533.00	REPAIR LABOR	106532	Repair & Maintenance Supplies	Y
9273	Reichert Enterprises, Inc	9,210.79		4 Transactions		
7888	Ruffridge Johnson Equip.Co,Inc.					
	03- 303- 000- 0000- 6590	1,195.09	REPAIR PARTS	IA16482	Repair & Maintenance Supplies	N
7888	Ruffridge Johnson Equip.Co,Inc.	1,195.09		1 Transactions		
90805	Temco					
	03- 303- 000- 0000- 6298	27.44	MCGREGOR SHOP	24866	Shop Maintenance	Y
90805	Temco	27.44		1 Transactions		
10431	Verizon Business					
	03- 303- 000- 0000- 6254	19.32	APR- HWY OFFICE	4227948182004	Utilities	N
10431	Verizon Business	19.32		1 Transactions		
8671	Village Laundromat & Car Wash, Inc					
	03- 303- 000- 0000- 6298	24.75	RAGS	474680	Shop Maintenance	N
8671	Village Laundromat & Car Wash, Inc	24.75		1 Transactions		
9642	WEX BANK					
	03- 303- 000- 0000- 6513	38.84-	REBATE	3/8- 4/7/20	Motor Fuel & Lubricants	N
	03- 303- 000- 0000- 6513	108.18	DIESEL	3/8- 4/7/20	Motor Fuel & Lubricants	N
	03- 303- 000- 0000- 6513	4,241.52	GASOLINE	3/8- 4/7/20	Motor Fuel & Lubricants	N
9642	WEX BANK	4,310.86		3 Transactions		

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
303 DEPT Total:		24,721.51	R&B Highway Maintenance	30 Vendors	75 Transactions
307 DEPT			R&B Capital Infrastructure		
48 Aitkin Co Abstract Company					
03- 307- 000- 0000- 6260		375.00	EXAMINATION TITLE SEARCH	55627	Professional Services N
48 Aitkin Co Abstract Company		375.00		1 Transactions	
86222 Aitkin Independent Age					
03- 307- 000- 0000- 6230		67.14	CP 001- 090- 035 AD FOR BID	1042779	Printing & Publishing N
03- 307- 000- 0000- 6230		67.14	CP 001- 076- 001 AD FOR BID	1042779	Printing & Publishing N
86222 Aitkin Independent Age		134.28		2 Transactions	
307 DEPT Total:		509.28	R&B Capital Infrastructure	2 Vendors	3 Transactions
308 DEPT			R&B Equipment & Facilities		
8500 Diamond Mowers, Inc					
03- 308- 000- 0000- 6600		5,000.00	VOLVO MOTOR	0175946- IN	Capital Outlay- Facilities N
03- 308- 000- 0000- 6600		2,842.00	EXCAVATOR 65MMX8.75	0175947- IN	Capital Outlay- Facilities N
8500 Diamond Mowers, Inc		7,842.00		2 Transactions	
5128 Widseth Smith & Nolting Inc					
03- 308- 000- 0000- 6600		2,310.00	ACHD REMODEL- DESIGN	204251	Capital Outlay- Facilities N
5128 Widseth Smith & Nolting Inc		2,310.00		1 Transactions	
308 DEPT Total:		10,152.00	R&B Equipment & Facilities	2 Vendors	3 Transactions
3 Fund Total:		36,608.19	Road & Bridge		87 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
257	DEPT			Community Corrections			
88628	Dalco Enterprises, Inc. 05- 257- 000- 0000- 6422		2.20	Vac filters	3593744	Janitorial Services/Supplies	N
	05- 257- 000- 0000- 6422		15.35	Cleaning supplies	3597498	Janitorial Services/Supplies	N
<b>88628</b>	<b>Dalco Enterprises, Inc.</b>		<b>17.55</b>		<b>2 Transactions</b>		
89765	Minnesota Elevator, Inc 05- 257- 000- 0000- 6300		20.50	Elevator Service - May '20 05/01/2020 05/31/2020	853810	Maintenance- Service Contracts	N
<b>89765</b>	<b>Minnesota Elevator, Inc</b>		<b>20.50</b>		<b>1 Transactions</b>		
257	<b>DEPT Total:</b>		<b>38.05</b>	<b>Community Corrections</b>	<b>2 Vendors</b>	<b>3 Transactions</b>	
400	DEPT			Public Health Department			
88023	American Payment Centers, LLC 05- 400- 440- 0410- 6301		13.67	Box Service 04/01/2020 06/30/2020	15218	Equipment Lease/Space Rental	N
<b>88023</b>	<b>American Payment Centers, LLC</b>		<b>13.67</b>		<b>1 Transactions</b>		
88628	Dalco Enterprises, Inc. 05- 400- 440- 0410- 6422		2.80	Vac filters	3593744	Janitorial Services/Supplies	N
	05- 400- 440- 0410- 6422		19.54	Cleaning supplies	3597498	Janitorial Services/Supplies	N
<b>88628</b>	<b>Dalco Enterprises, Inc.</b>		<b>22.34</b>		<b>2 Transactions</b>		
11051	Department of Human Services 05- 400- 440- 0410- 6231		530.88	Merit System QE 06/30/2020 04/01/2020 06/30/2020	A300MR0120D	Services/Labor/Contracts	N
<b>11051</b>	<b>Department of Human Services</b>		<b>530.88</b>		<b>1 Transactions</b>		
89765	Minnesota Elevator, Inc 05- 400- 440- 0410- 6300		26.08	Elevator Service - May '20 05/01/2020 05/31/2020	853810	Maintenance/Service Contracts	N
<b>89765</b>	<b>Minnesota Elevator, Inc</b>		<b>26.08</b>		<b>1 Transactions</b>		
86235	The Office Shop Inc 05- 400- 440- 0410- 6405		0.65	Agency- Fingertip moistener 04/07/2020	1078897- 0	Office Supplies	N
	05- 400- 440- 0410- 6405		8.58	Agency- Paperclips/Steno Pads/A 04/10/2020	1078993- 0	Office Supplies	N

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
05-400-440-0410-6405		Agency- Adhesive refills 04/14/2020	1078993-1	Office Supplies	N
05-400-440-0410-6405		Post It flags- Sign/rtn 04/14/2020	1079070-0	Office Supplies	N
05-400-450-0451-6405		SHIP- HC laser paper 04/15/2020	1079138-0	Office Supplies	N
05-400-440-0410-6405		Agency- 6x9 envelopes 04/16/2020	1079163-0	Office Supplies	N
05-400-450-0451-6405		SHIP- HC 6x9 envelopes 04/16/2020	1079163-0	Office Supplies	N
05-400-440-0410-6405		Acct- Toner Cartridges 04/17/2020	1079212-0	Office Supplies	N
05-400-440-0410-6405		Agency- rubberbands 04/22/2020	1079350-0	Office Supplies	N
05-400-440-0410-6405		PH- paper 04/22/2020	1079350-0	Office Supplies	N
05-400-440-0410-6405		Agency- Post It flags, sign her 04/24/2020	1079450-0	Office Supplies	N
05-400-440-0410-6405		Agency- Dishwand refill 04/27/2020	1079450-1	Office Supplies	N
05-400-440-0410-6450		PH- Keyboard (SB) Covid 04/06/2020	310445-0	Small Equipment: Telephones,Chairs, N	
05-400-440-0410-6300		OSS- Copier Contract IRC5550I 04/28/2020	310674-0	Maintenance/Service Contracts	N
<b>86235 The Office Shop Inc</b>		<b>401.49</b>	<b>14 Transactions</b>		
<b>400 DEPT Total:</b>		<b>994.46</b>	<b>Public Health Department</b>	<b>5 Vendors</b>	<b>19 Transactions</b>
<b>420 DEPT</b>			<b>Income Maintenance</b>		
<b>88023 American Payment Centers, LLC</b>					
05-420-600-4800-6301		28.22	Box Service 04/01/2020 06/30/2020	15218	Equipment Lease/Space Rental N
<b>88023 American Payment Centers, LLC</b>		<b>28.22</b>	<b>1 Transactions</b>		
<b>783 Canon Financial Services, Inc</b>					
05-420-640-4800-6301		216.31	CS Contract Charge- Apr '20 04/20/2020 05/19/2020	21396186	Equipment Lease/Space Rental N
<b>783 Canon Financial Services, Inc</b>		<b>216.31</b>	<b>1 Transactions</b>		



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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	Amount				
88628 Dalco Enterprises, Inc.		Vac filters	3593744	Janitorial Services/Supplies	N
05- 420- 600- 4800- 6422	5.80				
05- 420- 600- 4800- 6422	40.47	Cleaning supplies	3597498	Janitorial Services/Supplies	N
88628 Dalco Enterprises, Inc.	46.27				
		2 Transactions			
11051 Department of Human Services		MCRE/GAMC/NONRES RECIP- 03/20	A300MM9X01I	State Share- GAMC	N
05- 420- 620- 4400- 6025	15.00	03/01/2020 03/31/2020			
05- 420- 650- 4400- 6025	2,453.47	MA LTC UN 65	A300MM9X01I	State/Fed Share - MA	N
		03/01/2020 03/31/2020			
05- 420- 650- 4400- 6025	477.49	G8 LTC LT65 CY20	A300MM9X01I	State/Fed Share - MA	N
		03/01/2020 03/31/2020			
05- 420- 650- 4400- 6025	4,201.13	MA ESTATE COLLECTIONS- FED	A300MM9X01I	State/Fed Share - MA	N
		03/01/2020 03/31/2020			
05- 420- 650- 4400- 6025	2,100.56	MA ESTATE COLLECTIONS- STATE	A300MM9X01I	State/Fed Share - MA	N
		03/01/2020 03/31/2020			
05- 420- 600- 4800- 6231	1,094.94	Merit System QE 06/30/2020	A300MR0120D	Services/Labor/Contracts	N
		04/01/2020 06/30/2020			
11051 Department of Human Services	10,342.59				
		6 Transactions			
89765 Minnesota Elevator, Inc		Elevator Service - May '20	853810	Maintenance/Service Contracts	N
05- 420- 600- 4800- 6300	54.04	05/01/2020 05/31/2020			
89765 Minnesota Elevator, Inc	54.04				
		1 Transactions			
86235 The Office Shop Inc		6x9 Envelopes	1078752- 0	Office Supplies	N
05- 420- 640- 4800- 6405	22.78	04/01/2020			
05- 420- 600- 4800- 6405	9.92	"Scanned" stam	1078854- 0	Office Supplies	N
		04/07/2020			
05- 420- 600- 4800- 6405	1.34	Agency- Fingertip moistener	1078897- 0	Office Supplies	N
		04/07/2020			
05- 420- 600- 4800- 6405	17.68	Agency- Paperclips/Steno Pads/A	1078993- 0	Office Supplies	N
		04/10/2020			
05- 420- 600- 4800- 6405	18.48	Agency- Adhesive refills	1078993- 1	Office Supplies	N
		04/14/2020			
05- 420- 600- 4800- 6405	15.03	Agency- 6x9 envelopes	1079163- 0	Office Supplies	N
		04/16/2020			
05- 420- 600- 4800- 6405	127.32	Acct- Toner Cartridges	1079212- 0	Office Supplies	N

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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- 600- 4800- 6405		04/17/2020 Agency- rubberbands	1079350- 0	Office Supplies	N
05- 420- 600- 4800- 6405		04/22/2020 Agency- Post It flags, sign her	1079450- 0	Office Supplies	N
05- 420- 600- 4800- 6405		04/24/2020 Agency- Dishwand refill	1079450- 1	Office Supplies	N
05- 420- 600- 4800- 6300		04/27/2020 OSS- Copier Contract IRC5550I	310674- 0	Maintenance/Service Contracts	N
04/28/2020					
<b>86235 The Office Shop Inc</b>		<b>355.23</b>	<b>11 Transactions</b>		
<b>420 DEPT Total:</b>		<b>11,042.66</b>	<b>Income Maintenance</b>	<b>6 Vendors</b>	<b>22 Transactions</b>
<b>430 DEPT</b>		<b>Social Services</b>			
<b>88023 American Payment Centers, LLC</b>					
05- 430- 700- 4800- 6301		43.61 Box Service	15218	Equipment Lease/Space Rental	N
		04/01/2020	06/30/2020		
<b>88023 American Payment Centers, LLC</b>		<b>43.61</b>	<b>1 Transactions</b>		
<b>88628 Dalco Enterprises, Inc.</b>					
05- 430- 700- 4800- 6422		9.20 Vac filters	3593744	Janitorial Services/Supplies	N
05- 430- 700- 4800- 6422		64.20 Cleaning supplies	3597498	Janitorial Services/Supplies	N
<b>88628 Dalco Enterprises, Inc.</b>		<b>73.40</b>	<b>2 Transactions</b>		
<b>11051 Department of Human Services</b>					
05- 430- 700- 4800- 6231		1,692.18 Merit System QE 06/30/2020	A300MR0120D	Services/Labor/Contracts	N
		04/01/2020	06/30/2020		
<b>11051 Department of Human Services</b>		<b>1,692.18</b>	<b>1 Transactions</b>		
<b>89765 Minnesota Elevator, Inc</b>					
05- 430- 700- 4800- 6300		85.71 Elevator Service - May '20	853810	Maintenance/Service Contracts	N
		05/01/2020	05/31/2020		
<b>89765 Minnesota Elevator, Inc</b>		<b>85.71</b>	<b>1 Transactions</b>		
<b>86235 The Office Shop Inc</b>					
05- 430- 700- 4800- 6405		2.07 Agency- Fingertip moistener	1078897- 0	Office Supplies	N
		04/07/2020			
05- 430- 700- 4800- 6450		315.09 SS- Task Chair (KL)	1078897- 1	Small Equipment: Telephones,Chairs,	N
		04/10/2020			

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
5/12/20 7:59AM  
5 Health & Human Services

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formu</u>	<u>Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formu</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>		
05- 430- 700- 4800- 6405		Agency- Paperclips/Steno Pads/A 04/10/2020	1078993- 0	Office Supplies		N
05- 430- 700- 4800- 6405		Agency- Adhesive refills 04/14/2020	1078993- 1	Office Supplies		N
05- 430- 700- 4800- 6405		Agency- 6x9 envelopes 04/16/2020	1079163- 0	Office Supplies		N
05- 430- 700- 4800- 6405		Acct- Toner Cartridges 04/17/2020	1079212- 0	Office Supplies		N
05- 430- 700- 4800- 6405		Agency- rubberbands 04/22/2020	1079350- 0	Office Supplies		N
05- 430- 700- 4800- 6405		Agency- Post It flags, sign her 04/24/2020	1079450- 0	Office Supplies		N
05- 430- 700- 4800- 6405		Agency- Dishwand refill 04/27/2020	1079450- 1	Office Supplies		N
05- 430- 700- 4800- 6450		SS- Keyboard (DF) Covid 04/06/2020	310445- 0	Small Equipment: Telephones,Chairs,		N
05- 430- 700- 4800- 6300		OSS- Copier Contract IRC5550I 04/28/2020	310674- 0	Maintenance/Service Contracts		N
05- 430- 700- 4800- 6450		Headsets (LC/CS) 04/29/2020	310738- 0	Small Equipment: Telephones,Chairs,		N
<b>86235 The Office Shop Inc</b>						
		<b>931.14</b>				<b>12 Transactions</b>
<b>430 DEPT Total:</b>		<b>2,826.04</b>	<b>Social Services</b>			<b>5 Vendors</b>
						<b>17 Transactions</b>
<b>5 Fund Total:</b>		<b>14,901.21</b>	<b>Health &amp; Human Services</b>			<b>61 Transactions</b>

# Aitkin County



LAH1  
5/12/20 7:59AM  
9 State

## 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		40.00 Birth Surcharges	Apr 20	Birth/Death Surcharges	N
	09-000-000-0000-2022		536.00 Death Surcharges	Apr 20	Birth/Death Surcharges	N
	09-000-000-0000-2024		30.00 Children Surcharges	Apr 20	St Share Of Birth Cert.- Children	N
	09-000-000-0000-2031		7.50 Torrens Assurance	Apr 20	Real Estate Assurance (Was 5874 Anc	N
	09-000-000-0000-2036		3,801.00 State General Fund	Apr 20	Recording Surcharges (Was 5871 & 6;	N
	09-000-000-0000-2036		100.00 State Gen Fund Leg Surcharge	Apr 20	Recording Surcharges (Was 5871 & 6;	N
4580	Mn Dept Of Finance		4,514.50		6 Transactions	
3375	Mn Dept Of Health					
	09-000-000-0000-2027		623.00 State Well Certificates	Apr 20	State Well Cert Fees (Was 5097 & 620	N
3375	Mn Dept Of Health		623.00		1 Transactions	
0	DEPT Total:		5,137.50	Undesignated	2 Vendors	7 Transactions
9	Fund Total:		5,137.50	State		7 Transactions

LAHI  
5/12/20 7:59AM  
10 Trust

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
900	DEPT			Timber Permit Bonds			
13447	Futurewood Corp. 10- 900- 000- 0000- 2300		1,195.80	Bond refund	13753	Timber Permit Bonds	N
13447	Futurewood Corp.		1,195.80	1 Transactions			
1735	Gelhar/Paul 10- 900- 000- 0000- 2300		949.00	Bond refund	13972	Timber Permit Bonds	N
1735	Gelhar/Paul		949.00	1 Transactions			
12589	Haapoja/George 10- 900- 000- 0000- 2300		2,219.70	Bond refund	13921	Timber Permit Bonds	Y
12589	Haapoja/George		2,219.70	1 Transactions			
900	<b>DEPT Total:</b>		<b>4,364.50</b>	<b>Timber Permit Bonds</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
923	DEPT			Forfeited Tax Sales			
657	Aitkin Glass Service 10- 923- 000- 0000- 6590		464.93	Replacement for back window	18022	Repair & Maintenance Supplies	N
657	Aitkin Glass Service		464.93	1 Transactions			
86222	Aitkin Independent Age 10- 923- 000- 0000- 6230		52.50	Lawn mowing bids	772410	Printing, Publishing & Adv	N
	10- 923- 000- 0000- 6230		31.50	Sealed bids	772411	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		84.00	2 Transactions			
10452	AT&T Mobility 10- 923- 000- 0000- 6250		343.29	Cell phone	287257204209	Telephone	N
10452	AT&T Mobility		343.29	1 Transactions			
163	Charter Communications 10- 923- 000- 0000- 6254		200.98	Business internet	83523056600458	Utilities	N
163	Charter Communications		200.98	1 Transactions			
1701	Forestry Suppliers Inc 10- 923- 000- 0000- 6406		1,140.87	Blue paint	689278- 00	Field Supplies	N
1701	Forestry Suppliers Inc		1,140.87	1 Transactions			
1754	Garrison Disposal Company, Inc 10- 923- 000- 0000- 6254		110.30	2 yard garbage	130061	Utilities	N

# Aitkin County



LAH1  
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10 Trust

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				
1754	Garrison Disposal Company, Inc	110.30				
			1 Transactions			
2340	Hyytinen Hardware Hank					
	10- 923- 000- 0000- 6406	11.99	Paint thinner	1573195	Field Supplies	N
2340	Hyytinen Hardware Hank	11.99				
			1 Transactions			
9692	Minnesota Energy Resources Corporation					
	10- 923- 000- 0000- 6254	207.95	Heating gas for shop	50254456100001	Utilities	N
	10- 923- 000- 0000- 6254	5.49	Late fee	50254456100001	Utilities	N
9692	Minnesota Energy Resources Corporation	213.44				
			2 Transactions			
9224	Professional Development Academy					
	10- 923- 000- 0000- 6208	495.00	Academy tuition	10313	Training/Education	N
9224	Professional Development Academy	495.00				
			1 Transactions			
86235	The Office Shop Inc					
	10- 923- 000- 0000- 6405	47.47	Envelopes, post its	1079027- 0	Office Supplies	N
	10- 923- 000- 0000- 6231	334.25	Contract charges	310671- 0	Services, Labor, Contracts	N
86235	The Office Shop Inc	381.72				
			2 Transactions			
923	DEPT Total:	3,446.52	Forfeited Tax Sales	10 Vendors	13 Transactions	
10	Fund Total:	7,811.02	Trust		16 Transactions	

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
5/12/20 7:59AM  
11 Forest Development

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			
195	Aitkin Tire Shop					
	11- 925- 000- 0000- 6590		2 grader tires	59741	Repair & Maintenance Supplies	Y
	11- 925- 000- 0000- 6590		Tire repair	59757	Repair & Maintenance Supplies	Y
195	Aitkin Tire Shop		2 Transactions			
10452	AT&T Mobility					
	11- 925- 000- 0000- 6250	85.82	Cell phone	287257204209	Telephone	N
10452	AT&T Mobility	85.82	1 Transactions			
14999	Bolton & Menk, Inc.					
	11- 925- 000- 0000- 6231	867.00	Peatland Preservation Project	248484	Services, Labor, Contracts	N
14999	Bolton & Menk, Inc.	867.00	1 Transactions			
12820	Jade Equipment Co. Ltd.					
	11- 925- 000- 0000- 6590	1,911.61	Parts for grader	P15359	Repair & Maintenance Supplies	N
12820	Jade Equipment Co. Ltd.	1,911.61	1 Transactions			
14198	JOHNNY'S GARAGE					
	11- 925- 000- 0000- 6590	1,054.74	Brakes, fuel pump, tank	3175	Repair & Maintenance Supplies	N
14198	JOHNNY'S GARAGE	1,054.74	1 Transactions			
10412	O'Reilly Auto Parts					
	11- 925- 000- 0000- 6590	116.19	Battery - parks	1878- 451915	Repair & Maintenance Supplies	N
	11- 925- 000- 0000- 6590	88.79	Battery dump trailer	1878- 452587	Repair & Maintenance Supplies	N
10412	O'Reilly Auto Parts	204.98	2 Transactions			
10982	Prt Usa Inc					
	11- 925- 000- 0000- 6273	1,091.40	Seedlings	ON- 003675	Timber Improvement	N
10982	Prt Usa Inc	1,091.40	1 Transactions			
925	DEPT Total:	6,275.55	Resource Management	7 Vendors	9 Transactions	
939	DEPT		County Surveyor			
10452	AT&T Mobility					
	11- 939- 000- 0000- 6250	42.91	Cell phone	287257204209	Telephone	N
10452	AT&T Mobility	42.91	1 Transactions			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
5/12/20 7:59AM  
11 Forest Development

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</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>	
939 DEPT Total:		42.91	County Surveyor	1 Vendors		1 Transactions
11 Fund Total:		6,318.46	Forest Development			10 Transactions



# Aitkin County



LAH1  
5/12/20 7:59AM  
13 Taxes & Penalties

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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
943 DEPT			Taxes And Penalties		
4258 St Louis County Auditor					
13- 943- 000- 0000- 2068		64,720.42	2020 1st half fiscal disparity		Cur - State Aids N
4258 St Louis County Auditor		64,720.42	1 Transactions		
943 DEPT Total:		64,720.42	Taxes And Penalties	1 Vendors	1 Transactions
13 Fund Total:		64,720.42	Taxes & Penalties		1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1  
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19 Long Lake Conservation C

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT		LLCC Administration			
86222	Aitkin Independent Age		Subscription	TAA- 210611	Dues/Assoc Fees	N
	19- 521- 000- 0000- 6240	39.00				
86222	Aitkin Independent Age		1 Transactions			
	783 Canon Financial Services, Inc		Contract Charges 037	21305069	Services, Labor, Contracts	N
	19- 521- 000- 0000- 6231	106.01				
783	Canon Financial Services, Inc		1 Transactions			
	9221 COGNIA INC		Membership/Accreditation fee	128587	Dues/Assoc Fees	N
	19- 521- 000- 0000- 6240	1,200.00				
9221	COGNIA INC		1 Transactions			
	19- 521- 000- 0000- 6240	1,200.00				
521	DEPT Total:	1,345.01	LLCC Administration	3 Vendors	3 Transactions	
524	DEPT		LLCC Maintenance			
15300	MCGREGOR ACE HARDWARE		Caulking	2004- 046100	Janitorial Services/Supplies	N
	19- 524- 000- 0000- 6422	18.87				
	19- 524- 000- 0000- 6422	14.92	Screws & outlet box	2004- 046225	Janitorial Services/Supplies	N
15300	MCGREGOR ACE HARDWARE		2 Transactions			
	19- 524- 000- 0000- 6422	33.79				
524	DEPT Total:	33.79	LLCC Maintenance	1 Vendors	2 Transactions	
19	Fund Total:	1,378.80	Long Lake Conservation Center		5 Transactions	

LAHI  
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21 Parks

# 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			
170 Aitkin Motor Company		Trailer kit for 067	14758	Auto, Trailers, Snowmobiles	N
21- 520- 000- 0000- 6620					
359.79					
170 Aitkin Motor Company			1 Transactions		
359.79					
10452 AT&T Mobility		Cell phone	287257204209	Telephone	N
21- 520- 000- 0000- 6250					
85.82					
10452 AT&T Mobility			1 Transactions		
85.82					
1880 Gravelle Plumbing & Heating, Inc		Berglund park	83367	Services, Labor, Contracts	N
21- 520- 000- 0000- 6231					
148.75					
21- 520- 000- 0000- 6231		Aitkin Campground	83368	Services, Labor, Contracts	N
85.00					
1880 Gravelle Plumbing & Heating, Inc			2 Transactions		
233.75					
2340 Hyytinen Hardware Hank		Broom, alarm, bits	1575530	Field Supplies	N
21- 520- 000- 0000- 6406					
60.25					
21- 520- 000- 0000- 6406		Screw posts	1575743	Field Supplies	N
11.12					
2340 Hyytinen Hardware Hank			2 Transactions		
71.37					
3950 Public Utilities		Land Dept	0200000348003	Utilities	N
21- 520- 000- 0000- 6254					
205.60					
21- 520- 000- 0000- 6254		Miss Access	0200063077005	Utilities	N
46.45					
21- 520- 000- 0000- 6254		Parks Shower MS Access	0200063077050	Utilities	N
25.38					
3950 Public Utilities			3 Transactions		
277.43					
520 DEPT Total:		Parks	5 Vendors	9 Transactions	
1,028.16					
21 Fund Total:		Parks		9 Transactions	
1,028.16					
Final Total:		172 Vendors	315 Transactions		
272,880.17					

# Aitkin County

## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	93,068.26	General Fund	
2	41,908.15	Reserves Fund	
3	36,608.19	Road & Bridge	
5	14,901.21	Health & Human Services	
9	5,137.50	State	
10	7,811.02	Trust	
11	6,318.46	Forest Development	
13	64,720.42	Taxes & Penalties	
19	1,378.80	Long Lake Conservation Center	
21	1,028.16	Parks	
<b>All Funds</b>	<b>272,880.17</b>	<b>Total</b>	Approved by, .....
			.....
			.....

KMR1  
5/6/20 4:11PM

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Page 1

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3 - Vendor Number  
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1  
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1 General Fund

<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>	
<b>780 Bremer Bank</b>					
5 01-040-000-0000-5081	0.06	Mtg Reg - April		Mortgage Registry- 3%	N
6 01-042-000-0000-5079	0.06	Deed Tax - April		3% State Deed Tax	N
<b>780 Bremer Bank</b>	<b>0.12</b>		<b>2 Transactions</b>		
<b>8410 Bremer Bank</b>					
1 01-044-904-0000-6360	208.34	Dep Care FSA Claims/2020	39417639	Flex Plan Withdrawals	N
2 01-044-904-0000-6360	832.95	Med FSA Claims/2020	39417639	Flex Plan Withdrawals	N
<b>8410 Bremer Bank</b>	<b>1,041.29</b>		<b>2 Transactions</b>		
<b>1 Fund Total:</b>	<b>1,041.41</b>	<b>General Fund</b>	<b>2 Vendors</b>	<b>4 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1  
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9 State

<u>Vendor Name</u>		<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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	780 Bremer Bank					
4	09-000-000-0000-2025		13,014.20	Deed Tax - April		State's Share Of Deed Tax (97%) N
3	09-000-000-0000-2026		38,432.16	Mtg Reg - April		State Share Of Mortgage Registry (9 N
	780 Bremer Bank		51,446.36			
				2 Transactions		
<b>9 Fund Total:</b>			51,446.36	State	1 Vendors	2 Transactions
<b>Final Total:</b>			52,487.77	3 Vendors	6 Transactions	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	1,041.41	General Fund
	9	51,446.36	State
<b>All Funds</b>		<b>52,487.77</b>	<b>Total</b>

Approved by, .....

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KMR1  
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# Aitkin County

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO



Print List in Order By: 1  
1 - Fund (Page Break by Fund)  
2 - Department (Totals by Dept)  
3 - Vendor Number  
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Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1  
5/6/20 4:11PM  
19 Long Lake Conservation C

<u>Vendor Name</u>	<u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
8410 Bremer Bank		126.89	Merchant/Bambora Service Chg		Credit Card Fees	N
1 19- 522- 000- 0000- 6217			04/01/2020 04/30/2020			
8410 Bremer Bank		126.89	1 Transactions			
<b>19 Fund Total:</b>		126.89	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>		126.89	<b>1 Vendors</b>	<b>1 Transactions</b>		

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIOI

<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	19	126.89	Long Lake Conservation Center
<b>All Funds</b>		126.89	<b>Total</b>

Approved by, .....

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KMR1  
5/6/20 4:11PM

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Page 1

*Refund Tax Payment*

Print List in Order By: 1  
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3 - Vendor Number  
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIO**

KMR1  
5/6/20 4:11PM  
13 Taxes & Penalties

<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>
8410 Bremer Bank					
1 13-943-000-0000-2001		209.65	Shasky, Michael/No Account	Cur - Property Taxes	N
8410 Bremer Bank		209.65	05/05/2020 05/05/2020 1 Transactions		
<b>13 Fund Total:</b>		209.65	<b>Taxes &amp; Penalties</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		209.65	<b>1 Vendors</b>	<b>1 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	13	209.65	Taxes & Penalties
<b>All Funds</b>		209.65	<b>Total</b>

Approved by, .....

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KMR1  
5/7/20 3:14PM

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTION

NSF Check  
Property Taxes

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

KMR1  
5/7/20 3:14PM  
13 Taxes & Penalties

<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>
8410 Bremer Bank					
1 13- 943- 000- 0000- 2001		38.00	NSF Check		Cur - Property Taxes N
8410 Bremer Bank		38.00		1 Transactions	
<b>13 Fund Total:</b>		<b>38.00</b>	<b>Taxes &amp; Penalties</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		<b>38.00</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	



# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	13	38.00	Taxes & Penalties
<b>All Funds</b>		<b>38.00</b>	<b>Total</b>

Approved by, .....

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KMR1  
5/7/20 3:00PM

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

*Elan*

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1  
5/7/20 3:00PM  
1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
3	5462 Bremer Bank (Elan ACH) 01-044-920-0000-6800		660.40-	Covid- 19 Them & Covers (SO)- Rt 04/20/2020		COVID Related Expenditures	N
6	01-044-920-0000-6800		311.36	Covid- 19 Hand Sanitizer 04/09/2020		COVID Related Expenditures	N
7	01-044-920-0000-6800		209.58	Covid- 19 Clorox Wipes 04/09/2020		COVID Related Expenditures	N
10	01-044-920-0000-6800		331.83	Covid- 19 Hand Sanitizer 04/11/2020		COVID Related Expenditures	N
20	01-044-920-0000-6800		119.80	Covid- 19 Braun Thermo filters 04/17/2020		COVID Related Expenditures	N
21	01-044-920-0000-6800		40.48	Covid- 19 Braun Thermometer (She 04/17/2020		COVID Related Expenditures	N
23	01-044-920-0000-6800		271.84	Covid- 19 Hand Sanitizer Disp. 04/18/2020		COVID Related Expenditures	N
27	01-090-000-0000-6625		73.95	USB 2.0 Flash Drive		Office Equipment	N
46	01-110-000-0000-6422		19.99	Label Maker Tape		Janitorial Supplies	N
28	01-120-000-0000-6405		102.95	MS Surface Ergonomic Keyboard		Office & Computer Supplies	N
29	01-200-000-0000-6405		57.68	AC/DC Adapter #202		Office Supplies	N
43	01-200-000-0000-6409		102.99	Flashlight #202		Deputy Supplies	N
36	01-200-201-0000-6405		87.92	Screen Protectors		Office & Computer Supplies	N
37	01-200-201-0000-6405		21.98	Screen Protectors		Office & Computer Supplies	N
34	01-202-000-0000-6405		405.00	Throw Rope Bag - Eqmt Grant		Office Supplies	N
39	01-202-000-0000-6610		249.95	B&W Vests - L		Equipment	N
40	01-202-000-0000-6610		233.70	B&W Vests - XL		Equipment	N
41	01-202-000-0000-6610		192.21	B&W Vests - XL, XXXL		Equipment	N
33	01-252-000-0000-6405		85.41	Laminator for Jail		Office & Computer Supplies	N
35	01-252-000-0000-6405		39.89	Cartridges		Office & Computer Supplies	N
32	01-280-201-0000-6610		98.91-	Return Screen Protectors		Enbridge Pipeline - Equipment	N
44	01-049-000-0000-6231		14.09	FedEx Shipping to DELL	615991	Programming, Services, Contracts	N
48	01-044-920-0000-6800		99.99	Epson- Portable Doc Scanner	HR	COVID Related Expenditures	N
42	01-044-920-0000-6800		220.32	Hand Sanitizer	Maintenance	COVID Related Expenditures	N
47	01-044-920-0000-6800		137.89	Bottles, Label Tape, Xfer Pump	Maintenance	COVID Related Expenditures	N
38	01-044-920-0000-6800		81.49	Paper Mask Bags	Sheriff	COVID Related Expenditures	N
	5462 Bremer Bank (Elan ACH)		2,752.98	26 Transactions			
<b>1 Fund Total:</b>			<b>2,752.98</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>26 Transactions</b>	

# Aitkin County



KMR1  
5/7/20 3:00PM  
5 Health & Human Services

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor Name	<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>
5462 Bremer Bank (Elan ACH)					
17 05-400-000-0000-6801		261.84-	Covid- 19 Cloth Face Masks (LPH) 04/16/2020	Disaster Services - Expenditure	N
22 05-400-000-0000-6801		36.01	Covid- 19 Clorox Wipes (LPHG) 04/20/2020	Disaster Services - Expenditure	N
25 05-400-000-0000-6801		196.74	Covid- 19 Clorox Wipes (Cty Mkt) 04/20/2020	Disaster Services - Expenditure	N
2 05-400-400-0402-6430		88.35-	DP&C Thermometer Covers- Rtn 04/20/2020	DP & C - Medical Supplies	N
13 05-400-410-0413-6450		153.47	WIC - Plantronics Adapters (3) 04/13/2020	Small Equipment: Telephones,Chair	N
19 05-400-410-0413-6450		860.85	WIC - Plantronics Headsets (3) 04/13/2020	Small Equipment: Telephones,Chair	N
8 05-400-440-0410-6405		31.98	PH- Spiral Notebooks 04/09/2020	Office Supplies	N
14 05-400-440-0410-6450		8.95-	Cell Phone Cases - Rtn 04/14/2020	Small Equipment: Telephones,Chair	N
18 05-400-440-0410-6450		85.96-	Cell Phone Cases - Rtn 04/16/2020	Small Equipment: Telephones,Chair	N
24 05-400-450-0451-6405		9.51	SHIP- HS Avery Tab dividers 04/22/2020	Office Supplies	N
26 05-400-450-0451-6406		25.90	SHIP - Canva 04/12/2020	PH Program Related Supplies	N
14 05-420-600-4800-6450		18.45-	Cell Phone Cases - Rtn 04/14/2020	Small Equipment: Telephones,Chair	N
18 05-420-600-4800-6450		177.30-	Cell Phone Cases - Rtn 04/16/2020	Small Equipment: Telephones,Chair	N
11 05-420-640-4800-6450		40.90	Headset Adapter (KP) 04/01/2020	Small Equipment: Telephones,Chair	N
9 05-430-700-4800-6241		180.00-	MACMH 2020 conf Reg Credit 04/13/2020	Meeting/Conference Registration Fe	N
15 05-430-700-4800-6241		128.25-	MH Conf 2020 Reg (RI) - Credit 04/15/2020	Meeting/Conference Registration Fe	N
1 05-430-700-4800-6335		26.00	Gas 04/14/2020	Gas/Vehicle Fuel Charges	N
12 05-430-700-4800-6450		40.90	Headset Adapter (SN) 04/01/2020	Small Equipment: Telephones,Chair	N
14 05-430-700-4800-6450		28.52-	Cell Phone Cases - Rtn 04/14/2020	Small Equipment: Telephones,Chair	N

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

KMR1  
5/7/20 3:00PM  
5 Health & Human Services

<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>	
18 05- 430- 700- 4800- 6450	274.01-	Cell Phone Cases - Rtn 04/16/2020		Small Equipment: Telephones,Chair	N
5 05- 430- 700- 4800- 6804	384.56	MH Init - Housing 04/15/2020	63643846	Mh Init - Housing Expense	N
4 05- 430- 700- 4800- 6810	20.84	MH Init - WalMart Clothing 04/02/2020	64490697	Mh Init - Flex	N
16 05- 430- 710- 3930- 6020	45.00	Straight Talk 30 day plan 04/15/2020	67324313	General Case Management	N
5462 Bremer Bank (Elan ACH)	621.03	23 Transactions			
<b>5 Fund Total:</b>	<b>621.03</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>23 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1  
5/7/20 3:00PM  
11 Forest Development

<u>Vendor Name</u>		<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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
45	5462 Bremer Bank (Elan ACH) 11-939-000-0000-6208		124.00	SurveyPDU Classes		Staff Development/Training N
	5462 Bremer Bank (Elan ACH)		124.00	1 Transactions		
<b>11 Fund Total:</b>			124.00	Forest Development	1 Vendors	1 Transactions

# Aitkin County



KMR1  
5/7/20 3:00PM  
19 Long Lake Conservation C

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula 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>
5462 Bremer Bank (Elan ACH)					
31 19- 524- 000- 0000- 6422		117.78	Flood Light, Air Filters, Emer		Janitorial Services/Supplies N
30 19- 522- 000- 0000- 6416		20.00	Bug Company - Crickets	1448012	Education-Supplies N
5462 Bremer Bank (Elan ACH)		137.78	2 Transactions		
<b>19 Fund Total:</b>		<b>137.78</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>Final Total:</b>		<b>3,635.79</b>	<b>4 Vendors</b>	<b>52 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>	
	1	2,752.98	General Fund	
	5	621.03	Health & Human Services	
	11	124.00	Forest Development	
	19	137.78	Long Lake Conservation Center	
	<b>All Funds</b>	<b>3,635.79</b>	<b>Total</b>	<b>Approved by, .....</b>
				<b>.....</b>
				<b>.....</b>



KMR1  
5/12/20 3:28PM

# Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIO**

Page 1

*Repay of Taxes - Unable to  
Locate Accts*

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIO**

KMRI  
5/12/20 3:28PM  
13 Taxes & Penalties

Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
<b>8410 Bremer Bank</b>						
1	13-943-000-0000-2001		Curr RE Period 1	No Acct Locate	Cur - Property Taxes	N
2	13-943-000-0000-2001		Curr RE Period 1	No Acct Locate	Cur - Property Taxes	N
<b>8410 Bremer Bank</b>						
				2 Transactions		
<b>13 Fund Total:</b>			<b>Taxes &amp; Penalties</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>Final Total:</b>			<b>1 Vendors</b>	<b>2 Transactions</b>		

# Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIO**

**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
13	1,821.00	Taxes & Penalties
<b>All Funds</b>	<b>1,821.00</b>	<b>Total</b>

Approved by, .....

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KMR1  
5/19/20 11:38AM

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Page 1

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

*Tax Refund - Unable to locate Account*

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



KMR1  
 5/19/20 11:38AM  
 13 Taxes & Penalties

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula 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>
8410 Bremer Bank					
1 13- 943- 000- 0000- 2001		247.00	Curr RE Period 1	Kooiman	Cur - Property Taxes N
8410 Bremer Bank		247.00	1 Transactions		
<b>13 Fund Total:</b>		247.00	<b>Taxes &amp; Penalties</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		247.00	<b>1 Vendors</b>	<b>1 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	13	247.00	Taxes & Penalties
<b>All Funds</b>		<b>247.00</b>	<b>Total</b>

Approved by, .....

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KMR1  
5/12/20 3:43PM

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Page 1

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

*Camping Refunds - Covid Related*

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

KMR1  
5/12/20  
21 Parks

3:43PM

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
<b>8410 Bremer Bank</b>					
4 21-520-000-0000-5510		120.00	Camping Refund- COVID	Eidenschink	Co. Parks Campground Fees N
1 21-520-000-0000-5510		60.00	Camping Refund- COVID	Elhard/J 1961	Co. Parks Campground Fees N
3 21-520-000-0000-5510		40.00	Camping Refund- COVID	Harbaugh/B1888	Co. Parks Campground Fees N
2 21-520-000-0000-5510		80.00	Camping Refund- COVID	Wright/B 1919	Co. Parks Campground Fees N
<b>8410 Bremer Bank</b>		<b>300.00</b>	<b>4 Transactions</b>		
<b>21 Fund Total:</b>		<b>300.00</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>4 Transactions</b>
<b>Final Total:</b>		<b>300.00</b>	<b>1 Vendors</b>	<b>4 Transactions</b>	



# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	21	300.00	Parks
<b>All Funds</b>		<b>300.00</b>	<b>Total</b>

Approved by, .....  
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KMR1  
5/15/20 3:44PM

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Page 1

*Camping Refund - Covid  
Related*

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

KMRI  
 5/15/20 3:44PM  
 21 Parks

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula 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>
8410 Bremer Bank					
2 21- 520- 000- 0000- 5510		60.00	Camping Refund	A1973 Lyon	Co. Parks Campground Fees N
1 21- 520- 000- 0000- 5510		60.00	Camping Refund	A2019 Jones	Co. Parks Campground Fees N
8410 Bremer Bank		120.00	2 Transactions		
<b>21 Fund Total:</b>		120.00	<b>Parks</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>Final Total:</b>		120.00	<b>1 Vendors</b>	<b>2 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	21	120.00	Parks
<b>All Funds</b>		<b>120.00</b>	<b>Total</b>

Approved by, .....

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KMR1  
5/19/20 11:35AM

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTION

Page 1

*Camping Refunds - Covid  
Related*

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

KMR1  
 5/19/20 11:35AM  
 21 Parks

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula 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>
8410 Bremer Bank					
1 21-520-000-0000-5510		1,485.00	Camping Refund - COVID	Multiple	Co. Parks Campground Fees N
8410 Bremer Bank		1,485.00	1 Transactions		
<b>21 Fund Total:</b>		1,485.00	<b>Parks</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		1,485.00	<b>1 Vendors</b>	<b>1 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	21	1,485.00	Parks
<b>All Funds</b>		1,485.00	<b>Total</b>

Approved by, .....

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KMR1  
5/13/20 4:10PM

# Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIO**

*Flex Spending Claims*

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N



# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1  
5/13/20 4:10PM  
1 General Fund

<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>
<b>8410 Bremer Bank</b>					
1 01-044-904-0000-6360		208.34	Dep Care FSA Claims 2020	39423837	Flex Plan Withdrawals N
2 01-044-904-0000-6360		934.68	Med FSA CLaims 2020	39423837	Flex Plan Withdrawals N
<b>8410 Bremer Bank</b>		1,143.02	2 Transactions		
<b>1 Fund Total:</b>		1,143.02	<b>General Fund</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>Final Total:</b>		1,143.02	<b>1 Vendors</b>	<b>2 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,143.02	General Fund
<b>All Funds</b>	<b>1,143.02</b>	<b>Total</b>

Approved by, .....  
.....  
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CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED May 26, 2020

By Commissioner: xxxx

20200526-xxx

Off Sale Liquor License – Viking at 1865 C Store

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from June 1, 2020 thru December 31, 2020:

“OFF” Sale:

Michael Lawrence, d/b/a **Viking at 1865 C Store** – Williams Township

This establishment has an address of 14072 Highway 65 North, McGrath, MN 56350

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

FIVE MEMBERS PRESENT

All Members Voting

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 26th day of May, 2020 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26th day of May, 2020

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



# Board of County Commissioners Agenda Request

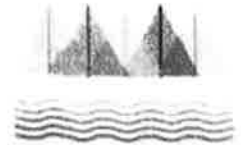
22  
Agenda Item #

**Requested Meeting Date:** May 26, 2020

**Title of Item:** Request to Fill Aitkin Airport Commission Committee Vacancy

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> The Aitkin Airport Commission Committee has a vacancy. Only one application was received.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve the appointment of Michael Arnold to the Aitkin Airport Commission Committee.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

# MINNESOTA OPEN APPOINTMENT ACT



## APPLICATION FOR SERVICE ON A CITY/COUNTY/STATE AGENCY

### FOR OFFICE USE ONLY

Date Appointed:

Date of Term Expiration:

Term #

NAME OF COMMISSION, BOARD OR COMMITTEE YOU WISH TO SERVE ON:

AIRPORT COMMISSION

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

I HAVE BEEN INVOLVED WITH THE AITKIN AIRPORT OFF AND ON SINCE THE MID 1970'S. I LEARNED TO FLY THERE AND AS A TEEN WORKED THERE DOING MAINTENANCE AND MAINTENANCE DUTIES. FOR THE PAST 17 YEARS I HAVE BEEN WORKING AT THE BRAINEAD LAKES REGIONAL AIRPORT AS A FIREFIGHTER AND IN OPERATIONS. I AM CURRENTLY THEIR PART 139 COMPLIANCE SPECIALIST AND THE AIRFIELD/OPERATION'S TRAINING OFFICER. MY EXPERIENCE HAS GIVEN ME A GOOD WORKING KNOWLEDGE IN WHAT IT TAKES TO HAVE A SUCCESSFUL AIRPORT. I AM VERY INTERESTED IN HELPING WITH KEEPING THE AITKIN AIRPORT OPERATIONAL AND SUCCESSFUL.

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

*[Signature]*  
Signature of Applicant

5-11-20  
Date

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

Is this application submitted by appointing authority?  Yes  No

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

Please return application to the City of Aitkin Administration Office, located at 209 Minnesota Ave N, Aitkin, MN 56431

### APPLICANT INFORMATION

Name of Applicant:	MICHAEL ARNOLD	Phone:	218-839-4947
Street Address:	40978 340TH LANE	Alt. Phone:	
City/State/Zip	AITKIN MN 56431	Email:	mwarnold1@charter.net



# Board of County Commissioners Agenda Request

25  
Agenda Item #

**Requested Meeting Date:** 05/26/2020

**Title of Item:** 2020 State of MN Boat & Water Safety Grant Agreement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sheriff Dan Guida		<b>Department:</b> Sheriff's Office
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> <p>Signatures and Resolution for 2020 State of Minnesota Annual County Boat &amp; Water Safety Grant Agreement for grant amount of \$22,127.00 to supplement our Boat &amp; Water budget.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Request Board Chair and County Administrator to sign agreement and return with signed resolution		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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







**2020 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT AGREEMENT**

**ENCUMBRANCE WORKSHEET**

**Contract#** 176658      **PO#** 3-170551

**State Accounting Information:**

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2020	Source Type State	Vendor Number 0000197275-001
Total Amount \$22,127	Project ID R29G70CGFFY18	Billing Location R297000221	DUNS 047464805	

**Accounting Distribution:**

Fund 2100	Fin. Dept. ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A4CG002
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Grant Begin Date January 1, 2020	Grant End Date June 30, 2021
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**Grantee Name and Address:**  
Aitkin County Sheriff's Office  
217 Second Street NW, Room 185  
Aitkin, MN 56431

**Payment Address:**  
(where DNR sends the check)  
Aitkin Co. Treasurer  
209 - 2nd St. NW, Rm. 203  
Aitkin, MN 56431

**2020 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Aitkin County Sheriff's Office, 217 Second Street NW, Room 185, Aitkin, MN 56431, (047464805) ("Grantee"). The payment address for this grant agreement is Aitkin Co. Treasurer, 209 - 2nd St. NW, Rm. 203, Aitkin, MN 56431.

**Recitals**

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

**Grant Agreement**

**1 Term of Grant Agreement**

- 1.1 **Effective date:** January 1, 2020. Once this grant agreement is fully executed, the Grantee may claim reimbursement for 2020 grant expenditures incurred back to effective date. Reimbursements will only be made for expenditures made according to the terms of this grant agreement.
- 1.2 **Expiration date:** June 30, 2021. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.
- 1.4 **Incur Expenses.** Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after January 1, 2020 are eligible for reimbursement.

**2 Grantee's Duties**

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

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

**3 Time**

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

**4 Consideration and Payment**

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

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Twenty-two thousand one hundred twenty-seven dollars (\$22,127).
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed Twenty-two thousand one hundred twenty-seven dollars (\$22,127).

4.2 **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this contract.

4.3 Contracting and Bidding Requirements

- (a) Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

5 **Conditions of Payment**

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

6 **Authorized Representative**

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

The Grantee's Authorized Representative is Sheriff Daniel Guida, Aitkin County Sheriff's Office, 217 Second Street NW, Room 185, Aitkin, MN 56431. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

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

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

8 **Liability**

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

9 **Audits (State and Single)**

Under Minn. Stat. §16B.98, subd. 8, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement.

10 **Government Data Practices and Intellectual Property**

10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute § 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 **Workers' Compensation**

The Grantee certifies that it is in compliance with Minnesota Statute § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

- 12 Publicity and Endorsement**  
12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.  
12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.
- 13 Governing Law, Jurisdiction, and Venue**  
Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 14 Termination**  
14.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.  
14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.  
14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:  
(a) It does not obtain funding from the Minnesota Legislature  
(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 15 Data Disclosure**  
Under Minnesota Statute § 270C.65, Subdivision 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.
- 16 American Disabilities Act**  
The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design.
- 17 Invasive Species Prevention**  
**WORK SITES WITH KNOWN AQUATIC INVASIVE SPECIES INFESTATIONS**  
Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Operational Order 113 is incorporated into this grant agreement by reference and may be found at [http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder\\_113.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf). Duties are listed in Op Order 113 under Sections II and III (pp. 5-8).  
  
The grantee shall be responsible for becoming familiar with the location of any known infestations of aquatic pests. The DNR Infested Waters list is found at <https://www.dnr.state.mn.us/invasives/ais/infested.html>. The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.  
  
The grantee shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for (ex. zebra mussels) invasive species prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated. The grantee shall use the following inspection and removal procedures for decontamination prior to entering and when leaving the water body:  
(a) Prior to leaving the waterbody, drain all water from equipment, boats, trailers, bilges, live wells, coolers, bait buckets, engine compartments and any other areas where water may be trapped or contained. Immediately after leaving the water body, drain water from transom wells onto dry land.

- (b) Inspect boat hulls, propellers, trailers and other surfaces, scrape off any attached mussels, remove any aquatic plant material (fragments, stems, leaves, or roots) and dispose of removed mussels and plants in a garbage can prior to transporting any equipment on public roads.
- (c) Flush boats (inside and outside) and all other equipment with hot water of 105 - 110 degrees F for a period of 30 minutes or 140 degrees F for a period of 5 minutes; or, instead of flushing equipment, leave the equipment in a location so that it dries completely for a minimum of at least 5 consecutive full days. A car wash can be used for cleaning.
- (d) If equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.
- (e) Before reuse, aquatic equipment used in invertebrate infested waters shall be dried, rinsed with hot water or power washed to remove invertebrates. Aquatic equipment used in pathogen infested water(s) shall be disinfected, according to Appendix A, immediately after exiting water.

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: Nina Quinn Digitally signed by Nina Quinn  
Date: 2020.05.14 14:43:20 -05'00'

SWIFT Contract # 176658

Purchase Order # 3-170551

**2. GRANTEE:**

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

By: \_\_\_\_\_

Title: County Sheriff

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: Chairperson of County Board

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: County Auditor or Administrator

Date: \_\_\_\_\_

**3. STATE AGENCY: NATURAL RESOURCES**

By: \_\_\_\_\_  
(With delegated authority)

Title: Director, Enforcement Division – Central Office

Attachments: Exhibits "A" & "B"

Distribution:

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

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

ADOPTED May 26, 2020

By Commissioner: xxxx

20200526-xxx

**2020 State of Minnesota Annual County Boat & Water Safety Grant Agreement**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners approve the Fiscal Years 2020 State of Minnesota Annual County Boat & Water Safety Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff's Office, County Board Chair and County Administrator to sign the agreement in the amount of \$22,127.00 for the term of January 1, 2020 through June 20, 2021

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

**FIVE MEMBERS PRESENT**

**All Members Voting**

**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 26th day of May, 2020 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26th day of May, 2020

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



# Board of County Commissioners Agenda Request

3B  
Agenda Item #

**Requested Meeting Date:** May 26, 2020

**Title of Item:** Approve Changes to General Operations Policy

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 5 minutes
---	--

**Summary of Issue:**

Changes were made to the General Operations Policy removing the procurement/contracting section and combining them with the updated Procurement Policy. Changes are indicated on the attached copy.

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

**Recommended Action/Motion:**  
Approve Changes to General Operations Policy.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

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

Aitkin County

# General Operations Policies

Adopted July 28, 2015

Amended September 29, 2015; May 24, 2016; January 24, 2017





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## **ARTICLE I INTRODUCTION**

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### **Section A. Purpose**

Subd. (1) It is the purpose of this General Operations Manual to provide a uniform, comprehensive and effective system of general administration in Aitkin County and to establish procedures which will serve as a guide to administrative action.

Subd. (2) It is the further purpose of this General Operations Manual to insure:

- (a) Administration and Departments have clear policy guidance related to the general operations of the County.
- (b) Fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, sexual orientation, veterans status, political affiliation, age, or other protected-class status, and with proper regard for the privacy and constitutional rights of applicants and employees.

### **Section B. Adoption**

Subd. (1) This General Operations Manual was approved by the County Board of Commissioners at a regular board meeting on the date that appears on each policy.

Subd. (2) Any changes in the content of the General Operations Manual must be approved by the Board of County Commissioners.

Subd. (3) Upon approval by the County Board, this General Operations Manual shall supersede all existing policies or rules that in any way conflict with these General Operations policies.

### **Section C. Administration of the Manual**

Subd. (1) Copies of this General Operations Manual shall be made available to all employees, appointing authorities, and interested union representatives. Copies of this Manual shall be on file in the County Administrator and shall be available for public review upon request.

Subd. (2) The Aitkin County Board of Commissioners and the County Administrator shall administer this General Operations Manual.

Subd. (3) The County Administrator shall provide the necessary forms and reports for all personnel changes in the County under this General Operations Manual.

Subd. (4) This Manual may be amended whenever such an amendment is deemed necessary. Changes to the manual may be initiated by:

- (a) The County Board

(b) The County Administrator

(c) A Department Head

Subd. (5) All proposed changes shall be referred to the County Administrator who shall make a recommendation to the County Board within a reasonable amount of time. Upon receipt of the County Administrator's recommendation, the County Board may approve or reject the changes. The initiator of the change will be informed in writing of the status of the proposed change and anticipated time frame for a County Board response.

**Section D. Savings Clause**

Subd. (1) If any provision, section or article of this General Operations Manual is held invalid, the remainder of the Manual Policies shall not be affected thereby.

**Section E. Departmental Rules**

Subd. (1) In accordance with this General Operations Manual, each Department Head or division authority may establish a set of rules. Such rules shall be established for the purpose of handling personnel matters particular to the department concerned and shall be governed by this General Operations Policy.

Subd. (2) Before departmental rules can be implemented, they shall be subject to the advice and consent of the County Administrator.

Subd. (3) The Department Head is responsible to oversee that the department policies remain in compliance with County policies and procedures, including but not limited to this General Operations Manual.

**Section F. Collective Bargaining Agreements**

Subd. (1) Employees who are subject to collective bargaining agreements as negotiated in accordance with the Public Employment Labor Relations Act, Minnesota Chapter 179A shall be exempt from those provisions of this Manual which are inconsistent with the provisions of such collective bargaining agreements.

Subd. (2) Aitkin County collective bargaining agreements recognized by the Minnesota Bureau of Mediation Services include:

(a) General Drivers, Dairy Employees, Warehousemen, Helpers and Inside Employees Local Union No. 346 (Supervisory Unit)

(b) General Drivers, Warehousemen, Helpers and Inside Employees Local Union No. 346 (Licensed Essential Unit)

(c) General Drivers, Warehousemen, Helpers and Inside Employees Local Union No. 346 (Non-Licensed Essential Unit)

(d) Employees, American Federation of State, County and Municipal Employees, AFL-CIO, Local Union #667 (Courthouse Unit)

(e) American Federation of State, County and Municipal Employees, AFL-CIO, Local Union #667 (Health & Human Services Unit)

(f) International Union of Operating Engineers, Local #49

**Section G. Other Agreements**

Subd. (1) Employees who are subject to an individual agreement with the County Board shall be exempt from those provisions of this Manual which are inconsistent with the provisions of such an agreement.

**Section H. Management Rights**

Subd. (1) The County Board retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish work schedules, and to perform any inherent managerial function not specifically limited to by current collective bargaining agreements, this General Operations Manual, County Board resolutions, and state and federal statutes.

## **ARTICLE II EMPLOYEE TRAVEL, CONFERENCES AND TRAINING**

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### **Section A. Purpose**

Subd. (1) This policy conforms with Minnesota Statutes 471.38, 471.96(1), and 471.97 governing expenses incurred by employees in the conduct of County business. This policy is designed to provide the basis for determining whether there is authority for County expenditure, the expenditure serves a public purpose, and the expenditure is necessary and directly related to the betterment of the County.

### **Section B. Application And Administration**

Subd. (1) This policy applies to all employees and elected officials of Aitkin County. In the event that this policy conflicts with an applicable collective bargaining agreement, the latter controls. Should there be any conflict between this policy and State or Federal law, the latter controls.

### **Section C. Travel Requests And Approval**

Subd. (1) The Aitkin County Board of Commissioners shall approve all travel costs through the annual budget process.

Subd. (2) All travel for personnel requires the approval of the Department Head.

Subd. (3) Furthermore, all travel that is not budgeted requires the approval of the County Board.

Subd. (4) Additionally, all out-of-state travel requiring County Board approval, shall be through the consent agenda prior to attendance and payment.

### **Section D. Funds Available**

Subd. (1) The Department Head is responsible to see that funds are available to pay for all expenses that they approve.

### **Section E. Billing**

Subd. (1) Whenever possible, employees will make travel and accommodation arrangements in advance and request that the County be billed. All authorized travel expenses, which are not billed directly to the County, are paid by the employee subject to reimbursement upon approval of a travel expense claim. All employee claims subject to reimbursement should not reflect personal account numbers.

Subd. (2) In the event of an extreme emergency situation, cash advances may be issued with the approval of the Department Head. Such requests are the exception to normal practice and are documented in detail as to the nature of the emergency, purpose of travel, and amount needed. Any money not used must be returned to the County immediately. Receipts will be required.

**Section F. Travel Guidelines**

Subd. (1) County vehicles are for the exclusive use of employees and other individuals involved in County business. Transportation of individuals, who are not involved in County business, in County vehicles is prohibited.

Subd. (2) The County Board reimburses employees for traveling on official County business with a private automobile at the set mileage rate. Mileage is paid on the most reasonable direct route.

Subd. (3) County vehicles and equipment are to be used for County related business only. However, assigned County vehicles may be used to a limited extent for the conduct of personal business when traveling out of town.

Subd. (4) When traveling from the normal work location and then returning to it, the mileage allowance is the actual miles traveled.

Subd. (5) When traveling to an alternate work site (client, meeting, conference, training) the County will reimburse mileage at the current rate per mile for actual miles incurred between the employee's residence and the alternate work site or from the normal work site to the alternate work site, whichever is the lesser of the two.

Subd. (6) The normal work location for employees assigned to multiple work locations is the work location scheduled for the day on which the expense was incurred.

Subd. (7) When an employee is required to attend a County approved work-related training session or conference during regular working hours, the employee shall be compensated for all hours of actual participation in the training session or conference, except meal periods and rest or sleep periods. The employee shall also be compensated for travel time and mileage to and from the conference or training session in excess of time and mileage to the employee's usual work site. If an employee uses a County vehicle or car pools with another conference participant, actual travel compensation shall exclude mileage.

Subd. (8) When using a County vehicle, seat belts will be worn at all times and all laws followed.

Subd. (9) No operation of County vehicles after consumption of alcohol.

Subd. (10) No smoking is allowed in any County vehicle.

**Section G. Reimbursements**

Subd. (1) The amount of compensation to be paid for mileage reimbursement shall be consistent with the current rate set by the Aitkin County Board of Commissioners.

Subd. (2) Reimbursement for extended travel is paid on the basis of the prevailing mileage allowance rate or tourist air fares, whichever is less. When personal vehicles are used for extended travel not available by commercial transportation, travel reimbursement is made on an actual mileage basis. This excludes mileage for personal use. When two or more employees are traveling in one car, reimbursement is made to one employee.

Subd. (3) Reimbursement for out-of-County meals, lodging, parking and other related County expenses will occur only upon submittal of receipts. Non-overnight meal expense reimbursement will be subject to Internal Revenue Service tax deduction.

Subd. (4) Employees using private automobiles are reimbursed on the actual expense basis for parking when that parking is related to County business at other than your normal location. Receipts for such payments must be submitted with the expense reimbursement request.

Subd. (5) When an employee chooses to use his or her own vehicle for travel instead of an available vehicle from the Motor Pool, the mileage reimbursement will be made at \$0.10 less than the current mileage rate.

#### **Section H. Airline Travel**

Subd. (1) Any Aitkin County employee or elected official who uses airline travel for County business must report the receipt of any credits or other benefits to the County by notifying the Auditor's Office within 30 days of receipt of any such benefits or credit. Any employee or elected official may accrue credits or other benefits to be used by the individual for additional airline travel for County business only. Credits or other benefits accrued to an employee or elected official who uses airline travel for County business cannot be used for personal gain.

#### **Section I. Travel Time**

Subd. (1) County employees may be authorized time for travel the day prior to and/or the day following the convention or meeting date(s) when extended travel is required by the Department Head.

Subd. (2) If an employee's family members accompany them on County business trips, the portion of the expenses attributable to the family member(s) is not reimbursable.

#### **Section J. Travel Expenses**

Subd. (1) Expense claim sheets must be prepared after return from travel and presented to the responsible authority for approval within a reasonable period of time. The claims shall be presented to the County Board for approval at County Board meetings in a manner and form as approved by the County Board.



**Section K. Liability Insurance/Driver's License**

Subd. (1) Employees shall not drive vehicles on County business without a valid Minnesota driver's license of the appropriate classification. Driving records of County employees who use vehicles for County business may be checked on an annual basis.

Subd. (2) It is the employee's responsibility to notify his/her supervisor if their license has been revoked or if there is any other reason why they cannot drive a vehicle.

Subd. (3) Employees are required to have liability insurance in effect on all personal vehicles used for County purposes or while performing County business. The County may at any time require proof of such insurance.

**Section L. Car Pooling**

Subd. (1) **Definition:** When two or more County employees attend the same meeting, workshop, training or conference and ride together in an employee's personal vehicle or County vehicle.

Subd. (2) Car pooling and the use of the County Motor Pool/Department vehicle is required to save on travel related expenses.

Subd. (3) When car pooling and the use of the County Motor Pool/Department vehicle is not feasible, the use of personal vehicles to travel for the performance of job duties will be reimbursed at the County approved rate. Documentation will include date, function, site traveled to and a portal to portal mileage total.

**Section M. Situations Not Specifically Covered**

Subd. (1) Situations periodically arise which require flexibility and common sense. Department Heads are authorized to make decisions on situations not specifically covered by this policy, provided the decisions are made within the general intent of this policy.

**Section N. How Automobile Liability Coverage Applies**

Subd. (1) It is a fundamental rule of automobile liability coverage that the primary responsibility to respond falls first upon the coverage in effect on the vehicle involved in the accident. The second priority is any coverage in effect covering the operator of the vehicle. Other coverages respond after these first two.

Subd. (2) **Member-owned vehicle** - In this instance, since the vehicle is owned by the member, the primary responsibility to respond rests with MCIT. The operator's personal coverage may come into play as excess insurance if the MCIT limits prove insufficient to cover all the damages caused.

Subd. (3) Personal vehicle - The personal vehicle being used could be a vehicle owned by the operator, a vehicle leased to the operator on a long term basis, or a vehicle owned by someone else and loaned to the operator. In this instance, the primary responsibility to respond rests with the policy applicable to the vehicle. A vehicle on a long-term lease is treated as though the lessee owns it. The second priority would be the policy applicable to the operator (if different). The MCIT coverage document would respond last.

Subd. (4) Short-term leased (rental) vehicle - Travelers frequently need to rent cars. Uniformly, rental agreements provide state minimum coverages that will be primary over all other applicable coverages. The second priority for coverage will be the renter/operator's personal automobile policy. The MCIT coverage would be in excess. Under a vehicle rental contract, the renter becomes responsible for any damage occurring to the rented vehicle. In Minnesota, automobile policies automatically include coverage for damage to rental cars. It is not necessary to purchase additional collision damage coverage from the rental company.

#### **Section O. County Vehicle Usage**

Subd. (1) Purpose: To define the criteria for using a County vehicle from the motor pool vehicles.

- (a) All employees who engage in the use of County vehicles are required to have a valid and appropriate driver's license. It is the employee's responsibility to notify his/her supervisor if the employee's license has been revoked or suspended or if there is any other reason why the employee cannot drive a vehicle.
- (b) County vehicles and equipment are to be used for County-related business only. However, assigned County vehicles may be used to a limited extent for the conduct of personal business when traveling out-of-town or for meal purposes during lunch hours. All passengers in County vehicles must be employees of the County or have an official County business function.
- (c) Periodically situations arise which require flexibility and common sense. Department Heads are authorized to make decisions relating to matters not specifically covered by this Policy, provided the decisions are made within the general intent of this Policy. (Board approved 7/30/90)

**Section P. Meal Reimbursement**

Subd. (1) Purpose: To define the meal reimbursement procedures for County employees, elected officials, and authorized representatives for expenses incurred while conducting business on behalf of Aitkin County as required by the County.

Subd. (2) Aitkin County will provide reimbursement for meal expenses when such expenses are necessarily incurred while conducting County business. The Department Head must approve all requests prior to incurring reimbursable expenses. The actual cost of meals, not to exceed \$46.00 per day, while traveling outside of the County will be reimbursed. The following daily amounts shall be followed:

Breakfast: \$11.00                  Lunch: \$14.00                  Dinner: \$21.00

Subd. (3) Conditions

- (a) Employees who meet the eligibility requirements for two (2) or more consecutive meals, shall be reimbursed for the actual cost of the meals up to the combined maximum reimbursement amount.
- (b) Reimbursements may be claimed by the individual if they depart from the work location in an assigned travel status before 6:00 a.m. or if the individual is away from home overnight.
- (c) —Individuals may claim reimbursement if they are not within the County boundaries during the regular scheduled lunch period.
- (d) Reimbursement may be claimed by the individual if they are away from their normal work location in a travel status overnight or required to remain in a travel status until after 7 p.m.
- (e) The Department Head must authorize meetings with a meal charge in excess of the approved meal allowance.
- (f) When meals are part of a tuition or registration fee, no additional reimbursement request for such meals can be claimed.
- (g) Expenses for alcoholic beverages are not reimbursable.
- (h) Tips or gratuities are only reimbursable up to 20% of the meal allowance when dictated by a restaurant receipt.
- (i) The reimbursement for meals, lodging, parking, and other related County expenses will occur only upon submittal of receipts. Pursuant to federal law, meal reimbursement without overnight lodging will be included as income and subject to income tax withholding and FICA deduction. Reimbursement for out of state travel shall be made at the Federal CONUS rate at the time of travel.

- (j) If meals are included as part of a conference, seminar fee, or airline ticket and are not separately identified, they are not taxable income.

**Section Q. Conference/Seminar Requests**

Subd. (1) Aitkin County employees must keep up to date with changes being made outside the county which affect the way county business is performed. It is also the intent of Aitkin County to encourage development of its staff to the fullest extent possible. Two areas that are used for this are "required" and "discretionary" training.

Subd. (2) Required Training

- (a) Training requirements prescribed by governing authorities, or by an approved employee development program. (For example, Child Protection currently requires 15 hours of professional training per year.)

Subd. (3) Discretionary Training

- (a) Training requirements that allow staff to attend workshop/seminar activities related to their current position or an approved individual development plan.
- (b) Aitkin County will reimburse or pay directly for registration fees, meals, lodging, and transportation to and from an approved session as defined in the county's travel and meal reimbursement policies.
- (c) The attached request form must be completed and approved by the Department Head prior to attendance of any type of training session. An approved copy of the request form must be forwarded to Human Resources for inter-department coordination purposes.
- (d) A copy of the completion certificate or similar notification will be provided to the Human Resources Department for inclusion in the employee's personnel file. This will provide a permanent record of all formal employees training at a central location.

Subd. (4) Out of State Travel

- (a) Air Transportation - Any employee, traveling on County business shall be reimbursed for their travel expense by coach airfare rates. Airfare should be billed to the County at the lowest available rate based on inquiries to travel or ticket agents.
- (b) Extended Vehicle Use -When a personal vehicle is used for extended travel, reimbursement is paid on the basis of the prevailing mileage allowance rate or coach class air fare, whichever is less. When two or more people are traveling in one vehicle, reimbursement is made to one person.
- (c) Taxi/Bus - Payment for taxi, bus, or limousine service is authorized when no private vehicle is available. Reimbursement will be for whichever form of transportation has the lowest available rate.

- (d) Airline Travel Benefits - Any employee or elected official may accrue credits or other benefits to be used for additional airline travel for County business only. Credits or other benefits accrued by an employee or elected official who uses airline travel for County business cannot be used for personal gain.
- (e) The Department Head must authorize out of state travel. Permission must be then be received from the County Board before traveling outside of the State of Minnesota on county business, except when traveling to cities that directly border Minnesota. The Department Head is responsible to see that funds are available to cover the approved expense.

## ARTICLE III INFORMATION SYSTEMS AND TECHNOLOGY

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### Section A. Purpose

The purpose of these policies is to provide clear guidelines to all employees regarding appropriate use of and access to County Information Systems, to protect Aitkin County Information Systems' security and assets, to manage Aitkin County Information Systems and to protect the right of appropriate access to public data under the Minnesota Government Data Practices Act, Minn. Stat. §13.01 et seq., and the Government Records Administration Act, Minn. Stat. § 138.17.

Subd. (1) In this document, the following terms shall be defined as follows:

- (a) "Employee(s)" means full-time, part-time, temporary and seasonal employees, elected and appointed officials, volunteers and interns.
- (b) "Information Systems" means all Aitkin County desktop, laptop, mobile and central computers, computer hardware, computer software, internal and external networks, bulletin boards, electronic mail, modems, facsimile systems, and on-line services.
- (c) "Electronic mail" or "e-mail" mean any internal or external electronic mail system available to Aitkin County employees or authorized persons.
- (d) "Online services" means computer services including, but not limited to, the Internet, the World Wide Web, America Online, and CompuServe.

**Section B. Introduction**

Subd. (1) The County's Information Systems are County-owned and publicly-funded. The County's Information Systems and the information conveyed thereon are the property of the County. Access to and use of the County's Information Systems are restricted by the Information Systems' Policies. Aitkin County expects that employees will use of all Information Systems responsibly.

Subd. (2) Equipment that is the property of another entity, but used by County employees in the course of their work, is also encompassed by these policies. The County's expectations regarding employee's use of Information Systems apply to use within Aitkin County facilities and to remote access of County Information Systems from a non-County facility.

Subd. (3) The responsibility of compliance with the Information Systems' Policies lies exclusively with the individual employee. Failure to comply with these policies, including failure to report known violations of the Information Systems' Policies, may subject the individual to appropriate disciplinary action, up to and including termination from employment.

Subd. (4) In addition to the application of disciplinary action, violations of these policies may subject the individual to expulsion from access to the County's Information Systems and appropriate criminal prosecution or legal action. For example, under U.S. copyright law, illegal reproduction of software may result in civil damages of as much as \$50,000 and criminal penalties, including fines and imprisonment. Unauthorized access of data contained on Aitkin County storage media may result in the revocation of Information Systems' access privileges and/or criminal prosecution.

Subd. (5) Human Resources, Department Heads and the MIS Coordinator will review alleged violations of these policies on a case-by-case basis.

Subd. (6) All employees will be given copies of these policies. All new employees will be given a copy of these policies by the Human Resources Manager as part of their orientation. Upon distribution of these policies, the County will collect signed copies of the Employee Acknowledgement for Information Systems' Usage found in Subject 9.10.

**Section C. Hardware And Software**

Subd. (1) Purpose

- (a) Only Aitkin County employees are authorized to use Aitkin County Information Systems. Aitkin County permits supervised use of Information Systems by other authorized persons when such use is pre-approved by the appropriate Department Head.

Subd. (2) Hardware

- (a) If an employee needs to use computer equipment in a department other than the one to which he or she is assigned, the employee must obtain prior approval from the employee's Department Head and the Department Head in the other department. Data Processing and MIS personnel are exempt from this provision if such use is necessary to perform required work duties.

Subd. (3) Software

- (a) Use of Aitkin County Information Systems, including but not limited to software applications, must be in accordance with the license agreements that govern the use of each software application.
- (b) Aitkin County employees may not reproduce or copy licensed software to any storage media unless for backup or archival purposes or when authorized by the software developer or manufacturer.
- (c) The MIS Department will hold and protect the original master diskettes for all authorized network software, including any business application software purchased by Aitkin County. Aitkin County permits shareware if it is authorized software consistent with the policy statements contained in this document and is purchased pursuant to the County Purchasing Policy.
- (d) All software developed by the MIS Department or other County personnel as part of their work duties is County property, available to all departments, and may not be released or sold without County Board approval.



**Section D. Purchasing Policy**

- Subd. (1) ~~All computer hardware and software purchases must be for County business purposes only. The following procedures are to be followed when a department desires to purchase hardware and/or software:~~
- Subd. (2) ~~The requesting department, when applicable, is responsible for securing County Board/Department Head authorization to proceed with the purchase.~~
- Subd. (3) ~~After County Board approval, MIS Department staff will assist with preparation of specifications, which will be used for the procurement process.~~
- Subd. (4) ~~The County's purchasing guidelines will be followed to procure the computer hardware and/or software.~~
- Subd. (5) ~~Updates to software for word processing and spreadsheets will be Microsoft Office products, unless specific and compelling reasons can be demonstrated to purchase another brand. MIS will be trained in and support Microsoft Office products. Other software products will not be supported with training as aggressively as Microsoft Office products.~~

**Section E. Computer Virus Protection**

- Subd. (1) Computers assigned to employees must be protected against virus protection to the extent possible. Every computer file received from any outside source must be scanned for computer viruses when applicable.
- Subd. (2) When virus protection programs are on computer equipment, the program must not be disabled or tampered with in any way to compromise active scan on all storage media.
- Subd. (3) Virus protection program updates and signature files will be downloaded by MIS staff on a regular basis and distributed to Department Heads for department-wide installation. Department Heads will notify MIS of update compliance.
- Subd. (4) If a virus is detected, the disk, CD or downloaded file must be set aside. The disk, CD or downloaded file must not be used until the MIS Department certifies such action as safe.

**Section F. Downloading From Bulletin Boards And Online Services**

- Subd. (1) The access of remote bulletin boards or any online service for downloading software using Aitkin County Information Systems is strictly prohibited, unless the MIS Coordinator authorizes the downloading of such software. All downloaded software, documents, graphics or data shall be:
- (a) Business oriented; and
  - (b) Immediately scanned for viruses.

**Section G. Retention And System Back-Ups**

Subd. (1) Retention

- (a) Retention schedules, based on content of messages, are the same regardless of the medium – paper, voice or electronic.
- (b) All e-mail and/or facsimile messages should be deleted from the electronic mail system or fax services system within 30 days of receipt. E-mail or faxed messages kept in the systems beyond 30 days may be deleted by the MIS Department without notifying the recipient or sender. If retention is needed beyond 30 days, the message(s) should be moved to a permanent storage area, such as a network subdirectory, local hard disk or floppy disk.
- (c) All data stored on Aitkin County storage media should be deleted or archived to a permanent medium, including CD-ROM or tape, if immediate access is no longer needed. The deletion or archiving schedule is dependent on federal and state laws and Aitkin County retention policies. Departments are expected to delete or archive files that no longer require immediate access and/or are eligible for deletion and archiving pursuant to data retention laws or policies. The MIS staff or department designees will periodically check for files that are eligible for deletion and archiving.

Subd. (2) System Back-Ups

- (a) Individual computers will be backed-up in accordance with departmental guidelines.
- (b) The MIS Department will back-up the Courthouse, SSIS and Sheriff's Office servers, as well as all AS400 data.

**Section H. Appropriate Use, Inappropriate Use And Personal Use Of Information Systems**

Subd. (1) The County's Information Systems are provided to County employees, where applicable, as a resource to employees and the County. Use of these resources must be in accordance with County policies and applicable laws and regulations.

Subd. (2) Appropriate Use

- (a) Appropriate use of the County's Information Systems includes a commitment to good judgment. As with any form of communication, the rules of reasonableness, respect, courtesy, common sense and compliance with laws, regulations and policies apply to electronic communication.
  - (i) Employees must:
  - (ii) Use resources only for authorized purposes.

- (iii) Protect user ID, password and system from unauthorized use. Employees are responsible for all activities on the employee's user ID, password and all activities that originate from the employee's computer.
- (iv) Only access information that is publicly available or information to which the employee has been given authorization to access.
- (v) Use only legal versions of copyrighted software in compliance with license requirements.
- (vi) Be considerate in the use of shared resources, refrain from monopolizing systems, overloading networks, degrading services or wasting computer time, disk space, printer paper, manuals or other resources.
- (vii) Employees should be aware that they might receive inappropriate and unsolicited e-mail messages. Any such message(s) should be reported immediately to the employee's supervisor and any other designated official within the employee's department. An employee's report may be relevant if County monitoring activities determines that an employee has received offensive, obscene, sexist or racist information through the County's Information System.

Subd. (3) Inappropriate Use

Inappropriate use of the County's Information Systems includes, but is not limited to, the following:

- (a) Illegal activities.
- (b) Wagering, betting or selling chances.
- (c) Fund-raising for any non-County purpose.
- (d) Commercial activities. For example, personal for-profit business activities.
- (e) Promotion of private causes or activities.
- (f) Distribution of unsolicited or personal advertising.
- (g) Harassment and discrimination.
- (h) Receipt, storage or transmission of information that is or could reasonably be considered to be offensive to another on the basis of gender, race, age, sex, sexual orientation, religious or political beliefs, national origin, disability or other protected class status.
- (i) Receipt, storage or transmission of information that is or could reasonably be considered to be obscene, threatening, abusive or harassing.

- (j) Downloading software not intended for business purposes. For example, games, music files, etc.
- (k) Transmission of any material in violation of federal, state or local regulations.
- (l) Making or attempting to make an unauthorized entry to computer communication systems.
- (m) Vandalizing, damaging or disabling the property of another person, entity or organization.
- (n) Propagation of computer worms or viruses.
- (o) The unauthorized use of another person's user ID or password.
- (p) Violations of copyright laws or other unauthorized use another person's intellectual property without their prior approval, including the downloading or exchanging of pirated software.
- (q) Access to any sites that incur unauthorized financial obligations to the County.
- (r) Intentionally intercepting, eavesdropping, recording, reading, altering or receiving another person's e-mail messages without proper authorization.
- (s) Participating in any forums, chat groups, or other online service unless prior authorization is granted and documented by the Department Head.
- (t) Excessive personal use as determined by the employee's Department Head.

Subd. (4) Personal Use

- (a) Incidental and occasional personal use of County computer resources is permitted only as determined by individual Department Heads. However, such use will be in accordance with this and other County policies.
- (b) The personal use privilege will be limited such that it:
  - (c) Must be done on an employee's personal time;
  - (d) Does not interfere with business usage;
  - (e) Does not interfere with the employee's job activities;
  - (f) Does not interfere with other employees' job activities;
  - (g) Is not for political, religious, personal financial profit, or other promotional activities, or does not result in consumption of County resources;
  - (h) Does not result in incremental expense for the County; and

- (i) Does not contain or infer offensive, threatening, obscene, abusive, racist, sexist or harassing language, data, information, graphics or messages.
- (j) EMPLOYEES USING THE COUNTY'S INFORMATION SYSTEMS FOR PERSONAL USE WAIVE ANY CLAIMS TO PRIVACY.
- (k) Excessive personal use will be determined by the employee's Department Head and may subject the employee to disciplinary action, up to and including termination from employment.

**Section I. Monitoring**

Subd. (1) Aitkin County, and its Department Heads in conjunction with the MIS Department, reserve the right to access, inspect, review, intercept, and monitor employees' use of County Information Systems at any time. Such action on the part of Aitkin County may include overriding employees' user ID, passwords and codes.

Subd. (2) BY USING THE COUNTY'S INFORMATION SYSTEMS, EMPLOYEES VOLUNTARILY CONSENT TO BEING MONITORED.

Subd. (3) Computer monitoring software will be in place to facilitate, ensure and enforce compliance with these policies. Monitoring can determine and demonstrate:

- (a) Who is using the County's computer resources.
- (b) When the activity occurs.
- (c) Who is downloading information.
- (d) What is downloaded.
- (e) The Internet sites visited by users.
- (f) Electronic forms of electronic mail. These forms always exists and can be traced. All messages sent and received using electronic mail have the potential to be viewed.

Subd. (4) If the County, and its Department Heads in conjunction with the MIS Department requests employees' password(s), the password(s) must be disclosed.

Subd. (5) Data Processing will provide monitoring reports monthly to Department Heads and quarterly to the County Board.

Subd. (6) The MIS Department may, during routine maintenance of or service to Information Systems, see the contents of employees' files or messages. The MIS Department is restricted from willfully looking at the contents of files or disclosing information garnered as part of their job duties unless such action is part of monitoring activities authorized by this policy, necessary to serve a business purpose, or is warranted by other Information Systems' Policies.

Subd. (7) Monitoring information will be used to analyze network performance and measure productivity. This information may also be used and distributed in conjunction with enforcement of County policies. Aitkin County reserves the right to disclose information demonstrating or relating to an employee's use the County's Information Systems to the following:

- (a) Individuals within the County whose work assignments reasonable require access to the information.
- (b) Any persons, entities or agencies authorized by state or federal law to have access to the information, including, but not limited to, law enforcement agencies, contracting parties, and County Attorney Office or other legal representative.
- (c) If such information results in disciplinary action, the information may become available to the public as documentation supporting final disciplinary action.

#### **Section J. Harassment**

Aitkin County is committed to creating and maintaining a workplace that is free from harassment. Use of any Aitkin County Information Systems to harass others is strictly prohibited. Employees shall not create, send or download any documents, graphics or data that would constitute harassment as defined in the Aitkin County policy on sexual harassment.

**Section K. Employee Acknowledgement For Information Systems' Usage**

This memorandum is to highlight certain provisions of the County's Information Systems' Policies.

If an employee has questions, concerns, or uncertainties about issues regarding Information Systems' use, the employee is expected to discuss these concerns with their Department Head who will act as the employee's first point of contact.

1. All data collected, stored, processed or disseminated by County employees is governed by the Minnesota Government Data Practices Act and other applicable statutes. Therefore, the gathering, use and dissemination of such information through computers must be done pursuant to the Data Practices Act and other applicable statutes.
2. Because the duplication of licensed software, except for backup or archival purposes or when authorized by the developer or manufacturer, is a violation of federal law, the terms of software license agreements must be strictly observed.
3. Protect the computer assigned to you against virus infection.
4. The use of the County's Information Systems to receive, send, store or propagate offensive, obscene, threatening, racist, sexist or harassing messages, data or graphics is strictly prohibited.
5. Employee's use of the County's Information Systems may be accessed, inspected, reviewed, intercepted, and monitored at any time. BY USING THE COUNTY'S INFORMATION SYSTEMS, EMPLOYEES VOLUNTARILY CONSENT TO BEING MONITORED. Computer monitoring software will be in place to facilitate, ensure and enforce compliance with the Information Systems' Policies.

I have read this memorandum and am fully aware of the Aitkin County Information Systems' Policies. I am also aware that violation of these policies may result in disciplinary action, up to and including termination from employment. cc: Personnel File

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## ARTICLE IV ACCOUNTING, FINANCE AND PURCHASING

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Adopted:

### **Section A. Accounting, Auditing and Financial Reporting**

#### Subd. (1) Accounting Practices

- (a) The County adopts the Minnesota County Financial and Reporting Standards (COFARS) developed by the Minnesota State Auditor's Office and such updates as may be adopted from time to time.
- (b) The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles applicable to state and local governments. The County's accounting and financial reporting policies and procedures will conform to these generally accepted accounting principles (GAAP). The County Administrator is responsible for adopting written procedures to ensure adherence to this section.
- (c) All county funds shall be accounted for on a cash basis.

#### Subd. (2) Audit

- (a) Oversight of the annual audit shall be conducted by the Board Chair, County Administrator and County Auditor.
- (b) If applicable, the Board Chair, County Administrator, County Auditor and two staff assigned primary duties related to finance shall recommend an independent auditor to the County Board.
- (c) The County's auditor shall make an annual summary presentation of the County's annual audit to the County Board.

#### Subd. (3) Financial Reporting

- (a) The County Administrator shall prepare or cause to be prepared reports that analyze and evaluate financial performance for presentation to the County Board on at least a quarterly basis.



**Section B. Budget**

Subd. (1) Budgeting Approach

~~(a)~~ (a) The purpose of the annual budget is to set forth a plan for revenues and expenditures of the County for the coming fiscal year and to set authorized spending limits by department.

~~(b)~~ (b) Revenues and expenditures shall be estimated based on actual historical figures and anticipated changes.

~~(b)~~ Revenues shall be estimated employing a conservative approach that is more likely to underestimate revenues than overestimate revenues.

~~(c)~~ Expenditures shall be estimated employing a conservative approach that is more likely to overestimate expenditures than underestimate expenditures.

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Subd. (2) Budget Adoption Process

(a) In accordance with MN Statute 375a.06, the County Administrator is responsible for preparation of the annual budget and presentation to the County Board for approval.

Subd. (3) Budgeted Funds

(a) Budgets will be prepared and submitted for the approval of the County Board for all governmental funds, business-type funds and township funds under the County Board's authority.

Subd. (4) Budget Accounting Basis

(a) Budgets will be prepared using the cash plus encumbrances method.

(b) A reconciliation will be prepared and included in the budget to project the actual financial position of the County at the end of the fiscal year.

Subd. (5) Budget Compliance

(a) All funds of the County are under the legal control of the County Board, unless this control is superseded by Statute, Rule or Federal Law; as such the County Board retains the authority to amend budgets at any time.

(b) The County Administrator is responsible for monitoring expenditures and revenues, to ensure budget compliance and to report to the County Board on the status of the budget on at least a quarterly basis.

(c) Department Heads are responsible for budgets assigned to them, and have the authority to expend funds and receipt revenue in accordance with applicable policies of the County Board.

(d) Budget compliance is designated at the departmental level, in accordance with the

approved budget and the County's financial record keeping system.

- (e) The authority to allocate or re-appropriate resources for full time staff, including salaries, benefits and other expenses is reserved by the County Board, such allocations and appropriations must be approved by the County Board.
- (f) The authority to allocate or re-appropriate resources for programs and services that may create long term fiscal or operational obligations is reserved by the County Board, such allocations and appropriations must be approved by the County Board.

Subd. (6) Budget Amendments

- (a) Budget amendments must be prepared and submitted to the County Board for approval when circumstances or priorities change during a fiscal year which will -modify the expenditures or revenues of a department by more than 1.5% or 10,000; whichever is greater
- (b) Budget amendments are not necessary when the net departmental budget will not be impacted unless the budget amendment would increase personnel spending for full time employees

**Section C. Change Funds**

Subd. (1) The County Board must approve all permanent change funds.

Subd. (2) The County Administrator may approve temporary change funds, in effect for less than 30 days, in amounts less than \$500.00.

Subd. (3) The County Administrator will ensure appropriate procedures are adopted and followed to ensure accurate accounting of change funds. The County Auditor is responsible for implementing change fund accounting procedures.

**Section D. Revenue and Collections**

Subd. (1) The County Administrator will ensure appropriate procedures are adopted and followed to ensure accurate accounting of revenues received in to the County. The County Auditor and County Treasurer are responsible for implementing accounting procedures.

**Section E. Disbursements**

Subd. (1) The County Board must approve all disbursements.

Subd. (2) When it is necessary to pay a claim before it is possible to obtain County Board approval, in accordance with MN Statute 375.18 the County Board delegates authority to the County Administrator and County Auditor to authorize payment of certain claims. The claim must be presented for approval to the County Board at the next County Board meeting.

**Section F. Fixed Assets**

Subd. (1) Ownership of Fixed Assets

(a) All assets of Aitkin County are under the final authority of the Aitkin County Board unless superseded by federal law, statute, rule or grant requirement.

(b) All assets of Aitkin County which are acquired by Aitkin County, for use by Aitkin County, following adoption of this policy shall be titled in the name of Aitkin County, without reference to a specific department. Reasonable efforts to change the titles of assets owned as of adoption of this policy shall be made to comply with this policy in a reasonable period of time.

(c) The titles of all assets acquired by Aitkin County, for use by Aitkin County shall be held in one office, as determined by the County Administrator.

Subd. (2) Criteria for Capitalization and Inventory

(a) The County adopts the MN State Auditor Guide to Local Government Capital Assets and such updates as might be adopted from time to time to guide capitalization and inventory of assets, unless otherwise superseded by this policy.

Capital Asset Type	Tracking and Inventory Threshold	Capitalize and Depreciate for Financial Reporting
Land	\$1	Capitalize only
Land Improvements	\$1	\$25,000
Building and Building Improvements	\$1	\$25,000
Building Improvements	\$1	\$25,000
Construction in Progress	\$1	Capitalize only
Machinery, Equipment and Vehicles	\$250	\$5,000
Infrastructure	\$25,000	\$50,000

Subd. (3) Transferring/Selling Assets between County Departments

- (a) Assets may be transferred between departments without County Board approval.
- (b) Unless there is a need because of a grant agreement or reimbursement requirement, no accounting journal entry or warrant needs to be made to transfer assets between county departments.

Subd. (4) Selling and Donating Assets

- (a) All proceeds from the sale of items by the County shall be receipted by the County, and accounted for in to the appropriate departmental budget.
- (b) Assets no longer needed by the County may be donated to a non-profit or governmental organization, sold or discarded.
- (c) Assets must be appropriately decommissioned before being donated, sold or discarded.
- (d) Unless federal law, statute, contract or agreement requires the approval of the County Board, the County Administrator may approve of selling or donating assets when the projected value is less than ~~\$25,000~~ \$10,000. Department Heads may approve of selling or donating assets when the projected value is less than ~~\$10,000~~ \$1,000.
- (e) Generally, departments seeking to donate or sell assets shall ask other departments if they have a need for that asset, if no other county department has a need then it is appropriate to donate or sell the asset.

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- (f) From time to time, the County will hold an auction to sell items the County no longer has a need for. The County Administrator and Department Heads are authorized to utilize on-line auction sites, government surplus sites or other methods that may increase the likelihood of sale or increase the sale price.
- (g) Items that fail to sell on the county auction or on-line auction, have little to no monetary or utilitarian value may be disposed of appropriately.

**Section G. Capital Improvement Plans**

- Subd. (1) A capital improvement plan for a five year period will be submitted to the County Board for consideration and approval annually along with the annual budget.
- Subd. (2) The capital improvement plan shall include at least all planned capital expenditures meeting the criteria of the fixed assets policy, for the next immediate fiscal year and a projection of planned expenditures for proceeding years.
- Subd. (3) The capital improvement plan shall include at a minimum; a brief description of the expenditure, the department requesting, the projected amount, the funding source(s) and any necessary explanation of the need for the expenditure.

~~Section H. Purchasing~~

~~Subd. (1) The County Administrator is authorized to make purchases on behalf of the County Board, without prior County Board approval when:~~

- ~~(a) The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and~~
- ~~(b) The expense will not exceed the current budget; and~~
- ~~(c) The expense is less than \$25,000, \$10,000; or~~
- ~~(d) The expense is considered a normal operational expense and is within the budgeted amount of a specifically identified line item under the County Administrator's management. Capital purchases are excluded.~~

~~Subd. (2) Department Heads are authorized to make purchases on behalf of the County Board, without prior County Board approval when:~~

- ~~(a) The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and~~
- ~~(b) The expense will not exceed the current budget; and~~
- ~~(c) The expense is less than \$10,000, \$5,000; or~~

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~~(d) The expense is considered a normal operational expense and is within the budgeted amount of a specifically identified line item under the Department Head's management (i.e. Road salt and sand line item may be expended up to the budgeted amount without County Board approval). Capital purchases are excluded.~~

~~Subd. (3) From time to time, opportunities may arise to manage the County's expenses down by taking immediate action on a purchase which exceeds the delegated authority of the County Administrator. In these rare circumstances, the County Administrator is authorized a reasonable amount of discretion to exceed the dollar limit in this policy when it is documented that waiting until the next County Board meeting to approve the purchase will likely cost the County a greater amount. In these circumstances, the Department Head requesting the purchase and the County Administrator should be in agreement, and the request shall be submitted to the County Board at the next regular County Board meeting.~~

Commented [KMR1]: Moved to Procurement Policy

~~Section I. Contracting~~

~~Subd. (1) The combined signature of the County Board Chair and the County Board Clerk is the official signature of the County Board.~~

~~Subd. (2) The County Administrator is authorized to execute contracts on behalf of the County Board, without prior County Board approval when:~~

- ~~(a) The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and~~
- ~~(b) The expense of the contract will not exceed the current budget; and~~
- ~~(c) The expense of the contract is less than \$25,000, \$10,000; and~~
- ~~(d) The contract does not bind the County for a period longer than the current fiscal year OR the contract contains a provision allowing at-will termination of the agreement with 30 days' notice or less.~~

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~~Subd. (3) Department Heads are authorized to execute contracts on behalf of the County Board, without prior County Board approval when:~~

- ~~(a) The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and~~
- ~~(b) The expense of the contract will not exceed the current budget; and~~
- ~~(c) The expense of the contract is less than \$10,000, \$5,000; and~~
- ~~(d) The contract does not bind the County for a period longer than the current fiscal year OR the contract contains a provision allowing at-will termination of the agreement with 30 days' notice or less.~~

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Subd. (4) ~~From time to time, opportunities may arise to manage the County's expenses down by taking immediate action on an existing contract which exceeds the delegated authority of the County Administrator. In these rare circumstances, the County Administrator is authorized a reasonable amount of discretion to exceed the dollar limit, but not the duration limit, in this policy when it is documented that waiting until the next County Board meeting to approve a contract amendment or change order will likely cost the County a greater amount. In these circumstances, the Department Head requesting the purchase and the County Administrator should be in agreement, and the request shall be submitted to the County Board at the next regular County Board meeting.~~

Subd. (5) ~~The County Highway Engineer has the authority to execute change orders and contract modifications deemed reasonable by the Engineer and within the scope of the project approved by the County Board. The Engineer must use discretion; taking in to account the scope of the project, the total cost of the project compared to the change order and the resources available.~~

Subd. (6) ~~The County Highway Engineer has the authority to execute right-of-way agreements; taking into account the market value of properties, project costs, and financial stability of county resources.~~

Commented [KMR2]: Moved to Procurement Policy.

**Section J. Fund Balance and Reserves**

Subd. (1) Fund Balance Policy

(a) ~~The County aims to maintain a year-end, unrestricted fund balance of at least 42% of the following year's budgeted expenditures on all governmental funds. For the purposes of this policy, the General Fund, HHS Fund and Highway Fund shall be combined; all other governmental funds shall be calculated separately. has adopted a separate Fund Balance Policy.~~

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Subd. (2) Designation of Fund Balance, GASB 54

(a) The County shall follow the MN State Auditor's Statement of Position on GASB 54 and such updates as may be made from time to time.

Classification	Definition	Examples
Nonspendable	Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact	<ul style="list-style-type: none"> <li>• Inventories,</li> <li>• Prepaid items,</li> <li>• Long-term receivables</li> </ul>



Restricted	Fund balance should be reported as restricted when constraints placed on the use of resources are either:  a. Externally imposed by creditors (such as	<ul style="list-style-type: none"> <li>• Restricted by state statute,</li> <li>• Unspent bond proceeds,</li> <li>• Grants earned but not spent,</li> <li>• Debt covenants,</li> </ul>
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	<p>through debt covenants), grantors, contributors, or laws or regulations of other governments; or</p> <p>b. Imposed by law through constitutional provisions or enabling legislation</p>	<ul style="list-style-type: none"> <li>• Taxes dedicated to a specific purpose, and</li> <li>• Revenues restricted by enabling legislation</li> </ul>
Unrestricted - Committed	Used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority	<ul style="list-style-type: none"> <li>• The governing board has decided to set aside \$1M for a road construction project.</li> <li>• Property tax levies set for a specific purpose by resolution</li> </ul>
Unrestricted - Assigned	Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed	<ul style="list-style-type: none"> <li>• Governing board has set aside \$2 million for a county project and the county administrator may amend this up to \$100,000.</li> <li>• Governing body delegates the authority to assign fund balance to the finance officer.</li> <li>• Governing board has appropriated fund balance often to balance next year's budget.</li> <li>• Positive residual balances in governmental funds other than the general fund.</li> </ul>
Unrestricted Unassigned	Unassigned fund balance is the residual classification for the General Fund. This is fund balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other governmental funds would report deficit fund balances as unassigned	

(b) The County Administrator is delegated the authority to assign unrestricted fund balance for planning purposes, this authority does not grant authority to expend funds not budgeted by the County Board.

Subd. (3) Reserving Budgeted Funds

**PURPOSE:**

To set up procedures for reserving budgeted funds in the most fiscally responsible manner.

Note: In order to reserve funds during the current calendar year for equipment or projects that were not completed during that fiscal year, but will be completed during the following calendar year, those items must not be budgeted for in the following year and must not be moved from one line item to another. Additionally, the items must be for a specific use and not generalized.

**PROCEDURE:**

- The County Administrator will distribute a memorandum soliciting requests of reserves during the month of December.
- The Department Heads will submit an itemized list of items not completed during the current calendar year, with the budget and line item necessary to complete the project. All previously reserved monies must be included within the budget. The Department Head must certify that these requested items cannot be completed during the following fiscal year without these reserves and that the item has not been budgeted for in the following years budget.
- The County Administrator will review these requests and present the requests to the County Board prior to the end of each fiscal year.
- The County Board will act on these requests prior to the end of each fiscal year such to not hinder the fiscal health of Aitkin County and to uphold their fiscal responsibility to the taxpayers of Aitkin County.
- Any items not completed within the time period will be returned to the fund they were generated from at the end of the fiscal year they were reserved for.

**Section K. Investments**

Subd. (1) This investment policy applies to activities of the County with regard to investing the financial assets of all funds maintained.

- (a) All cash and investments will be maintained in a single cash and investment pool, unless otherwise required by law, court order, or County Board directive.
- (b) Interest revenue and gains (or losses) on sales of investments will be retained in the general fund unless specifically designated otherwise by County Board resolution, state statute, grant regulation, or contract.
- (c) All revenues, expenditures, assets, and liabilities relating to securities lending transactions will be recorded in the general fund. Revenue gains (or losses) related to this investment of cash collateral will be retained in the general fund.

Subd. (2) The responsibility for conducting investment transactions involving public funds of the County resides with the County Treasurer. The County Treasurer is designated as investment officer and is responsible for investment decisions and activities, with the input of the County Board.

(a) No person may engage in an investment transaction except as provided under the terms of the investment policies and the procedures established by the County Treasurer or applicable State law or rule.

(b) The selection of banking services will be made by the County Treasurer.

Subd. (3) The County Treasurer shall maintain a system of internal controls for investments, which shall be documented in writing. The internal controls shall be reviewed by the State Auditor's Office. The controls shall be designed to avoid losses of County funds arising from fraud, employee error, and misrepresentations by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the County.

Subd. (4) The investment portfolio of the County shall be designed to meet the following objectives in the order of priority; preservation of capital; meeting cash flow needs of the County; maximization of yield.

Subd. (5) The financial assets of the county may be invested in those securities or other investments permitted pursuant to MN Statues 118.A.

#### **Section L. Debt**

Subd. (1) The purpose of this policy is to guide consideration of debt and the proper use of debt to fund capital projects. The primary objective is to establish conditions for the use of debt and to create policies that minimize the County's debt service and issuance costs, retain the highest credit rating and maintain full and complete financial disclosure and reporting. There are no absolute rules or formulas in determining the level of County debt. Each situation requires a thorough review of the County's debt position, financial health and economic forecast.

Subd. (2) Acceptable purposes and conditions for use of debt:

(a) Estimated future revenue is sufficient to ensure the repayment of the debt obligation;

(b) Other financing options have been explored and are not viable for the timely or economic acquisition or completion of a capital project;

(c) Debt will not be used to fund ongoing operating expenses of the County except in the case of an extreme financial emergency which is beyond the County's control or reasonable ability to forecast;

(d) When non-recurring capital improvements are desired;

- (e) When it can be determined that future citizens will receive a benefit from the improvement and when the project's useful life, or the projected service life of the equipment, will be equal to or exceed the term of the financing.

Subd. (3) The County will consider issuing debt using only those instruments statutorily authorized by the State of Minnesota.

**Section M. Credit and Purchasing Cards**

Subd. (1) The purpose of this policy is to provide detailed information regarding the use of credit cards assigned to selected Aitkin County employees to purchase goods and services for Aitkin County.

- (a) This policy and procedure applies to all County divisions and agencies that have selected employees to use credit cards.
- (b) The County Administrator may delegate to other specific individuals the responsibility for the performance of some credit duties at a departmental level.
- (c) This policy is intended to accomplish the following:
  - (i) To ensure that credit cards are used in accordance with Aitkin County policies.
  - (ii) To ensure internal controls for authorized credit.
  - (iii) To ensure that the County bears no legal liability from inappropriate use.
  - (iv) To provide a convenient credit method and reduction of paperwork.
  - (v) To empower employees, increase productivity, flexibility, and efficiency.

Subd. (2) Credit Card Requirements

- (a) County employees who accept a county credit card are accepting the responsibility for maintaining security of the credit card and credit card number and following this policy. This includes being vigilant to protect the physical card, the credit card numbers and other identifying data, and promptly notifying the credit card issuer and County Auditor's office in the event of fraudulent or potentially fraudulent activity. The card holder is also responsible to ensure that goods and services purchased with the county credit card are received.
- (b) Each credit card issued will have "Aitkin County" and the individual cardholder's name embossed upon it.
- (c) The credit card vendor will have no individual cardholder information other than the County's mailing address; no personal credit records, social security numbers, or other personal information is maintained.
- (d) County issued credit cards shall be used for county business purposes only, and under the appropriate authority of this and other applicable policies.

Subd. (3) Credit Card Authorization

- (a) All transactions on the county credit card must be authorized by the individual to whom the credit card has been assigned.
- (b) Through the credit card issuer, the county will set the following purchase limits by default:
  - (i) Single daily purchase limit: \$999.99
  - (ii) 30 day purchase limit: \$5,000.00
- (c) Department heads may set lower limits for cardholders under their supervision.
- (d) From time to time, circumstances may arise where it is reasonable to make a purchase exceeding the single daily purchase limit or 30 day purchase limit. In these circumstances, the County Administrator may authorize a one-time adjustment to the purchase limits; provided the purchase is within the authority of the County Administrator under the general purchasing policy of Aitkin County.
- (e) Purchases with a county business purpose may be made with the credit card in person, via telephone or through a secure website. If you are unsure whether or not a website is secure, do not use the county credit card. The IT department will be able to assist you in determining if a website is secure.

Subd. (4) Documentation, Reconciliation, and Payment Procedures

- (a) Itemized documentation must be retained as proof of purchase whenever using the credit card. Receipts and vouchers must be provided to the Auditor's office within a reasonable period of time so payment may be made to avoid late fees, typically 10 business days.
- (b) If, for some reason, the cardholder is missing documentation of the transaction, they must attach an explanation that includes a description of the item, date of purchase, merchant's name, and the reason for missing documentation.
- (c) The department head must review all documentation and ensure that all purchases are valid and appropriate prior to approving the claims for payment.

Subd. (5) Requests for Credit Cards

- (a) The department head/manager and County Administrator must approve credit cards. The County Treasurer may authorize the credit card request in absence of the County Administrator.
- (b) The County Treasurer is responsible for establishing a form for the authorization to become a credit card holder. Completed forms must be submitted to the Treasurer's Office for processing.
- (c) Upon issuance of the credit card, the cardholder must sign their credit card.
- (d) Credit Cards will be delivered via US Mail directly by the card issuer. Lost/Stolen Credit Cards
- (e) Contact information of the credit card issuer will be provided to the cardholder.

Subd. (6) Disputes Regarding Credit Cards

- (a) Should any employee lose or have their credit card stolen, or if fraudulent activity is suspected it is their responsibility to immediately notify, within 24 hours, the credit card issuer and the County Treasurer's Office.
- (a) In case of a dispute with a vendor, the cardholder must complete, within five working days, a Cardholder Statement of Questioned/Disputed Item form.

## **ARTICLE V FACILITIES**

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This article is reserved for future use.



## **ARTICLE VI GENERAL GOVERNMENT**

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This article is reserved for future use.

**ARTICLE VII ENVIRONMENT, NATURAL RESOURCES AND  
LAND MANAGEMENT**

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## **ARTICLE VIII PUBLIC HEALTH AND WELLBEING**

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## **ARTICLE IX INFRASTRUCTURE**

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## **ARTICLE X PUBLIC SAFETY**

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### **Section A. Animal Control Authority, Dangerous Dog Hearing Officer**

Adopted: September 29, 2015

Subd. (1) The Aitkin County Sheriff or designee shall serve as the Animal Control Authority for Aitkin County

Subd. (2) The Aitkin County Board delegates the duty of hearing officer under Minnesota Statute 347.541 Subd(4) to the County Administrator and two (2) Aitkin County Commissioners to be appointed by the County Administrator on a case by case basis.

(a) The County Administrator shall not appoint the County Commissioner who represents the district in which the dog's owner resides.

Subd. (3) The decision of the hearing officer on a dangerous dog designation shall be the final appeal to Aitkin County, further appeals must be directed to the District Court.



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** May 26,2020

**Title of Item:** Approve Changes to Procurement Policy

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

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

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

Changes were made to the Procurement Policy removing the procurement/contracting sections from the General Operations Policy and combining them with the updated Procurement Policy. Purchasing/Contract levels were also updated to coincide with recent State guidelines. This was a request made during recent audits to update funding levels to match statute. Changes are indicated on the attached copy.

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

**Recommended Action/Motion:**  
Approve Changes to Procurement Policy.

**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:*



# **PROCUREMENT POLICY**

**Adopted by County Board  
April 11, 2017  
May 2020**

**PROCUREMENT POLICY**  
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Procurement Policy

**I. PROCUREMENT POLICY STATEMENT OF PURPOSE**

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

**II. SCOPE**

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

**III. OBJECTIVES OF THE PURCHASING SYSTEM**

**A. LIFECYCLE COSTING**

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

**B. QUALITY**

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

**C. FULL AND OPEN COMPETITION**

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

**D. ETHICS AND CONFLICTS OF INTEREST**

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

**IV. PROCUREMENT AUTHORITY**

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

**V. PROCUREMENT GUIDELINES**

**A. PROCUREMENT OF SOFTWARE OR TECHNOLOGY**

In any consideration of the purchase of software or technology, a department must consult with IT as early in the process as feasible, in order to ensure the new software or technology is one that is able to be supported by the County. The department must also work with IT to consider any ongoing or future maintenance fees, license fees, upgrade fees, or other known fees. Quotation and bid requirements for software or technology are the same as those for professional services. All computer hardware and software of 43 purchases must be for County business purposes only. The following procedures are to be followed when a department desires to purchase hardware and/or software:

Procurement Policy

- 1) The requesting department, when applicable, is responsible for securing County Board/Department Head authorization to proceed with the purchase.
- 2) After appropriate approval, IT Department staff will assist with preparation of specifications, which will be used for the procurement process. The County's purchasing guidelines will be followed to procure the computer hardware and/or software.
- 3) Updates to software for word processing and spreadsheets will be Microsoft Office products, unless specific and compelling reasons can be demonstrated to purchase another brand. IT will be trained in and support Microsoft Office products. Other software products will not be supported with training as aggressively as Microsoft Office products.

**B. CONTRACTING RENEWALS**

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

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

~~The combined signature of the County Board Chair and the County Board Clerk is the official signature of the County Board.~~

~~The County Administrator is authorized to execute contracts on behalf of the County Board, without prior County Board approval when:~~

- ~~1) The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and~~
- ~~2) The expense of the contract will not exceed the current budget; and The expense of the contract is less than \$25,000 \$10,000; and~~
- ~~3) The contract does not bind the County for a period longer than the current fiscal year OR the contract contains a provision allowing at-will termination of the agreement with 30 days' notice or less.~~

~~Department Heads are authorized to execute contracts on behalf of the County Board, without prior County Board approval when:~~

- ~~1) The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and~~
- ~~2) The expense of the contract will not exceed the current budget; and~~
- ~~3) The expense of the contract is less than \$10,000 \$5,000; and~~
- ~~4) The contract does not bind the County for a period longer than the current fiscal year OR the contract contains a provision allowing at-will termination of the agreement with 30 days' notice or less.~~

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

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Procurement Policy  
this policy.

The County Administrator is authorized to manage the County's expenses by taking immediate action on an existing contract which exceeds the delegated authority. In these rare circumstances, the County Administrator is authorized a reasonable amount of discretion to exceed the dollar limit, but not the duration limit, in this policy when it is documented that waiting until the next County Board meeting to approve a contract amendment or change order will likely cost the County a greater amount. In these circumstances, the Department Head requesting the purchase and the County Administrator should be in agreement, and the request shall be submitted to the County Board at the next regular County Board meeting.

The County Highway Engineer has the authority to execute change orders and contract modifications deemed reasonable by the Engineer and within the scope of the project approved by the County Board. The Engineer must use discretion; taking in to account the scope of the project, the total cost of the project compared to the change order and the resources available.

The County Highway Engineer has the authority to execute right-of-way agreements; taking into account the market value of properties, project costs, and financial stability of county resources.

Department Heads have the authority to execute routine multi-year contractual agreements for budgeted items under \$25,000 with County Administrator approval. The Competitive Bidding Process must be followed.

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#### C. BEST VALUE PROCUREMENT

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

#### D. RESPONSIBLE BIDDER

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

#### E. COUNTY ISSUED CREDIT CARDS

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

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#### F. LEASES

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

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### VI. EXCEPTIONS TO BIDDING

Procurement Policy

**A. COOPERATIVE PURCHASES AND FEDERAL EXCESS AND SURPLUS PROPERTY**

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

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

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

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**B. SOLE SOURCE/BRAND PROCUREMENT**

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

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

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

**C. STANDARDIZATION**

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

**D. EMERGENCIES**

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

**VII. PROCUREMENT AND PURCHASING WITH NON-FEDERAL FUNDING**

**A. PROCUREMENT AND PURCHASING THRESHOLDS AND METHODS OF**

**PROCUREMENT** All departments shall comply with the following policies regarding ~~the purchase of commodities and services purchases when the funding source is anything other than federal dollars, subject to other requirements per state grant agreements, or other agreements.~~ Contract requirements shall not be artificially divided to avoid bidding requirements. All departments of the County shall comply with Minn. Stat. § 471.345 and 2 CFR 200.317 – 200.326, and follow the County's Procurement Procedures.

PURCHASING

The County Administrator is authorized to make purchases on behalf of the County Board, without prior County Board approval when:

Procurement Policy

- 1) The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and
- 2) The expense will not exceed the current budget; and
- 3) The expense is less than \$25,000 ~~\$10,000~~; or
- 4) The expense is considered a normal operational expense and is within the budgeted amount of a specifically identified line item under the County Administrator's management. Capital purchases are excluded.

Department Heads are authorized to make purchases on behalf of the County Board, without prior County Board approval when:

- 1) The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and
- 2) The expense will not exceed the current budget; and
- 3) The expense is less than \$10,000 ~~\$5,000~~; or
- 4) The expense is considered a normal operational expense and is within the budgeted amount of a specifically identified line item under the Department Head's management (i.e. Road salt and sand line item may be expended up to the budgeted amount without County Board approval). Capital purchases are excluded.

The County Administrator may manage the County's expenses by taking immediate action on a purchase which exceeds the delegated authority of the County Administrator. In these rare circumstances, the County Administrator is authorized a reasonable amount of discretion to exceed the dollar limit in this policy when it is documented that waiting until the next County Board meeting to approve the purchase will likely cost the County a greater amount. In these circumstances, the Department Head requesting the purchase and the County Administrator should be in agreement, and the request shall be submitted to the County Board at the next regular County Board meeting.

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**4. PROCUREMENT OF COMMODITIES OR CONSTRUCTION**

\$1 - \$5,000

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

\$5,001 - \$25,000

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

\$25,001 - \$100,000

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

Greater than \$100,000

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

**1. PROCUREMENT WITH FEDERAL FUNDING OR NON FEDERAL**

**FUNDING**

Aitkin County will follow the dollar requirements as established under the Uniform Municipal Contracting Law (Minnesota State Statute 471.345). Therefore, if the dollar amounts are different between

Procurement Policy

this policy and the Municipal Contract Law, the amounts and requirements of the law should be followed.



**2B. PROCUREMENT OF SERVICES**

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

**a1. BIDDABLE SERVICES**

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

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

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

**b2. PROFESSIONAL SERVICES**

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

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

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

**VIII. ~~PROCUREMENT WITH FEDERAL FUNDING~~**

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

**A. ~~PROCUREMENT THRESHOLDS AND METHODS OF PROCUREMENT~~**

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

**~~§1–\$2,000 (Construction) and §1–\$3,000 (Commodities)~~**

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

**~~§2,001–\$25,000 (Construction) or §3,001–\$25,000 (Commodities)~~**

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

**~~§25,001–\$100,000 (Construction and commodities)~~**

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

**~~Greater than \$100,000~~**

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

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

**2. BIDDABLE SERVICES**

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

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

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

**3. PROFESSIONAL SERVICES**

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

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

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

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

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

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

**BC. COMPETITION**

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

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

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

**DC. SUSPENSION OR DEBARMENT (Only Use with Federal Funding)**

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

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

**ED. CONTRACT REQUIREMENTS (Only Use with Federal Funding)**

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

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

Procurement Policy

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

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

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

**FE. COST OR PRICE ANALYSIS**

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

**GF. TIME AND MATERIAL CONTRACTS**

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

**HG. RESPONSIBILITY**

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

**IXVIII. PROCUREMENT POLICY ADOPTION**

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



# Board of County Commissioners Agenda Request

30  
Agenda Item #

**Requested Meeting Date:** May 26, 2020

**Title of Item:** Adopt Resolution to Open County Buildings

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b>  <p>On March 20, 2020 the Aitkin County Board passed a Resolution temporarily closing County buildings due to COVID-19. Attached is a plan to re-open County buildings focusing on safety of staff and citizens using current CDC and MDH guidance. The attached resolution would open County buildings effective June 1, 2020 allowing time to notify the public and staff.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Resolution to re-open County buildings effective June 1, 2020.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED May 26, 2020

By Commissioner: xxxx

20200526-xxx

Open County Buildings

**WHEREAS**, Aitkin County is committed to providing a safe and healthy workplace for all our employees, customers and citizens; and

**WHEREAS**, Aitkin County has established a preparedness plan to ensure the safety of our employees, customers and citizens using current CDC and MDH guidelines; and

**WHEREAS**, The Governor of the State of Minnesota has lifted the Stay at Home Order;

**NOW THEREFORE, BE IT RESOLVED**, Aitkin County will re-open our buildings to the public effective June 1, 2020.

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

FIVE MEMBERS PRESENT

All Members Voting

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 26th day of May, 2020 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26th day of May, 2020

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





# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** May 26, 2020

**Title of Item:** Off Sale Liquor License Public Hearing

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

<b>Submitted by:</b> Kirk Peysar	<b>Department:</b> Auditor's
-------------------------------------	---------------------------------

<b>Presenter (Name and Title):</b> Kirk Peysar	<b>Estimated Time Needed:</b>
---	-------------------------------

**Summary of Issue:**

An Application for an Off Sale License has been received from Westerlund, Inc., d/b/a Westerlund Cenex, located in Malmo Township

An "Off Sale" License has not previously been issued for this property location or this establishment.

Therefore, a Public Hearing for all those who wish to be heard on the request for granting an "Off Sale" License must be held per MN Statutes 340A.405.

The purpose of the Public Hearing is to receive public comment on the granting of an off-sale license.

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

**Recommended Action/Motion:**

Conduct Public Hearing to hear or receive oral and written public comment on granting an off-sale license

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

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

**340A.405 INTOXICATING LIQUOR; OFF-SALE LICENSES.**

Subdivision 1. **Cities.** (a) A city other than a city of the first class may issue with the approval of the commissioner, an off-sale intoxicating liquor license to an exclusive liquor store, or to a drugstore to which an off-sale license had been issued on or prior to May 1, 1994.

(b) A city of the first class may issue an off-sale license to an exclusive liquor store, a general food store to which an off-sale license had been issued on August 1, 1989, or a drugstore to which an off-sale license had been issued on or prior to May 1, 1994.

Subd. 2. **Counties.** (a) A county may issue an off-sale intoxicating license with the approval of the commissioner to exclusive liquor stores located within unorganized territory of the county.

(b) A county board of any county except Ramsey County containing a town exercising powers under section 368.01, subdivision 1, may issue an off-sale license to an exclusive liquor store within that town with the approval of the commissioner. No license may be issued under this paragraph unless the town board adopts a resolution supporting the issuance of the license.

(c) A county board of any county except Ramsey County containing a town that may not exercise powers under section 368.01, subdivision 1, may issue an off-sale license to an exclusive liquor store within that town, or a combination off-sale and on-sale license to a restaurant within that town, with the approval of the commissioner pursuant to section 340A.404, subdivision 6. No license may be issued under this paragraph unless the town board adopts a resolution supporting the issuance of the license.

(d) No license may be issued under this subdivision unless a public hearing is held on the issuance of the license. Notice must be given to all interested parties and to any city located within three miles of the premises proposed to be licensed. At the hearing the county board shall consider testimony and exhibits presented by interested parties and may base its decision to issue or deny a license upon the nature of the business to be conducted and its impact upon any municipality, the character and reputation of the applicant, and the propriety of the location. Any hearing held under this paragraph is not subject to chapter 14.

(e) A county board may not issue a license under this subdivision to a person for an establishment located less than one mile by the most direct route from the boundary of any statutory or home rule city that had established a municipal liquor store before August 1, 1991, provided, that a county board may not issue a new license under this subdivision to a person for an establishment located less than three miles by the most direct route from the boundary of a city that (1) is located outside the metropolitan area as defined in section 473.121, subdivision 2, (2) has a population over 5,000 according to the most recent federal decennial census, and (3) had established a municipal liquor store before August 1, 1991.

(f) The town board may impose an additional license fee in an amount not to exceed 20 percent of the county license fee.

(g) Notwithstanding any provision of this subdivision or Laws 1973, chapter 566, as amended by Laws 1974, chapter 200, a county board may transfer or renew a license that was issued by a town board under Minnesota Statutes 1984, section 340.11, subdivision 10b, prior to January 1, 1985.

Subd. 3. **Towns.** The town board of a town within Ramsey County exercising powers under section 368.01, subdivision 1, within Ramsey County may issue an off-sale intoxicating liquor license with the approval of the commissioner to an exclusive liquor store located within the town.

Subd. 4. **Temporary off-sale licenses; wine auctions.** (a) The governing body of a city or county may issue a temporary license for the off-sale of wine at an auction with the approval of the commissioner. A

license issued under this subdivision authorizes the sale of only vintage wine of a brand and vintage that is not commonly being offered for sale by any wholesaler in Minnesota. The license may authorize the off-sale of wine for not more than three consecutive days provided not more than 600 cases of wine are sold at any auction. The licenses are subject to the terms, including license fee, imposed by the issuing city or county. Licenses issued under this subdivision are subject to all laws and ordinances governing the sale of intoxicating liquor except section 340A.409 and those laws and ordinances which by their nature are not applicable.

(b) As used in the subdivision, "vintage wine" means bottled wine which is at least five years old.

Subd. 5. [Repealed, 1990 c 554 s 22]

Subd. 6. **Airports commission.** The Metropolitan Airports Commission may with the approval of the commissioner issue licenses for the off-sale of wine at the Minneapolis-St. Paul International Airport.

**History:** 1985 c 263 s 1,2; 1985 c 305 art 6 s 5; 1Sp1985 c 16 art 2 s 3 subd 1; 1987 c 152 art 1 s 1; 1987 c 310 s 9,10; 1987 c 328 s 3; 1987 c 381 s 3; 1987 c 402 s 1; 1989 c 49 s 2; 1990 c 545 s 1; 1990 c 554 s 11,12; 1991 c 249 s 8,9; 1994 c 611 s 18-20

Aitkin Independent Age 5-13-2020

...ive rights to that name. The... is required for consumer protection in order to enable customers to be able to identify the true owner of a business.

ASSUMED NAME: Glen Storage  
PRINCIPAL PLACE OF BUSINESS:

32069 Dear Street  
Aitkin, MN 56431  
NAMEHOLDER(S):  
Westerlund Properties, Inc.  
25330 State Highway 47  
Aitkin, MN 56431

I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

DATE FILED: May 7, 2020  
SIGNED BY: Heinrich A. Brucker  
Published in the  
Aitkin Independent Age  
May 13, 20, 2020  
1044698

**Townships**

**HAZELTON TOWNSHIP  
CALCIUM CHLORIDE  
APPLICATIONS**

Hazelton Township is offering interested individuals the opportunity to obtain calcium chloride dust control treatment on Hazelton Township gravel roads at a rate of \$200.00 per 400'.

Applications can be obtained from Board Members (Daniel Bobseen, Ted Reem, Todd Schmaltz) or at the Town Hall.

**NORDLAND TOWNSHIP  
CALCIUM CHLORIDE**  
Nordland Township is taking applications for the 2020 calcium chloride application on Nordland Township roads. All applications and payments must be received no later than May 19, 2020.  
Contact Mathew Nix at 218-927-1425 or mathew.nix@gmail.com for application and information.  
Mathew Nix, Clerk - Nordland Township

**AITKIN COUNTY DUST CONTROL PROGRAM**  
Aitkin County is offering interested individuals the opportunity to obtain calcium chloride dust control treatment on an Aitkin County Highway or Unorganized Township Road.  
For a fee of \$100.00 which represents half of the treatment cost, Aitkin County will apply liquid calcium chloride to a 400-foot length of the gravel road surface. This treatment, which will be completed by approximately June 12, 2020, will suppress dust under normal conditions for approximately 3 months. The remaining \$100.00 cost for the treatment will be paid by the highway department.  
To participate in this program, an application and \$100.00 fee must be submitted to the Aitkin County Highway Department, 1211 Air Park Drive, Aitkin, MN 56431 by **May 20, 2020**.  
Applications can be obtained by visiting our website at [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us) - Highway Department or you may call 218-927-3741.  
John Welle, RE.  
Aitkin County Engineer  
Published in the  
Aitkin Independent Age  
May 6, 13, 2020  
1042045

**SPENCER TOWNSHIP  
MEETING NOTICE**

The regular monthly Board Meeting for Spencer Township will be held at the Spencer Town Hall on the second Tuesday, May 12th at 5:30 PM to conduct township business.

Officers of the Town Board are: Kevin Stromberg, Chairman; Bob Harwarth, Vice Chairman/Road Supervisor; Pete Gansen, Supervisor; Marilyn Crowther, Treasurer; Bonnie Ganz, Clerk.

Dated: April 28, 2020  
Bonnie Ganz, Clerk  
Spencer Township

Published in the  
Aitkin Independent Age  
May 6, 13, 2020  
1041928

**Notice of  
Public Hearings**

**AITKIN COUNTY  
NOTICE OF HEARING**  
NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Aitkin County Board of Commissioners on Tuesday May 26, 2020 at 10:30 a.m., in the Government Center located at 307 2nd Street NW, Aitkin, Minnesota, to consider a request by the license applicant for "Off Sale Liquor License".

License Applicant: Westerlund, Inc., d/b/a Westerlund Genex in Malmo Township.

All individuals are welcome to attend and provide comment, but are encouraged to submit such in writing before the Public Hearing. Please send comments by May 26, 2020 to Kirk Peysar, County Auditor at [kirk.peysar@co.aitkin.mn.us](mailto:kirk.peysar@co.aitkin.mn.us) or 307 2nd Street NW, Room 121, Aitkin MN 56431.

Dated this 29th day of April, 2020.  
Kirk Peysar

**AND THORA PETRABORG  
EDUCATIONAL  
TRUST FUND**

In accordance with the public law regulating nonprofit foundations, notice is hereby given that:

1) The annual report of the Hans and Thora Petraborg Educational Trust Fund is available for inspection at the Security State Bank of Aitkin, located at 402 Minnesota Ave. North, Aitkin, Minnesota during the regular business hours.

2) The Hans and Thora Petraborg Education Trust Fund has no principal office, but the records of the foundation are kept at the Security State Bank of Aitkin, Minnesota.

3) Current trustees of the Foundation are: a) Dan Stifter; b) Paul F. Beyreuther; c) The Security State Bank of Aitkin, MN

Published in the  
Aitkin Independent Age  
May 13, 2020  
1044611

**Advertisement For  
Bids/Proposals**

**AITKIN COUNTY  
AITKIN, MINNESOTA  
COUNTY HIGHWAY  
PROJECT  
CLOSING DATE:  
MONDAY, JUNE 1, 2020  
ADVERTISEMENT FOR BID**  
Sealed bids will be received u

Apr. 29,  
**Farm  
Township**  
Chloride will be available for application. If you are on a township, the cost of the 400' application must be returned to the township. Forms are available from the township or call 218-927-3741 for information or forms. 32 email: [plandg@embarq.com](mailto:plandg@embarq.com)  
**NO LATE APPLICATIONS**

**dish** BRING EVERYTHING YOU LOVE  
FREE VOICE RECALL  
CALL TODAY - For \$10  
**1-855-562-**

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200 UPTON AVE S  
MPLS MN 55405ANDERSON, MARY JANE  
32344 216TH LANE  
ISLE MN 56342BARTHEL, JOEL & JEAN  
15588 CO RD 44  
SOUTH HAVEN MN 55382AHLGREN, JOHN P  
2113 PINE RIDGE ROAD SOUTH  
MORA MN 55051ANDERSON, ROLFE E & GAIL D TRUSTEES  
19411 IRVING CIRCLE  
ELK RIVER MN 55330BASSETT, BRYAN  
19275 328TH AVENUE  
ISLE MN 56342AHO, RONALD C & JANET E  
21650 325TH PLACE  
ISLE MN 56342ANGER, MARK  
9423 CORTLAND ROAD  
ST PAUL MN 55125BASSING, RICHARD & BARBARA  
30616 195TH LN  
ISLE MN 56342AITKIN COUNTY  
307 2ND ST NW  
AITKIN MN 56431ANGER, MICHAEL & BECKY  
5441 43RD AVENUE S  
MINNEAPOLIS MN 55417BAYERLE, JESS J  
32042 220TH STREET  
AITKIN MN 56431ALBERS, ROBERT JR & GAIL  
1003 NORTHVIEW PARK ROAD  
EAGAN MN 55123AREND, DONALD & LUCY  
22114 322ND PLACE  
AITKIN MN 56431BECKERS, HARRY & PEGGY  
2717 23RD AVE S  
ST CLOUD MN 56301ALCOTT, RONALD B & PHYLLIS  
21738 325TH PLACE  
ISLE MN 56342ASPLUND, JULIE J  
11899 TULIP ST NW  
COON RAPIDS MN 55433BEIHOFFER, RANDALL A  
32277 217TH LANE  
ISLE MN 56342ALCOTT, RONALD W & TAMMI D  
13000 BALSAM LN  
DAYTON MN 55327BAGLEY, TERRY M  
7113 GLOUCESTER AVE  
EDINA MN 55423BENTON, VALERIE & ELLING, BRENT  
1651 AIRPORT ROAD  
CLOQUET MN 55720ALM, KAREN & KARSKO, KURT  
3519 37TH AVE S  
MINNEAPOLIS MN 55406BAINER, CORINNE  
PO BOX 5000 PMB 489  
RANCHO SANTA FE CA 92067BERG, DUWAYNE ETAL  
C/O CHUCK LAITINEN  
10254 KARSTON CT NE  
ALBERTVILLE MN 55301ANDERSON, CHARLES & JEANNE TRUSTEES  
12227 SYCAMORE STREET NW  
COON RAPIDS MN 55448BALLARD, MICHAEL J & NANCY J  
10072 OLIVE ST NW  
COON RAPIDS MN 55433BERG, LYLE & DEBRA KAIBEL  
3337 43RD AVENUE S  
MINNEAPOLIS MN 55406ANDERSON, GARY G & MARY ELLEN TRUST  
1261 100TH AVENUE  
PRINCETON MN 55371BARRY, JOSEPH M & SEAN J  
10513 KELL AVE S  
BLOOMINGTON MN 55437BERG, ROY A & CHARLOTTE A  
33051 STATE HWY 18  
AITKIN MN 56431Pat: [avery.com/patents](http://avery.com/patents)Étiquettes d'adresse Easy Peel  
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2212 SEABURY AVE  
MPLS MN 55406BLOOM, EARL E & RUTH A  
31625 235TH LN  
AITKIN MN 56431BRADLEY, SHARON  
30482 422ND LANE  
AITKIN MN 56431BETHESDA EVANGELICAL  
LUTHERAN CHURCH OF MALMO  
21590 STATE HIGHWAY47  
ISLE MN 56342BOESHANS, GREGORY & MELISSA  
809 104TH LN NE  
BLAINE MN 55434BRETTINGEN, LARRY J TRUSTEE  
131 4TH ST  
MORA MN 55051BETLACH, JAMES & MEREDITH  
7915 LILAC LN  
VICTORIA MN 55386BONDE, ALLAN N TRUSTEE  
ALLAN N BONDE REVOCABLE TRUST  
2827 212TH AVENUE NE  
CEDAR MN 55011BROD, JIMMY R & THERESA M  
401 COLUMBUS AVE S  
NEW PRAGUE MN 56071BETLEY, TOM  
32728 353RD PLACE  
AITKIN MN 56431BORRIS, DEAN & TIMOTHY  
1476 MAHOGANY ST  
MORA MN 55051BROWN, DARREN & WILSON, KATHLEEN  
3120 HAYES DRIVE  
BURNSVILLE MN 55337BIG TIMBER RANCH LLC  
C/O SCOTT RILE  
4600 LINWOOD CIR  
EXCELSIOR MN 55331BOSER'S CAMPGROUND INC  
22365 STATE HIGHWAY47  
AITKIN MN 56431BROWN, MICHAEL & GLORIA  
11658 TULIP ST NW  
COON RAPIDS MN 55433BIPES, MYRON & CAROL  
32578 STATE HWY18  
AITKIN MN 56431BOSTROM, DANIEL B  
19687 327TH AVE  
ISLE MN 56342BUBALO, MIKE & TANNAJEAN  
17764 JOHNSON ST NE  
HAM LAKE MN 55304BIRD, THOMAS K & LORI ANN E  
19269 328TH AVE  
ISLE MN 56342BOTTINEAU, MELISSA M ETAL  
4920 183RD LANE NW  
ANOKA MN 55303BUCK, JIMMY LEE ETAL  
PO BOX 1002  
ISLE MN 56342BISSELL, LOIS E ETAL  
4624 FILLMORE ST NE  
COLUMBIA HEIGHTS MN 55421BOUGHTON, EUGENE & JODELL  
39847 257TH AVE  
MCGREGOR MN 55760BUHL, PATRICK J & SUSAN A  
1182 LIMESTONE DR  
SHAKOPEE MN 55379BIXBY, JAMES D TRUSTEE  
34584 298TH ST  
AITKIN MN 56431BOYD, HARVEY  
23453 WEST RIVER ROAD  
GRANTSBURG WI 54840BURMAN, RICHARD  
BURMAN, FRED & ALICE L.E.  
6917 VALLEY VIEW RD  
EDINA MN 55435BLANSKI, DAVID R & MARY B  
9197 EAGLE RIDGE RD  
CHANHASSEN MN 55317BRADISH, BLAKE  
20455 326TH AVE  
ISLE MN 56342BURMAN, THOMAS & MAUREEN  
36707 STATE HWY47  
AITKIN MN 56431[Avery.com/patents](http://avery.com/patents)Étiquettes d'adresse Easy Peel  
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BURMEISTER, DALE ETAL  
20561 326TH AVE  
ISLE MN 56342

CIERZAN, MARILYNN L & WILLIAM A  
33459 STATE HWY 18  
AITKIN MN 56431

CROSS, JEFFREY & CELESTE ORIEUX  
5730 142ND AVENUE NW  
RAMSEY MN 55303

CADWELL, ANTHONY & SUSAN  
10910 NORELL AVENUE N  
STILLWATER MN 55082

CITIZENS TELECOMMUNICATION CO OF MN  
C/O FRONTIER COMMUNICATIONS OF MN  
TAX DEPARTMENT  
401 MERRITT UNIT 7  
NORWALK CT 06851

CUNNINGHAM, KATHERINE &  
KJEBER, JOSEPH  
1657 LEXINGTON LN  
SHAKOPEE MN 55379

CADWELL, ANTHONY ETAL  
10910 NORELL AVE N  
STILLWATER MN 55082

CLAASSEN, BRIAN & JODY  
2291 60TH AVENUE  
OSCEOLA WI 54020

CURTIS, DALE C  
29996 STATE HWY47  
AITKIN MN 56431

CALLIES, DONALD JR & TOM  
7625 KNOLLWOOD DR  
MOUNDS VIEW MN 55112

CLEMENT PROPERTIES, LLC  
6993 CAREY LN N  
MAPLE GROVE MN 55369

DAHER, DONALD & JUDITH  
23143 STATE HWY47  
AITKIN MN 56431

CALLIES, JACQUELINE ETAL  
C/O DONALD CALLIES  
7625 KNOLLWOOD DR  
MOUNDS VIEW MN 55112

COFFIN, RAPSTINE BONNIE  
7305 MEMPHIS AVE  
AMARILLO TX 79118

DANIELS, JOHN R  
4135 87TH LANE NE  
CIRCLE PINES MN 55014

CARLSON, STEVEN J  
2604 LOOP RD N  
BURNSVILLE MN 55306

COLLOVA, JOSEPH J ETAL  
2580 MCMENEMY STREET  
LITTLE CANADA MN 55117

DANIELS, MARK & VICKI  
19211 328TH AVENUE  
ISLE MN 56342

CARRON, RICHARD & KAREN  
16618 LINCH PATH  
LAKEVILLE MN 55044

CONLEY, TROY E  
5700 FLINT TRAIL  
WYOMING MN 55092

DARMER, LARRY M  
10596 NOBLE CIR N  
BROOKLYN PARK MN 55443

CEDERSTROM, RICHARD L  
18929 YARBOROUGH TRACE N  
MAPLE GROVE MN 55311

CONNELLY, STEVEN & ANN  
33091 STATE HWY 18  
AITKIN MN 56431

DAVIS, CARLA A  
2547 112TH AVENUE NW  
COON RAPIDS MN 55433

CEMETERY  
(MALMO TOWNSHIP) 00000

COOK, BRADLEY T & LINDA S  
BOX 27  
RUSH CITY MN 55069

DAVIS, STEVEN & CARMAN  
13157 274TH AVE  
ZIMMERMAN MN 55398

CHRISTENSEN, JAMES A & DC  
31333 220TH ST  
ISLE MN 56342

COSKRAN, CHARLES E & KATHLEEN A  
4953 PARK AVE  
MPLS MN 55417

DEPT OF NATURAL RESOURCES  
DIV OF LANDS & MINERALS  
TAX SPECIALIST, BOX45  
500 LAFAYETTE RD  
ST PAUL MN 55155

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DEVANEY, DON  
2000 15TH AVE SE APT332  
ST CLOUD MN 56304

ELYEA LIVING TRUST  
ELYEA, DENNIS C & DELORES F  
29304 195TH LN  
ISLE MN 56342

FISHER, GREGORY T  
32390 212TH LN  
ISLE MN 56342

DITTBERNER, ANDREW  
13764 CROCUS STREET NW  
ANDOVER MN 55304

ELYEA, LYLE  
20247 310TH AVE  
ISLE MN 56342

FLANAGAN, KAREN K  
7640 44TH ST N  
OAKDALE MN 55128

DOBOS, JOSEPH & GINA  
35183 HIGHWAY56 BLVD  
DENNISON MN 55018

EQUITY TRUST CO CUSTODIAN  
LEROY C DAMAR  
123 ANNRUSTON DRIVE  
REIDSVILLE NC 27320

FOSTER, PATRICK G & LUCILLE M  
23970 330TH PL  
AITKIN MN 56431

DONOHUE, RAYMOND J  
8224 CLINTON AVE S  
BLOOMINGTON MN 55420

ERICKSON, DAVID & ANDREA TRUSTEES  
22601 ZION PKWY NW  
BETHEL MN 55005

FREDRICK, DAVID J & JEFFREY S  
14615 KRYPTON ST NW  
RAMSEY MN 55303

EARSLEY, JACK & MARCELLA  
5420 135TH AVE  
CLEAR LAKE MN 55319

ESS, ERICH  
C/O DALE ESS  
29959 240TH LANE  
AITKIN MN 56431

FREDRICK, JEFFERY, DAVID & EVERETT  
19978 STATE HWY47  
ISLE MN 56342

EGGER, MICHAEL & JACQUELINE  
13625 NUEMAN CIR  
LINDSTROM MN 55045

FERN, WILLIAM & RITA TRUSTEES  
WILLIAM & RITA FERN LIVING TRUST  
761 160TH STREET  
HAMMOND WI 54015

FREDRICK, KRISTIN  
19978 STATE HWY47  
ISLE MN 56342

EKLUND, CLYDE W & DAWN F  
25131 COUNTY HWY 27  
ROCHERT MN 56578

FEYO LIVING TRUST  
FEYO, JACK E & JANICE R  
21669 325TH PL  
ISLE MN 56342

FREED, STEVEN & TAMARA  
22938 STATE HWY47  
AITKIN MN 56431

EKLUND, RUTH & ASHLEY  
20802 310TH AVENUE  
ISLE MN 56342

FILLION, WILLIAM & SUSAN  
4650 LINKS VILLAGE DR UNIT C603  
PONCE INLET FL 32127

FREITAG, MARK & BRENDA  
209 N LAUREL ST  
LINCOLNTON NC 28092

ELKHORN RESORT ASSOC  
C/O KATHY HOHLEN  
806 S 2ND ST  
PRINCETON MN 55371

FISHER, DEAN & PAULA  
20990 STATE HWY47  
ISLE MN 56342

GALLES, LAWRENCE & CONNIE  
22531 STATE HIGHWAY47  
AITKIN MN 56431

ELLANGO, CLEMENT & CLEMENT, CAROLINA  
6993 CAREY LANE N  
MAPLE GROVE MN 55369

FISHER, GERALD B & ROSEMARY  
1023 LAKEVIEW LN  
BRAINERD MN 56401

GEORGES, DENNIS F ET AL  
2759 HAMLIN AVENUE NE  
BUFFALO MN 55313



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Use Avery Template 5160GLAZEBROOK, RITA  
7449 TIMBER CREST DR S  
COTTAGE GROVE MN 55016HAAS, WILLIAM & JOENIE  
215 LOWELL RD  
CHAMPLIN MN 55316HARRIS, ALEXANDRINE & LEHMAN, SANDR  
4086 COLORADO AVENUE S  
ST LOUIS PARK MN 55416GLEASON, PATRICK D & JULIE P  
971 CARLTON DRIVE  
SHOREVIEW MN 55126HAGLUND, LESLIE & ELIZABETH  
11975 261ST AVENUE NW  
ZIMMERMAN MN 55398HART, ROBERT & GAIL  
3228 151ST AVE NE  
HAM LAKE MN 55304GOETSCH, JAMES & DARLENE  
30355 202ND LN  
ISLE MN 56342HAGQUIST, JAMES  
2120 BERKELEY AVE  
ST PAUL MN 55105HASSEL, RYAN  
7651 178TH LN NW  
RAMSEY MN 55303GOODEARLE, DAVID R & KATHY  
W2884 EHLERT RD  
FT ATKINSON WI 53538HALVERSON, GREGORY & NICOLE  
15293 COUNTY ROAD 44  
SOUTH HAVEN MN 55382HAUBRICK, TODD R & MARY B  
18330 WACO ST NW  
ANOKA MN 55303GORDON, RONALD & LUANN  
500 CAMBRIDGE ST APT 107  
HOPKINS MN 55343HAMBLETON, KELLY Y  
PO BOX 115  
IRONTON MN 56455HAUGLID, CALVIN R  
21345 290TH PL  
ISLE MN 56342GREWE, DAVID E  
22269 STATE HWY47  
AITKIN MN 56431HANDT, KEVIN  
31328 220TH ST  
ISLE MN 56342HAUSLADEN, MARK & JEFF, HESS, MARCY  
HAUSLADEN, RAYMOND E & NANCY (L.E.)  
2087 CORAL LN  
EAGEN MN 55122GROEN, WILLIAM R & BARBARA J TRSTEE  
11245 VERAILLES LN  
PORT RICHEY FL 34668HANLEY, MICHAEL J & ALICE J  
17665 ARGON ST NW  
RAMSEY MN 55303HAWKINS, TROY A & AMANDA R  
8330 6TH ST  
SPRING LAKE PARK MN 55432GROSS, NADEAN  
34725 ANDRIE ST NW  
PRINCETON MN 55371HANSEN, RICHARD & LINDA  
20775 326TH PL  
ISLE MN 56342HAYNES, MARY B TRUSTEE  
704 LAKESHORE  
EL PASO TX 79932GRUNDEEN, WARREN & LYNN  
17348 310TH AVENUE  
ISLE MN 56342HANSON, DEAN H  
19139 328TH AVE  
ISLE MN 56342HEGEDUS, MICHAEL & JACQUELINE  
13918 WOODRIDGE PATH  
SAVAGE MN 55378GUNDERSON, WENDY JEAN LARSON AND  
SIPULSKI, PEGGY ANN  
HELEN M LARSON (L.E.)  
7011 15TH AVE S  
RICHFIELD MN 55423HARDT, ANGELA F  
4840 SUGAR CREEK  
LINCOLN NE 68516HEIKES, GRANT & RACHEL  
1269 QUEEN STREET  
BRAHAM MN 55006Pat: [avery.com/patents](http://avery.com/patents)Étiquettes d'adresse Easy Peel  
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Use Avery template 5160HEIMKES, LORRIE J TRUSTEE  
JOHN B HEIMKES REVOCABLE TRUST  
10928 JACKSON DR  
BDEN PRAIRIE MN 55347HOLDEN, CHARLES & MARY FONKEN  
11395 WILDWOOD COURT NE  
BLAINE MN 55449JMKA PROPERTIES LLC  
22566 450TH STREET  
MEZEPPA MN 55956HENSON, LLOYD & FERNE TRUSTEES  
2420 WILBUR AVE  
EUGENE OR 97202HOLTER, MARILYN  
C/O DAN HOLTER  
1825 N BROADWAY  
ROCHESTER MN 55906JOHANN, NICOLE  
32829 STATE HWY18  
AITKIN MN 56431HERLOFSKY, JAMES & LITTLE, COLLEEN  
25229 STATE HIGHWAY18  
DEERWOOD MN 56444HOUSE, THOMAS TRUSTEE  
HOUSE FAMILY WEALTH TRUST  
4930 KIRKWOOD LN N  
PLYMOUTH MN 55442JOHNSON, JEFFREY & ANDREA  
PO BOX 1060  
ISLE MN 56342HERRICK, MICHAEL WILLIAM  
3413 QUEBEC AVE S  
ST LOUIS PARK MN 55426HOYOS, DOMINIC M  
1010 S HOLCOMBE ST  
STILLWATER MN 55082JOHNSON, JEFFREY R  
PO BOX 1060  
ISLE MN 56342HERSHBERGER, DANIEL & AMANDA  
29926 210TH ST  
ISLE MN 56342JACOB, THOMAS & CLAUDIA  
19629 327TH AVE  
ISLE MN 56342JOHNSON, JULIANNE I  
32365 218TH LANE  
ISLE MN 56342HINZ, JAMES & CANDACE  
509 MISSION RD  
BLOOMINGTON MN 55420JAMES, JOHN C  
19260 AZURE ROAD  
DEEPHAVEN MN 55391JOHNSON, LORI ANN  
2514 19TH AVE NW  
ROCHESTER MN 55901HINZ, JAMES H  
509 MISSION RD  
BLOOMINGTON MN 55420JAQUES, LOWELL & SHARON  
PO BOX 65  
BRAHAM MN 55006JOHNSON, TODD A & MARY KAY  
5207 UNIVERSITY AVE NE  
MINNEAPOLIS MN 55421HOCHREITER, ROBERT & KATHLEEN  
1041 GERANIUM AVENUE E  
ST PAUL MN 55106JELLUM, SANDRA L  
22045 320TH AVENUE  
AITKIN MN 56431JULIN, PAMELA J  
32315 STATE HWY18  
AITKIN MN 56431HOCHULE, CAROL ETAL  
394 BUTLER AVENUE E  
W ST PAUL MN 55118JENSEN, JOSEPH F & LOIS M  
28760 STATE HWY47  
AITKIN MN 56431KEENAN, PATRICK P & JANICE M  
4955 OAK PT RD  
ORR MN 55771HOHN, DWAYNE & PAMELA  
18508 POLK CIRCLE  
ELK RIVER MN 55330JENSEN, KEITH & DARLENE  
32328 190TH STREET  
ISLE MN 56342KENT, TEREISTA M  
33117 STATE HWY18  
AITKIN MN 56431Pat: [avery.com/patents](http://avery.com/patents)Étiquettes d'adresse Easy Peel  
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Use Avery Template 5160KEWATT, LARRY & MILLIE  
936 43RD AVENUE  
COLUMBIA HEIGHTS MN 55421KRUTZIG, MICHAEL ETAL  
14075 96TH AVE N  
MAPLE GROVE MN 55369LARSON, MARY  
11650 7TH STREET  
BLAINE MN 55434KLEIN, ETHEL J  
21273 310TH AVE  
ISLE MN 56342KUCALA, MARK & LISA  
7804 118TH AVE N  
CHAMPLIN, MN 55316LAVORATO, AGNES G TRUSTEE  
4817 CAMPBELL AVE  
WHITE BEAR LAKE MN 55110KLUXDAL, DALE & THERESA  
10001 COLORADO ROAD  
BLOOMINGTON MN 55438KURKOWSKI, PAMELA & ENGLER, REED  
616 221ST AVE NE  
EAST BETHEL MN 55011LEBRUN, RICHARD & ANITA TRUSTEES  
33505 STATE HIGHWAY18  
AITKIN MN 56431KNIGHT, GARY & MARLENE  
33823 STATE HWY18  
AITKIN MN 56431KYDD, MICHAEL G & GLORIA A ETAL  
18113 62ND ST  
BECKER MN 55308LEE, CHOONJA TRUSTEE  
8200 MAIN ST N APT 409  
MAPLE GROVE MN 55369KNOWLAN, BRUCE W & MARY A  
1837 86TH LN NE  
BLAINE MN 55449LAGERSTROM, MICHEL & CAROL  
21500 290TH PL  
ISLE MN 56342LEE, JEFFREY M  
21591 325TH PLACE  
ISLE MN 56342KODADA, KEVIN & STACEY  
715 BIRCH STREET NE  
LONSDALE MN 55046LAMBERT, NEIL & KRISTINE  
PO BOX 271  
AITKIN MN 56431LEIBOLD, CRAIG & NANCY  
12990 EXLEY AVENUE  
APPLE VALLEY MN 55124KONOBECK, THOMAS L & JOAN M  
20441 326TH AVE  
ISLE MN 56342LAPOINTE, JAMES & KATHRYN  
7793 MEADOWVIEW TR  
LINO LAKES MN 55014LEIMBEK, DANIEL M  
22967 STATE HWY47  
AITKIN MN 56431KOONCE, BRANDON & CRYSTAL  
31906 230TH ST  
AITKIN MN 56431LAR INC  
C/O LEROY DAMAR  
123 ANNRUSTON DR  
REIDSVILLE NC 27320LEISTIKO, RONALD M & LUAL M  
30703 210TH ST  
ISLE MN 56342KRAL, GERALD & VICKI  
12751 CO RD 3 SE  
CLEAR LAKE MN 55319LARSON, ANN L  
25768 EAGLE DR  
AITKIN MN 56431LEWICKI, ROBERT & EILEEN  
8874 JODY CIRCLE S  
COTTAGE GROVE MN 55016KREBS, ANDREA ETAL  
19669 327TH AVE  
ISLE MN 56342LARSON, DALE A & LEANNE M  
% GEORGE & KATHERINE LARSON  
33677 STATE HWY18  
AITKIN MN 56431LIABOE, GARY & JAMIE  
3820 CLEVELAND AVE N STE400  
ARDEN HILLS MN 55112[Pat.avery.com/patents](http://Pat.avery.com/patents)Étiquettes d'adresse Easy Peel  
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22095 320TH AVE  
AITKIN MN 56431LOESCH, MICHAEL L  
9517 ECHO RD  
KIMBALL MN 55353MALMO EVANGELICAL CHURCH  
21927 322ND AVE  
ISLE MN 56342LILA, BRADLEY & CHRISTINE  
841 WYLDWOOD LANE  
HUDSON WI 54016LORENTZ, DANIEL & MICHELLE  
1245 MALONE PARK RD  
ISLE MN 56342MALMO EVANGELICAL FREE CHURCH  
HC 69  
ISLE MN 56342LINDBERG, ERIC  
12515 29TH AVE N  
PLYMOUTH MN 55441LORENTZ, RUBEN J ETAL  
2633 107TH LANE NW  
COON RAPIDS MN 55433MAPLES, BRUCE & LINDA  
2042 VIKING BLVD NE  
CEDAR MN 55011LINELL, DAVID, ROBERT D, GREGORY, DANIEL  
4801 DAWNVIEW TERRACE  
GOLDEN VALLEY MN 55422LORENTZ, RUEBEN  
2633 107TH LN NW  
COON RAPIDS MN 55433MARSHIK, EUGENE S & GLORIA J  
33569 STATE HWY 18  
AITKIN MN 56431LITTLE, COLLEEN  
PO BOX 340  
GARRISON MN 56450LUCHT, PAUL & CYNTHIA  
15372 TARLETON CREST N  
MAPLE GROVE MN 55311MARTIN, JERRY D JR  
10799 BREN ROAD E  
MINNETONKA MN 55343LIVERMORE, MICHAEL & LARTCH, ANGELA  
25806 GUSTAVUS COURT  
WYOMING MN 55092LUND, JOHN W  
1183 ASHLEY LN  
MAHTOMEDI MN 55115MASON, ROBERT SR & ERIN  
21569 325TH PL  
ISLE MN 56342LOEBNER, GEORGE J & BARBARA  
399 LEXINGTON AVE NW APT 204  
MONTGOMERY MN 56069MACDONALD, STEVEN J  
PO BOX 274  
AITKIN MN 56431MAURER, GERALD P & MARY J  
1984 W CHUB LAKE RD  
CARLTON MN 55718LOEFFELHOLZ, LUVERNE & M  
8279 INNSDALE AVE S  
COTTAGE GROVE MN 55016MACIOCH, MICHAEL T & BARBARA J  
33593 STATE HWY 18  
AITKIN MN 56431MCCOLLOR, JACQUELINE M SCHUUR  
2356 132ND LANE NW  
COON RAPIDS MN 55448LOEFFELHOLZ, LUVERNE G & KEITH A  
8279 INNSDALE AVE S  
COTTAGE GROVE MN 55016MAGDANZ, DONNA  
3441 N CAMINO SUERTE  
TUCSON AZ 85750MCCULLOUGH, KRISTI  
12603 JAMESTOWN STREET NE  
BLAINE MN 55449LOEFFLER, CHARLES W & JEANETTE F  
34186 242ND LN  
AITKIN MN 56431MALMO BAY FAMILY TRUST  
PO BOX 1003  
ISLE MN 56342MCDONALD, LOWELL A  
21775 325TH PLACE  
ISLE MN 56342Pat: [avery.com/patents](http://avery.com/patents)Étiquettes d'adresse Easy Peel  
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 22783 327TH PLACE  
 AITKIN MN 56431

 MILLE LACS TRAIL INC  
 PO BOX 371  
 AITKIN MN 56431

 MJELDE, THOMAS & KATHERINE TRUSTEES  
 33947 STATE HIGHWAY18  
 AITKIN MN 56431

 MEIER, SHERI & KLINE, DAVID  
 33959 STATE HIGHWAY18  
 AITKIN MN 56431

 MILLER LIVING TRUST  
 3543 217TH AVENUE NE  
 CEDAR MN 55011

 MMCS PROPERTIES LLC  
 32060 220TH ST  
 AITKIN MN 56431

 MEINERT, JAMES & DARLENE  
 32574 218TH LANE  
 PO BOX 1042  
 ISLE MN 56342

 MILLER, CATHERINE E  
 2040 W WAYZATA BLVD AP217  
 LONG LAKE MN 55356

 MONETTE, ROBERT J  
 22726 STATE HWY47  
 AITKIN MN 56431

 MELLON, LAURIE ANN  
 10530 ROBINSON DR  
 COON RAPIDS MN 55433

 MILLER, CHERYL ELAINE  
 9224 170TH AVE NE  
 COLUMBUS MN 55025

 MONKE, JOEL C & SARAH S  
 2185 WOODBRIDGE CIRCLE  
 WOODBURY MN 55125

 MENDEZ, JANE SUZANNE  
 16522 RIGDFIELD DRIVE  
 RIVERSIDE CA 92503

 MILLER, DAVID W  
 31169 210TH LANE  
 ISLE MN 56342

 MONTERO, ESTUARDO & WARD, JANE  
 942 4TH STREET SE  
 FOREST LAKE MN 55025

 MESSERSMITH, JAMES  
 22589 310TH AVE  
 AITKIN MN 56431

 MILLER, EUGENE M & KAREN M  
 21697 325TH PLACE  
 ISLE MN 56342

 MORROW, MYRON & KELLY  
 21649 322ND AVE  
 ISLE MN 56342

 MESSERSMITH, JAMES C & PENNY L  
 22589 310TH AVE  
 AITKIN MN 56431

 MILLER, GERALD & PAUL  
 19367 328TH PLACE  
 ISLE MN 56342

 MORROW, RANDY & DEBRA  
 1834 48TH STREET NW  
 ROCHESTER MN 55901

 MILLE LACS BAND OF CHIPPEWA  
 43408 OODENA DRIVE  
 ONAMIA MN 56359

 MILLER, ROBERT & SNOW-MILLER, KATHL  
 33743 STATE HWY18  
 AITKIN MN 56431

 MOSES, JERROLD  
 PO BOX 547  
 LINDSTROM MN 55045

 MILLE LACS BAND OF OJIBWE  
 43408 OODENA DR  
 ONAMIA MN 56359

 MIODUS, JAMES & HOLLI  
 31112 220TH STREET  
 ISLE MN 56342

 MROSLA, THOMAS & MARLENE  
 16750 HALFWAY CROSSING NW  
 ROYALTON MN 56373

 MILLE LACS MEADOWS RANCH INC  
 214 1ST AVE NW  
 AITKIN MN 56431

 MISAKIAN, MICHAEL J  
 5835 2ND STREET NE  
 MINNEAPOLIS MN 55432

 MUELLER, DONALD  
 ELLINGSON, SHARON TRUST  
 30586 139TH ST NW  
 PRINCETON MN 55371

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NAUMAN, GERALD & NOEL  
EVELYN NAUMAN L.E.  
3715 4TH STREET N  
MINNEAPOLIS MN 55412

NOETZELMAN, BRIAN D  
13017 82ND AVE N  
MAPLE GROVE MN 55369

ORR, RICHARD L  
30482 422ND LN  
AITKIN MN 56431

NEESE, PHILIP L  
31783 230TH STREET  
AITKIN MN 56431

NOVAK, STEVEN D & NATALIE A  
11721 NW SAND CREEK DR  
COON RAPIDS MN 55448

OTT, GEORGE  
22100 320TH AVE  
AITKIN MN 56431

NELL, CRAIG A & KELLY M  
PO BOX 1092  
ALEXANDRIA MN 56308

NYBERG, TROY & LAURY  
31760 230TH ST  
AITKIN MN 56431

OTT, WILLIAM & RIES, BILLIE  
32024 220TH ST  
ISLE MN 56342

NELSON, ELLEN C TRUSTEE  
ELLEN NELSON FAMILY CABIN TRUST  
4436 RUSSELL AVENUE N  
MINNEAPOLIS MN 55412

O'BRIEN, JEROME & CLEO  
19203 328TH AVENUE  
ISLE MN 56342

OTTO, ROGER JR & KIMBERLEE  
10979 EAGLE VIEW PLACE  
WOODBURY MN 55129

NELSON, GARY L & JOYCE M  
33443 STATE HWY18  
AITKIN MN 56431

OBERTS, STACIE  
BAKEBERG, SHAWN H  
21491 324TH PL  
ISLE MN 56342

PACE, DAVID W & JOYCE E  
601 LEVANDER WAY UNIT319  
SOUTH ST PAUL MN 55075

NELSON, GLENN TRUSTEE  
C/O LESLIE NELSON  
5261 KENTUCKY AVE N  
CRYSTAL MN 55428

OHMANN, STEPHEN L & REBECCA M  
33369 STATE HWY18  
AITKIN MN 56431

PAHLEN, CRAIG & SANDY  
16290 HOMINY PATH  
LAKEVILLE MN 55044

NELSON, GREGORY C & GAYE C  
1701 E 57TH ST  
MPLS MN 55417

OKONEK, RONALD & GRETCHEN  
19531 327TH AVE  
ISLE MN 56342

PAINE, PAUL  
6555 CO RD 26  
MOUND MN 55364

NELSON, JEFFREY & PATRICIA  
12282 195TH LN NW  
BLK RIVER MN 55330

OKONEK, TERRANCE D & JENNIFER A  
11410 KEATING AVE  
BURNSVILLE MN 55337

PALME, DONALD F  
1370 ARDEN OAKS DRIVE  
ARDEN HILLS MN 55112

NELSON, RICHARD E  
OWCZARZAK, MICHAEL & AMALIA TRUST  
405 RIVERVIEW DRIVE  
MONTICELLO MN 55362

OLHEISER, ROBERT J & KARLA J  
1512 N 13TH ST  
PRINCETON MN 55318

PANNKUK, GUY V  
5531 KIPLING AVE  
MINNETONKA MN 55345

NEUMANN, HENRY ETAL  
20100 LARKIN ROAD  
CORCORON MN 55340

OLSON, ROBERT L & KATHY  
1990 WENZ AVE  
CHASKA MN 55318

PANTSARI, LARRY & CAROL  
33809 STATE HWY18  
AITKIN MN 56431

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PATRICK, DALE E & DANIEL L  
31288 240TH LANE  
AITKIN MN 56431

PIISPANEN, RAYMOND J  
31931 220TH ST  
ISLE MN 56342

QUNELL, DEAN R & DORIANN D  
5974 MAIN ST W  
MAPLE PLAIN MN 55359

PATRICK, MARK & KATHY  
14709 W BURNSVILLE PKWY LOT 39  
BURNSVILLE MN 55306

POLLEY, KENNETH & LORELEI A  
800 FOREST AVE  
PARK RAPIDS MN 56470

RAPSTINE, INGE  
6416 HURST  
AMARILLO TX 79109

PATWELL, JAMES & TRACI  
24248 STATE HWY47  
AITKIN MN 56431

POSER, RICHARD & SUE  
27370 443RD PLACE  
AITKIN MN 56431

REGIMBAL, GREGG & ELIZABETH  
93 MARYKNOLL DRIVE  
STILLWATER MN 55082

PEARSON, DAVID & BARBARA  
20727 326TH PL  
ISLE MN 56342

POSTERICK, CARY  
23126 STATE HWY47  
AITKIN MN 56431

REHR, JEFF  
1391 WHITE BEAR AVE  
ST PAUL MN 55106

PEARSON, DONALD M SR  
31640 240 LN  
AITKIN MN 56431

PRASKE, EUGENE & KAREN  
29627 240TH LANE  
AITKIN MN 56431

REICHERT, DAVID M & LINDA R  
10463 W RIVERVIEW DR  
EDEN PRAIRIE MN 55347

PEARSON, JACK O III  
16493 EAST ADRIATIC PLACE  
AURORA CO 80013

PRICKETT, STEVEN & JILL  
4560 TRILLIUM DR N  
MEDINA MN 55340

REICHERT, LINDA ROCHELLE  
10463 W RIVERVIEW DR  
EDEN PRAIRIE MN 55347

PEDERSEN, JOHN & LORI  
503 SPRUCE DR  
HUDSON WI 54016

PUBLIC  
C/O AITKIN COUNTY TREASURER  
209 SECOND ST NW RM 203  
AITKIN MN 56431

REINERT, LAURA  
4330 W BROADWAY AVENUE  
ROBBINSDALE MN 55422

PERSSON, DANIEL J  
32659 218TH LANE  
ISLE MN 56342

PULLEN, RICHARD E & SANDRA L  
17139 328TH AVENUE  
ISLE MN 56342

REMINGTON, JOHN D  
20959 MANNING TRAIL N  
SCANDIA MN 55073

PIECZEK, GARRET J  
32552 STATE HIGHWAY18  
AITKIN MN 56431

PYLVANEN, DARRYL & SHARON  
19962 STATE HWY27  
MCGREGOR MN 55760

RENGO, DARIN M  
32500 250TH LANE  
AITKIN MN 56431

PIEPHO, CHAD & MUSEUS, REID  
4687 SKILLMAN ST  
BRAINERD MN 56401

QUINEHAN, JANE A  
13974 EAGLE STREET NW  
ANDOVER MN 55304

REUSS, BRIAN K & MARY A  
16860 N MANOR RD  
EDEN PRAIRIE MN 55346

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REYNOLDS, ROBERT F & SANDRA  
19397 328TH PLACE  
ISLE MN 56342

ROSEBERG, WILLIAM M  
9720 4TH ST NE  
HANOVER MN 55341

SCHMID, DOUGLAS & SHARON  
22336 300TH PLACE  
ISLE MN 56342

RHODE, GEORGE M ETAL  
4118 NOKOMIS AVE S  
MPLS MN 55406

ROSS, LESLIE & DEEANN  
12709 90TH PLACE N  
MAPLE GROVE MN 55369

SCHMIDT, JOYCE & DIANE TRUSTEES  
6925 HICKORY DR NE  
FRIDLEY MN 55432

RICHTER, EVELYN B  
32388 STATE HWY18  
AITKIN MN 56431

ROSSING, LEROY A & SANDRA J  
12521 120TH ST  
HASTINGS MN 55033

SCHROEDER, KURT & GERALDINE  
6895 CHANNEL ROAD NE  
FRIDLEY MN 55432

RIGGS, DEBORAH KARLENE  
31637 230TH ST  
AITKIN MN 56431

RUSH, LINDA L  
1874 CLARENCE ST  
MAPLEWOOD MN 55109

SCHUUR, COURTNEY & LAURIE MELLON  
RALPH & YVONNE BOCK L.E.  
10530 ROBINSON DRIVE NW  
COON RAPIDS MN 55433

RITCHIE, CHESTER P & LORI A  
12 FOREST TRAIL  
MAHTOMEDI MN 55115

RUST, RIP WAYNE & VICKI JEAN  
3951 FREMONT AVE N  
MPLS MN 55412

SCOTT, WAYNE & TERESA  
PO BOX 1052  
ISLE MN 56342

ROACH, MITCHELL & MARY  
19725 327TH AVE  
ISLE MN 56342

RYAN, DARLENE M  
30913 240TH LN  
AITKIN MN 56431

SEURER, KENNETH & IONE  
2641 230TH ST E  
PRIOR LAKE MN 55372

ROBERTS, BEVERLY A TRUSTEE  
37745 41ST AVENUE WAY  
DENNISON MN 55018

S & T TRANSPORT INC  
10530 ROBINSON DRIVE NW  
COON RAPIDS MN 55433

SHEETS, JUSTIN & JENNIFER  
24917 310TH PL  
AITKIN MN 56431

ROBINSON, OAKLEY JR & JOAN  
20110 220TH ST  
MCGRATH MN 56350

SAHLSTROM, RAY & MARTHA TRUSTEES  
19589 327TH AVENUE  
ISLE MN 56342

SHORE, MICHAEL & LORI  
20798 326TH PL  
ISLE MN 56342

ROCKY RIDGE RANCH  
STANLY MILLER  
30457 170TH ST  
ISLE MN 56342

SATHER, STEVEN A  
10432 PURDEY ROAD  
EDEN PRAIRIE MN 55347

SHORE, MICHAEL A & LORI A  
20760 NE OKINAWA ST  
EAST BETHEL MN 55011

ROSEBERG, ROBERT F  
31201 210TH LANE  
ISLE MN 56342

SAVAGE COMMUNICATIONS INC  
% RON SAVAGE, PRESIDENT  
111 TOBIES MILL PLACE  
PO BOX 810  
HINCKLEY MN 55037

SIMMER, ROBERT F & RITA S  
5004 OLD POND DR  
NAPLES FL 34104



SIMONSON, BRIAN T & LAURIE J  
22577 300TH PLACE  
ISLE MN 56342

SMITH, DALE S & WEST, TERI L  
33848 STATE HWY 18  
AITKIN MN 56431

SPURGEON, JON J & JILL  
2493 COCHRAN DR  
WOODBURY MN 55125

SIPULSKI, P & GUNDERSON, W  
LARSON, HELEN MAE L.E.  
7011 15TH AVE S  
RICHFIELD MN 55423

SMITH, LOWELL G JR  
32536 218TH LN  
PO BOX 1035  
ISLE MN 56342

STAATS, DANIEL & LANE  
1565 KNOLL DR  
SHOREVIEW MN 55126

SIPULSKI, PEGGY ETAL  
7011 15TH AVENUE S  
RICHFIELD MN 55423

SOMMERFIELD, JEFFREY & MARLA  
22566 450TH STREET  
MEZEPPA MN 55956

STATE OF MINNESOTA  
AITKIN COUNTY TREASURER  
209 SECOND ST NW RM 203  
AITKIN MN 56431

SITZ, RANDY W & KIM L  
19396 OGDEN ST NW  
ELK RIVER MN 55330

SONNBE, DARYL D & DENISE J  
20585 326TH AVE  
ISLE MN 56342

STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
DISTRICT 3 RIGHT OF WAY  
7694 INDUSTRIAL PARK ROAD  
BAXTER MN 56425

SJODAHL, HELEN M  
20537 326TH AVE  
ISLE MN 56342

SPADING, KEITH & DEBORAH  
23536 MATHIS ROAD S  
SANDY OAKS TX 78112

STENSRUD, BRIAN D & LORINDA L  
20065 310TH AVE  
ISLE MN 56342

SJOQUIST, KENNETH G & PENNY  
19985 327TH AVE  
ISLE MN 56342

SPADING, KEITH F  
23536 MATHIS RD  
SANDY OAKS TX 78112

STINSON, KAY F HANSON  
2401 NEAL AVE N  
STILLWATER MN 55082

SKAROHLID, PATRICIA TRUSTEE  
PATRICIA ANN SKAROHLID REV TRUST  
10395 311TH AVENUE  
PRINCETON MN 55371

SPIKE PROPERTIES, INC  
27991 BAYSHORE DR NW  
ISANTI MN 55040

STOWELL, TODD W  
21492 324TH PLACE  
ISLE MN 56342

SKINNER, MATTHEW B TRUSTEE  
19115 CARSON ST NW  
ELK RIVER MN 55330

SPIKE, ROGER A & RAEANN  
27991 BAYSHORE DR NW  
ISANTI MN 55040

STRAND, DAVID  
31903 220TH STREET  
ISLE MN 56342

SKOGLUND, RALPH  
25428 FALCON DRIVE  
GRAND RAPIDS MN 55744

SPRAGUE, JODIE MARIE  
31594 KESTREL AVE  
MCGREGOR MN 55760

STREASICK, CHARLES & INEZ TRUSTEES  
21771 325TH PLACE  
ISLE MN 56342

SMIEJA, ROBERT & QUINEHAN, JANE  
7751 ELM ST NE  
FRIDLEY MN 55432

SPRINGER, NORMAN & CHRISTINE  
30359 210TH ST  
ISLE MN 56342

STROMAN, DWAYNE & GINA  
21592 HIGHWAY 47  
ISLE MN 56342

**AVERY**

5160

Easy Peel Address Labels  
Bend along line to expose Pop-up EdgesGo to [avery.com/templates](http://avery.com/templates)  
Use Avery template 5160SWANSON, MICHAEL & TANYA  
21224 310TH AVENUE  
ISLE MN 56342TISCHER, KEVIN & LORI  
2510 MARION RD SE  
ROCHESTER MN 55904VAN DONSELAAR, JEFFREY & DEBRA  
18511 329TH AVENUE  
ISLE MN 56342SWEDOCK, ROBERT W  
32393 218TH LANE  
ISLE MN 56342TORKELSON, LAURA A  
6808 HARTKOPF LANE  
BROOKLYN PARK MN 55428VRUNO, CAROL ANN  
704 DELAWARE AVE  
ST PAUL MN 55107SWENSON, BETH  
32252 250TH LANE  
AITKIN MN 56431TOUSIGNANT, DAVID & JANET  
19311 328TH AVE  
ISLE MN 56342VUKOVIC, KATHLEEN  
PO BOX 1160  
OSPREY FL 34229TAPELT, CHARLES & SYLVIA TRUSTEES  
33161 STATE HIGHWAY 18  
AITKIN MN 56431

TOWNSHIP OF LAKESIDE

WALDON, KAREN B  
13799 CANDICE LANE  
EDEN PRAIRIE MN 55346TESSMER, DONALD & JOYCE  
3878 70TH AVE  
PRINCETON MN 55371

TOWNSHIP OF MALMO

WALKER, SUSAN & ERICKSON, CAROL  
ERICKSON CABIN TRUST  
1326 WINNEBAGO ST  
LA CROSSE WI 54601THIELEN, PHILIP & JANINE T  
29793 210TH ST  
ISLE MN 56342TURNACLIFF, DELL J  
30526 DAM LAKE ST  
AITKIN MN 56431WALSH, ANDREW D  
33844 STATE HWY 18  
AITKIN MN 56431THOMPSON ISAAC, MICHAEL & JENNIFER  
19867 327TH AVE  
ISLE MN 56342TVERBERG, GARY & BARBARA  
5318 FLORIDA AVENUE N  
CRYSTAL MN 55428WALTERS, JAMES & STEPHANIE  
34281 STATE HWY 18  
AITKIN MN 56431THOMPSON, SAMUEL & MORALES, ANESSA  
21436 310TH AVE  
ISLE MN 56342U S A IN TRUST FOR THE  
MILLE LACS BAND OF CHIPPEWA 00000  
43408 OODENA DRIVE  
ONAMIA MN 56395WANOUS, KENNETH & PATRICIA  
32903 STATE HWY 18  
AITKIN MN 56431THOMPSON, STEVEN J & DAGMAR V  
708 S SUNSET DR  
MINNETONKA MN 55305ULMER, JESSE  
15158 330TH AVENUE  
FRAZEE MN 56544WEISBROD, CHAD & JANE LINN  
2436 SHELDON ST  
ROSEVILLE MN 55113TIETZ, DENNIS & SANDRA  
32508 218TH LN  
ISLE MN 56342UTTECHT, TOMASINA M ETAL  
2474 DEERWOODS CT  
MAYER MN 55360WESTERLUND INC  
22167 STATE HWY 47  
AITKIN MN 56431Pat. [avery.com/patents](http://avery.com/patents)Étiquettes d'adresse Easy Peel  
Repliez à la hachure afin de révéler le rebord Pop-upAllez à [avery.ca/gabarits](http://avery.ca/gabarits)  
Utilisez le Gabarit Avery 5160

WESTERLUND, GAYLARD & RUTH  
23671 STATE HWY47  
AITKIN MN 56431

WESTERLUND, PAIGE & WIGTON, ROY  
31748 235TH LN  
AITKIN MN 56431

WIDING, EILEEN J  
6317 ST CROIX TRAIL N  
OAK PARK HEIGHTS MN 55082

WESTERLUND, GAYLARD F & NEIL A  
C/O NEIL WESTERLUND  
25330 STATE HWY47  
AITKIN MN 56431

WESTERLUND, TIMOTHY & LISA  
31617 240TH LN  
AITKIN MN 56431

WILLIAMS, THOMAS J  
34166 242ND LN  
AITKIN MN 56431

WESTERLUND, GLENN  
24932 STATE HIGHWAY47  
AITKIN MN 56431

WESTPHAL, DIANE  
23704 COOPER AVE NW  
BETHEL MN 55005

WILSON, DENNIS & SYLVIA  
2700 JOPPA AVENUE S  
ST LOUIS PARK MN 55416

WESTERLUND, GREGORY A  
31410 235TH LANE  
AITKIN MN 56431

WHIPPLE, EUGENE & SHARON  
31990 220TH STREET  
ISLE MN 56342

WILSON, JOHN & MICHELLE  
13541 BIRDSONG CT  
ROSEMONT MN 55068

WESTERLUND, GREGORY A & DONNA M  
31410 235TH LANE  
AITKIN MN 56431

WHITE, JAMES J & LORNA L  
24291 310TH PLACE  
AITKIN MN 56431

WIRKKULA, JOHN & PHYLLIS TRUST  
32 11TH AVE S APT308  
HOPKINS MN 55343

WESTERLUND, JARED L  
25735 SE 32ND PLACE  
SAMMAMISH WA 98075

WHITE, JOANNE B  
24150 310TH PLACE  
AITKIN MN 56431

WOLF, MARTIN G  
24713 310TH PL  
AITKIN MN 56431

WESTERLUND, NEIL & STACY  
25330 STATE HWY47  
AITKIN MN 56431

WHITE, KARLA D  
31572 235TH LANE  
AITKIN MN 56431

WOLF, WILLIAM M & SANDRA  
13244 KENYON STREET NE  
BLAINE MN 55449

WESTERLUND, NEIL A & NORMAN G  
25330 STATE HWY47  
AITKIN MN 56431

WHITE, PAUL B & KARLA D  
31572 235TH LANE  
AITKIN MN 56431

WOOD, SHANNON LIANE (PERRY)  
5323 FAIRBANKS FERRY RD  
HAVANA FL 32333

WESTERLUND, NORMAN  
30517 270TH LN  
AITKIN MN 56431

WHITEOAK, ROXANNE  
710 PANDORA DRIVE  
FRIDLEY MN 55432

WOODFILL, KATHRYN C  
PO BOX 852  
ELK RIVER MN 55330

WESTERLUND, NORMAN G & LAURIE A  
30517 270TH LANE  
AITKIN MN 56431

WICKOREN, MARK A & JEANETTE T  
20617 326TH PL  
ISLE MN 56342

WORMS, MARY ANN TRUSTEE  
28581 LONGFORD CT  
BONITA SPRINGS FL 34135

WRIGHT, MATTHEW  
 1543 VIKING BLVD NE  
 EAST BETHEL MN 55011

WUORIO, JUDITH A  
 32454 218TH LANE  
 ISLE MN 56342

YOUNG, BYRON E  
 3220 SUNRISE AVE  
 ALAMOGORDO NM 88310

YOUNG, TIMOTHY B & CHRISTINE A  
 6051 LAUREL AVE#116  
 GOLDEN VALLEY MN 55416

ZAHRADKA, RANDALL & WINIFRED  
 20796 326TH PLACE  
 ISLE MN 56342

ZIEBARTH, TIMOTHY & KRISTEN  
 30962 DAVENPORT ST NE  
 CAMBRIDGE MN 55008

ZIMMERMAN, CAYLOR A  
 4770 DORCHESTER RD  
 MOUND MN 55364

ZIMMERMAN, KENNETH E  
 19396 328TH PLACE  
 ISLE MN 56342



**Kirk Peysar, Aitkin County Auditor**

Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 121  
Aitkin, MN 56431

auditor@co.aitkin.mn.us  
Phone: 218-927-7354

# AITKIN COUNTY

## NOTICE OF HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Aitkin County Board of Commissioners on Tuesday May 26, 2020 at 10:30 a.m., in the Government Center located at 307 2<sup>nd</sup> Street NW, Aitkin, Minnesota, to consider a request by the license applicant for "Off Sale Liquor License".

License Applicant: Westerlund, Inc., d/b/a Westerlund Cenex in Malmo Township.

All individuals are welcome to attend and provide comment, but are encouraged to submit such in writing before the Public Hearing. Please send comments by May 26, 2020 to Kirk Peysar, County Auditor at [kirk.peysar@co.aitkin.mn.us](mailto:kirk.peysar@co.aitkin.mn.us) or 307 2<sup>nd</sup> Street NW, Room 121, Aitkin MN 56431.

Dated this 29th day of April, 2020.

---

Kirk Peysar  
Aitkin County Auditor

Mr. Kirk Peysar

As a long time resident, I'm writing you in regards of "Off sale liquor" license application. For the following reasons I don't see a need to bring in another establishment for liquor sales.

- We currently have 3 in the area.  
One in Malmo and two in Glen
- Future revenue dollars will not stay in Malmo
- Our current "TJ's liquor" shouldn't need to fight with new competition
- New owner does not reside in Malmo or the state of Minnesota
- Since the Cenex takeover, 2 businesses have already left Malmo and maybe the bait shop will be next

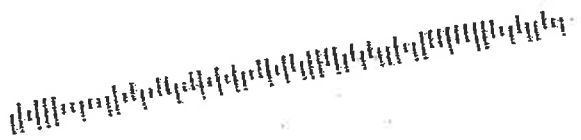
In closing I would like to ask why is Lori Westerland is assiting in this proposal?

Dean Westland

Aitkin Co Auditor  
Mr Kirk Peyser

Cary Fosterick Hear We dont  
Need a Nuther Liquor Store in Malme  
ther are two in Glen and since  
the By Out Buzzies Sunrise and  
Sandy Land I think That is  
enuff small Bishes Love in our town  
and thats Bull shit

Cary D Fosterick  
23126 st Hwy 47  
Aitkin MN  
56431



56431-250146

Kirk Pysar  
Atkin County, Minnesota  
MAY 18 2020  
FILED  
COUNTY AUDITORS OFFICE

KIRK PEYSAR  
307 2ND ST NW ROOM 121  
AITKIN MN  
56431

MAY 18 2020 PM 1:16

GENE MILLER  
22039 321st AVE  
AITKIN MN  
56431



Dear Sir:

May 14, 2020

I am writing you in regards to the meeting May 26, 2020 for the Westerlund liquor license approval. I own Tj's Liquor and Sud's Laundry next door to the Westerlund complex. If the liquor license is approved, I will be in severe financial trouble. I've studied liquor license requirements in other counties. Some allow a liquor license for every 5,000 people. That is how many people it takes to support a local Off sale liquor store. The population density in my area is very small. 337 people live in Malmo Township and 463 people live in Lakeside township. The city of Aitkin has 2,000 people and 2 liquor stores. Jim MacDonald owner of one of them told me that without his bar he would not make it.

I purchased Tj's Liquor in 2003. Since then Johnson Portside opened a liquor store to my south capturing tourist coming north on Hwy 47. The Junction opened a liquor to the west. Many local residents go there now since it is closer. We lost the north shore residents to them. Then, the Glen store opened to our north. We lost many customers to them since it was closer for them to drive to Glen. Every time a store opened, we felt it. Our revenue dwindled. If you allow a liquor license in my lap, I guarantee I will have to close my doors. My wife and I work the store 7 days a week. We simply cannot afford a employee. I am begging you to vote no! I've worked the store very hard for 17 years. I am simply a Ma and Pa store. The Westerlund's are paving the way for a high buck corporation to get a liquor license. We need laws against this. Please study other regulations concerning liquor license and population density.

Closing walleye fishing was devastating for our store. We lost a ton of revenue.

Closing HWY 47 for bridge repair for several months last fall was devastating. We lost tons of revenue.

During the early stages of the Covid-19 pandemic, not one single person drove up from the Metro. Business was so slow during the lockdown I could have closed my doors. We lost tons of revenue.

Last year our 2 businesses did not make a dime. In fact, we lost close to \$4,000. You are welcome to stop in and I will show you my tax forms.

**My wife and I currently have a mortgage application at Shared Advantage Credit Union. We need more money to survive this very difficult time. We are losing sleep over the liquor license application. Please help Ma and Pa survive and vote No!**

**In closing, I would like to announce that I will be running for County Commissioner in District 2. The support from residents in District 2 has been overwhelming. Everywhere I go people tell me I have their vote. I look forward to serving my community and hope to improve our beautiful county.**

**Sincerely,**



**Gene Miller**

**22039 321<sup>st</sup> Avenue**

**Aitkin Minnesota 56431**

Kirk Peysar,

I AM a Land Owner near  
Malmo, A former Resident and  
also former Owner of Malmo Comors  
Antiques, Located in the Westerland  
Complex (Penex). The Family of  
"Westerlunds", ARE VERY Well Respected  
liked and Honest! If they are  
applying for a "OFF SALE liquor licence" THEY  
ARE QUALIFIED and Worthy!  
With Great Respect

Mrs. Barbara Jean Shrew

**Kirk R. Peysar**

---

**From:** Jim Betlach <jbetlach@paisanopub.com>  
**Sent:** Monday, May 18, 2020 9:49 AM  
**To:** Kirk R. Peysar  
**Subject:** Additional liquor store in Malmo

**[NOTICE: This message originated outside of the Aitkin County Mail System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]**

Malmo Off Sale Liquor License My opinion is a second liquor store is certainly NOT necessary in a town the size of Malmo. We have a locally owned and operated one that serves everyone well now. I have a cabin in Malmo that we go to every weekend during the summer.

Jim & Meredith Betlach 612 325 8830

**Kirk R. Peysar**

---

**From:** Jeanne Lidberg <jbcuzican@gmail.com>  
**Sent:** Monday, May 18, 2020 8:28 AM  
**To:** Kirk R. Peysar  
**Subject:** New Liquor License - Malmo  
**Attachments:** Liquor License in Malmo.docx

**[NOTICE: This message originated outside of the Aitkin County Mail System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]**

Kirk,

Please find the attached document my objections to the request by Westerlund-Cenex for a new liquor license and ask that this document be made a part of the public hearing on May 26th.

Thank you,

Jeanne Lidberg

Sunday, May 17, 2020

Mr. Kirk Peysar  
Aitkin County Auditor  
RE: New Liquor License Application – Westerlund-Cenex

As a resident of Malmo, I oppose the request before this board by Westerlund-Cenex, Inc. for a new Liquor License.

We as a community cannot choose what business entities purchase land or property within our community, nor should we. As a community we should exercise due diligence in what types of businesses are allowed to exist in our community and the impact that could have on its existing residents.

What does that mean? By definition, due diligence is “the care that a reasonable person exercises to avoid harm to other persons or their property.” This is the minimum that should be done in assessing the liquor license application before this board.

The applicant for this new license, Westerlund-Cenex, Inc., is NOT the party, who now owns, would be running and would be held liable for this potential new liquor store.

Westerlund-Cenex was sold to Twin City Petroleum & Properties, LLC (a FL home jurisdiction LLC under MN registration) in March of this year under contract for deed. The property tax payer of 22167 Hwy 47, Malmo is listed as Cannon Falls Investments, LLC., which is a Quik Stop convenience store located in Cannon Falls, MN.

The actual owner of Twin City Petroleum & Properties, LLC is unknown.

The only named parties listed under the registering of the business in both Florida and Minnesota; is a Hisham Mubaidin, who is listed as the registered agent under the Florida registration and the individual who identified himself as the “new owner” of 22167 Hwy 47, Malmo, introduces himself as “J.”

I feel I must communicate to you the expressed opinion of this supposed owner “J” of this community. During a discussion ( heard by those at the store at the time) of the possibility of this “J” putting in a headshop/tobacco shop on the property, concern was raised of the questionable clientele that type of establishment could attract and the term “low-lives” was used to describe that clientele. This “J” quickly responded with a “ look around, that’s all that lives here, low-lives”. I don’t need to communicate to anyone how concerning a statement like this is.

Twin City Petroleum & Properties, LLC in turn has leased this business and property to HPA llc, LLC, under the DBA of “One Stop Mini Mart.”

No contact phone numbers other than those of the physical retail properties.  
Utilizing home address of registered agents as address for company.  
Utilizing generic email addresses such as Gmail, yahoo, icloud, etc, instead of a business domain address such as \_\_\_\_@abccompany.com.

Whatever the reasoning behind these businesses, be it tax evasion, money laundering, or worse, the end result could easily be the destruction of a viable, active, long established liquor store; namely, TJ's liquor of Malmo. This new entity could simply shut its doors and walk away with having dozens of "arms length" business entities all under LLC's with no records of actual owners of said businesses, with no one held accountable for the wake of destruction left behind.

Malmo Twp. has TJ's Liquor owned by Karen and Gene Miller, a long-standing business and active members in the community that is approximately **630 feet** from the front door to this potential new location. Customer counts and sales volumes cannot support two liquor stores in Malmo with a population of 300, let alone one that is 630 ft from the front door of the existing liquor store.

Twin City Petroleum & Properties, LLC purchased Cave Liquors/The Junction on 169/18 in Hazelton Twp, Aitkin. Having the buying power of more than one location would under-cut any existing liquor stores. This would affect not only TJ's Liquor, but those stores in the area, such as The Glen Store at 5.9 miles to the North, as well as those locations that carry an on/off sale liquor license, such as Castaway's 1 mile to the South. **(See attached liquor license list)**

With that, I oppose any new liquor license application in Malmo Twp.

As a community, we need to support our existing mom and pop businesses and provide them with an environment to thrive.

Thank you for your time and consideration in this matter,

Jeanne Lidberg  
22095 320<sup>th</sup> Ave.  
Malmo, MN 56431

**KEY**

**RAO=**  
Registered Agent  
or Owner

**PPA=**  
Principle  
Place of Business  
Address

**RMA =**  
Recorded  
Manager  
Address

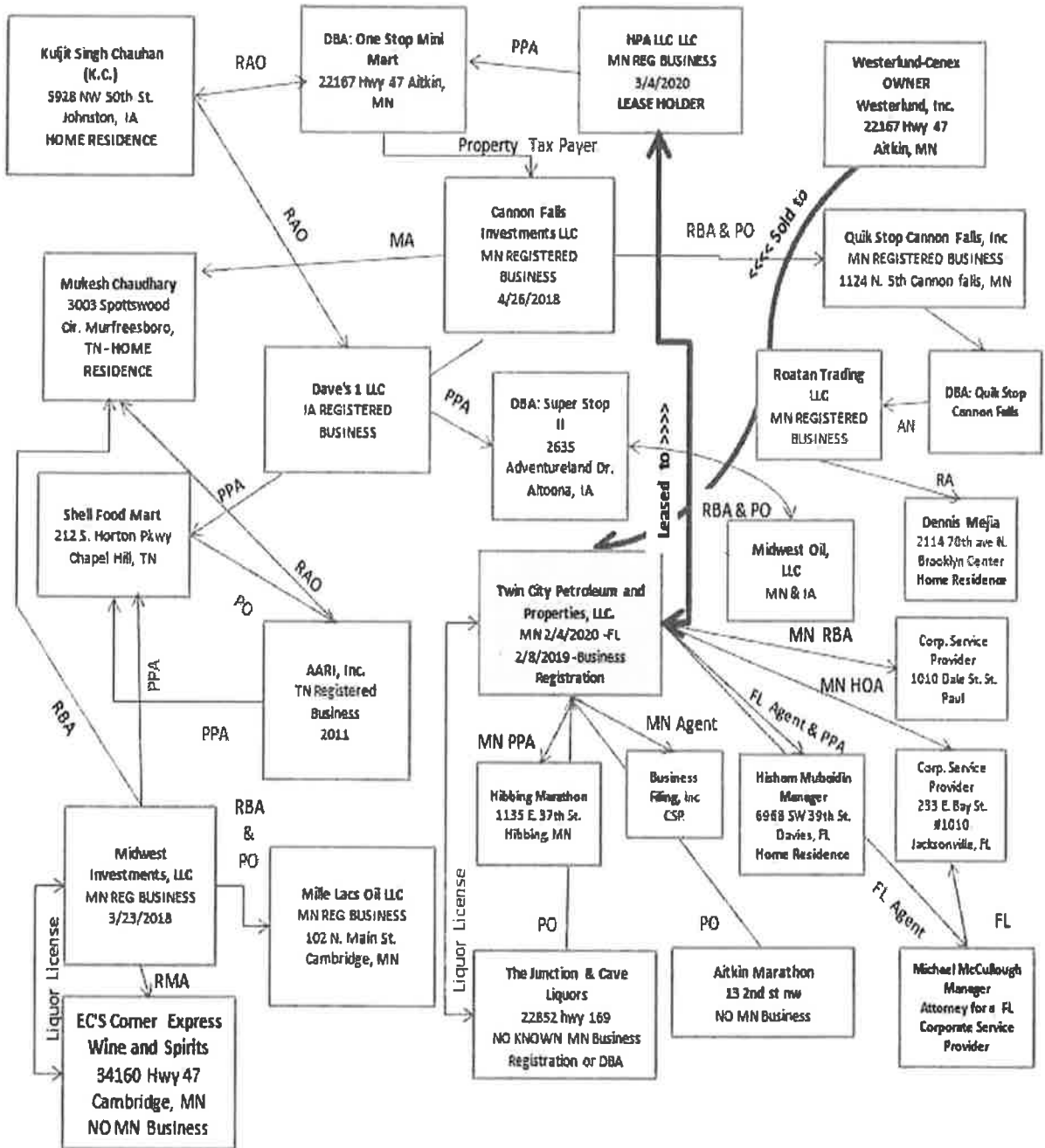
**RBA=**  
Recorded  
Business  
Address

**MA=**  
Mailing Address

**PO=**  
Property Owner

**HOA=**  
Home Office  
Address

**△**  
Assumed Name





**Kirk R. Peysar**

---

**From:** mona moore <monamoore789@gmail.com>  
**Sent:** Saturday, May 16, 2020 7:02 AM  
**To:** Kirk R. Peysar  
**Subject:** Keep TJs Liquor open

[NOTICE: This message originated outside of the Aitkin County Mail System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Keep TJs liquor open small business is important for Community. We have been coming up to Mille Lac lake for 25 yrs and have supported Malmo stores. We buy our gas at Malmo Market, food at Teals in Isle and Booze at TJs Liquor. Keep small businesses open for they are the Community. Not Big Box Stores.

Sent from my iPhone

**Kirk R. Peysar**

---

**From:** Alissa Virnig <alissavirnig@gmail.com>  
**Sent:** Friday, May 15, 2020 10:05 AM  
**To:** Kirk R. Peysar  
**Subject:** Westerlund Cenex Liquor License

[**NOTICE:** This message originated outside of the Aitkin County Mail System -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

To whom it may concern:

My name is Alissa Boser and my husband Torrey Boser and I are not in favor for the Westerlund Cenex in Malmo MN to be approved for a liquor license. We do not feel that it is necessary to have two liquor stores within 1 block of each other, in the small town of Malmo MN. Not to mention, it would hurt the sales of the current liquor store in Malmo, which they do not deserve. The other liquor store (TJ's Liquor) has been in business for years and we would hate to see them hurting because of another liquor store being in town. That would not be fair at all. Just like Westerlunds drove the proposed dollar tree out of town because it would have hurt their sales.

My husband and I own Pete's Retreat Campground in Malmo MN and we would hate to see this happen in our small community.

Thank you for allowing us to submit our opinions.

Alissa Boser  
320-237-3567

5-11-2020

To whom it may concern:

As a Seasonal residence of Malmo Bay,  
I would like to express my concerns about  
an off Sale Liquor license that has been  
applied for by Westerlunds in Malmo Bay.

T.J. Liquors is a family owned liquor store  
that has been conducting business for many years.

I feel Westerlunds already has a good  
business going with their convenience store,  
gas pumps and cafe, etc. . . .

So as for them applying for an off sale liquor  
license they would be taking business from  
T.J. Liquor which is only 600 feet away.

So I am writing this letter to oppose the  
issue of an off sale liquor license to the  
Westerlunds business.

Sincerely  
Jana Cantu

5-11-2020

To whom it may concern:

As a Seasonal residence of Malmo Bay and Tax payer of Aitkin Co. I would like to write this letter to oppose an off sale liquor license that has been applied for by the business of Westerlunds.

T.J. Liquor is a family owned liquor store and has been in business for many years.

If an off sale liquor license is issued to Westerlunds Business I feel it would be taking business away from T.J. Liquor. which is only located 600 feet from Westerlunds business.

Please consider this if an off sale liquor license is granted to Westerlunds business.

Sincerely

James J. Cantin

**Kirk R. Peysar**

---

**From:** Sharon Pylvanen <spylvan.sp@gmail.com>  
**Sent:** Wednesday, May 13, 2020 10:10 AM  
**To:** Kirk R. Peysar  
**Subject:** Westerlunds

[NOTICE: This message originated outside of the Aitkin County Mail System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

We feel that one liquor store in Malmo is plenty. One Mom and Pop shop is doing well but not enough for two. Support the business that is open. It is a business that has a lot of slow days throughout the year also  
Darryl and Sharon Pylvanen

Sent from my iPhone



Kirk Peysar, Aitkin County Auditor

Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 121  
Aitkin, MN 56431

auditor@co.aitkin.mn.us  
Phone: 218-927-7354

## AITKIN COUNTY

### NOTICE OF HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Aitkin County Board of Commissioners on Tuesday May 26, 2020 at 10:30 a.m., in the Government Center located at 307 2<sup>nd</sup> Street NW, Aitkin, Minnesota, to consider a request by the license applicant for "Off Sale Liquor License".

License Applicant: Westerlund, Inc., d/b/a Westerlund Cenex in Malmo Township.

All individuals are welcome to attend and provide comment, but are encouraged to submit such in writing before the Public Hearing. Please send comments by May 26, 2020 to Kirk Peysar, County Auditor at [kirk.peysar@co.aitkin.mn.us](mailto:kirk.peysar@co.aitkin.mn.us) or 307 2<sup>nd</sup> Street NW, Room 121, Aitkin MN 56431.

Dated this 29th day of April, 2020.

---

Kirk Peysar  
Aitkin County Auditor

*We feel with Malmo being such a small business center  
with a liquor store already established it would be detrimental  
to the liquor store already.*

*Dennis + Debra Eleya*

## Kirk R. Peysar

---

**From:** Bobbi Jo Bourassa <luckygirl12799@yahoo.com>  
**Sent:** Tuesday, May 12, 2020 6:29 PM  
**To:** Kirk R. Peysar  
**Subject:** Malmo

[**NOTICE:** This message originated outside of the Aitkin County Mail System -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

Hello!

My name is Bobbi Jo Bourassa and my parents are Karen and Gene Miller and are the proud owners of Tj's Liquor. I am writing this email to you today because of my parents long standing business also in Aitkin County. You have kept one of the most monumental places open in Aitkin County and made it such a great place for us to go. I am sure that you feel the same way about the support the community gives you the same as my parents do as well. Imagine if Lakes 12 decided to open a brand new movie theater right next door to your movie theater. Do you think your business would be able to stay open? Would Aitkin County allow that to happen to a long standing business? Would you fight to make sure that would not happen by having your voice heard? That is exactly what I am here to do have my voice heard because I do not want to see my parents livelihood go down the drain.

Tj's Liquor was opened in 1992 by the Kosticks and then they sold it to my parents Gene and Karen Miller in 2003. This business has been able to thrive due to all the loyal locals and loyal out of town people that continue to support this business. If there is a one stop shop where you can get everything you need all at the same place do you think people will still make that extra stop? It is something to really think about considering people in the cities want to get their stuff quick so they can get to fishing or whatever else they are coming to do.

Tj's Liquor took a hard hit when 3 liquor stores opened in the surrounding area Johnsson's Portside in Isle, The Junction in Garrison, and The Glen Store in Glen. Westerlund's Cenex has also been a thriving business all this time with no liquor store at their site. Malmo is only so big and opening another liquor store right next door will possibly close a long standing business's doors. Norman and Laurie Westerlund sold their business to people who are not even local and have no ties to the Malmo area and do not plan to make Aitkin County their home. It really saddens me that this is even something we should be talking about. I know there are many rules that Aitkin County needs to follow but I want you to know what a hardship this will cause on my parents business and possible my business someday. With Westerlunds Cenex having all the power they will run businesses out of Malmo from not only Tj's but also Malmo Market.

I really hope that when you make this decision you will think really hard about what this can do to peoples lives. I know that you have to do what is right and follow the guidelines however please take into consideration the business you could also be taking out of Aitkin County as well.

**Kirk R. Peysar**

---

**From:** Janet Kostick <janetkostick1@gmail.com>  
**Sent:** Monday, May 11, 2020 5:49 PM  
**To:** Kirk R. Peysar  
**Subject:** Malmo liquor

**[NOTICE: This message originated outside of the Aitkin County Mail System – DO NOT CLICK on links or open attachments unless you are sure the content is safe.]**

I just want to say that there is no need in Malmo for two off sale liquors. It is hard enough to make with just one. I know as a former owner.



**Kirk R. Peysar**

---

**From:** Christy Holloway <c.stiernagle@yahoo.com>  
**Sent:** Monday, May 11, 2020 2:44 PM  
**To:** Auditor  
**Subject:** Against liquor license at Cenex

[**NOTICE:** This message originated outside of the Aitkin County Mail System -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

I just wanted to let you know that I am against the county approving yet another off sale in Malmo. We have TJ's in Malmo and Grill of Glen in Glen. We support small business and community. I think it is great the new owners want to put in a tobacco shop and add to the community! But to try and take out a long standing family owned business is just wrong.

*Christy Holloway  
Gambling Manager  
Mille Lacs Trails, Inc.  
31844 235th Lane  
Aitkin, MN 56431  
(218) 839-8878*

**Kirk R. Peysar**

---

**From:** Angela Raymond <knuckie1@icloud.com>  
**Sent:** Monday, May 11, 2020 12:20 PM  
**To:** Kirk R. Peysar  
**Subject:** No new liquor store in Malmo Minnesota

[**NOTICE:** This message originated outside of the Aitkin County Mail System -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

Kirk Peysar,

I am writing you today in regards to recent changes to the small businesses in Malmo MN. Our local community concerns are regarding the new purchase of Cenex (Westerlund's) we feel as a community voicing our concerns to the new upcoming of a new liquor store as there is already a well established, well loved for liquor store right next door (TJ's Liquor). We are a tight community and would feel the need is more so for a nice family restaurant or some sort of business that will benefit our community and not put at risk the businesses that already exist within our community.

Thank you for your time and allowing us to voice our concerns! Would you please respond to my concerns in a timely matter.

Sincerely,  
Angela Raymond

**Kirk R. Peysar**

---

**From:** Suzy Struckman <ssstruckman@gmail.com>  
**Sent:** Monday, May 11, 2020 12:32 PM  
**To:** Kirk R. Peysar  
**Subject:** No new liquor store in Malmo MN

[**NOTICE:** This message originated outside of the Aitkin County Mail System -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

Kirk Peysar,

I am emailing you today in regards to concerns about the sale of Cenex (Westerlund's) gas station in Malmo MN. It has been brought to our attention as a small community that the new owner wishes to put in a new liquor store. We as a community have concerns about this because we already have a very nice, useful liquor store right next door. We are a tight community and would prefer the new business to be something of more value for our community like a nice family restaurant or something more useful to our community.

Thank you for hearing us out as a community.

Sincerely,  
Suzy Struckman

**Kirk R. Peysar**

---

**From:** Marcus Hays <haysmarcus95@gmail.com>  
**Sent:** Monday, May 11, 2020 10:28 AM  
**To:** Kirk R. Peysar  
**Subject:** May 26th hearing

**[NOTICE: This message originated outside of the Aitkin County Mail System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]**

I hope that you are well in these challenging times. My Name is Marcus Hays Aitkin Alum 97'. I am concerned about economic waves of Malmo if this license is granted to Westerlund Cenex. There is a established and well respected liquor store not 600 feet from there. I live in Albertville, MN but frequently come up to the Malmo area in my free time. I feel that every small business in Malmo has a special role in fulfilling the economic chain. To allow Westerlund Cenex to sell off sale liquor I feel will create tensions and unfair price wars. Please deny this application!!! It's not like TJ's is asking to sell fuel.

Thank you for your time.

Marcus Hays

**Kirk R. Peysar**

---

**From:** B. Groen <bbgroen@yahoo.com>  
**Sent:** Saturday, May 9, 2020 6:14 PM  
**To:** Kirk R. Peysar  
**Subject:** WESTERLUND

[**NOTICE:** This message originated outside of the Aitkin County Mail System -- **DO NOT CLICK** on links or open attachments unless you are sure the content is safe.]

I am a land owner in Malmo.  
We were residents of Malmo.  
Our family was also owners of Malmo Corner an Antique store  
Located in the WESTERLUND Cenex complex.  
The WESTERLUND s are a very well respected liked  
And Honest long lived residents of Malmo. If they  
are applying for a "off sale  
Liquor Lic" They are Deserving  
And we'll qualified!  
Thank you.  
Mrs. Barbara Jean Groen

Sent from Yahoo Mail on Android

**Kirk R. Peysar**

---

**From:** jean harvey <malmobay1@yahoo.com>  
**Sent:** Saturday, May 9, 2020 3:44 PM  
**To:** Kirk R. Peysar  
**Subject:** Re: Aitkin County Liquor License

[**NOTICE:** This message originated outside of the Aitkin County Mail System -- **DO NOT CLICK** on links or open attachments unless you are sure the content is safe.]

Topic: Public Hearing Off Sale Liquor License Application – Westerlund Cenex in Malmo Township

In response to this application, we the undersigned are **opposed** to Off Sale Liquor License being granted to Westerlund Cenex for the following reasons:

1. The business is within 200 yards of an existing Off Sale Liquor Store who has been in business for more than 10 years.
2. Both of these business share the same roads, including a service road and a truck highway.
3. Although it is competition, these are both small businesses competing for the same customer in a small community. For Aitkin County it is the same revenue as the tax is collected regardless of which shop the consumer uses, therefore it is not an expansion of revenue and does not bring in additional revenue or tax dollars into the area.
4. It is direct competition to it's good neighbor who has an existing license and has refrained from conflicting businesses with its neighbors'.
5. Fishing bans have already made it difficult to stay in business in Aitkin County on or near Mille Lacs, this would be another hit to a business that is already fighting to stay afloat.
6. It is my understanding, that Westerlund no longer owns the business as the business has been sold. The Liquor License is non-transferable.
7. If this was an On Sale license there would be no dispute.

Thanks,

**Kirk R. Peysar**

---

**From:** Gretchen Okonek <gretchenokonek@msn.com>  
**Sent:** Saturday, May 9, 2020 10:06 AM  
**To:** Kirk R. Peysar  
**Subject:** Off Sale Liquor License Applicaiton Comment

[**NOTICE:** This message originated outside of the Aitkin County Mail System -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Hello Mr. Peysar,

I am writing in reference to a letter I received letting me know about a hearing to consider the requested Off Sale Liquor License for Westerlund, Inc., dba Westerlund Cenex in Malmo Township.

I am not in favor of approving another off sale liquor license in this area. There are already 2 businesses in within a mile of this location that sell off sale liquor. Adding another one doesn't seem like a good idea for the small businesses in this area that are already suffering due to the ever changing fishing regulations affecting tourism traffic and now Covid-19.

Thank you for considering my opinion and hope you will vote to deny this application.  
Gretchen Okonek

**Kirk R. Peysar**

---

**From:** Joan Lynch <jalynch18@yahoo.com>  
**Sent:** Friday, May 8, 2020 12:17 PM  
**To:** Kirk R. Peysar  
**Subject:** Off sale liquor license

[**NOTICE:** This message originated outside of the Aitkin County Mail System -- **DO NOT CLICK** on links or open attachments unless you are sure the content is safe.]

I along with many are opposed to this. We already have a liquor store struggling to earn a living and numerous resorts that have off sale. There is NO need to possibly ruin what we already have to make room for another business to have off sale.  
Thank you for giving me the opportunity of making my opinion matter.

Sent from Yahoo Mail on Android



**Kirk R. Peysar**

---

**From:** Gail Albers <gailalbers@comcast.net>  
**Sent:** Friday, May 8, 2020 8:48 AM  
**To:** Kirk R. Peysar  
**Subject:** Aitkin County Notice of Hearing - Liquor License Application - Opposed

[NOTICE: This message originated outside of the Aitkin County Mail System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Dear Mr. Peysar -

This email is in regard to a request by the License Applicant Westerlund, Inc., d/b/a Westerlund Cenex in Malmo Township for "Off Sale Liquor License".

My husband and I own lakeside property less than a mile from Cenex near Malmo. We are both OPPOSED to another liquor store within a very short distance from TJ's Liquor. There is no need for two liquor stores in that short distance nor in a town of 334 people.

This will only hurt TJ's business - a well-established, long-time, well-respected business in Malmo.

Please consider DENYING this application.

Thank you for your consideration,

Robert and Gail Albers

**Kirk R. Peysar**

---

**From:** Mark Anger <manger21@gmail.com>  
**Sent:** Friday, May 8, 2020 12:05 AM  
**To:** Kirk R. Peysar  
**Subject:** Westerlund, Inc., license applicant for "Off Sale Liquor License"

[**NOTICE:** This message originated outside of the Aitkin County Mail System -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

Attention Mr. Peysar,  
I have no objections to the Westerlund Cenex in Malmo Township applying for an "Off Sale Liquor License".  
Sincerely,  
Mark Anger

**Kirk R. Peysar**

---

**From:** mkucala@comcast.net  
**Sent:** Thursday, May 7, 2020 3:26 PM  
**To:** Kirk R. Peysar  
**Subject:** Westerlund Inc Off Sale Liquor License

[**NOTICE:** This message originated outside of the Aitkin County Mail System -- **DO NOT CLICK** on links or open attachments unless you are sure the content is safe.]

I am writing in opposition to the granting an off sale liquor license to Westerlund Inc. I see no need for a second liquor store within a block of TJ Liquor. TJ Liquor has served the community well for many years. To my knowledge, they have acted responsibly and within all state statues and ordinances.

It is my understanding that Westerlund has recently come under new ownership. I am concerned that the new owners will attempt to undercut the competing businesses in the Malmo area and drive them out of business. If this were to be accomplished, it would leave the area void of any reasonable priced goods and services as the nearest competitors would then be in Garrison, Aitkin, or Isle which are 15 to 20 miles away.

Please consider the established business(s) in the area and take their long established service into consideration. There is not enough business for two off sale liquor stores in this small area.

Mark Kucala  
19408 328<sup>th</sup> Place  
Isle MN 56342  
612-232-1686

**Kirk R. Peysar**

---

**From:** lynn hansen <hansenlynn@yahoo.com>  
**Sent:** Thursday, May 7, 2020 12:39 PM  
**To:** Kirk R. Peysar  
**Subject:** Westerlund inc

[NOTICE: This message originated outside of the Aitkin County Mail System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Skip and I are both against another liquor license there! You have off sale in Glen and you have TJs off sale not even a quarter mile away- seems he wants to take over everything and push the local people out!  
How many liquor stores are needed in this area?? We will continue to support our locals ESPECIALLY in the times we have now ANOTHER liquor store is NOT needed Lynn Hansen Skip Hansen Malmo,Mn

**Kirk R. Peysar**

---

**From:** Richard Adair <adair001@umn.edu>  
**Sent:** Wednesday, May 6, 2020 2:57 PM  
**To:** Kirk R. Peysar  
**Subject:** Off sale license for Westerlund

**[NOTICE:** This message originated outside of the Aitkin County Mail System -- **DO NOT CLICK** on links or open attachments unless you are sure the content is safe.]

The town of Malmo does not need two liquor stores. Also, buying alcohol at the same time as buying gas seems like a recipe for trouble. Please deny request.

Richard and Constance Adair  
33729 Highway 18, Malmo

200 Upton Av S  
Minneapolis 55405



Kirk Peysar, Aitkin County Auditor

Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 121  
Aitkin, MN 56431

auditor@co.aitkin.mn.us  
Phone: 218-927-7354

## AITKIN COUNTY

### NOTICE OF HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Aitkin County Board of Commissioners on Tuesday May 26, 2020 at 10:30 a.m., in the Government Center located at 307 2<sup>nd</sup> Street NW, Aitkin, Minnesota, to consider a request by the license applicant for "Off Sale Liquor License".

License Applicant: Westerlund, Inc., d/b/a Westerlund Cenex in Malmo Township.

All individuals are welcome to attend and provide comment, but are encouraged to submit such in writing before the Public Hearing. Please send comments by May 26, 2020 to Kirk Peysar, County Auditor at [kirk.peysar@co.aitkin.mn.us](mailto:kirk.peysar@co.aitkin.mn.us) or 307 2<sup>nd</sup> Street NW, Room 121, Aitkin MN 56431.

Dated this 29th day of April, 2020.

Kirk Peysar  
Aitkin County Auditor

5/15/20 In my opinion

We do not need another liquor store  
malmo township especially so close  
together.

GENE MILLER  
22039 321ST AVE  
AITKIN MN  
56431

MINNEAPOLIS MN 553

15 MAY 2020 PM 2 L



KIRK PEYSAR  
AITKIN COUNTY AUDITOR  
307 2ND STREET ROOM 121  
AITKIN MN  
56431

56431-250146



**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO  
MINNESOTA! WE SAY NO!**

**NAME ADDRESS**

Steve Soastby	20723-220th St McGrath MN 56350
Sharon Reich	37253 State Highway 18 Aitkin, Mn 56431
Jeff Reed	SAME as above
Jessica Sonne	16952 W. Oak N. Tran Lk. MN 55304
Joni Shore	20798 326th Place Isle, 56342
Dave Nelson	4335 Hadley Ave N Oakdale MN 55128
Jim McDonald	757 Airport Drive Aitkin MN
Alex Nelson	28947, 210th St. ISL
Chelari Westfall	27583 State Hwy 47 Aitkin mn 56431
Brandon Walters	Oden MN
Benjamin COSTAWAYS	Garrison, MN 56450
Kelly Hambleton	32762, 235th Lane, Aitkin
Cary Hambleton	32760 235th Lane, Aitkin
Cassy Coleman	121 7th St
Sharon Coleman	11 Moose Lake



**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO  
MINNESOTA! WE SAY NO!**

**NAME ADDRESS**

Tade Christensen 101 Kearney Ave.  
 Gus Gustabo 30703 - 210<sup>th</sup> Isle  
 Dave Johnson 16433 300<sup>th</sup> Pl Isle.  
 [Signature] 15943 Blue Heron Dr. Brownland  
 [Signature] 32046 220<sup>th</sup> ST Aitkin MN 56431  
 [Signature] 13738 260<sup>th</sup> PL Isle MN 56342  
 [Signature] 20220 327<sup>th</sup> AVE 56342  
 Doug Busck 20220 327 56342  
 Barb Hansell 20220 327 56342  
 MATT JAMES 16210 260<sup>th</sup> Ave mc. Grath mal  
 Neil E Anderson eastaway's  
 [Signature] ISLE  
 Kathryn Grabs 23577 State Hwy 47  
 Aitkin, MN  
 Ken James 19396 325<sup>th</sup> Pl  
 [Signature] EASTWAY'S  
 Muriel Oslergaard 17983 200<sup>th</sup> St  
 [Signature] State Hwy 18

**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO  
MINNESOTA! WE SAY NO!**

**NAME**

**ADDRESS**

Christina Luzette

Ramsey, MN

Janice Jost

Ramsey MN

Mary

Malmo MN

Sylvia Lehmann

Isle MN

Darian Lehmann

Isle MN

Mad Stroubidge

Brooklyn, MN

Dan B. Ake

Aitkin

Dirk Jacobik

BRIAN KECHNER

MALMO

GENE MILLER  
22039 321ST AVE  
AITKIN MN  
56431

MINNAPOLIS

12 MAY 2020 PM 3 L FOR

KIRK PEYSAR  
AITKIN COUNTY AUDITOR  
307 2ND STREET NW ROOM 121  
AITKIN MN 56431

56431-250146



**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO  
MINNESOTA! WE SAY NO!**

**NAME ADDRESS**

Matthew Fanberg 23572 HWY 47 Lot 10  
Aitkin 56431 218 513-5636  
Trisha Duc - 36219 St. Hwy 18 Aitkin, 56431  
Erik Duc 36219 St Hwy 18 Aitkin 56431  
Glenn Anderson 30038 No. Dis maine LK Rd  
WEBB LK. WI 54830  
Michael Franayon 21339 324th Place, Malmo MN 56342  
20065 310th Pl Malmo MN  
J. J. J.  
Sara Curry 17495 328th Ave N. Isle MN  
Jack Curry 17495 328th Ave No. Isle, MN  
Dustin M 43967 Falcon Ave Harris MN  
Kevin Anderson 1433 Jay Ln WBL MN  
Bruce Reago 6853 Kadra Rd Kettle River  
Colin Black 327th Ave N Isle MN  
Michael 3123 30th Ave NE Co MN  
Malmo, MN  
Sara Nelson Malmo, MN

**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO  
MINNESOTA! WE SAY NO!**

**NAME ADDRESS**

Lynn Smith 18484 326<sup>th</sup> Ave  
Isle, MN 56342

Jin Meenert 15LE, MN. 56342  
15LE. MN 56342

Darlen Meenert

EUGENE MILLER 22039 321<sup>ST</sup> AVE AITKIN

TIM MONTZ 4029 153<sup>rd</sup> LN NW ANDOVER MN 55304

Bonnie Kichler 39265 State Hwy 18 Aitkin

Linda MacKrell 39245 State Hwy 18 Aitkin

Dianne Holmquist 44765 St Hwy 169 Oranvia

Gary Sollmer 32514 186<sup>th</sup> St ISLE

Jackie Sollmer 32514 186<sup>th</sup> St ISLE

Nik Borchert 27 Ripple Ln Aitkin

Jim J. Thiel 35971 ST HWY 18

Robbie Robinson Fishers Resort MELMO

Paul Batsche - Peter's Retreat Malmo, MN

**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO MINNESOTA! WE SAY NO!**

NAME	ADDRESS
Nicole Fredini	2170 Hwy 47 North ISH.
Thuy Elbj	Malmo front Deam Road
Debra Wakar	23126 St. Hwy 47 Aitkin MN 56431
Danna Houn	23126 St Hwy 47 Aitkin mn 56431
St. man	24182 Hwy 18
Ron Fetter	1951 Lake view ave, Gordon 55552
Donnette Wahlstrom	1951 Lake view ave Gordon 55552
Parkuehl	Hunter's Point Resort
Alle Grant	33842 STATE HWY 18 56431
Jan Huest	33848 State Hwy 18 - 56431.
Mar 214	31909 280th St Aitken 56431
Dixie Hart	31909 280th St Aitken 56431
Mike Bishman	Elk horn Village Malmo, mn
Roby HOEKSTRA	32360 215th Ln #5 Isle MN.
Brandon Nohre	21765 Viking Blvd 442 Wyoming MN
Russell Rex	445 Wilson ST ANOKA MN
Ann Megin	501 Main St. N Stillwater MN 55082

WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO MINNESOTA! WE SAY NO!

NAME ADDRESS

Jim Mahr 14185 Durz 2nd Triv' Eden Prairie MN

Nick Buchholz 6825 Blaine Ave

Jason Maciejowski 9301 3732nd Ave Arneto - MN

Marek Ladd 10615 Drake Coon Rapids, MN 55433

Paul Ladd 10615 Drake Coon Rapids MN 55443

Donald B. 2766 State Hwy 47, Aitkin, MN 56431

Diane H. 2766 State Hwy 47, Aitkin, MN 56431

Paul White 31572-235th LN Aitkin, MN 56431

Karla White 3573 235th Ln Aitkin MN 56431

John Taylor 31706 230th St Aitkin MN 56431

Frank Laska 32336 217 lane

Ann E. 11132 98th Ave No Osseo, MN

Chris Ann 11117 Oregon Ave N Champlin, MN

Handwritten signature - Castaway Resort

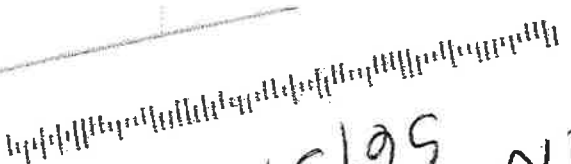
Handwritten signature - 2nd Lakeview Castaways Resort

19

**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO MINNESOTA! WE SAY NO!**

NAME	ADDRESS
Ashley Nutter	4701 Walnut Rd 151E MN 56342
Cindy Maxwell	11957 State Hwy 65 McGrath MN 56350
Mike Maxwell	11957 State Hwy 65 McGrath MN 56350
Inge Raymond	4701 Walnut Rd 151E MN
Crystal Koonce	31906 230th St. Aitkin, MN 56431
Pam Tulin	33315 - St. Hwy. 18 Aitkin, Min. 56431
Kaye Simonson	21448 220th Street McGrath 56350
Sue LaBelle	510 12th St NW Buffalo 55313
Willie Leonard	156
Jesse Lee	6140 135th St N Hugo MN 55038
Kent Anderson	11543 292nd Circle Princeton, MN 55371
MARK McArthur	16815 325th Ave 151E MN 56342
Jillan Gordon	32449 217th Ave Lake, MN 56342
Ronald Lindon	32449 217th Lane Lake, MN 56342
Judy Winslow	32454 218th Ln 151E MN 56342
John Moran	21649 322nd Ave Lake Minn 56342
JAMES ABRAHAMSON	16556 329TH AVE. 151E, MN.
Missy Anderson	Castaways Resort
Jeff Anderson	Red Wing MN





KIRK  
 ATKIN 2ND  
 307  
 ATKIN MN 56431  
 PEGSAR COUNTY  
 STREET MN 56431  
 AUDITOR ROOM 121

GENE MUELL  
 22039 321ST AVE  
 MN 56431  
 ATKIN



**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO  
MINNESOTA! WE SAY NO!**

**NAME ADDRESS**

~~Darryl Johnson~~ 19962 St. Howard McGregor MN  
KEITH A. EADS 36281 St. Hwy. 18 AITKEN, MN 55760  
56431

Deer Newborg 35411 Deer St. Aitkin 56431

Brian Thompson R... MN

Liz Thompson Rochester MN

~~Jim~~ 24248 Hwy 47 Aitkin MN 56431

Chaci Patwell 24248 Hwy 47 Aitkin MN 56431

M Lewis 27725 170th Ave. McGrath, MN

Mackenzie Monn 540 East Isle St.

Brian Butlimb- 37851 Harvester Ave North Branch

Laura Cardinal 26299 Hwy 18 Isle MN 56342

Scott Peters Hunter's Point

Amanda Sims 23577 state Hwy 47 Lot 6 56431

Tyler Bong Duluth, MN

Dan Gallion 3214 440th St. Isle

Ernie Peterson 32644 183rd St

Eric Hansen  
Paul Bailey - 21938  
2806

**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO  
MINNESOTA! WE SAY NO!**

**NAME ADDRESS**

Steve McLean 922 Sawyer Stillwater 55082

Jim Metteer 35908 ST Hwy 18  
Aitkin, Mn

Ben Weidig 38305 ST. Hwy 18

Doug Mc 165 3rd ST 56384

WB 32065 NUTTATCH

Aminda Swarengin 29303 195<sup>th</sup> LN ISLE MN 56342

Danny Swarengin 29303 195<sup>th</sup> LN ISLE MN 56342

Mary Braun 38809 240th Street Aitkin, MN 56431

Lazarus Frazier 3224 12th ST S.  
Boonington 55425

Nikki Johann 32829 State Hwy 18, Malmo

Michael Joyce 900 Father Hennepin PARK Rd 56431  
56342

Don Pflueger 21696Z 330th Place

Sharon Pflueger } Isle MN 56542

Mike K ostl } Del. mn 56342

Chad Westlund 27143 ST. Hy 47 Aitkin Mn, 56431

Sharon Pflueger 19962 St. Hwy 27 Mpls Grey 1710  
55740



**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO  
MINNESOTA! WE SAY NO!**

**NAME ADDRESS**

David Bushy 76<sup>4</sup> Appleblossom Ln  
~~Erin Smith~~ 29959 240<sup>th</sup> Ln  
 Aitkin Mn. 56431

Glenn Westerlund  
 Don Miska  
 Curtis Dostek  
 24932 State Hwy 47  
 Aitkin, MN 56431

Kim Jandberg  
 Matt 1963P 1705+

Christy Holloway 40311 347th Lane, Aitkin, MN 56431

Shawn Holloway 40311 347th Lane, MN 56431

~~Kent Lowe~~ KENT LOWE 295th ST AITKIN MN 56431

Renee Kostick 28153 81 Hwy 47  
 Aitkin MN 56431

Chuc K Davis 35934 State Hwy 18

Paul McGrath —

Michelle White 26880 State Hwy 47 Aitkin MN  
 56431

23577 Hwy 47 Aitkin 56431

32514 186th St. Isle, MN 56342

32514 186th St. Isle, MN 56342

Jawn Miller

Nicole Folmer

IAN DUBAY

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MINNESOTA! WE SAY NO!**

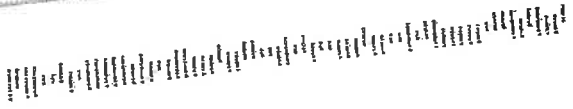
NAME	ADDRESS
Greg Angr	10097 Harding Ave NE. Monticello Mn.
Cleo O'Brien	19203 325th AVE NE. ISLE MN 56342
Rn Nelson	32563 190th Isle MN 56342
<del>Joe Nelson</del>	28153 state Hwy 47 Aitkin MN 56431
Josh Koksma	brainerd MN
Sharon Cooper	39825 Hwy 18, Aitkin, MN
David Cooper	39825 Hwy. 18 Aitkin MN
Nate Lapp	38926 120th Ln. Isle MN.
Jeff Ellingson	27861 state Hwy 47 Aitkin MN 56431
Tony Hargrave	1000 F St Charles City IA
Randy Isaacson	46333 Lucretia Ln 56116 Isle MN 56342
Tom Dauffenbach	33176 170th LN #10 56342
Lil'ome Ness	16053 328th Ave 56342
Ker Be Bant	
Lina McClain	29423 240th Ln. malmo, MN 56431

**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO  
MINNESOTA! WE SAY NO!**

**NAME                      ADDRESS**

Erent Bjorklund	ISLE, MN.
<del>Ed</del> J. J. J.	Isle mn
Mike Mace	Albertville, Mn
Kelly Morrow	Malmo MN.
Carl Hampton	ISH MN
John Nelson	ISLE MN
Kathy Jacobs	PLEJANU
John Breyer	ISLE MN
John Becker	Brainerd, mn
Wesley A. B. B.	
J. J.	Brainerd, MN
	MALMO.
Duane Booth	
Cody Voorhes	ISLE, MN
John Stahl	Lakeville, mn
Joe Crawford	Atkin MN

56431-250148



Kirk Pysar  
Atkin County Auditor  
307 2nd Street NW  
Room 121  
Atkin MN 56431

COUNTY AUDITORS OFFICE  
FILED  
MAY 18 2020  
Kirk Pysar  
Atkin County, Minnesota

Gene Miller  
22039 321st Ave  
Atkin MN 56431



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16 MAY 2020 PM 4 L



**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO MINNESOTA! WE SAY NO!**

**NAME ADDRESS**

Sam Zappa Weatherwood

Karin Gordon 21257 220th St MCGarth

Chuck B Skoman 73577 St Highway 47 Littleton MN

Snoddy 039 E Highway 61 Esko MN

Nate Adams Castaways

Yannick Castaways

Jeff Freckoff - 124 310th St Wilson W. 52027

MIKE STORE 20798 326<sup>th</sup> PL. ISCE 56342

Tom Canis 46937 Whistle Rd. Isle MN 56342

Jan Burns 22569 MAIN ST. Apt. #5 Deerwood MN. 56444

Mk Neumann 10242 Windrose Lane Elk MN 55020

Joe Fredericks Castaways

Jean Baithel 15588 Cty Rd 44 South Haven MN 55382

Lisa Gering 33159 State Hwy 18 56431

Marilyn Girzon " " " " " "

Ed Kwark 37455 St Hwy 18

**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO MINNESOTA! WE SAY NO!**

**NAME ADDRESS**

Robert Weber	26880 state Hwy 47	Aitkin mn.
John Alsaker	16357 328th Ave	Aitkin MN
LISA FERL	FISHERS RESORT	
TEM FERL	FISHERS RESORT	
CHRISTINA SMITH	HARPER MN-	
Paul Myers	Castaway Resort	
John Pompyo	2401 E. 24th St.	Mpls MN
Tim Etkin	32080 320th St	Aitkin MN
Mat Hill	Ramsey MN	
Tyler Eschenbacher	Brainerd MN	
Ron Freeman	Anoka, MN	
Steven M. Mix	Malmo, Mn.	Aitkin Mn 56342
YUL Kim	Malmo, MN	
BREAG Wicklund	COONRAPIDS, MN.	55438
Jeff Lajoie	Lake Elmo MN	55042

GENE MILLER  
2039 321<sup>ST</sup> AVE  
AITKIN MN  
56431

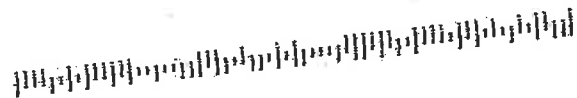
MINNEAPOLIS MN 55401  
12 MAY 2020 PM 6 L



FOREVER / USA FOREVER / USA

KIRK PEYSAR  
AITKIN COUNTY AUDITOR  
307 2ND STREET NW ROOM 121  
AITKIN MN  
56431

56431-250146



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**NAME ADDRESS**

- Jeremy Weber - 708 13<sup>th</sup> St Farmington MN 55024
- Darlene Ryan - 30913 240<sup>th</sup> Lane A. & KIR
- GAIL ALBERS - 1003 NORTHVIEW PK RD EAGAN, MN 55123
- Bob Albers - 21461 324<sup>th</sup> place Isle, MN 56342
- Jenni Stauff - 17674 421<sup>st</sup> St. Killekeny MN 56052
- CARL Stauff " " "
- BOB ALBERS, SR. 515 - 2ND. ST. N.E. WATERTOWN, S.D. 57201
- Bob Eckstrom 1802 S 6<sup>th</sup> St Brainerd MN
- LUDRIG HAUGLD
- Dylan Morris 25148 st Hwy 47
- Jerry Eklund
- Daniel
- Rob Spink - Elk Lake
- Roxanne Whiteack Malmo Bay!
- DAV MALSHESKI HWY 18
- Katherine Cunningham 33671 Hwy 18, Malmo MN
- Joe Kjeer 33671 Hwy 18, Malmo MN
- RAY Durdue 33525 HWY 18 ATKIN MN
- Eric Lindberg 19416 328<sup>th</sup> A, Isle, MN

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NAME	ADDRESS
Dan Vacek	Apple Valley MN
Chris Wilk	Apple Valley MN
Lori Bred	19269 328 <sup>th</sup> Ave, Isle
David Fredrick	<del>Apple Valley</del> 14615 Krypton St Ramsey
<del>Matthew SUD</del>	31014 105 <sup>th</sup> St - 732 <sup>nd</sup> Ave NW
Jan Thompson	21436 310 <sup>th</sup> Ave Isle MN 56342
Philip Thirler	29793 210 <sup>th</sup> St. Isle MN 56342
Lori Woelm	Castaways Malmo MN
Len Woelm	Castaways Malmo MN
WILLIAM BONDSON	26755 220 <sup>th</sup> St MALMO, MN 56342
Doug Lund	477 10 <sup>th</sup> St. Newport MN 55055
Jason Beck	24350 Virgo St NE Stacy MN 55079
Robert Smieja	2525 118 <sup>th</sup> Ln Coon Rapids 55432
Dwayne Stromer	21592 Highway 47, Isle, MN 56342
JACOB EKOS	5617 154 <sup>th</sup> LN. NW, RAMSEY MN 55303
Gary Hammer	17013 N. View Ave Glenwood MN
Michelle Visnovc	6950 Flemming Rd. Plover Lake
Jesse Vetting	Stacy Minnesota
JEFF ALLEN	Glen MN

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NAME	ADDRESS		
John Dige	21669 - 325 <sup>th</sup> PLACE	Isle	56342
Larry Mayo	21669 325 <sup>th</sup> Place	Isle	56342
Margie Ward	23498 218 <sup>th</sup> lane	Isle	56342
J. Bucy	23498 218 <sup>th</sup> Lane	Isle	56342
Alley	4334 CR 6, ML	ML	55720
Madryn	110750 432 <sup>nd</sup>	Atkin	56431
Debra Van Donselaar	18851 329 <sup>th</sup> Ave	Isle MN	56342
Susan Gifford	18851 329 <sup>th</sup> Ave.	Isle	56342
Paul Peter	413 STAULEY		
Marc Hoffmann	32971 Hwy 18	W.S.P Atkin MN	55118 56431
Rixie Whitehead	710 PANDORA DRIVE	FINDLEY (MALMO)	55432
Rob Warren	2903 117 <sup>th</sup> LN	COOK RDS	55432
S.J. Patsy	1053 6TH AVE. S	S. ST. PAUL.	55015 -
Kathe Kluxdal	908 Stone Creek Dr		55352
Renee Wart	East Bethel		55005
Bryan Wart	East Bethel		55005
Patricia	Northwood		55005

17

**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO MINNESOTA! WE SAY NO!**

**NAME ADDRESS**

Brandt Jasper 1213 Crystal Pk  
Chaska, MN 55318

Jeremy Annerson 30550 287th Ave  
Aitkin, MN 56431

Michael Ballant 19843 327 Ave

Dominic Hoyos 32747 ST Hwy 18

Jonny Hoyos 32747 ST Hwy 18

Brian McLean

Andy Walsh 33844 SE Hwy 18

Mike Papp Brainerd, MN

Jacky Relander Malmo, MN

Nate W.H. Duluth MN

Eris Truax 32360 216th Lane ISL MN

George Truax 32360 216th Lane ISL MN

Mark Nelson 39495 Hwy 18 Aitkin  
Towaymes Brainerd

PAT WALKER 7642 31st Street N  
CAKIDALE, MN

Charminne Brown 35588 Forest Blvd Ln Wyoming 5592

Mark Deppson 30001 195th Ln Isle MN 56342

(15)

**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO MINNESOTA! WE SAY NO!**

NAME	ADDRESS
ERIC BERG	MALMO BAY
Nick Resenta	MALMO Bay
Rod Resenta	Malmo Bay
J Johnson	malmo
L Berlin	23126 St Hwy 47
<del>Andy D. B...</del>	110 11 <sup>th</sup> Ave S. 306 Hopkins MN 55343
John Bergang	110 11 <sup>th</sup> Ave. S. 306 Hopkins, MN 55343
Sue Arnesen	
JOE KNUDSEN	28184 ST. HWY 18 56437
Kelly Ivans	4337 West Broadway Robbinsdale MN
Teresa Scott	32652 - 18 <sup>th</sup> LN, 56342 55422
Kristin Padlock	5017 ISHTA LN NW RAINIER, 55303
STEVE BENSON	10407 ORCHARD TRAIL No Brooklyn PARK MN 55443.
Quentin Peterson	46094 310th Ave Isle, MN
MATT NEUBERT	Brooklyn PARK
Don Ostergaard	McCrath



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**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO MINNESOTA! WE SAY NO!**

**NAME ADDRESS**

- Pete Hanaw 14877 55<sup>th</sup> st st. michael - Camp @ Pete's retreat.
- Lorna White 24291 310th Pl. Aitkin MN 56431
- Emilee Pisarek 24291 310th Pl. Aitkin, MN 56431
- GREG ANDERSON 23013 280th St. McGRATH MN 56350
- Jeanie Anderson 23013 180th St. McGrath MN 56350
- Andrew Anderson 110 NW 4<sup>th</sup> Ave Cohasset 55721
- Tony Savage 852 20th ave SE MAPLE 55414
- John Olson 809 No. Johnson New Ulm 56073
- Jenny Olson 809 No. Johnson New Ulm 56073
- Patricia Smith 18754 326<sup>th</sup> Ave Tule MN 56432
- Jodi Himogel 90903 Hwy 18 A. tkin MN 5643,
- Darin Lorange 230<sup>th</sup> LN. Malmo MN
- Laura Menner 32825 Hwy 18 malmo MN 56431
- Marissa Keinert 32825 Hwy 18 malmo MN 56431
- Karin Westlund ~~32825 Hwy 18~~ malmo MN 56431
- Jeff & Walter 32825 Hwy 18 malmo MN 56431
- 7711 30th Ave W CRYSTAL MN 55427
- Ree Rybak 5319 WHISTLERD ISLE 56342

18

**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO MINNESOTA! WE SAY NO!**

NAME	ADDRESS		
Emily Eklund	27361 220 <sup>th</sup> Street,	Isle MN	56342
<del>Ann L Haggberg</del>			
Anna M Haggberg	27361 220 <sup>th</sup> ST	ISLE MN	56342
Pete Hassberg	16637 310th	Isle mn	
Becan Rohrer	4624 Pondview Circle	Big Lake MN	55309
Rachael Rohrer	S/A		
Larry Brown	Fischer	Malmo	
Jeff Dulan	Fishers	Malmo	
Tom Wyckoff	Fishers	Malmo	
Butch Bolster		Malmo	
JULIE STOWELL	21492 324th PLACE	MALMO	56342
TODD STANGEL	21492 324th PLACE	MALMO	56342
JEFF SANDERSON	<u>jeff sanderson, yoko</u>		
Gregg Brooks	6080 Hazel	ST Paul MN	55119
Ron & Jan Aho	21650 325th PL	ISLE MN	56342
John <sup>Good</sup> Matten	718 Riverside ST	MORA	55051
Courtney McInty	615 Bean St APT 3	Anoka	55303
Becky Kalla	16030 Saint Francis Blvd	Ramsey	55303

**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO  
MINNESOTA! WE SAY NO!**

<b>NAME</b>	<b>ADDRESS</b>
Broderick Simonson	21448 220 <sup>th</sup> Street McGrath MN, 56350
Ryan Rader	2423 Co Rd. J Carlton, MN 55718
Jeff Kuyum	1122 E 3 <sup>rd</sup> St Duluth, MN 55805

**WE DO NOT WANT ANOTHER LIQUOR STORE IN MALMO MINNESOTA! WE SAY NO!**

NAME	ADDRESS
Charles Tjebk	33161 ST Hwy 18 wither
Bruce Palt	5553 William Drive Eau Claire WI
Dobby Galley	9912 385 <sup>th</sup> ST Onamia
Vern Jereczek	" " " "
<del>Owens</del>	2255 LAKE Shore Blvd WAHCON
Chad McDuff Scott	32649 185 <sup>th</sup> ST Isle, MN 56342
Jeery Hamburg	25376 310 <sup>th</sup> Pl A.K.A. MN 56431
<del>Mike GARDNER</del>	12021 97 <sup>th</sup> ST MILADA, MN 56353
Amuse Sme	20588 32 <sup>nd</sup> Ave Isle 56313
112 Klakande	3027 S 220 <sup>th</sup> ST. Isle MN 56342
Bruce Klakande	212 S SIX <sup>th</sup> A Princeton MN
<del>RM</del>	32644 170 <sup>th</sup> ST ISLE MN 56342
Karey Sumner	32644 170 <sup>th</sup> ST Isle MN 56342
Tricia Mahon	12701 Quaker Ln. N Champlin MN 55316
Kelly Hiss	Malmobay.
<del>OMYI 2 NMY</del>	



# Aitkin County Board of Commissioners Agenda Request Form

5  
 Agenda Item #

**Requested Meeting Date:** May 26, 2020

**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 <sup>st</sup> Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	3 <sup>rd</sup> Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	Monthly	3 <sup>rd</sup> Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 <sup>rd</sup> Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 <sup>rd</sup> Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 <sup>rd</sup> Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Wednesday	Pratt, Alt. Marcotte
Budget Committee	Most months	1 <sup>st</sup> Tuesday	Wedel and Westerlund
Development Achievement Center	Monthly	3 <sup>rd</sup> or 4 <sup>th</sup> Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 <sup>st</sup> Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 <sup>st</sup> Wednesday	Westerlund and Wedel
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA	Monthly	4 <sup>th</sup> Wednesday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Odd Months	4 <sup>th</sup> Monday	Pratt and Land Cmr Courtemanche
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Pratt
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	10x year	3 <sup>rd</sup> Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 <sup>th</sup> 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 <sup>th</sup> Thursday	Marcotte, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed	2 <sup>nd</sup> Tuesday	Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River 1W1P Policy Committee			Pratt, Alt. Niemi
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Pratt
Sobriety Court	Bi-Monthly	3 <sup>rd</sup> Thursday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund