



## ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

**What:** Aitkin County Board Agenda

**When:** November 28, 2023

**Where:** Government Center Board Room

The public is invited to join the meeting remotely by phone call:

Phone: 1-415-655-0001

Access Code: 2562 868 5773

Meeting Password: 7282

9:00 a.m.

**1) J. Mark Wedel, County Board Chair**

- A) Call to Order
- B) Pledge of Allegiance
- C) Approval of the Agenda
- D) Health & Human Services (see separate HHS Agenda)

9:50 a.m.

- E) Citizens Public Comment-** Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-727 option 7 no later than 2:30 P.M. on the Monday before the meeting.
- 2) Consent Agenda-** All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the times will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File-**  
November 15, 2023 - November 28, 2023
  - B) **Approve County Board Minutes-**  
November 14, 2023
  - C) **Approve Electronic Funds Transfers**  
EFT Report through 11-22-2023
  - D) **Approve Auditor Vouchers-**  
R&B 11-10-2023
  - E) **Approve Auditor Vouchers-**  
Sales/Use & Diesel Tax, October 2023
  - F) **Approve Manual Warrants/Voids/Corrections-**  
Manual Warrants 11-15-2023
  - G) **Approve Auditor Vouchers-**  
Property Tax Overpayments 11-17-2023
  - H) **Approve Manual Warrants/Voids/Corrections-**  
ELAN 10-26-2023
  - I) **Approve Manual Warrants/Voids/Corrections-**  
Tax Settlements 11-22-2023
  - J) **Approve Commissioner's Vouchers**  
Commissioner Warrants 11-22-2023
  - K) **Adopt Resolution-**  
Donation - Sentence to Serve - VFW McGregor
  - L) **Adopt Resolution-**  
Donation - Sentence to Serve - McGregor Area Lions
  - M) **Adopt Resolution-**  
Sponsorship Resolution for City of McGregor LRIP Project
  - N) **Approve-**  
Off Highway Vehicle Safety Grant 7/1/2023-6/30/2025
  - O) **Adopt Resolution-**  
LG214 Premises Permit-Mille Lacs Drift Skippers
  - P) **Adopt Resolution-**  
Application for Grant-in-Aid ATV Trail maintenance funds
  - Q) **Approve-**  
Tax Abatement Financing Policy
  - R) **Approve-**  
2024 Business Development & Recreation Grant
  - S) **Approve Manual Warrants/Voids/Corrections-**  
ELAN 11-09-2023
  - T) **Approve County Board Minutes-**  
COW 11-06-2023
  - U) **Approve-**  
Fire Protection Contract with City of Palisade
  - V) **Approve-**  
Affidavit for Lost Check

9:50 a.m.

- 3) **Dennis Thompson – Land Commissioner**  
A) **Approve Date and Time of 2024 Timber Auction**  
B) **Approve Private Sale of Tax Forfeited Land to Eric Mann**

9:55 a.m.

- 4) **Kyle Fredrickson - County AIS Coordinator**  
A) **Aquatic Invasive Species 2023 Summary - Discussion Only**

10:10 a.m.

- 5) **Bobbie Danielson – Human Resources Director**  
A) **Approve Job Re-Evaluations**  
B) **Approve Personnel Policy Updates**

10:20 a.m.

- 6) **Mark Jeffers – Economic Development Coordinator**  
A) **Approve City Participation Program Agreement**

10:30 a.m.

- 7) **Andrew Carlstrom – Environmental Services Director**  
A) **Amend & Adopt The Greater MN Recycling Grant Resolution and Budget**  
B) **Accept and Sign Contract with Recyclops for Curbside Recycling**  
C) **Amendment to General Zoning Ordinance - Vacation Short-Term Rentals - Discussion Only**

11:00 a.m.

- 8) **Jessica Seibert – County Administrator**  
A) **Approve 2024 Legislative Priorities**  
B) **Approve Out-of-state Travel**  
C) **Administrative Updates - Discussion Only**

11:40 a.m.

- 9) **Board of Commissioners**  
A) **Commissioner Committees**

ADJOURN



**AITKIN COUNTY BOARD OF COMMISSIONERS**

November 14, 2023

9:00 a.m.

Government Center Board Room

Regular Session Minutes

**1.A CALL TO ORDER**

Chair Wedel called the meeting to order at 9:02 a.m.

Attendee Name	Title	Status
J. Mark Wedel	District #1	Present
Laurie Westerlund	District #2	Present
Travis Leiviska	District #3	Present
Bret Sample	District #4	Present
Michael Kearney	District #5	Present
Jessica Seibert	County Administrator	Present
April Kellerman	Administrative Assistant	Present

**1.B PLEDGE OF ALLEGIANCE**

**1.C APPROVAL OF AGENDA**

Motion to: Approve the agenda.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Michael Kearney

**1.D Citizens Public Comment by:**

**2 CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Travis Leiviska

**A) Correspondence File-**

October 25, 2023 - November 14, 2023

**B) Approve County Board Minutes-**

October 24, 2023

**C) Approve Electronic Funds Transfers**

<b>Total</b>	\$4,647,333.24
--------------	----------------

**D) Approve Auditor Vouchers-**

R&B 10-20-2023

R&B	\$541,912.88					<b>Total</b>	\$541,912.88
-----	--------------	--	--	--	--	--------------	--------------

**E) Approve Manual Warrants/Voids/Corrections-**

ELAN 10-12-2023

General	\$5,082.31	Trust	\$102.60	LLCC	\$1,446.36	Parks	\$1,029.03
HHS	\$20.00	Opiod	\$7.49	HHS	\$1,504.11	<b>Total</b>	\$9,191.92

**F) Approve Commissioner's Vouchers**

Commissioner Warrants 10-27-2023

General	\$128,904.47	Reserves	\$28,307.40	R&B	\$28,214.86	HHS	\$52,873.42
Trust	\$9,020.40	Forest	\$13,476.83	LLCC	\$14,726.77	Parks	\$9,532.44
Covid	\$37,200.00	Opiod	\$352.18			<b>Total</b>	\$322,608.77

**G) Adopt Resolution-**

LG220 Permit - Ducks Unlimited Aitkin Chapter

**H) Adopt Resolution-**

Donation - Sentence to Serve - Aitkin Lions Club

**I) Approve Auditor Vouchers-**

School Advances 10-23-2023

Townships	\$1,601,405.24						<b>Total</b>	\$1,601,405.24
-----------	----------------	--	--	--	--	--	--------------	----------------

**J) Approve Auditor Vouchers-**

Property Tax Overpayments 10-31-2023

Taxes	\$35,125.58						<b>Total</b>	\$35,125.58
-------	-------------	--	--	--	--	--	--------------	-------------

**K) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 10-26-2023

General	\$1,538.97	State	\$810,189.74	Taxes	\$3,953.00	LLCC	\$192.00	
Parks	\$80.00					<b>Total</b>	\$815,953.71	

**L) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 10-31-2023

General	\$292.74	Taxes	\$2,403.00				<b>Total</b>	\$2,695.74
---------	----------	-------	------------	--	--	--	--------------	------------

**M) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants - Est MNCare Tax, HHS

HHS	\$162.59						<b>Total</b>	\$162.59
-----	----------	--	--	--	--	--	--------------	----------

**N) Approve-**

Appointment of Community Corrections Advisory Board members

**O) Adopt Resolution-**

License to Sell Off Sale Liquor - McGregor Spirits LLC

**P) Adopt Resolution-**

License to Sell Tobacco Products - McGregor Spirits LLC

**Q) Approve-**

2024 Newspaper Bid Specifications

**R) Approve-**

Affidavit for Duplicate of Lost Warrant

**S) Adopt Resolution-**

License to Sell Tobacco Products - Petry's Bait Mille Lacs Inc.

**T) Adopt Resolution-**

Sponsorship Resolution for City of Aitkin LRIP Project

**U) Approve-**

Fire Protection Contract - Town of Ball Bluff

**V) Approve-**

Fire Protection Contract with City of Palisade

**W) Approve Commissioner's Vouchers**

Commissioner Warrants 11-09-2023

General	\$879,228.17	Reserves	\$7,263.15	R&B	\$79,034.33	HHS	\$25,655.17	
Trust	\$6,610.12	Forest	\$8,983.30	Taxes	\$111,359.98	LLCC	\$8,626.04	
Parks	\$11,813.43	Covid	\$4,000.00			<b>Total</b>	\$1,142,573.69	

**X) Approve-**

Extension Committee Members

**Y) Approve-**

2023 Audit Agreement

## Regular Agenda

3A Dennis Thompson – Land Commissioner

**Motion to:**

Approve American Peat Technology amendments to peat leases

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Travis Leiviska
<b>SECONDER:</b>	Commissioner Laurie Westerlund

4A Mike Dangers – County Assessor

**Motion to:**

Approve Individual Disaster Abatement and Credit - Parcel 29-1-469400

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Michael Kearney

5A Mark Jeffers – Economic Development Coordinator

**Motion to:**

Approve Revitalization Grant: Award funding

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Travis Leiviska

5B Mark Jeffers – Economic Development Coordinator

**Motion to:**

Approve Childcare Acceleration Grant: Award funding

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Bret Sample

5C Mark Jeffers – Economic Development Coordinator

**Motion to:**

Approve Motion for letter of support - East Central Energy Broadband Project

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Travis Leiviska

**SECONDER:** Commissioner Laurie Westerlund

5D Mark Jeffers – Economic Development Coordinator

**Motion to:**

Approve Motion for letter of support - Mille Lacs Energy Broadband Project

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Bret Sample

5E Mark Jeffers – Economic Development Coordinator

**Motion to:**

Approve Request Public Hearing - Housing Trust Fund Ordinance

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Michael Kearney

**SECONDER:** Commissioner Bret Sample

5F Mark Jeffers – Economic Development Coordinator

**Informational Only**

Economic Development Q3 Impact Report - Discussion Only

**RESULT:** INFORMATIONAL ONLY

**MOVER:**

**SECONDER:**

6A Bobbie Danielson – Human Resources Director

**Motion to:**

Approve Remote/Alternative Work Site Policy

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Michael Kearney

**SECONDER:** Commissioner Travis Leiviska

6B Bobbie Danielson – Human Resources Director

**Motion to:**

Approve Personnel Policy Updates

**RESULT:** APPROVED (5 TO 0)

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Michael Kearney

7A Jessica Seibert – County Administrator

**Informational Only**

2024 Budget Discussion - Discussion Only

**RESULT:** INFORMATIONAL ONLY  
**MOVER:**  
**SECONDER:**

7B Jessica Seibert – County Administrator

**Informational Only**

Administrator Updates - Discussion Only

Bill Brendel, HHS Open House, HHS all staff budget presentation, Regional MACA call, Operation Green Light, Board Strategic Planning, Introductory call with Jule Tesch with CRPD, CIP work, listened to Kanabec County Board Meeting, Legislators invited to next meeting

8A Andrew Carlstrom – Environmental Services Director

**Motion to:**

Approve Wealthwood RV Resort Expansion EAW

**RESULT:** APPROVED (5 TO 0)  
**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Travis Leiviska

8B Andrew Carlstrom – Environmental Services Director

**Informational Only**

Greater MN Recycling Grant - Recyclops Rural Curbside Recycling - Discussion Only

**RESULT:** INFORMATIONAL ONLY  
**MOVER:**  
**SECONDER:**

**Informational Only**

Committee Reports

Hill City School Veteran's presentation, Arrowhead Economic Opportunity Agency, Arrowhead Counties Association, Mississippi Headwaters Board, Kanabec County Board Meeting, Aitkin County Community Corrections, Corrections Conference (MACCAC), Lakeside Township meeting (ATV), Budget Committee, Economic Development, Aitkin Airport Commission, Facilities/Technology, Aquatic Invasive Species, Sobriety Court

**Motion to Adjourn**

Motion made at 11:37 a.m.

**MOVER:** Commissioner Travis Leiviska  
**SECONDER:** Commissioner Michael Kearney  
**Next Meeting:** Tuesday, November 28, 2023

\_\_\_\_\_  
J. Mark Wedel, Board Chair  
Aitkin County Board of Commissioner

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



# Board of County Commissioners Agenda Request



Requested Meeting Date: 11/28/2023

Title of Item: EFT Report

<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 type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <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>
<b>Summary of Issue:</b>  EFT Report thru 11/22/2023		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

**ELECTRONIC FUNDS TRANSFER**

**Thru November 22, 2023 Board Meeting November 28, 2023**

Abstract Number	Date	Amount	Reason
21880	11/9/23	\$817,887.49	Commissioner Abstract
21881	11/9/23	\$13,580.13	Commissioner Abstract
21882	11/9/23	\$1,559.24	Auditor Abstract
21883	11/10/23	\$1,457,918.00	Auditor Abstract
21844	11/9/23	\$4,253.30	Manual Abstract
21885	11/14/23	\$2,258.34	Auditor Abstract
21886	11/15/23	\$111,343.13	Manual Abstract
21888	11/17/23	\$387,564.69	Payroll Abstract
21889	11/17/23	\$3,536.39	Auditor Abstract
21890	11/22/23	\$2,880,970.92	Auditor Abstract
21891	11/22/23	\$103,472.71	Commissioner Abstract

\$0

Voids/No ACH

21878

21879

21887

---

\$5,784,344.34

S:Board Report:2023 EFT Board Report Thru Date



WLB1  
11/8/23

2:09PM

# Aitkin County



# 2D

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

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**

**3** Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>307</b>	DEPT			R&B Capital Infrastructure			
9911	<b>KGM CONTRACTORS INC</b> 03-307-000-0000-6262		1,436,940.70	CONT 20231 PMT 6	CONT 20231 PMT 6	Contract Payments	N
<b>9911</b>	<b>KGM CONTRACTORS INC</b>		<b>1,436,940.70</b>	1 Transactions			
9457	<b>Marvin Tretter, Inc</b> 03-307-000-0000-6262		20,977.30	CONT 20228 PMT 7	CONT 20228 PMT 7	Contract Payments	N
<b>9457</b>	<b>Marvin Tretter, Inc</b>		<b>20,977.30</b>	1 Transactions			
<b>307</b>	<b>DEPT Total:</b>		<b>1,457,918.00</b>	<b>R&amp;B Capital Infrastructure</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
<b>3</b>	<b>Fund Total:</b>		<b>1,457,918.00</b>	<b>Road &amp; Bridge</b>		<b>2 Transactions</b>	
	<b>Final Total:</b>		<b>1,457,918.00</b>	<b>2 Vendors</b>	<b>2 Transactions</b>		

# 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>
	3	1,457,918.00	Road & Bridge
	<b>All Funds</b>	<b>1,457,918.00</b>	<b>Total</b>

Approved by, .....

.....

.....

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

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

Explode Dist. Formulas?: 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**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
43	DEPT			Assessor			
89991	<b>Bremer Bank</b>						
	01-043-000-0000-5840		0.26	Receipt Nbr 21171 10/02/2023		Misc Receipts	N
	01-043-000-0000-5840		0.26	Receipt Nbr 21284 10/24/2023		Misc Receipts	N
	<b>89991 Bremer Bank</b>		<b>0.52</b>	<b>2 Transactions</b>			
43	<b>DEPT Total:</b>		<b>0.52</b>	<b>Assessor</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
90	DEPT			Attorney			
89991	<b>Bremer Bank</b>						
	01-090-000-0000-5840		4.18	Receipt Nbr 21190 10/04/2023		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 21218 10/10/2023		Misc Receipts	N
	01-090-000-0000-5840		1.29	Receipt Nbr 21218 10/10/2023		Misc Receipts	N
	01-090-000-0000-5840		1.29	Receipt Nbr 21218 10/10/2023		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 21218 10/10/2023		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 21225 10/12/2023		Misc Receipts	N
	01-090-000-0000-5840		0.64	Receipt Nbr 21237 10/13/2023		Misc Receipts	N
	<b>89991 Bremer Bank</b>		<b>9.32</b>	<b>7 Transactions</b>			
90	<b>DEPT Total:</b>		<b>9.32</b>	<b>Attorney</b>	<b>1 Vendors</b>	<b>7 Transactions</b>	
100	DEPT			Recorder			
89991	<b>Bremer Bank</b>						
	01-100-000-0000-5840		12.87	Receipt Nbr 21238 10/13/2023		Misc Receipts	N
	01-100-000-0000-5840		1.48	Receipt Nbr 6491 10/19/2023		Misc Receipts	N
	01-100-000-0000-5840		9.01	Receipt Nbr 6531 10/27/2023		Misc Receipts	N
	01-100-000-0000-5840		31.97	Receipt Nbr 6536 10/30/2023		Misc Receipts	N
	<b>89991 Bremer Bank</b>		<b>55.33</b>	<b>4 Transactions</b>			
100	<b>DEPT Total:</b>		<b>55.33</b>	<b>Recorder</b>	<b>1 Vendors</b>	<b>4 Transactions</b>	
252	DEPT			Corrections			
89991	<b>Bremer Bank</b>						
	01-252-252-0000-5872		82.07	Receipt Nbr 21162 10/02/2023		Phone Card Prisoner Welfare(Taxable)	N
	01-252-252-0000-5872		139.12	Receipt Nbr 21274 10/20/2023		Phone Card Prisoner Welfare(Taxable)	N
	<b>89991 Bremer Bank</b>		<b>221.19</b>	<b>2 Transactions</b>			

# Aitkin County



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

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>	
252	<b>DEPT Total:</b>		221.19	Corrections	1 Vendors	2 Transactions	
1	<b>Fund Total:</b>		286.36	General Fund		15 Transactions	

# Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT			Undesignated			
89991	<b>Bremer Bank</b>						
	03-000-000-0000-5505		151.34	Receipt Nbr 21233 10/13/2023		Culverts	N
	03-000-000-0000-5505		78.28	Receipt Nbr 21266 10/19/2023		Culverts	N
	03-000-000-0000-5506		0.26	Receipt Nbr 21217 10/10/2023		County Maps	N
	03-000-000-0000-5506		0.26	Receipt Nbr 21266 10/19/2023		County Maps	N
	03-000-000-0000-5517		2.89	Receipt Nbr 21173 10/03/2023		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 21192 10/05/2023		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 21201 10/06/2023		Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 21201 10/06/2023		Charges-Individuals	N
	03-000-000-0000-5517		5.79	Receipt Nbr 21202 10/06/2023		Charges-Individuals	N
	03-000-000-0000-5517		11.58	Receipt Nbr 21233 10/13/2023		Charges-Individuals	N
	03-000-000-0000-5517		9.65	Receipt Nbr 21233 10/13/2023		Charges-Individuals	N
	03-000-000-0000-5517		5.79	Receipt Nbr 21266 10/19/2023		Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 21266 10/19/2023		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 21278 10/23/2023		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 21300 10/27/2023		Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 21303 10/27/2023		Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 21303 10/27/2023		Charges-Individuals	N
	<b>89991 Bremer Bank</b>		<b>294.75</b>	<b>17 Transactions</b>			
0	<b>DEPT Total:</b>		<b>294.75</b>	<b>Undesignated</b>	<b>1 Vendors</b>	<b>17 Transactions</b>	
303	DEPT			R&B Highway Maintenance			
89991	<b>Bremer Bank</b>						
	03-303-000-0000-6570		18.90	DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		47.68	DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		23.98	DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		13.26	DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		8.18	DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		96.50	DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		73.08	DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		47.40	DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		27.93	DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		170.05	DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		85.49	DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		159.13	DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		49.94	DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		142.20	DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N

# Aitkin County



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

**3** Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6570		DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		DIESEL TAX: OCTOBER 2023	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
<b>89991</b>	<b>Bremer Bank</b>		<b>1,175.34</b>	<b>17</b> Transactions		
<b>303</b>	<b>DEPT Total:</b>		<b>1,175.34</b>	<b>R&amp;B Highway Maintenance</b>	<b>1 Vendors</b>	<b>17 Transactions</b>
<b>3</b>	<b>Fund Total:</b>		<b>1,470.09</b>	<b>Road &amp; Bridge</b>		<b>34 Transactions</b>



KMR1  
11/9/23 3:58PM

# Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
923	DEPT		Forfeited Tax Sales			
	89991 <b>Bremer Bank</b>					
	10-923-000-0000-5260		29.59	Receipt Nbr 3801 10/13/2023	FTS-Leases/Easements	N
	<b>89991 Bremer Bank</b>		<b>29.59</b>	1 Transactions		
923	<b>DEPT Total:</b>		<b>29.59</b>	<b>Forfeited Tax Sales</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
10	<b>Fund Total:</b>		<b>29.59</b>	<b>Trust</b>		<b>1 Transactions</b>

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
521	DEPT			LLCC Administration			
89991	<b>Bremer Bank</b>						
	19-521-000-0000-5885		50.86	Receipt Nbr 21163 10/02/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		36.00	Receipt Nbr 21164 10/02/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		6.75	Receipt Nbr 21181 10/03/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		17.66	Receipt Nbr 21191 10/05/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		2.73	Receipt Nbr 21194 10/05/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		10.03	Receipt Nbr 21214 10/10/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		3.27	Receipt Nbr 21223 10/12/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		37.84	Receipt Nbr 21239 10/13/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		49.17	Receipt Nbr 21240 10/13/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		7.49	Receipt Nbr 21245 10/16/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		6.53	Receipt Nbr 21268 10/19/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		2.53	Receipt Nbr 21276 10/23/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		6.64	Receipt Nbr 21295 10/26/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		0.53	Receipt Nbr 21307 10/30/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		12.88	Receipt Nbr 21307 10/30/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		0.84	Receipt Nbr 21314 10/30/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		1.24	Receipt Nbr 21315 10/30/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		30.40	Receipt Nbr 21316 10/30/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		30.40	Receipt Nbr 21316 10/30/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		0.77	Receipt Nbr 21317 10/30/2023		Commissary Sales Taxable	N
	19-521-000-0000-5885		30.40	Receipt Nbr 21318 10/30/2023		Commissary Sales Taxable	N
	<b>89991 Bremer Bank</b>		<b>284.16</b>	<b>21 Transactions</b>			
521	<b>DEPT Total:</b>		<b>284.16</b>	<b>LLCC Administration</b>	<b>1 Vendors</b>	<b>21 Transactions</b>	
19	<b>Fund Total:</b>		<b>284.16</b>	<b>Long Lake Conservation Center</b>		<b>21 Transactions</b>	

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
89991	<b>Bremer Bank</b>						
	21-520-000-0000-5510		4.82	Receipt Nbr 3777 10/02/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 3778 10/02/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.79	Receipt Nbr 3778 10/02/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 3779 10/02/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 3782 10/04/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 3785 10/05/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.58	Receipt Nbr 3787 10/06/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 3787 10/06/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		12.54	Receipt Nbr 3787 10/06/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.54	Receipt Nbr 3787 10/06/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.71	Receipt Nbr 3787 10/06/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.51	Receipt Nbr 3787 10/06/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.96	Receipt Nbr 3788 10/06/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 3796 10/10/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		14.15	Receipt Nbr 3800 10/13/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 3800 10/13/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.96	Receipt Nbr 3800 10/13/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.96	Receipt Nbr 3800 10/13/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.60	Receipt Nbr 3800 10/13/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 3800 10/13/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.64	Receipt Nbr 3800 10/13/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 3805 10/16/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		23.16	Receipt Nbr 3809 10/19/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.58	Receipt Nbr 3809 10/19/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.40	Receipt Nbr 3809 10/19/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		6.75	Receipt Nbr 3809 10/19/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.60	Receipt Nbr 3809 10/19/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.64	Receipt Nbr 3809 10/19/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		23.16	Receipt Nbr 3821 10/27/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 3821 10/27/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.90	Receipt Nbr 3821 10/27/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.99	Receipt Nbr 3821 10/27/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.09	Receipt Nbr 3821 10/27/2023		Co. Parks Campground Fees	N
<b>89991</b>	<b>Bremer Bank</b>		<b>188.14</b>	<b>33 Transactions</b>			
520	<b>DEPT Total:</b>		<b>188.14</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>33 Transactions</b>	

KMR1  
11/9/23 3:58PM

# Aitkin County



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

	<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
21	<b>Fund Total:</b>			<b>Parks</b>		<b>33 Transactions</b>	
	<b>Final Total:</b>			<b>9 Vendors</b>	<b>104 Transactions</b>		
				<b>188.14</b>			
				<b>2,258.34</b>			

# Aitkin County

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



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	286.36	General Fund
3	1,470.09	Road & Bridge
10	29.59	Trust
19	284.16	Long Lake Conservation Center
21	188.14	Parks
<b>All Funds</b>	<b>2,258.34</b>	<b>Total</b>

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

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/CORRECTIONS**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>780 Bremer Bank</b>							
10	01-040-000-0000-5081		0.04	MTG REG - OCTOBER 2023	OCT 2023	Mortgage Registry-3%	N
11	01-042-000-0000-5079		0.02	DEED TAX - OCTOBER 2023	OCT 2023	3% State Deed Tax	N
			<b>0.06</b>	<b>2 Transactions</b>			
<b>8410 Bremer Bank</b>							
1	01-044-904-0000-6360		72.07	MED FSA CLAIMS 2023	11/01/2023	Flex Plan Withdrawals	N
12	01-044-904-0000-6360		134.80	MED FSA CLAIMS 2023	11/04/2023	Flex Plan Withdrawals	N
13	01-044-904-0000-6360		416.68	DEP CARE FSA CLAIMS 2023	11/06/2023	Flex Plan Withdrawals	N
14	01-044-904-0000-6360		343.67	MED FSA CLAIMS 2023	11/06/2023	Flex Plan Withdrawals	N
15	01-044-904-0000-6360		252.00	MED FSA CLAIMS 2023	11/07/2023	Flex Plan Withdrawals	N
			<b>1,219.22</b>	<b>5 Transactions</b>			
<b>1 Fund Total:</b>			<b>1,219.28</b>	<b>General Fund</b>	<b>2 Vendors</b>	<b>7 Transactions</b>	

KMR1  
 11/15/23 9:21AM  
 9 State

# Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>780</b>	<b>Bremer Bank</b>						
9	09-000-000-0000-2025		46,595.20	DEED TAX - OCTOBER 2023	OCT 2023	State's Share Of Deed Tax (97%)	N
8	09-000-000-0000-2026		20,224.26	MTG REG - OCTOBER 2023	OCT 2023	State Share Of Mortgage Registry (97%)	N
<b>780</b>	<b>Bremer Bank</b>		<b>66,819.46</b>	<b>2 Transactions</b>			
<b>9 Fund Total:</b>			<b>66,819.46</b>	<b>State</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	



KMR1  
11/15/23 9:21AM

# Aitkin County



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

**13 Taxes & Penalties**

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
<b>8410 Bremer Bank</b>						
2	13-943-000-0000-2001		41,180.00	RET CK-"RET TO MAKER" - P3	3010-3119	Cur - Property Taxes N
4	13-943-000-0000-2001		598.00	RT CK-FROZEN/BLOCK - P3	3020	Cur - Property Taxes N
3	13-943-000-0000-2001		489.00	RT CK-NSF - P3	3021	Cur - Property Taxes N
7	13-943-000-0000-2001		876.00	UNABLE TO LOCATE-PERIOD 2	331	Cur - Property Taxes N
<b>8410 Bremer Bank</b>			<b>43,143.00</b>	<b>4 Transactions</b>		
<b>13 Fund Total:</b>			<b>43,143.00</b>	<b>Taxes &amp; Penalties</b>	<b>1 Vendors</b>	<b>4 Transactions</b>

KMR1  
 11/15/23 9:21AM  
 19 Long Lake Conservation Cen

# Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
5	<b>8410 Bremer Bank</b> 19-522-000-0000-6267		40.20	CC FEES 10/01/2023 10/31/2023	AC	Credit Card Fees	N
6	<b>8410 Bremer Bank</b> 19-522-000-0000-6267		121.19	CC TOTAL CHARGES	ACHCCD	Credit Card Fees	N
			<b>161.39</b>	<b>2 Transactions</b>			
<b>19 Fund Total:</b>			<b>161.39</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>Final Total:</b>			<b>111,343.13</b>	<b>5 Vendors</b>	<b>15 Transactions</b>		

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,219.28	General Fund
9	66,819.46	State
13	43,143.00	Taxes & Penalties
19	161.39	Long Lake Conservation Center
<b>All Funds</b>	<b>111,343.13</b>	<b>Total</b>

Approved by, .....

.....

.....

WLB1  
11/15/23 11:05AM

# Aitkin County



**2G**

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

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**

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
943	DEPT			Taxes And Penalties			
999999000	<b>AUDREY BREDESON</b> 13-943-000-0000-2001		99.00	PROPERTY TAX OVERPAYMENT-P3	3044	Cur - Property Taxes	N
<b>999999000</b>	<b>AUDREY BREDESON</b>		<b>99.00</b>	1 Transactions			
999999000	<b>BETSY THEIS</b> 13-943-000-0000-2001		54.00	PROPERTY TAX OVERPAYMENT-P3	3045	Cur - Property Taxes	N
<b>999999000</b>	<b>BETSY THEIS</b>		<b>54.00</b>	1 Transactions			
999999000	<b>CHRISTOPHER KRISTENSEN</b> 13-943-000-0000-2001		74.00	PROPERTY TAX OVERPAYMENT-P3	3027	Cur - Property Taxes	N
<b>999999000</b>	<b>CHRISTOPHER KRISTENSEN</b>		<b>74.00</b>	1 Transactions			
999999000	<b>CRAIG FAUTSCH</b> 13-943-000-0000-2001		121.00	PROPERTY TAX OVERPAYMENT-P3	3049	Cur - Property Taxes	N
<b>999999000</b>	<b>CRAIG FAUTSCH</b>		<b>121.00</b>	1 Transactions			
999999000	<b>DEBORAH KRANTZ</b> 13-943-000-0000-2001		21.72	PROPERTY TAX OVERPAYMENT-P3	3030	Cur - Property Taxes	N
<b>999999000</b>	<b>DEBORAH KRANTZ</b>		<b>21.72</b>	1 Transactions			
999999000	<b>DONALD ADAMEK</b> 13-943-000-0000-2001		24.34	PROPERTY TAX OVERPAYMENT-P3	3047	Cur - Property Taxes	N
<b>999999000</b>	<b>DONALD ADAMEK</b>		<b>24.34</b>	1 Transactions			
999999000	<b>ERIC OLSON</b> 13-943-000-0000-2001		168.00	PROPERTY TAX OVERPAYMENT-P3	3028	Cur - Property Taxes	N
<b>999999000</b>	<b>ERIC OLSON</b>		<b>168.00</b>	1 Transactions			
999999000	<b>GAIL WALLACE</b> 13-943-000-0000-2001		98.95	PROPERTY TAX OVERPAYMENT-P3	3050	Cur - Property Taxes	N
<b>999999000</b>	<b>GAIL WALLACE</b>		<b>98.95</b>	1 Transactions			
999999000	<b>GREG REINKING</b> 13-943-000-0000-2001		130.00	PROPERTY TAX OVERPAYMENT-P3	3022	Cur - Property Taxes	N
<b>999999000</b>	<b>GREG REINKING</b>		<b>130.00</b>	1 Transactions			
999999000	<b>GREGORY KIRK</b> 13-943-000-0000-2001		30.18	PROPERTY TAX OVERPAYMENT-P3	3033	Cur - Property Taxes	N

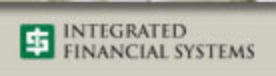
# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	GREGORY KIRK		30.18		1 Transactions		
999999000	JODI COLLINS 13-943-000-0000-2001		77.20	PROPERTY TAX OVERPAYMENT-P3	3031	Cur - Property Taxes	N
999999000	JODI COLLINS		77.20		1 Transactions		
999999000	KELSEY NORDBY 13-943-000-0000-2001		66.00	PROPERTY TAX OVERPAYMENT-P3	3040	Cur - Property Taxes	N
999999000	KELSEY NORDBY		66.00		1 Transactions		
999999000	KRISTI FEIST 13-943-000-0000-2001		28.25	PROPERTY TAX OVERPAYMENT-P3	3038	Cur - Property Taxes	N
999999000	KRISTI FEIST		28.25		1 Transactions		
999999000	LANCE RADZIEJ 13-943-000-0000-2001		582.00	PROPERTY TAX OVERPAYMENT-P3	3051	Cur - Property Taxes	N
999999000	LANCE RADZIEJ		582.00		1 Transactions		
999999000	LESLIE MCCOY 13-943-000-0000-2001		92.00	PROPERTY TAX OVERPAYMENT-P3	3034	Cur - Property Taxes	N
999999000	LESLIE MCCOY		92.00		1 Transactions		
999999000	LINDA LANGTON 13-943-000-0000-2001		157.00	PROPERTY TAX OVERPAYMENT-P3	3023	Cur - Property Taxes	N
999999000	LINDA LANGTON		157.00		1 Transactions		
999999000	MARIAN NEUMANN 13-943-000-0000-2001		60.00	PROPERTY TAX OVERPAYMENT-P3	3035	Cur - Property Taxes	N
999999000	MARIAN NEUMANN		60.00		1 Transactions		
999999000	RICHARD CARRON 13-943-000-0000-2001		30.00	PROPERTY TAX OVERPAYMENT-P3	3037	Cur - Property Taxes	N
999999000	RICHARD CARRON		30.00		1 Transactions		
999999000	ROBERT FERN 13-943-000-0000-2001		117.00	PROPERTY TAX OVERPAYMENT-P3	3048	Cur - Property Taxes	N
999999000	ROBERT FERN		117.00		1 Transactions		
999999000	RUSSELL SAMPSON						

# Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	RUSSELL SAMPSON 13-943-000-0000-2001		20.00 <b>20.00</b>	PROPERTY TAX OVERPAYMENT-P3 1 Transactions	3039	Cur - Property Taxes	N
999999000	SATHER BROTHERS PARTNERS 13-943-000-0000-2001		68.00 <b>68.00</b>	PROPERTY TAX OVERPAYMENT-P3 1 Transactions	3041	Cur - Property Taxes	N
999999000	STEVE HALL 13-943-000-0000-2001		86.00 <b>86.00</b>	PROPERTY TAX OVERPAYMENT-P3 1 Transactions	3032	Cur - Property Taxes	N
999999000	SUSAN DEMARS 13-943-000-0000-2001		137.00 <b>137.00</b>	PROPERTY TAX OVERPAYMENT-P3 1 Transactions	3036	Cur - Property Taxes	N
999999000	TERREAH SUMMERS 13-943-000-0000-2001		42.00 <b>42.00</b>	PROPERTY TAX OVERPAYMENT-P3 1 Transactions	3025	Cur - Property Taxes	N
999999000	TODD HARRISON 13-943-000-0000-2001		948.00 <b>948.00</b>	PROPERTY TAX OVERPAYMENT-P3 1 Transactions	3042	Cur - Property Taxes	N
999999000	TRACY DURAND 13-943-000-0000-2001		18.81 <b>18.81</b>	PROPERTY TAX OVERPAYMENT-P3 1 Transactions	3024	Cur - Property Taxes	N
999999000	WAYNE HOWARD 13-943-000-0000-2001		179.00 <b>179.00</b>	PROPERTY TAX OVERPAYMENT-P3 1 Transactions	3046	Cur - Property Taxes	N
999999000	WILLIAM LANG 13-943-000-0000-2001		26.84 <b>26.84</b>	PROPERTY TAX OVERPAYMENT-P3 1 Transactions	3026	Cur - Property Taxes	N
943	<b>DEPT Total:</b>		<b>3,556.29</b>	<b>Taxes And Penalties</b>	<b>28 Vendors</b>	<b>28 Transactions</b>	
13	<b>Fund Total:</b>		<b>3,556.29</b>	<b>Taxes &amp; Penalties</b>		<b>28 Transactions</b>	

WLB1  
11/15/23 11:05AM

13 Taxes & Penalties

# Aitkin County

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



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>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>Final Total:</b>		<b>3,556.29</b>	<b>28 Vendors</b>	<b>28 Transactions</b>	



# Aitkin County

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



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	13	3,556.29	Taxes & Penalties
	<b>All Funds</b>	<b>3,556.29</b>	<b>Total</b>

Approved by, .....

.....

.....

# Aitkin County



3 Road & Bridge

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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>5462 Bremer Bank (Elan ACH)</b>							
1	03-302-000-0000-6268		250.00	R.THOMPSON BIT ST INSP RECERT	4715119301022139	Staff Training, Development	N
2	03-302-000-0000-6268		250.00	D.BABCOCK BIT ST INSP RECERT	4715119301022139	Staff Training, Development	N
3	03-302-000-0000-6268		250.00	P.KAZMERZAK CONC PLT TEST REC	4715119301022139	Staff Training, Development	N
4	03-302-000-0000-6268		500.00	A. DIEDERICH BIT PLANT TESTER	4715119301022139	Staff Training, Development	N
5	03-303-000-0000-6268		458.00	AUTO TECH ITEMS	4715119301022139	Staff Training, Development	N
<b>5462 Bremer Bank (Elan ACH)</b>			<b>1,708.00</b>	<b>5 Transactions</b>			
<b>3 Fund Total:</b>			<b>1,708.00</b>	<b>Road &amp; Bridge</b>	<b>1 Vendors</b>	<b>5 Transactions</b>	
<b>Final Total:</b>			<b>1,708.00</b>	<b>1 Vendors</b>	<b>5 Transactions</b>		

# Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
12	<b>5462 Bremer Bank (Elan ACH)</b> 05-400-440-0410-6268		123.14	GALLUP ORDER CLIFTON STR ASMT 10/11/2023 10/11/2023		Staff Training, Development	N
13	05-420-600-4800-6268		290.25	GALLUP ORDER CLIFTON STR ASMT 10/11/2023 10/11/2023		Staff Training, Development	N
14	05-430-700-4800-6268		466.17	GALLUP ORDER CLIFTON STR ASMT 10/11/2023 10/11/2023		Staff Training, Development	N
15	05-430-700-4800-6332		1,434.30	CONF LODGING(BC,AF,KH,JH,JM,TL 10/13/2023 10/13/2023		Hotel/Lodging	N
8	05-400-400-0402-6266		16.03	WEBEX (PUBLIC HEALTH) 10/09/2023 11/08/2023	161-01374602	Software Fees/License Fees	N
1	05-400-440-0410-6266		6.73	WEBEX (SP, CG, PA) 10/09/2023 11/08/2023	161-01374602	Software Fees/License Fees	N
5	05-400-440-0410-6266		16.03	WEBEX (EM) 10/09/2023 11/08/2023	161-01374602	Software Fees/License Fees	N
2	05-420-600-4800-6266		15.87	WEBEX (SP, CG, PA) 10/09/2023 11/08/2023	161-01374602	Software Fees/License Fees	N
6	05-420-600-4800-6266		16.03	WEBEX (JG) 10/09/2023 11/08/2023	161-01374602	Software Fees/License Fees	N
7	05-420-640-4800-6266		16.03	WEBEX (JH) 10/09/2023 11/08/2023	161-01374602	Software Fees/License Fees	N
3	05-430-700-4800-6266		25.50	WEBEX (SP, CG, PA) 10/09/2023 11/08/2023	161-01374602	Software Fees/License Fees	N
4	05-430-700-4800-6266		48.09	WEBEX (KL, JS, RP) 10/09/2023 11/08/2023	161-01374602	Software Fees/License Fees	N
10	05-430-700-4800-6266		16.04	WEBEX (ADULT SERVICES) 10/09/2023 11/08/2023	161-01374602	Software Fees/License Fees	N
11	05-400-420-4800-6435		694.00	UCARE SP - T-SHIRTS 10/11/2023 10/11/2023	4668	Public Health Program Related Supplies	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>3,184.21</b>	<b>14 Transactions</b>			
<b>5 Fund Total:</b>			<b>3,184.21</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>14 Transactions</b>	

WLB1  
 11/16/23 11:32AM

# Aitkin County



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

**25** Opioid Settlement

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9	<b>5462 Bremer Bank (Elan ACH)</b> 25-000-000-0000-6266		16.03	WEBEX (OPIOID) 10/09/2023 11/08/2023	161-01374602	Data Processing/Computer Services	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>16.03</b>	<b>1 Transactions</b>			
<b>25 Fund Total:</b>			<b>16.03</b>	<b>Opioid Settlement</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>			<b>3,200.24</b>	<b>2 Vendors</b>	<b>15 Transactions</b>		

# Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>						
2	01-122-000-0000-6335		36.00	SSTS TRAINING ALEXANDRIA	101723	Gas/Vehicle Fuel Charges	N
19	01-122-000-0000-6332		547.48	SSTS TRAINING (CONNOR & BROCK)	110823	Hotel / Motel Lodging	N
17	01-200-200-0000-6265		776.69	FLASHLIGHTS, GLOVES	1659213	Programs	N
4	01-052-000-0000-6339		77.31	CONFERENCE MEALS	185275	Meals (Overnight)	N
21	01-049-000-0000-6266		9.99	CLICKY WEBSITE ANALYTICS	502343	Software Fees/License Fees	N
1	01-043-000-0000-6360		730.00	MLS ANNUAL FEES	60587-P9Y5D5	Services, Labor, Contracts, GIS Mapping	N
14	01-252-003-0000-6332		273.10	JAMIE - NURSE TRAINING	665580	School Hotel / Motel Lodging	N
20	01-049-000-0000-6268		290.00	ANNUAL CISCO TRAINING	69F3F1C1-0002	Staff Training, Development	N
				10/18/2023 10/18/2024			
15	01-200-003-0000-6339		30.06	226- TRNG MOORHEAD	76-CO	Meals (Overnight)	N
23	01-001-000-0000-6332		108.78	KEARNEY HOTEL 10/11-10/12/23	92542	Hotel / Motel Lodging	N
				10/11/2023 10/12/2023			
24	01-053-000-0000-6360		900.00	DROPBOX SIGN (AKA HELLOSIGN)	C4C681C0-0008	Services, Labor, Contracts	N
18	01-200-000-0000-6360		5.00	SPYPOINT CAMERA FEE	CE486A8D-0009	Services, Labor, Contracts	N
22	01-049-000-0000-6283		475.23	AZURESTACK HCI - OCTOBER	G030467026	Programming, Services, Contracts	N
12	01-043-000-0000-6335		30.86	KWIK TRIP FUEL	KIP101923	Gas/Vehicle Fuel Charges	N
11	01-043-000-0000-6339		112.43	MEALS DURING TRAINING	KIP101923	Meals (Overnight)	N
3	01-043-000-0000-6240		35.75	BOA LICENSE - MELISSA B	ON281M6G7F	Dues & License Renewal	N
5	01-043-000-0000-6339		97.26	MEALS DURING TRAINING	SP101923	Meals (Overnight)	N
16	01-200-003-0000-6339		16.40	226- TRNG - MOORHEAD	TM116	Meals (Overnight)	N
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>		<b>4,552.34</b>	<b>18 Transactions</b>			
<b>1 Fund Total:</b>			<b>4,552.34</b>	<b>General Fund</b>		<b>1 Vendors</b>	<b>18 Transactions</b>

WLB1  
 11/16/23 11:32AM

# Aitkin County



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

**10** Trust

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7	<b>5462 Bremer Bank (Elan ACH)</b> 10-923-000-0000-6332		302.36	LODGING FOR CONF TOM & RYAN	102023	Hotel / Motel Lodging	N
6	10-923-000-0000-6450		278.00	LLCC HAGLOF 12" COMP INCR BORE	102023	Field Supplies	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>580.36</b>	2 Transactions			
<b>10 Fund Total:</b>			<b>580.36</b>	<b>Trust</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

WLB1  
 11/16/23 11:32AM

# Aitkin County



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

**11** Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8	<b>5462 Bremer Bank (Elan ACH)</b> 11-925-000-0000-6330		176.98	VAN RENTAL NRAC TOUR	102023	Transportation/Travel/Parking	N
9	11-925-000-0000-6405		199.62	NRAC TOUR FOOD	102023	Office Supplies	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>376.60</b>	<b>2 Transactions</b>			
<b>11 Fund Total:</b>			<b>376.60</b>	<b>Forest Development</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

WLB1

11/16/23

11:32AM

19 Long Lake Conservation Cen

# Aitkin County



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

Page 5

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
13	5462 Bremer Bank (Elan ACH) 19-521-000-0000-6205		57.39	MAILING THANK YOUS + STAMPS	4715110303635416	Postage	N
	5462 Bremer Bank (Elan ACH)		57.39	1 Transactions			
<b>19 Fund Total:</b>			<b>57.39</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	



WLB1  
 11/16/23 11:32AM  
 21 Parks

# Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10	5462 Bremer Bank (Elan ACH) 21-520-000-0000-6374		247.20	PJ TRAILER TRANSFER TITLE	102023	Auto & Trailer License	N
	5462 Bremer Bank (Elan ACH)		247.20	1 Transactions			
<b>21 Fund Total:</b>			<b>247.20</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>			<b>5,813.89</b>	<b>5 Vendors</b>	<b>24 Transactions</b>		

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	4,552.34	General Fund
10	580.36	Trust
11	376.60	Forest Development
19	57.39	Long Lake Conservation Center
21	247.20	Parks
<b>All Funds</b>	<b>5,813.89</b>	<b>Total</b>

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

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	1,708.00	Road & Bridge
<b>All Funds</b>	<b>1,708.00</b>	<b>Total</b>

Approved by, .....

.....

.....

# Aitkin County



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	5	3,184.21	Health & Human Services
	25	16.03	Opioid Settlement
<b>All Funds</b>		<b>3,200.24</b>	<b>Total</b>

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

Total Elan paid 10.26.23 = \$10,722.13

WLB1  
11/17/23 10:25AM

# Aitkin County



**21**

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

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**



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
931	DEPT			Towns			
1010	City Of Aitkin 12-931-156-0000-2045		772,053.14	Oct/Nov 2023 Settlement		Payable To Village Of Aitkin	N
<b>1010</b>	<b>City Of Aitkin</b>		<b>772,053.14</b>		<b>1</b> Transactions		
173	City Of Hill City 12-931-157-0000-2045		98,049.48	Oct/Nov 2023 Settlement		Payable To Village Of Hill City	N
<b>173</b>	<b>City Of Hill City</b>		<b>98,049.48</b>		<b>1</b> Transactions		
1025	City Of McGrath-Treasurer 12-931-158-0000-2045		7,235.18	Oct/Nov 2023 Settlement		Payable To Village Of Mcgrath	N
<b>1025</b>	<b>City Of McGrath-Treasurer</b>		<b>7,235.18</b>		<b>1</b> Transactions		
175	City Of McGregor 12-931-159-0000-2045		144,644.85	Oct/Nov 2023 Settlement		Payable To Village Of Mcgregor	N
<b>175</b>	<b>City Of McGregor</b>		<b>144,644.85</b>		<b>1</b> Transactions		
176	City Of Palisade 12-931-160-0000-2045		39,811.26	Oct/Nov 2023 Settlement		Payable To Village Of Palisade	N
<b>176</b>	<b>City Of Palisade</b>		<b>39,811.26</b>		<b>1</b> Transactions		
178	City Of Tamarack 12-931-161-0000-2045		19,523.92	Oct/Nov 2023 Settlement		Payable To Village Of Tamarack	N
<b>178</b>	<b>City Of Tamarack</b>		<b>19,523.92</b>		<b>1</b> Transactions		
13110	Lake Minnewawa Lake Improvement District 12-931-163-0000-2045		12,667.15	Oct/Nov 2023 Settlement		Payable To Lake Minnewawa LID	N
<b>13110</b>	<b>Lake Minnewawa Lake Improvement District</b>		<b>12,667.15</b>		<b>1</b> Transactions		
7000	Town Of Aitkin Treasurer 12-931-101-0000-2045		86,193.69	Oct/Nov 2023 Settlement		Payable To Aitkin Twp	N
<b>7000</b>	<b>Town Of Aitkin Treasurer</b>		<b>86,193.69</b>		<b>1</b> Transactions		
7001	Town Of Ball Bluff Treasurer 12-931-102-0000-2045		46,117.58	Oct/Nov 2023 Settlement		Payable To Ball Bluff Twp	N
<b>7001</b>	<b>Town Of Ball Bluff Treasurer</b>		<b>46,117.58</b>		<b>1</b> Transactions		
7002	Town Of Balsam Treasurer 12-931-103-0000-2045		13,586.85	Oct/Nov 2023 Settlement		Payable To Balsam Twp	N

# Aitkin County

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



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7002	Town Of Balsam Treasurer		13,586.85		1 Transactions		
7003	Town Of Beaver Treasurer 12-931-104-0000-2045		19,253.16	Oct/Nov 2023 Settlement		Payable To Beaver Twp	N
7003	Town Of Beaver Treasurer		19,253.16		1 Transactions		
7004	Town Of Clark Treasurer 12-931-105-0000-2045		36,742.23	Oct/Nov 2023 Settlement		Payable To Clark Twp	N
7004	Town Of Clark Treasurer		36,742.23		1 Transactions		
7005	Town Of Cornish Treasurer 12-931-106-0000-2045		4,324.47	Oct/Nov 2023 Settlement		Payable To Cornish Twp	N
7005	Town Of Cornish Treasurer		4,324.47		1 Transactions		
7006	Town Of Farm Island Treasurer 12-931-107-0000-2045		106,232.01	Oct/Nov 2023 Settlement		Payable To Farm Island Twp	N
7006	Town Of Farm Island Treasurer		106,232.01		1 Transactions		
7007	Town Of Fleming Treasurer 12-931-108-0000-2045		66,093.66	Oct/Nov 2023 Settlement		Payable To Fleming Twp	N
7007	Town Of Fleming Treasurer		66,093.66		1 Transactions		
7008	Town Of Glen Treasurer 12-931-109-0000-2045		42,465.76	Oct/Nov 2023 Settlement		Payable To Glen Twp	N
7008	Town Of Glen Treasurer		42,465.76		1 Transactions		
7009	Town Of Haugen Treasurer 12-931-110-0000-2045		61,785.71	Oct/Nov 2023 Settlement		Payable To Haugen Twp	N
7009	Town Of Haugen Treasurer		61,785.71		1 Transactions		
7010	Town Of Hazelton Treasurer 12-931-111-0000-2045		90,704.81	Oct/Nov 2023 Settlement		Payable To Hazelton Twp	N
7010	Town Of Hazelton Treasurer		90,704.81		1 Transactions		
4879	Town Of Hill Lake Clerk-Treas 12-931-112-0000-2045		56,398.21	Oct/Nov 2023 Settlement		Payable To Hill Lake Twp	N
4879	Town Of Hill Lake Clerk-Treas		56,398.21		1 Transactions		
7011	Town Of Idun Treasurer						

# Aitkin County

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



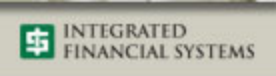
Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7011	Town Of Idun Treasurer 12-931-113-0000-2045		26,064.13 <b>26,064.13</b>	Oct/Nov 2023 Settlement	1 Transactions	Payable To Idun Twp	N
7012	Town Of Jevne Treasurer 12-931-114-0000-2045		37,694.28 <b>37,694.28</b>	Oct/Nov 2023 Settlement	1 Transactions	Payable To Jevne Twp	N
7013	Town Of Kimberly Treasurer 12-931-115-0000-2045		50,708.89 <b>50,708.89</b>	Oct/Nov 2023 Settlement	1 Transactions	Payable To Kimberly Twp	N
7014	Town Of Lakeside Treasurer 12-931-116-0000-2045		167,548.99 <b>167,548.99</b>	Oct/Nov 2023 Settlement	1 Transactions	Payable To Lakeside Twp	N
7015	Town Of Lee Treasurer 12-931-117-0000-2045		6,158.26 <b>6,158.26</b>	Oct/Nov 2023 Settlement	1 Transactions	Payable To Lee Twp	N
7016	Town Of Libby Treasurer 12-931-118-0000-2045		7,217.16 <b>7,217.16</b>	Oct/Nov 2023 Settlement	1 Transactions	Payable To Libby Twp	N
7017	Town Of Logan Treasurer 12-931-119-0000-2045		32,275.68 <b>32,275.68</b>	Oct/Nov 2023 Settlement	1 Transactions	Payable To Logan Twp	N
7018	Town Of Macville Treasurer 12-931-120-0000-2045		18,917.53 <b>18,917.53</b>	Oct/Nov 2023 Settlement	1 Transactions	Payable To Macville Twp	N
7019	Town Of Malmo Treasurer 12-931-121-0000-2045		40,612.42 <b>40,612.42</b>	Oct/Nov 2023 Settlement	1 Transactions	Payable To Malmo Twp	N
7020	Town Of Mcgregor - Treasurer 12-931-122-0000-2045		15,444.32 <b>15,444.32</b>	Oct/Nov 2023 Settlement	1 Transactions	Payable To Mcgregor Twp	N



# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7021	Town Of Millward Treasurer 12-931-141-0000-2045		17,134.87	Oct/Nov 2023 Settlement		Payable To Millward Twp	N
<b>7021</b>	<b>Town Of Millward Treasurer</b>		<b>17,134.87</b>		<b>1 Transactions</b>		
7022	Town Of Morrison Treasurer 12-931-123-0000-2045		18,304.49	Oct/Nov 2023 Settlement		Payable To Morrison Twp	N
<b>7022</b>	<b>Town Of Morrison Treasurer</b>		<b>18,304.49</b>		<b>1 Transactions</b>		
7023	Town Of Nordland Treasurer 12-931-124-0000-2045		100,667.34	Oct/Nov 2023 Settlement		Payable To Nordland Twp	N
<b>7023</b>	<b>Town Of Nordland Treasurer</b>		<b>100,667.34</b>		<b>1 Transactions</b>		
7024	Town Of Pliny Treasurer 12-931-125-0000-2045		5,853.26	Oct/Nov 2023 Settlement		Payable To Pliny Twp	N
<b>7024</b>	<b>Town Of Pliny Treasurer</b>		<b>5,853.26</b>		<b>1 Transactions</b>		
7025	Town Of Rice River Treasurer 12-931-126-0000-2045		18,532.11	Oct/Nov 2023 Settlement		Payable To Rice River Twp	N
<b>7025</b>	<b>Town Of Rice River Treasurer</b>		<b>18,532.11</b>		<b>1 Transactions</b>		
7026	Town Of Salo Treasurer 12-931-127-0000-2045		12,576.39	Oct/Nov 2023 Settlement		Payable To Salo Twp	N
<b>7026</b>	<b>Town Of Salo Treasurer</b>		<b>12,576.39</b>		<b>1 Transactions</b>		
7027	Town Of Seavey Treasurer 12-931-128-0000-2045		9,359.19	Oct/Nov 2023 Settlement		Payable To Seavey Twp	N
<b>7027</b>	<b>Town Of Seavey Treasurer</b>		<b>9,359.19</b>		<b>1 Transactions</b>		
7028	Town Of Shamrock Treasurer 12-931-129-0000-2045		339,606.66	Oct/Nov 2023 Settlement		Payable To Shamrock Twp	N
<b>7028</b>	<b>Town Of Shamrock Treasurer</b>		<b>339,606.66</b>		<b>1 Transactions</b>		
7029	Town Of Spalding Treasurer 12-931-130-0000-2045		19,775.78	Oct/Nov 2023 Settlement		Payable To Spalding Twp	N
<b>7029</b>	<b>Town Of Spalding Treasurer</b>		<b>19,775.78</b>		<b>1 Transactions</b>		
7030	Town Of Spencer Treasurer 12-931-131-0000-2045		51,350.32	Oct/Nov 2023 Settlement		Payable To Spencer Twp	N

# Aitkin County

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



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7030	Town Of Spencer Treasurer		51,350.32		1 Transactions		
7031	Town Of Turner Treasurer 12-931-132-0000-2045		46,319.84	Oct/Nov 2023 Settlement		Payable To Turner Twp	N
7031	Town Of Turner Treasurer		46,319.84		1 Transactions		
7032	Town Of Verdon Treasurer 12-931-133-0000-2045		5,541.11	Oct/Nov 2023 Settlement		Payable To Verdon Twp	N
7032	Town Of Verdon Treasurer		5,541.11		1 Transactions		
7033	Town Of Wagner Treasurer 12-931-134-0000-2045		40,687.67	Oct/Nov 2023 Settlement		Payable To Wagner Twp	N
7033	Town Of Wagner Treasurer		40,687.67		1 Transactions		
7034	Town Of Waukenabo Treasurer 12-931-135-0000-2045		49,648.74	Oct/Nov 2023 Settlement		Payable To Waukenabo Twp	N
7034	Town Of Waukenabo Treasurer		49,648.74		1 Transactions		
7035	Town Of Wealthwood Treasurer 12-931-136-0000-2045		29,353.78	Oct/Nov 2023 Settlement		Payable To Wealthwood Twp	N
7035	Town Of Wealthwood Treasurer		29,353.78		1 Transactions		
7036	Town Of White Pine Treasurer 12-931-137-0000-2045		10,184.73	Oct/Nov 2023 Settlement		Payable To White Pine Twp	N
7036	Town Of White Pine Treasurer		10,184.73		1 Transactions		
7037	Town Of Williams Treasurer 12-931-138-0000-2045		15,759.06	Oct/Nov 2023 Settlement		Payable To Williams Twp	N
7037	Town Of Williams Treasurer		15,759.06		1 Transactions		
7038	Town Of Workman - Treasurer 12-931-139-0000-2045		34,352.57	Oct/Nov 2023 Settlement		Payable To Workman Twp	N
7038	Town Of Workman - Treasurer		34,352.57		1 Transactions		
931	<b>DEPT Total:</b>		<b>2,951,532.69</b>	<b>Towns</b>	<b>47 Vendors</b>	<b>47 Transactions</b>	
932	DEPT			Schools			
393	ISD 1 Aitkin-Treasurer 12-932-000-0000-2045		6,897.73	Oct/Nov 2023 Settlement		In Lieu	N

# Aitkin County

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



Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	12-932-000-0000-6801		92,218.39	Oct/Nov 2023 Settlement		Appropriations	N
<b>393</b>	<b>ISD 1 Aitkin-Treasurer</b>		<b>99,116.12</b>		<b>2</b> Transactions		
1985	ISD 182 Crosby-Treasurer						
	12-932-000-0000-6801		0.18	Oct/Nov 2023 Settlement		Appropriations	N
<b>1985</b>	<b>ISD 182 Crosby-Treasurer</b>		<b>0.18</b>		<b>1</b> Transactions		
392	ISD 2 Hill City-Treasurer						
	12-932-000-0000-2045		1,204.17	Oct/Nov 2023 Settlement		In Lieu	N
	12-932-000-0000-6801		137,715.80	Oct/Nov 2023 Settlement		Appropriations	N
<b>392</b>	<b>ISD 2 Hill City-Treasurer</b>		<b>138,919.97</b>		<b>2</b> Transactions		
1983	ISD 2165 Hinckley Finlayson-Treasurer						
	12-932-000-0000-6801		7,263.21	Oct/Nov 2023 Settlement		Appropriations	N
<b>1983</b>	<b>ISD 2165 Hinckley Finlayson-Treasurer</b>		<b>7,263.21</b>		<b>1</b> Transactions		
1979	ISD 2580 East Central-Treasurer						
	12-932-000-0000-6801		146.88	Oct/Nov 2023 Settlement		Appropriations	N
<b>1979</b>	<b>ISD 2580 East Central-Treasurer</b>		<b>146.88</b>		<b>1</b> Transactions		
395	ISD 4 McGregor-Treasurer						
	12-932-000-0000-2045		114,299.61	Oct/Nov 2023 Settlement		In Lieu	N
	12-932-000-0000-6801		174,806.10	Oct/Nov 2023 Settlement		Appropriations	N
<b>395</b>	<b>ISD 4 McGregor-Treasurer</b>		<b>289,105.71</b>		<b>2</b> Transactions		
1982	ISD 473 Isle-Treasurer						
	12-932-000-0000-6801		6,888.24	Oct/Nov 2023 Settlement		Appropriations	N
<b>1982</b>	<b>ISD 473 Isle-Treasurer</b>		<b>6,888.24</b>		<b>1</b> Transactions		
1981	ISD 577 Willow River-Treasurer						
	12-932-000-0000-6801		6,700.22	Oct/Nov 2023 Settlement		Appropriations	N
<b>1981</b>	<b>ISD 577 Willow River-Treasurer</b>		<b>6,700.22</b>		<b>1</b> Transactions		
394	ISD 698 Floodwood-Treasurer						
	12-932-000-0000-6801		1,345.82	Oct/Nov 2023 Settlement		Appropriations	N
<b>394</b>	<b>ISD 698 Floodwood-Treasurer</b>		<b>1,345.82</b>		<b>1</b> Transactions		
1984	ISD 95 Cromwell-Wright-Treasurer						
	12-932-000-0000-6801		2.96	Oct/Nov 2023 Settlement		Appropriations	N

WLB1  
 11/17/23 10:25AM  
 12 Townships/Cities/ARDC/Amt

# Aitkin County



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

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
1984	ISD 95 Cromwell-Wright-Treasurer		2.96		1 Transactions		
932	<b>DEPT Total:</b>		549,489.31	Schools	10 Vendors		13 Transactions
12	<b>Fund Total:</b>		3,501,022.00	Townships/Cities/ARDC/Ambulan			60 Transactions
	<b>Final Total:</b>		3,501,022.00	57 Vendors	60 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>
	12	3,501,022.00	Townships/Cities/ARDC/Ambulan
<b>All Funds</b>		<b>3,501,022.00</b>	<b>Total</b>
			Approved by, .....
			.....
			.....

WLB1  
11/17/23

2:25PM

# Aitkin County



# 2J

Audit List for Board

COMMISSIONER'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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	DEPT			Commissioners			
86222	<b>Aitkin Independent Age</b> 01-001-000-0000-6230		64.00	OCT. 10 SYNOPSIS MINUTES	1350552	Printing, Publishing & Adv	Y
<b>86222</b>	<b>Aitkin Independent Age</b>		<b>64.00</b>	1 Transactions			
248	<b>Association of Mn Counties</b> 01-001-000-0000-6241		70.00	2023 DISTRICT 1 FALL MEET. FEE	66361/66363	Registration Fee	N
<b>248</b>	<b>Association of Mn Counties</b>		<b>70.00</b>	1 Transactions			
1	<b>DEPT Total:</b>		<b>134.00</b>	<b>Commissioners</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
12	DEPT			Court Administration			
5259	<b>Wright County Sheriff's Office</b> 01-012-000-0000-6265		75.00	SERVICE FEE	202305048	Sheriff Services	N
<b>5259</b>	<b>Wright County Sheriff's Office</b>		<b>75.00</b>	1 Transactions			
12	<b>DEPT Total:</b>		<b>75.00</b>	<b>Court Administration</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
40	DEPT			Auditor			
3195	<b>MCCC LOCKBOX</b> 01-040-000-0000-6266		620.80	AUDITORS / ACROBAT PRO 11/10/2023 11/09/2024	2311003	Data Processing/Computer Services	N
<b>3195</b>	<b>MCCC LOCKBOX</b>		<b>620.80</b>	1 Transactions			
999999000	<b>ONE STOP MINI MART</b> 01-040-000-0000-5132		20.85	REFUND 2023 LICENSE 11/14/2023 12/31/2023	REFUND	Cigarette License Fees	N
<b>999999000</b>	<b>ONE STOP MINI MART</b>		<b>20.85</b>	1 Transactions			
86235	<b>The Office Shop Inc</b> 01-040-021-0000-6405		14.80	NOTE PAPER, HIGHLIGHTERS	329183-0	Office Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>14.80</b>	1 Transactions			
999999000	<b>UKURA'S BOTTLE SHOP</b> 01-040-000-0000-5132		16.68	REFUND 2023 LICENSE 11/14/2023 12/31/2023	REFUND	Cigarette License Fees	N
<b>999999000</b>	<b>UKURA'S BOTTLE SHOP</b>		<b>16.68</b>	1 Transactions			

# Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>40</b>	<b>DEPT Total:</b>		<b>673.13</b>	<b>Auditor</b>	<b>4 Vendors</b>	<b>4 Transactions</b>	
<b>42</b>	DEPT			Treasurer			
9152	ACI Payments Inc 01-042-000-0000-5524		20.00	4 GENERAL RETURNS ACH @\$20 EA	1000104645	Handling Fee (Nfs Check)	N
<b>9152</b>	<b>ACI Payments Inc</b>		<b>20.00</b>	<b>1 Transactions</b>			
9561	Amazon Business 01-042-000-0000-6405		144.24	MISC OFFICE SUPPLIES	1KQM-J6YG-KTL6	Office Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>144.24</b>	<b>1 Transactions</b>			
13651	Cummins-Allison Corp 01-042-000-0000-6405		3,532.78	JETSCAN MONEY COUNTING MACHINE	6819867	Office Supplies	N
<b>13651</b>	<b>Cummins-Allison Corp</b>		<b>3,532.78</b>	<b>1 Transactions</b>			
3195	MCCC LOCKBOX 01-042-000-0000-6266		232.80	TREASURERS / ACROBAT PRO 11/10/2023 11/09/2024	2311003	Data Processing/Computer Services	N
<b>3195</b>	<b>MCCC LOCKBOX</b>		<b>232.80</b>	<b>1 Transactions</b>			
<b>42</b>	<b>DEPT Total:</b>		<b>3,929.82</b>	<b>Treasurer</b>	<b>4 Vendors</b>	<b>4 Transactions</b>	
<b>43</b>	DEPT			Assessor			
10452	AT&T Mobility 01-043-000-0000-6220		317.38	ASSESSOR'S WIRELESS BILL	287298660812	Telephone	N
<b>10452</b>	<b>AT&amp;T Mobility</b>		<b>317.38</b>	<b>1 Transactions</b>			
3195	MCCC LOCKBOX 01-043-000-0000-6266		232.80	ASSESSORS / ACROBAT PRO 11/10/2023 11/09/2024	2311003	Data Processing/Computer Services	N
<b>3195</b>	<b>MCCC LOCKBOX</b>		<b>232.80</b>	<b>1 Transactions</b>			
<b>43</b>	<b>DEPT Total:</b>		<b>550.18</b>	<b>Assessor</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
<b>44</b>	DEPT			Central Services			
783	Canon Financial Services, Inc 01-044-000-0000-6342		248.78	CANON RENTAL NOV. 2023 11/01/2023 11/30/2023	31586987	Office Equipment Rental/Contracts	N



# Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099
783	Canon Financial Services, Inc				248.78				1 Transactions		
89079	McGregor Area Ambulance Service	01-044-000-0000-6841			13,000.00	2023 AMBULANCE SERVICES	01/01/2023 09/30/2023	JAN-SEPT 2023		Ambulance Appropriations	N
89079	McGregor Area Ambulance Service				13,000.00				1 Transactions		
89080	Meds-1 Ambulance Service Inc	01-044-000-0000-6841			4,679.00	AMBULANCE RUNS	01/01/2023 10/20/2023	11/6/23		Ambulance Appropriations	N
89080	Meds-1 Ambulance Service Inc				4,679.00				1 Transactions		
3336	Office Of MN. IT Services	01-044-000-0000-6266			1,338.65	WAN OCTOBER 2023 INVOICE		DV23100316		Data Processing/Computer Services	N
3336	Office Of MN. IT Services				1,338.65				1 Transactions		
13624	Quadient Leasing USA, Inc	01-044-048-0000-6342			717.51	POSTAGE LEASE SEPT-DEC 2023		Q1069927		Postage Rental	N
13624	Quadient Leasing USA, Inc				717.51				1 Transactions		
44	<b>DEPT Total:</b>				<b>19,983.94</b>	<b>Central Services</b>			<b>5 Vendors</b>	<b>5 Transactions</b>	
45	DEPT					Motor Pool					
10412	O'Reilly Auto Parts	01-045-000-0000-6480			19.74	WINDSHIELD WASHER FLUID		1878-170115		Car Equipment	N
10412	O'Reilly Auto Parts				19.74				1 Transactions		
13934	The Tire Barn	01-045-000-0000-6570			59.88	LUBE, OIL & FILTERE CAR #21		70272		Motor Fuel & Lubricants	N
		01-045-000-0000-6570			63.38	LUBE, OIL, FILTER,ROTATE TIRES		70350		Motor Fuel & Lubricants	N
13934	The Tire Barn				123.26				2 Transactions		
45	<b>DEPT Total:</b>				<b>143.00</b>	<b>Motor Pool</b>			<b>2 Vendors</b>	<b>3 Transactions</b>	
49	DEPT					Information Technologies					
10452	AT&T Mobility	01-049-000-0000-6220			49.77	IT CELL PHONE - NOVEMBER		287322433519		Telephone	N

# Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>10452</b>	<b>AT&amp;T Mobility</b>		<b>49.77</b>		<b>1</b> Transactions		
5893	<b>CTC</b> 01-049-000-0000-6283		155.00	CTC GUEST INTERNET 11/12/2023 12/11/2023	21295124	Programming, Services, Contracts	N
<b>5893</b>	<b>CTC</b>		<b>155.00</b>		<b>1</b> Transactions		
10231	<b>eGoldfax</b> 01-049-000-0000-6266		213.61	NOVEMBER FAX SERVICE	12050669	Software Fees/License Fees	N
<b>10231</b>	<b>eGoldfax</b>		<b>213.61</b>		<b>1</b> Transactions		
3195	<b>MCCC LOCKBOX</b> 01-049-000-0000-6266		155.20	IT / ACROBAT PRO 11/10/2023 11/09/2024	2311003	Software Fees/License Fees	N
<b>3195</b>	<b>MCCC LOCKBOX</b>		<b>155.20</b>		<b>1</b> Transactions		
<b>49</b>	<b>DEPT Total:</b>		<b>573.58</b>	<b>Information Technologies</b>	<b>4 Vendors</b>	<b>4 Transactions</b>	
<b>52</b>	DEPT			Administration			
248	<b>Association of Mn Counties</b> 01-052-000-0000-6241		35.00	2023 DISTRICT 1 FALL MEET. FEE	66362	Registration Fee	N
<b>248</b>	<b>Association of Mn Counties</b>		<b>35.00</b>		<b>1</b> Transactions		
3195	<b>MCCC LOCKBOX</b> 01-052-000-0000-6266		155.20	ADMIN / ACROBAT PRO 11/10/2023 11/09/2024	2311003	Data Processing/Computer Services	N
<b>3195</b>	<b>MCCC LOCKBOX</b>		<b>155.20</b>		<b>1</b> Transactions		
13412	<b>Pemberton, Sorlie, Rufer &amp; Kershner PLLP</b> 01-052-000-0000-6263		28.00	PEMBERTON 10/24/2023 10/24/2023	109	Contract Legal Services	Y
<b>13412</b>	<b>Pemberton, Sorlie, Rufer &amp; Kershner PLLP</b>		<b>28.00</b>		<b>1</b> Transactions		
<b>52</b>	<b>DEPT Total:</b>		<b>218.20</b>	<b>Administration</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
<b>53</b>	DEPT			Human Resources			
9561	<b>Amazon Business</b> 01-053-000-0000-6405		64.97	POST ITS, SHARPIES	17YQ-C7PJ-6L3T	Office Supplies	N

# Aitkin County



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

1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9561	Amazon Business		463.97	BOBBIE'S PRINTER	1MPD-WWFH-19PH	Office Supplies	N
				2 Transactions			
15240	AT&T Mobility (Central Serv)		397.50	JULY, AUG, SEPT OCT BILLS	287299383308	Telephone	N
				07/26/2023 10/25/2023			
15240	AT&T Mobility (Central Serv)		397.50				
				1 Transactions			
10629	Ergometrics & Applied Personnel Research		33.19	ECOMM TESTING/DISPATCHER	144829	Services, Labor, Contracts	N
				08/18/2023 10/31/2023			
10629	Ergometrics & Applied Personnel Research		33.19				
				1 Transactions			
3195	MCCC LOCKBOX		232.80	HR / ACROBAT PRO	2311003	Data Processing/Computer Services	N
				11/10/2023 11/09/2024			
3195	MCCC LOCKBOX		232.80				
				1 Transactions			
12048	McDowell Agency, Inc./The		110.00	BACKGROUND CHECKS - 2	150308	Background Check Fee	N
				10/04/2023 10/26/2023			
12048	McDowell Agency, Inc./The		110.00				
				1 Transactions			
13412	Pemberton, Sorlie, Rufer & Kershner PLLP		167.00	PEMBERTON	109	Contract Legal Services	Y
				10/12/2023 10/18/2023			
13412	Pemberton, Sorlie, Rufer & Kershner PLLP		167.00				
				1 Transactions			
84172	Riverwood Healthcare Center		220.00	PRE-EMPLOYMENT PHYSICALS (2)	M1D-2ST-JD3	Background Check Fee	N
				09/25/2023 10/05/2023			
84172	Riverwood Healthcare Center		220.00				
				1 Transactions			
10879	Shred-It		142.57	REG & 3 BOXES HR, 1 BOX AUDITO	8005121140	Services, Labor, Contracts	N
				10/18/2023 10/18/2023			
10879	Shred-It		142.57				
				1 Transactions			

# Aitkin County



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

1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
<b>53</b>	<b>DEPT Total:</b>			<b>1,767.03</b>	<b>Human Resources</b>	<b>8 Vendors</b>	<b>9 Transactions</b>	
<b>60</b>	DEPT				Elections			
9243	Command Central, LLC							
	01-060-000-0000-6342			1,750.00	ICC HARDWARE MAINT AGREE	33248	Office Equipment Rental/Contracts	Y
					01/01/2024 12/31/2024			
	<b>9243 Command Central, LLC</b>			<b>1,750.00</b>		<b>1 Transactions</b>		
<b>60</b>	<b>DEPT Total:</b>			<b>1,750.00</b>	<b>Elections</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>90</b>	DEPT				Attorney			
9561	Amazon Business							
	01-090-000-0000-6405			23.97	OFFICE SUPPLIES	1FRT-K9VC-DC46	Office Supplies	N
	<b>9561 Amazon Business</b>			<b>23.97</b>		<b>1 Transactions</b>		
10855	Culligan Soft Water							
	01-090-000-0000-6265			99.00	MONTHLY SERVICE	150X01506401	Drug & Forfeiture MS 387.213	N
	<b>10855 Culligan Soft Water</b>			<b>99.00</b>		<b>1 Transactions</b>		
10879	Shred-It							
	01-090-000-0000-6360			202.76	MONTHLY SERVICE	8005147010	Services, Labor, Contracts	N
	<b>10879 Shred-It</b>			<b>202.76</b>		<b>1 Transactions</b>		
86235	The Office Shop Inc							
	01-090-000-0000-6405			70.75	OFFICE SUPPLIES	1134009-2	Office Supplies	N
	01-090-000-0000-6405			129.17	CALENDARS	1134323-0	Office Supplies	N
	01-090-000-0000-6405			29.96	CREDIT-RETURN PRONG FASTENERS	C1127006	Office Supplies	N
	<b>86235 The Office Shop Inc</b>			<b>169.96</b>		<b>3 Transactions</b>		
5173	Thomson Reuters-West Publishing							
	01-090-000-0000-6406			1,537.44	SUBSCRIPTION	849194341	Law Publ. & Subscriptions	N
	01-090-000-0000-6406			377.94	MONTHLY LIBRARY PLAN	849278364	Law Publ. & Subscriptions	N
	<b>5173 Thomson Reuters-West Publishing</b>			<b>1,915.38</b>		<b>2 Transactions</b>		
<b>90</b>	<b>DEPT Total:</b>			<b>2,411.07</b>	<b>Attorney</b>	<b>5 Vendors</b>	<b>8 Transactions</b>	
<b>100</b>	DEPT				Recorder			
10452	AT&T Mobility							

# Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10452	AT&T Mobility		49.77	RECORDER CELL PHONE	287323078605X110:	Telephone	N
			<b>49.77</b>	1 Transactions			
9373	ESRI		29,300.00	ENTERPRISE SOFTWARE/MAINTENANC	9458359	Services, Labor, Contracts-Land Records	N
				02/08/2024 02/07/2027			
9373	ESRI		<b>29,300.00</b>	1 Transactions			
3195	MCCC LOCKBOX		155.20	RECORDERS / ACROBAT PRO	2311003	Data Processing/Computer Services	N
				11/10/2023 11/09/2024			
3195	MCCC LOCKBOX		<b>155.20</b>	1 Transactions			
14814	Snyder/Tara		152.32	MILEAGE REIMBURSEMENT	RE INSTITUTE	Gas/Vehicle Fuel Charges	N
			61.33	MEALS AT RE INSTITUTE	RE INSTITUTE	Meals (Overnight)	N
			415.30	LODGING-2023 RE INSTITUTE	REAL ESTATE INST	Hotel / Motel Lodging	N
				11/01/2023 11/03/2023			
14814	Snyder/Tara		<b>628.95</b>	3 Transactions			
6101	West Central Indexing		140.16	ICRS OCTOBER 2023	OCTOBER 2023	Data Processing/Computer Services	N
6101	West Central Indexing		<b>140.16</b>	1 Transactions			
100	<b>DEPT Total:</b>		<b>30,274.08</b>	<b>Recorder</b>	<b>5 Vendors</b>	<b>7 Transactions</b>	
110	DEPT			Courthouse Maintenance			
13649	Aitkin Rental Center		302.50	LIFT RENTAL-WINDOW CLEANING	10963	Services, Labor, Contracts	1
13649	Aitkin Rental Center		<b>302.50</b>	1 Transactions			
9561	Amazon Business		365.90	FLAGS, SILICONE REMOVER	1PHM-QDFK-PN11	Operational Supplies	N
9561	Amazon Business		<b>365.90</b>	1 Transactions			
12106	Antoine Electric		176.20	CHANGE BALLEST IN COURT ROOM 1	3038	Services, Labor, Contracts	Y
12106	Antoine Electric		<b>176.20</b>	1 Transactions			

# Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10296	<b>Battery Wholesale, Inc.</b> 01-110-000-0000-6415		868.68	BATTERIES FOR STAND ON VAC.	227190BEM	Operational Supplies	N
<b>10296</b>	<b>Battery Wholesale, Inc.</b>		<b>868.68</b>	1 Transactions			
13725	<b>Beartooth True Value</b> 01-110-000-0000-6415		33.99	EXTENSION POLE	A14161693	Operational Supplies	N
<b>13725</b>	<b>Beartooth True Value</b>		<b>33.99</b>	1 Transactions			
88628	<b>Dalco Enterprises</b> 01-110-000-0000-6422		5.24	KYVAC PLUGS	4156816	Janitorial Supplies	N
<b>88628</b>	<b>Dalco Enterprises</b>		<b>5.24</b>	1 Transactions			
10301	<b>Horizon Lights Enterprises, LLC</b> 01-110-000-0000-6360		625.00	FALL LAWN CLEANUP	1036	Services, Labor, Contracts	N
<b>10301</b>	<b>Horizon Lights Enterprises, LLC</b>		<b>625.00</b>	1 Transactions			
2340	<b>Hyytinen Hardware Hank</b> 01-110-000-0000-6415		7.99	CLEANER FOR METAL - JAIL	13472	Operational Supplies	N
	01-110-000-0000-6415		7.49	PAINTERS TAPE - JAIL	13898	Operational Supplies	N
	01-110-000-0000-6415		24.98	BOLTS FOR SWEEPER	14129	Operational Supplies	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>		<b>40.46</b>	3 Transactions			
9091	<b>The Sherwin-Williams Company</b> 01-110-000-0000-6415		91.44	PRIMER/ JUDGES	1107-3	Operational Supplies	N
<b>9091</b>	<b>The Sherwin-Williams Company</b>		<b>91.44</b>	1 Transactions			
<b>110</b>	<b>DEPT Total:</b>		<b>2,509.41</b>	<b>Courthouse Maintenance</b>	<b>9 Vendors</b>	<b>11 Transactions</b>	
<b>120</b>	DEPT			Veterans Service			
9561	<b>Amazon Business</b> 01-120-000-0000-6405		81.65	2 POWER STRIPS/EXTENSION CORDS 11/02/2023 11/02/2023	1KV1-6VRQ-KCHF	Office Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>81.65</b>	1 Transactions			
10452	<b>AT&amp;T Mobility</b> 01-120-000-0000-6220		99.54	FIRSTNET OCTOBER 09/26/2023 10/25/2023	287298585696X110:	Telephone	N
<b>10452</b>	<b>AT&amp;T Mobility</b>		<b>99.54</b>	1 Transactions			

# Aitkin County

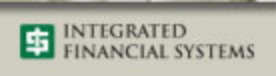


Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3195	<b>MCCC LOCKBOX</b> 01-120-000-0000-6266		77.60	VETERAN SERVICES / ACROBAT PRO 11/10/2023 11/09/2024	2311003	Data Processing/Computer Services	N
<b>3195</b>	<b>MCCC LOCKBOX</b>		<b>77.60</b>	<b>1 Transactions</b>			
86235	<b>The Office Shop Inc</b> 01-120-000-0000-6405		254.80	CALENDARS,TONER,NOTE DISPENSER 11/01/2023 11/03/2023	1134246	Office Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>254.80</b>	<b>1 Transactions</b>			
3518	<b>Voyageur Press Of Mcgregor, Inc</b> 01-120-000-0000-6230		300.00	V. PRESS NOVEMBER 11/07/2023 11/07/2023	47803	Printing, Publishing & Adv	N
<b>3518</b>	<b>Voyageur Press Of Mcgregor, Inc</b>		<b>300.00</b>	<b>1 Transactions</b>			
9933	<b>WEX BANK - Veteran Services</b> 01-120-000-0000-6335		237.85	FLEET - OCTOBER 10/08/2023 11/07/2023	0481-00-857499-8	Gas/Vehicle Fuel Charges	N
<b>9933</b>	<b>WEX BANK - Veteran Services</b>		<b>237.85</b>	<b>1 Transactions</b>			
<b>120</b>	<b>DEPT Total:</b>		<b>1,051.44</b>	<b>Veterans Service</b>	<b>6 Vendors</b>	<b>6 Transactions</b>	
<b>122</b>	DEPT			Planning & Zoning			
15239	<b>AT&amp;T Mobility (P&amp;Z)</b> 01-122-000-0000-6220		223.65	MONTHLY CELLULAR CHARGES 09/26/2023 10/25/2023	287301120814	Telephone	N
<b>15239</b>	<b>AT&amp;T Mobility (P&amp;Z)</b>		<b>223.65</b>	<b>1 Transactions</b>			
783	<b>Canon Financial Services, Inc</b> 01-122-000-0000-6342		219.42	MONTHLY COPIER LEASE 11/01/2023 11/30/2023	31586996	Office Equipment Rental/Contracts	N
<b>783</b>	<b>Canon Financial Services, Inc</b>		<b>219.42</b>	<b>1 Transactions</b>			
9816	<b>ESP Septic LLC</b> 01-122-000-0000-6360		475.00	SEPTIC REVIEW - ADVANCED 11/01/2023 11/30/2023	140024400	Services, Labor, Contracts	Y
<b>9816</b>	<b>ESP Septic LLC</b>		<b>475.00</b>	<b>1 Transactions</b>			
10302	<b>Forum Communications Company</b> 01-122-000-0000-6230		36.91	NOV PC	STACPZ1023	Printing, Publishing & Adv	Y

# Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10302	Forum Communications Company		36.91	10/01/2023 10/31/2023 1 Transactions			
3195	MCCC LOCKBOX 01-122-000-0000-6266		776.00	P&Z / ACROBAT PRO 11/10/2023 11/09/2024 1 Transactions	2311003	Data Processing/Computer Services	N
3195	MCCC LOCKBOX		776.00				
4010	Rasley Oil Company 01-122-000-0000-6335		514.06	MONTHLY FUEL CHARGES 10/01/2023 10/31/2023 1 Transactions	AITCOZOS	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company		514.06				
999999000	Smith/Arthur 01-122-000-0000-6820		350.00	REFUND APP#2023-001173 1 Transactions	58844	Refunds & Reimbursements	N
999999000	Smith/Arthur		350.00				
122	<b>DEPT Total:</b>		<b>2,595.04</b>	<b>Planning &amp; Zoning</b>	<b>7 Vendors</b>	<b>7 Transactions</b>	
200	DEPT			Enforcement			
117	Aitkin County Sheriff 01-200-000-0000-6241		15.25	217 TABS JRC495 1 Transactions	B3379539	Registration Fee	N
117	Aitkin County Sheriff		15.25				
10303	ALPHA Training & Tactics LLC 01-200-003-0000-6241		675.00	#220 FIREARM INST TRAINING 1 Transactions	2023-0350	Registration Fee	Y
10303	ALPHA Training & Tactics LLC		675.00				
9561	Amazon Business 01-200-000-0000-6460		285.96	JUMP PACKS	1CFJ-FQHV-QKD3	Deputy Supplies	N
	01-200-000-0000-6405		48.26	FLASH DRIVES	1FRV-QDWW-GJQ9	Office Supplies	N
	01-200-000-0000-6405		38.73	MEMO PADS; LABELS	1FRV-QDWW0GTJ3	Office Supplies	N
9561	Amazon Business		372.95	3 Transactions			
9138	ASAP Towing 01-200-200-0000-6265		120.00	TOW BILL IRC 23001990 PFEIFER	11224	Programs	Y
	01-200-000-0000-6359		192.50	23002101	11318	Wrecker Service	Y
9138	ASAP Towing		312.50	2 Transactions			



# Aitkin County



1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9203	<b>AT&amp;T Mobility (Sheriff's)</b>						
	01-200-000-0000-6220		2,120.69	DEPUTY CELL & SQUAD PC	11032023	Telephone	N
	01-200-200-0000-6260		89.46	CI PHONES	11032023	CI Funds	N
	01-200-200-0000-6265		434.71	VCET PHONE & HOT SPOT	11032023	Programs	N
<b>9203</b>	<b>AT&amp;T Mobility (Sheriff's)</b>		<b>2,644.86</b>	<b>3 Transactions</b>			
783	<b>Canon Financial Services, Inc</b>						
	01-200-000-0000-6342		170.74	ADMIN OFFICE COPIER LEASE	31586991	Office Equipment Rental/Contracts	N
<b>783</b>	<b>Canon Financial Services, Inc</b>		<b>170.74</b>	<b>1 Transactions</b>			
1152	<b>Cook/Steven</b>						
	01-200-000-0000-6260		600.00	BACKGROUND - RUDENICK	11102023	Professional Consulting	Y
<b>1152</b>	<b>Cook/Steven</b>		<b>600.00</b>	<b>1 Transactions</b>			
9799	<b>DetectaChem, Inc.</b>						
	01-200-200-0000-6265		87.80	MOBILEDETECT FENTANYL TEST KIT	INV12859	Programs	6
	01-200-200-0000-6265		87.80	2-10 FENTANYL TEST KIT BAGS IN	INV12907	Programs	6
<b>9799</b>	<b>DetectaChem, Inc.</b>		<b>175.60</b>	<b>2 Transactions</b>			
1775	<b>Galls LLC</b>						
	01-200-000-0000-6180		131.93	#210 L/S SHIRTS	026055580	Clothing Allowance	N
<b>1775</b>	<b>Galls LLC</b>		<b>131.93</b>	<b>1 Transactions</b>			
3195	<b>MCCC LOCKBOX</b>						
	01-200-000-0000-6266		155.20	SHERIFFS DEPT / ACROBAT PRO	2311003	Data Processing/Computer Services	N
				11/10/2023 11/09/2024			
	01-200-200-0000-6800		155.20	VCET / ACROBAT PRO	2311003	VCET Program Expenditures	N
				11/10/2023 11/09/2024			
<b>3195</b>	<b>MCCC LOCKBOX</b>		<b>310.40</b>	<b>2 Transactions</b>			
3273	<b>Mn Co Attorneys Assn</b>						
	01-200-200-0000-6405		55.00	RECEIPT, INV, & RETURN FORMS	200010993	VCET - AIM Office Supplies	N
	01-200-000-0000-6405		22.00	FORFEITURE FORMS	200011028	Office Supplies	N
	01-200-200-0000-6405		33.00	FOREFEITURE FORMS- CONT SUB	200011028	VCET - AIM Office Supplies	N
<b>3273</b>	<b>Mn Co Attorneys Assn</b>		<b>110.00</b>	<b>3 Transactions</b>			
10412	<b>O'Reilly Auto Parts</b>						
	01-200-000-0000-6302		7.99	SQUAD HEADLIGHT BULB	1878-156452	Vehicle Maintenance	N

# Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10412	O'Reilly Auto Parts		7.99		1 Transactions		
10289	Roger's Two Way Radio, Inc. 01-200-200-0000-6265		1,964.00	APX WIRELESS RSM WITH DUAL UNI	24396	Programs	Y
10289	Roger's Two Way Radio, Inc.		1,964.00		1 Transactions		
86235	The Office Shop Inc 01-200-000-0000-6405		277.97	ACSO ENVELOPES	1133797-0	Office Supplies	N
86235	The Office Shop Inc		277.97		1 Transactions		
13934	The Tire Barn 01-200-000-0000-6302		57.86	#224 OIL CHANGE	70352	Vehicle Maintenance	N
13934	The Tire Barn		57.86		1 Transactions		
9302	WEX Bank 01-200-000-0000-6335		7,707.60	DEPUTY GAS	93133414	Gas/Vehicle Fuel Charges	N
9302	WEX Bank		7,707.60		1 Transactions		
9932	WEX BANK - Sheriff's Department 01-200-000-0000-6335		156.67	#221 GAS	93028325	Gas/Vehicle Fuel Charges	N
9932	WEX BANK - Sheriff's Department		156.67		1 Transactions		
13848	WYATT'S TOWING & Recovery 24-7 01-200-000-0000-6359		335.00	23002126 MERC MARINER	11072023	Wrecker Service	Y
	01-200-000-0000-6359		335.00	23002126 HD STREETGLIDER	11072023	Wrecker Service	Y
	01-200-200-0000-6265		360.00	TOWING-SATURN AURA IR#23002086	23002086	Programs	Y
13848	WYATT'S TOWING & Recovery 24-7		1,030.00		3 Transactions		
200	<b>DEPT Total:</b>		<b>16,721.32</b>	<b>Enforcement</b>	<b>18 Vendors</b>	<b>29 Transactions</b>	
202	DEPT			Boat & Water			
13847	WHITES LEGACY GARAGE 01-202-000-0000-6302		98.95	WINTERIZE GREEN LUND	10112023	B&W Maintenance	Y
	01-202-000-0000-6302		223.90	WINTERIZE/OIL CHNG 17 LUND AL	10112023	B&W Maintenance	Y
13847	WHITES LEGACY GARAGE		322.85		2 Transactions		
202	<b>DEPT Total:</b>		<b>322.85</b>	<b>Boat &amp; Water</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

# Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
204	DEPT			ATV			
9203	AT&T Mobility (Sheriff's) 01-204-000-0000-6220		88.00	#208 CELL & SQUAD PC	11032023	Telephone	N
9203	AT&T Mobility (Sheriff's)		88.00	1 Transactions			
2340	Hyytinen Hardware Hank 01-204-000-0000-6462		10.17	HITCH PIN; QUICK LOCK	13711/1	Sheriff Field Supplies	N
2340	Hyytinen Hardware Hank		10.17	1 Transactions			
9302	WEX Bank 01-204-000-0000-6335		643.53	B/W - ATV GAS	93133414	Gas/Vehicle Fuel Charges	N
9302	WEX Bank		643.53	1 Transactions			
204	<b>DEPT Total:</b>		<b>741.70</b>	<b>ATV</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
252	DEPT			Corrections			
117	Aitkin County Sheriff 01-252-000-0000-6241		15.25	TABS FOR TRANSPORT CAR 329XZW	B3379540	Registration Fee	N
117	Aitkin County Sheriff		15.25	1 Transactions			
9561	Amazon Business 01-252-000-0000-6430		140.80	SHARPS CONTAINER; PROPEL	1NLV-TCJN-G913	Medical Expense/Supplies - Inmates	N
9561	Amazon Business		140.80	1 Transactions			
9203	AT&T Mobility (Sheriff's) 01-252-000-0000-6220		99.54	DISPATCH CELL, TRANSPORT CELL	11032023	Telephone	N
9203	AT&T Mobility (Sheriff's)		99.54	1 Transactions			
1152	Cook/Steven 01-252-000-0000-6260		550.00	BACKGROUND - PACKER	11102023	Prof Counseling - Inmates	Y
1152	Cook/Steven		550.00	1 Transactions			
88628	Dalco Enterprises 01-252-000-0000-6422		404.94	SOFTNER SALT	4160119	Janitorial Supplies	N
88628	Dalco Enterprises		404.94	1 Transactions			
1775	Galls LLC 01-252-000-0000-6180		93.94	HENRY - PANTS	026043266	Clothing Allowance	N

# Aitkin County



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

1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
<b>1775</b>	<b>Galls LLC</b>		<b>93.94</b>				
				1 Transactions			
15362	<b>GuidePoint Pharmacy #114 Aitkin</b>						
	01-252-000-0000-6430		4,381.09	INMATE RX'S	30	Medical Expense/Supplies - Inmates	N
	01-252-000-0000-6430		203.76	INMATE MEDS	684	Medical Expense/Supplies - Inmates	N
<b>15362</b>	<b>GuidePoint Pharmacy #114 Aitkin</b>		<b>4,584.85</b>				
				2 Transactions			
2340	<b>Hyytinen Hardware Hank</b>						
	01-252-000-0000-6590		25.98	THREADLOCKER; HARDWARE POST 2	13666/1	Repair & Maintenance Supplies	N
	01-252-000-0000-6461		17.98	SPRAY PAINT	13913/1	Jail Supplies	N
	01-252-252-0000-5870		14.97	SANDING BLOCK; SANDPAPER -JAIL	14053/1	Prisoner Welfare Account(Non Tax)	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>		<b>58.93</b>				
				3 Transactions			
10147	<b>Medline Industries, LP</b>						
	01-252-000-0000-6430		65.20	CONTACT LENS CASES	2291682181	Medical Expense/Supplies - Inmates	6
	01-252-000-0000-6430		268.50	MULTI PURPOSE CLEANER; CALCARB	2293360397	Medical Expense/Supplies - Inmates	6
<b>10147</b>	<b>Medline Industries, LP</b>		<b>333.70</b>				
				2 Transactions			
3160	<b>Mille Lacs Energy Coop-Albert Lea</b>						
	01-252-000-0000-6254		319.09	JAIL UTILITIES	345401501	Utilities-Gas and Electric	N
<b>3160</b>	<b>Mille Lacs Energy Coop-Albert Lea</b>		<b>319.09</b>				
				1 Transactions			
3789	<b>Pan-O-Gold Baking Company</b>						
	01-252-000-0000-6418		85.06	BREAD & BUNS	10002423313001	Groceries	N
<b>3789</b>	<b>Pan-O-Gold Baking Company</b>		<b>85.06</b>				
				1 Transactions			
9808	<b>Performance Foodservice</b>						
	01-252-000-0000-6418		30.48	CARROTS	756774	Groceries	N
	01-252-000-0000-6418		49.94	ORANGE JUICE	759327	Groceries	N
	01-252-000-0000-6418		24.97	ORANGE JUICE	764770	Groceries	N
	01-252-000-0000-6418		100.10	POTATO CHIPS; BANANAS BISCUITS	773003	Groceries	N
	01-252-000-0000-6420		13.56	SPATULA	773654	Food Service Supplies	N
	01-252-000-0000-6418		2,318.55	GROCERIES	803799	Groceries	N
<b>9808</b>	<b>Performance Foodservice</b>		<b>2,537.60</b>				
				6 Transactions			
11947	<b>Phoenix Supply</b>						
	01-252-252-0000-6465		1,192.85	INAMTE BOXER; SHIRTS; SOCKS	31747	Inmate Welfare Supplies	N
<b>11947</b>	<b>Phoenix Supply</b>		<b>1,192.85</b>				
				1 Transactions			

# Aitkin County



1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
4010	<b>Rasley Oil Company</b>	01-252-000-0000-6330			338.40	TRANSPORT GAS		AITCOSHERS		Prisoner Transportation & Travel		N
<b>4010</b>	<b>Rasley Oil Company</b>				<b>338.40</b>		1 Transactions					
10771	<b>Regional Diagnostic Radiology</b>	01-252-000-0000-6262			88.99	L.D.F. 09/27/23		1023351533		Contract Service or Medical Service		6
		01-252-000-0000-6262			97.42	L.D.F. - 9/27/23		1194725424		Contract Service or Medical Service		6
		01-252-000-0000-6262			29.74	L.D.F 9/27/23		1598925539		Contract Service or Medical Service		6
<b>10771</b>	<b>Regional Diagnostic Radiology</b>				<b>216.15</b>		3 Transactions					
12930	<b>River Oaks Dental</b>	01-252-000-0000-6262			1,795.00	DENTAL D.W.- ITASCA CO		74436/75822/76326		Contract Service or Medical Service		6
		01-252-000-0000-6262			2,185.00	DENTAL J.W. 9/19 & 10/11		76431/79422		Contract Service or Medical Service		6
<b>12930</b>	<b>River Oaks Dental</b>				<b>3,980.00</b>		2 Transactions					
12598	<b>Scollard/Pat</b>	01-252-252-0000-6465			41.65	SNACKS & CARDS		11152023		Inmate Welfare Supplies		N
<b>12598</b>	<b>Scollard/Pat</b>				<b>41.65</b>		1 Transactions					
86235	<b>The Office Shop Inc</b>	01-252-000-0000-6405			101.83	POST 2 TONER CARTRIDGE		1134271-0		Office Supplies		N
<b>86235</b>	<b>The Office Shop Inc</b>				<b>101.83</b>		1 Transactions					
<b>252</b>	<b>DEPT Total:</b>				<b>15,094.58</b>	<b>Corrections</b>		<b>18 Vendors</b>		<b>30 Transactions</b>		
<b>253</b>	<b>DEPT</b>					<b>Sentence to Serve</b>						
9203	<b>AT&amp;T Mobility (Sheriff's)</b>	01-253-000-0000-6220			38.23	STS AIR CARD		11032023		Telephone		N
<b>9203</b>	<b>AT&amp;T Mobility (Sheriff's)</b>				<b>38.23</b>		1 Transactions					
1430	<b>Dotzler Power Equipment</b>	01-253-000-0000-6415			57.13	MIX GAS; FLAT FILES		35807		Operational Supplies		N
<b>1430</b>	<b>Dotzler Power Equipment</b>				<b>57.13</b>		1 Transactions					
7525	<b>Hometown Bldg Supply</b>	01-253-000-0000-6464			267.68	PLYWOOD; SCREWS; CARD PACK		2310-094137		STS Supplies		N
<b>7525</b>	<b>Hometown Bldg Supply</b>				<b>267.68</b>		1 Transactions					
2340	<b>Hyytinen Hardware Hank</b>											

# Aitkin County



1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	01-253-000-0000-6415		20.57	COLD SHUTS; LAP LINKS	13550/1	Operational Supplies	N
	01-253-000-0000-6464		8.50	HARDWARE	13677/1	STS Supplies	N
	01-253-000-0000-6464		15.98	12"PVC	14118/1	STS Supplies	N
	01-253-000-0000-6464		5.99	TAPE CLEAN RELEASE	14169/1	STS Supplies	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>		<b>51.04</b>	<b>4 Transactions</b>			
4010	<b>Rasley Oil Company</b>						
	01-253-000-0000-6335		291.82	STS GAS	AITCOSHERS	Gas/Vehicle Fuel Charges	N
<b>4010</b>	<b>Rasley Oil Company</b>		<b>291.82</b>	<b>1 Transactions</b>			
<b>253</b>	<b>DEPT Total:</b>		<b>705.90</b>	<b>Sentence to Serve</b>	<b>5 Vendors</b>	<b>8 Transactions</b>	
<b>257</b>	<b>DEPT</b>			<b>Community Corrections</b>			
14563	<b>Anoka County Corrections</b>						
	01-257-255-0000-6269		607.83	JUV DET SECURE RX ONLY GWG	920-1000002-1	Juvenile Detention	N
				10/01/2023 10/31/2023			
<b>14563</b>	<b>Anoka County Corrections</b>		<b>607.83</b>	<b>1 Transactions</b>			
783	<b>Canon Financial Services, Inc</b>						
	01-257-000-0000-6342		104.86	CANON COPIER CONTRACT	31553169	Office Equipment Rental/Contracts	N
				11/20/2023 12/19/2023			
<b>783</b>	<b>Canon Financial Services, Inc</b>		<b>104.86</b>	<b>1 Transactions</b>			
11997	<b>Minnesota Monitoring, Inc</b>						
	01-257-267-0000-6342		1,617.75	EHM RENTAL COSTS	14136	Office Equipment Rental/Contracts	N
				05/01/2023 05/31/2023			
	01-257-267-0000-6342		2,621.00	EHM RENTAL COSTS	14311	Office Equipment Rental/Contracts	N
				10/01/2023 10/31/2023			
<b>11997</b>	<b>Minnesota Monitoring, Inc</b>		<b>4,238.75</b>	<b>2 Transactions</b>			
13062	<b>Prairie Lakes Youth Programs - Secure</b>						
	01-257-255-0000-6269		441.00	JUV SEC DET RX ONLY GWG	1737-269-1	Juvenile Detention	N
				10/01/2023 10/01/2023			
<b>13062</b>	<b>Prairie Lakes Youth Programs - Secure</b>		<b>441.00</b>	<b>1 Transactions</b>			
4010	<b>Rasley Oil Company</b>						
	01-257-000-0000-6335		18.92	ADMIN FUEL	AITCOPROS OCT	Gas/Vehicle Fuel Charges	N
	01-257-251-0000-6335		18.92	TRAINING FUEL	AITCOPROS OCT	Gas/Vehicle Fuel Charges	N
	01-257-255-0000-6335		24.97	JUVENILE AGENT FUEL	AITCOPROS OCT	Gas/Vehicle Fuel Charges	N

# Aitkin County



1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	01-257-257-0000-6335		37.53	ADULT AGENT FUEL	AITCOPROS OCT	Gas/Vehicle Fuel Charges	N
	01-257-258-0000-6335		85.21	SOBRIETY COURT AGENT FUEL	AITCOPROS OCT	Gas/Vehicle Fuel Charges	N
<b>4010</b>	<b>Rasley Oil Company</b>		<b>185.55</b>	<b>5 Transactions</b>			
9489	Redwood Toxicology Laboratory, Inc						
	01-257-267-0000-6274		13.70	DRUG TESTING LAB COSTS	022399202310	Drug Testing Fee	6
				10/01/2023 10/31/2023			
<b>9489</b>	<b>Redwood Toxicology Laboratory, Inc</b>		<b>13.70</b>	<b>1 Transactions</b>			
9360	Redwood Toxicology Laboratory, Inc.						
	01-257-267-0000-6274		1,257.76	DRUG TESTING SUPPLIES	811801	Drug Testing Fee	N
				11/10/2023 11/10/2023			
<b>9360</b>	<b>Redwood Toxicology Laboratory, Inc.</b>		<b>1,257.76</b>	<b>1 Transactions</b>			
<b>257</b>	<b>DEPT Total:</b>		<b>6,849.45</b>	<b>Community Corrections</b>	<b>7 Vendors</b>	<b>12 Transactions</b>	
<b>280</b>	DEPT			Emergency Management			
	9302 WEX Bank						
	01-280-000-0000-6335		45.26	EM TRAINING 227	93133414	Gas/Vehicle Fuel Charges	N
<b>9302</b>	<b>WEX Bank</b>		<b>45.26</b>	<b>1 Transactions</b>			
<b>280</b>	<b>DEPT Total:</b>		<b>45.26</b>	<b>Emergency Management</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>391</b>	DEPT			Solid Waste			
	170 Aitkin Motor Company						
	01-391-000-0000-6302		55.37	2018 FORD ESCAPE	45634	Vehicle Maintenance	N
<b>170</b>	<b>Aitkin Motor Company</b>		<b>55.37</b>	<b>1 Transactions</b>			
15239	AT&T Mobility (P&Z)						
	01-391-000-0000-6220		44.73	MONTHLY CELLULAR CHARGES	287301120814	Telephone	N
				09/26/2023 10/25/2023			
<b>15239</b>	<b>AT&amp;T Mobility (P&amp;Z)</b>		<b>44.73</b>	<b>1 Transactions</b>			
4010	Rasley Oil Company						
	01-391-000-0000-6335		22.11	MONTHLY FUEL CHARGES	AITCOZOS	Gas/Vehicle Fuel Charges	N
				10/01/2023 10/31/2023			
<b>4010</b>	<b>Rasley Oil Company</b>		<b>22.11</b>	<b>1 Transactions</b>			

# Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
11507	Waste Management of Minnesota, Inc 01-391-060-0000-6360		14,364.26	MONTHLY RECYCLING CONTRACT 10/01/2023 10/31/2023	010847328084	Recycling Contract	N
<b>11507</b>	<b>Waste Management of Minnesota, Inc</b>		<b>14,364.26</b>	<b>1 Transactions</b>			
<b>391</b>	<b>DEPT Total:</b>		<b>14,486.47</b>	<b>Solid Waste</b>	<b>4 Vendors</b>	<b>4 Transactions</b>	
<b>601</b>	DEPT			Extension			
10850	Carlson/David L 01-601-000-0000-6379		26.20	EXT MILEAGE	11062023	Extension Committee Expense(Not PerD	N
	01-601-000-0000-6278		35.00	EXT MEETING	110623	Advisory Board/Committee Per Diem	Y
<b>10850</b>	<b>Carlson/David L</b>		<b>61.20</b>	<b>2 Transactions</b>			
9440	Dotzler/Sharon A 01-601-000-0000-6278		35.00	EXT MEETING	11062023	Advisory Board/Committee Per Diem	Y
<b>9440</b>	<b>Dotzler/Sharon A</b>		<b>35.00</b>	<b>1 Transactions</b>			
91345	Elvecrog/Roberta C 01-601-000-0000-6278		35.00	EXT MEETING	11062023	Advisory Board/Committee Per Diem	Y
<b>91345</b>	<b>Elvecrog/Roberta C</b>		<b>35.00</b>	<b>1 Transactions</b>			
12045	Janzen/Joy 01-601-000-0000-6278		35.00	EXT MEETING	11062023	Advisory Board/Committee Per Diem	Y
	01-601-000-0000-6379		11.79	EXT MILEAGE	11062023	Extension Committee Expense(Not PerD	N
<b>12045</b>	<b>Janzen/Joy</b>		<b>46.79</b>	<b>2 Transactions</b>			
14813	Joerger, Rebecca 01-601-000-0000-6278		35.00	EXT MEETING	11062023	Advisory Board/Committee Per Diem	Y
	01-601-000-0000-6379		20.96	EXT MILEAGE	11062023	Extension Committee Expense(Not PerD	N
<b>14813</b>	<b>Joerger, Rebecca</b>		<b>55.96</b>	<b>2 Transactions</b>			
90853	Mickelson/Bonnie H 01-601-000-0000-6278		35.00	EXT MTG	11062023	Advisory Board/Committee Per Diem	Y
<b>90853</b>	<b>Mickelson/Bonnie H</b>		<b>35.00</b>	<b>1 Transactions</b>			
<b>601</b>	<b>DEPT Total:</b>		<b>268.95</b>	<b>Extension</b>	<b>6 Vendors</b>	<b>9 Transactions</b>	
<b>711</b>	DEPT			Economic Development			



# Aitkin County



1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
9718	Jeffers/Mark R							
	01-711-000-0000-6335			21.82	FUEL REIMBUREMENT VEHICLE 7	11082023	Gas/Vehicle Fuel Charges	N
<b>9718</b>	<b>Jeffers/Mark R</b>			<b>21.82</b>	1 Transactions			
3195	MCCC LOCKBOX							
	01-711-000-0000-6266			77.60	ECON DEV / ACROBAT PRO	2311003	Data Processing/Computer Services	N
					11/10/2023 11/09/2024			
<b>3195</b>	<b>MCCC LOCKBOX</b>			<b>77.60</b>	1 Transactions			
711	<b>DEPT Total:</b>			<b>99.42</b>	<b>Economic Development</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
1	<b>Fund Total:</b>			<b>123,974.82</b>	<b>General Fund</b>		<b>177 Transactions</b>	

WLB1  
11/17/23 2:25PM

# Aitkin County



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

**2** Reserves Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
200	DEPT		Enforcement			
	50 Aitkin Body Shop, Inc					
	02-200-028-0000-6620		225 RUNNING BOARDS	15839	Sheriff Enforcement/Squad Cars	N
	50 Aitkin Body Shop, Inc			1 Transactions		
200	<b>DEPT Total:</b>		<b>809.85 Enforcement</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
2	<b>Fund Total:</b>		<b>809.85 Reserves Fund</b>		<b>1 Transactions</b>	

# Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
301	DEPT			R&B Administration			
11406	Innovative Office Solutions, LLC 03-301-000-0000-6405		146.64	OFFICE SUPPLIES	IN4382885	Office Supplies	N
<b>11406</b>	<b>Innovative Office Solutions, LLC</b>		<b>146.64</b>	<b>1 Transactions</b>			
3195	MCCC LOCKBOX 03-301-000-0000-6266		310.40	R&B / ACROBAT PRO 11/10/2023 11/09/2024	2311003	Data Processing/Computer Services	N
<b>3195</b>	<b>MCCC LOCKBOX</b>		<b>310.40</b>	<b>1 Transactions</b>			
3247	MCEA 03-301-000-0000-6241		225.00	2024 MCEA ANNUAL CONF - WELLE		Meeting/Conference Registration Fee	N
<b>3247</b>	<b>MCEA</b>		<b>225.00</b>	<b>1 Transactions</b>			
5097	Welle/John Thomas 03-301-000-0000-6332 03-301-000-0000-6339		530.61 32.48	MCEA CONFERENCE LODGING MCEA CONFERENCE MEAL	MCEA MCEA	Hotel/Motel Lodging Meals (Overnight)	N N
<b>5097</b>	<b>Welle/John Thomas</b>		<b>563.09</b>	<b>2 Transactions</b>			
<b>301</b>	<b>DEPT Total:</b>		<b>1,245.13</b>	<b>R&amp;B Administration</b>	<b>4 Vendors</b>	<b>5 Transactions</b>	
302	DEPT			R&B Engineering/Construction			
11985	Kazmerzak/Paul 03-302-000-0000-6181		174.99	WORK BOOT REIMBURSEMENT	BEARTOOTH TRUE	Safety Footwear Allowance	N
<b>11985</b>	<b>Kazmerzak/Paul</b>		<b>174.99</b>	<b>1 Transactions</b>			
<b>302</b>	<b>DEPT Total:</b>		<b>174.99</b>	<b>R&amp;B Engineering/Construction</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
303	DEPT			R&B Highway Maintenance			
50	Aitkin Body Shop, Inc 03-303-000-0000-6590 03-303-000-0000-6590		537.98 120.00	REPAIR PARTS REPAIR LABOR	15935 15935	Repair & Maintenance Supplies Repair & Maintenance Supplies	N N
<b>50</b>	<b>Aitkin Body Shop, Inc</b>		<b>657.98</b>	<b>2 Transactions</b>			
195	Aitkin Tire Shop 03-303-000-0000-6590 03-303-000-0000-6590 03-303-000-0000-6590		68.00 70.00 62.00	REPAIR LABOR REPAIR LABOR TIRE	0-062796 0-062805 0-062830	Repair & Maintenance Supplies Repair & Maintenance Supplies Repair & Maintenance Supplies	Y Y Y

# Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
195	Aitkin Tire Shop		240.00	REPAIR LABOR	0-062830	Repair & Maintenance Supplies	Y
				4 Transactions			
9561	Amazon Business						
	03-303-000-0000-6590		149.99	REPAIR PARTS	17T9-4JHY-X3PD	Repair & Maintenance Supplies	N
9561	Amazon Business		149.99				
				1 Transactions			
7916	AT&T Mobility (R&B)						
	03-303-000-0000-6220		38.23	PAULS IPAD SVC	ACCT 287303768387	Telephone	N
	03-303-000-0000-6220		38.23	MIKE LAPTOP SVC	ACCT 287303768387	Telephone	N
	03-303-000-0000-6220		38.23	CAROL LAPTOP SVC	ACCT 287303768387	Telephone	N
7916	AT&T Mobility (R&B)		114.69				
				3 Transactions			
13725	Beartooth True Value						
	03-303-000-0000-6521		44.99	MAILBOX REPAIR	A141223	Maintenance Supplies	N
	03-303-000-0000-6590		70.18	REPAIR PARTS	A144426	Repair & Maintenance Supplies	N
13725	Beartooth True Value		115.17				
				2 Transactions			
14887	Cintas Corporation						
	03-303-000-0000-6360		15.16	SHOP LAUNDRY	4173110702	Services, Labor, Contracts	N
	03-303-000-0000-6360		14.98	SHOP LAUNDRY	4173858338	Services, Labor, Contracts	N
14887	Cintas Corporation		30.14				
				2 Transactions			
1115	Contech Engineered Solutions, LLC						
	03-303-000-0000-6417		1,378.12	30" CULVERT	27335152	Shop/Building Maintenance	N
1115	Contech Engineered Solutions, LLC		1,378.12				
				1 Transactions			
5893	CTC						
	03-303-000-0000-6254		350.00	HIGH SPEED INTERNET	21301825	Utilities-Gas and Electric	N
5893	CTC		350.00				
				1 Transactions			
7920	Dixon Mechanical Electric, LLP						
	03-303-000-0000-6590		334.65	REPAIR PARTS	7833	Repair & Maintenance Supplies	Y
7920	Dixon Mechanical Electric, LLP		334.65				
				1 Transactions			
7060	Federated Co-Ops Inc.						
	03-303-000-0000-6423		524.80	MCGRATH SHOP PROPANE	1968518	Fuel for Buildings	N
7060	Federated Co-Ops Inc.		524.80				
				1 Transactions			

# Aitkin County



3 Road & Bridge

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
1880	<b>Gravelle Plumbing &amp; Heating, Inc</b>						
	03-303-000-0000-6417		234.72	MCGRATH SHOP	94650	Shop/Building Maintenance	N
<b>1880</b>	<b>Gravelle Plumbing &amp; Heating, Inc</b>		<b>234.72</b>	1 Transactions			
10047	<b>HUFFMAN SPRINGS &amp; U-BOLTS CORPORA</b>						
	03-303-000-0000-6590		0.40	REPAIR PARTS	10653	Repair & Maintenance Supplies	N
<b>10047</b>	<b>HUFFMAN SPRINGS &amp; U-BOLTS CORPORA</b>		<b>0.40</b>	1 Transactions			
2340	<b>Hyytinen Hardware Hank</b>						
	03-303-000-0000-6417		12.99	AITKIN SHOP	CUST NO 2054	Shop/Building Maintenance	N
	03-303-000-0000-6417		7.49	AITKIN SHOP SUPPLIES	CUST NO 2054	Shop/Building Maintenance	N
	03-303-000-0000-6417		41.97	AITKIN SHOP SUPPLIES	CUST NO 2054	Shop/Building Maintenance	N
	03-303-000-0000-6417		11.96	SWATARA SHOP SUPPLIES	CUST NO 2054	Shop/Building Maintenance	N
	03-303-000-0000-6417		17.96	MCGRATH SHOP	CUST NO 2054	Shop/Building Maintenance	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>		<b>92.37</b>	5 Transactions			
91187	<b>Lake Country Power</b>						
	03-303-000-0000-6254		112.01	OCT 23 JACOBSON	1400073000	Utilities-Gas and Electric	N
	03-303-000-0000-6254		100.87	OCT 23 SWATARA	140946401	Utilities-Gas and Electric	N
	03-303-000-0000-6254		62.00	OCT 23 CSAH 6	143093502	Utilities-Gas and Electric	N
<b>91187</b>	<b>Lake Country Power</b>		<b>274.88</b>	3 Transactions			
2831	<b>Little Falls Machine Inc</b>						
	03-303-000-0000-6590		141.85	REPAIR PARTS	369363	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		141.85	REPAIR PARTS	369363	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		141.85	REPAIR PARTS	369363	Repair & Maintenance Supplies	N
<b>2831</b>	<b>Little Falls Machine Inc</b>		<b>425.55</b>	3 Transactions			
2941	<b>M R Sign Co Inc</b>						
	03-303-000-0000-6516		1,562.00	RESIDENTIAL E911 SIGN POSTS	222218	Signs & Posts	N
<b>2941</b>	<b>M R Sign Co Inc</b>		<b>1,562.00</b>	1 Transactions			
3100	<b>McGregor Oil</b>						
	03-303-000-0000-6570		2,901.16	SWATARA DIESEL	0-14645	Motor Fuel & Lubricants	N
<b>3100</b>	<b>McGregor Oil</b>		<b>2,901.16</b>	1 Transactions			
8527	<b>Midstates Equipment &amp; Supply, Inc.</b>						
	03-303-000-0000-6517		1,997.50	MASTIC MELTER RENTAL	223852	Asphalt,Crackfiller,Tack Oil,Etc	N
	03-303-000-0000-6517		1,997.50	MASTIC MELTER RENTAL	223852	Asphalt,Crackfiller,Tack Oil,Etc	N

# Aitkin County



3 Road & Bridge

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
<b>8527</b>	<b>Midstates Equipment &amp; Supply, Inc.</b>				<b>3,995.00</b>							
									2 Transactions			
9179	<b>NORTH CENTRAL INTERNATIONAL, LLC</b>											
	03-303-000-0000-6590				74.74	REPAIR PARTS		X220078607:01		Repair & Maintenance Supplies		Y
	03-303-000-0000-6590				245.03	REPAIR PARTS		X220078685:01		Repair & Maintenance Supplies		Y
<b>9179</b>	<b>NORTH CENTRAL INTERNATIONAL, LLC</b>				<b>319.77</b>							
									2 Transactions			
8436	<b>Northland Parts</b>											
	03-303-000-0000-6590				202.37	REPAIR PARTS		476136		Repair & Maintenance Supplies		N
<b>8436</b>	<b>Northland Parts</b>				<b>202.37</b>							
									1 Transactions			
10720	<b>Nuss Truck Group Inc</b>											
	03-303-000-0000-6590				64.68	REPAIR PARTS		PSO054934-1		Repair & Maintenance Supplies		N
	03-303-000-0000-6590				156.76	REPAIR PARTS		PSO055229-1		Repair & Maintenance Supplies		N
	03-303-000-0000-6590				42.14	REPAIR PARTS-FILTERS		PSO056493-1		Repair & Maintenance Supplies		N
	03-303-000-0000-6590				42.14	REPAIR PARTS-FILTERS		PSO056493-1		Repair & Maintenance Supplies		N
	03-303-000-0000-6590				42.14	REPAIR PARTS-FILTERS		PSO056493-1		Repair & Maintenance Supplies		N
	03-303-000-0000-6590				42.14	REPAIR PARTS-FILTERS		PSO056493-1		Repair & Maintenance Supplies		N
	03-303-000-0000-6590				42.14	REPAIR PARTS-FILTERS		PSO056493-1		Repair & Maintenance Supplies		N
	03-303-000-0000-6590				50.70	REPAIR PARTS-FILTERS		PSO056493-1		Repair & Maintenance Supplies		N
	03-303-000-0000-6590				48.77	REPAIR PARTS-FILTERS		PSO056493-1		Repair & Maintenance Supplies		N
<b>10720</b>	<b>Nuss Truck Group Inc</b>				<b>531.61</b>							
									9 Transactions			
14861	<b>Parman Energy Group</b>											
	03-303-000-0000-6570				90.83	REPAIR PARTS-DEF		0169297-IN		Motor Fuel & Lubricants		N
	03-303-000-0000-6570				90.83	REPAIR PARTS-DEF		0169297-IN		Motor Fuel & Lubricants		N
	03-303-000-0000-6570				90.82	REPAIR PARTS-DEF		0169297-IN		Motor Fuel & Lubricants		N
	03-303-000-0000-6570				42.12	REPAIR PARTS-DEF		0169304-IN		Motor Fuel & Lubricants		N
	03-303-000-0000-6570				42.12	REPAIR PARTS-DEF		0169304-IN		Motor Fuel & Lubricants		N
	03-303-000-0000-6570				42.12	REPAIR PARTS-DEF		0169304-IN		Motor Fuel & Lubricants		N
	03-303-000-0000-6570				42.12	REPAIR PARTS-DEF		0169304-IN		Motor Fuel & Lubricants		N
	03-303-000-0000-6570				57.55	REPAIR PARTS-DEF		0169306-IN		Motor Fuel & Lubricants		N
	03-303-000-0000-6570				57.54	REPAIR PARTS-DEF		0169306-IN		Motor Fuel & Lubricants		N
	03-303-000-0000-6570				57.55	REPAIR PARTS-DEF		0169306-IN		Motor Fuel & Lubricants		N
	03-303-000-0000-6570				100.67	REPAIR PARTS-DEF		0169308-IN		Motor Fuel & Lubricants		N
	03-303-000-0000-6570				100.67	REPAIR PARTS-DEF		0169308-IN		Motor Fuel & Lubricants		N
	03-303-000-0000-6570				100.67	REPAIR PARTS-DEF		0169308-IN		Motor Fuel & Lubricants		N
	03-303-000-0000-6570				100.68	REPAIR PARTS-DEF		0169308-IN		Motor Fuel & Lubricants		N
	03-303-000-0000-6570				100.67	REPAIR PARTS-DEF		0169308-IN		Motor Fuel & Lubricants		N

# Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		03-303-000-0000-6570			1,381.38	MOTOR OIL		169297A-IN		Motor Fuel & Lubricants		N
<b>14861</b>	<b>Parman Energy Group</b>				<b>2,498.34</b>		<b>16</b> Transactions					
8537	<b>Powerplan OIB</b>	03-303-000-0000-6590			49.62	REPAIR PARTS		2282182		Repair & Maintenance Supplies		N
<b>8537</b>	<b>Powerplan OIB</b>				<b>49.62</b>		<b>1</b> Transactions					
15211	<b>Quality Disposal Systems Inc</b>	03-303-000-0000-6255			70.79	GARBAGE: MCGRATH		ACCT 1652085		Garbage		N
<b>15211</b>	<b>Quality Disposal Systems Inc</b>				<b>70.79</b>		<b>1</b> Transactions					
4070	<b>Riley Auto Supply</b>	03-303-000-0000-6417			95.46	SWATARA SHOP		ACCT 2716		Shop/Building Maintenance		N
		03-303-000-0000-6590			130.00	REPAIR PARTS		ACCT 2716		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			227.19	REPAIR PARTS		ACCT 2716		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			24.18	REPAIR PARTS		ACCT 2716		Repair & Maintenance Supplies		N
<b>4070</b>	<b>Riley Auto Supply</b>				<b>476.83</b>		<b>4</b> Transactions					
90805	<b>Temco</b>	03-303-000-0000-6590			18.00	REPAIR PARTS		28303		Repair & Maintenance Supplies		Y
		03-303-000-0000-6590			38.00	REPAIR PARTS		28312		Repair & Maintenance Supplies		Y
		03-303-000-0000-6590			20.00	REPAIR LABOR		28312		Repair & Maintenance Supplies		Y
<b>90805</b>	<b>Temco</b>				<b>76.00</b>		<b>3</b> Transactions					
13934	<b>The Tire Barn</b>	03-303-000-0000-6590			104.00	REPAIR LABOR		70396		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			600.00	TIRES		70396		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			153.98	REPAIR PARTS		70396		Repair & Maintenance Supplies		N
<b>13934</b>	<b>The Tire Barn</b>				<b>857.98</b>		<b>3</b> Transactions					
12788	<b>Timmer Implement of Aitkin</b>	03-303-000-0000-6590			246.03	REPAIR PARTS		IA24754		Repair & Maintenance Supplies		N
<b>12788</b>	<b>Timmer Implement of Aitkin</b>				<b>246.03</b>		<b>1</b> Transactions					
6097	<b>Verizon Wireless</b>	03-303-000-0000-6220			454.90	DEPT CELL PHONES		9948262101		Telephone		N
<b>6097</b>	<b>Verizon Wireless</b>				<b>454.90</b>		<b>1</b> Transactions					
9642	<b>WEX BANK - Highway Dept</b>											

# Aitkin County



3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	03-303-000-0000-6417		42.26	GASOLINE	0496-00-360070-7	Shop/Building Maintenance	N
	03-303-000-0000-6570		132.28	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		41.63	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		155.66	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		79.28	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		71.55	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		422.37	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		175.57	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		88.80	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		173.01	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		111.34	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		610.30	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		507.63	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		118.17	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		292.79	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		173.54	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		534.34	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		172.42	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		220.31	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		104.27-	REBATE	0496-00-360070-7	Motor Fuel & Lubricants	N
<b>9642</b>	<b>WEX BANK - Highway Dept</b>		<b>4,018.98</b>		<b>20</b> Transactions		
5295	<b>Ziegler Inc</b>						
	03-303-000-0000-6521		983.33	MILLING BLACKTOP RENTAL	IN001246986	Maintenance Supplies	N
	03-303-000-0000-6521		983.33	MILLING BLACKTOP RENTAL	IN001246986	Maintenance Supplies	N
	03-303-000-0000-6521		983.34	MILLING BLACKTOP RENTAL	IN001246986	Maintenance Supplies	N
<b>5295</b>	<b>Ziegler Inc</b>		<b>2,950.00</b>		<b>3</b> Transactions		
<b>303</b>	<b>DEPT Total:</b>		<b>26,134.84</b>	<b>R&amp;B Highway Maintenance</b>	<b>31 Vendors</b>	<b>100 Transactions</b>	
<b>307</b>	DEPT			R&B Capital Infrastructure			
86222	<b>Aitkin Independent Age</b>						
	03-307-000-0000-6230		104.63	AD FOR BID	1352149	Printing, Publishing & Adv	Y
	03-307-000-0000-6230		104.63	AD FOR BID	1352152	Printing, Publishing & Adv	Y
	03-307-000-0000-6230		116.25	AD FOR BID	1352348	Printing, Publishing & Adv	Y
<b>86222</b>	<b>Aitkin Independent Age</b>		<b>325.51</b>		<b>3</b> Transactions		



WLB1  
11/17/23 2:25PM

# Aitkin County



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

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>	
307	<b>DEPT Total:</b>		325.51	R&B Capital Infrastructure	1 Vendors	3 Transactions	
3	<b>Fund Total:</b>		27,880.47	Road & Bridge		109 Transactions	

WLB1  
 11/17/23 2:25PM  
 4 Unorganized Townships

# Aitkin County

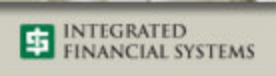


Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
422	DEPT		Unorganized Fire			
	176 City Of Palisade					
	04-422-000-0000-6801		2024 FIRE PROT UNORG 49-27	2024 FIRE 49-27	Appropriations	N
	04-422-000-0000-6801		2024 FIRE PROT UNORG 50-25	2024 FIRE 50-25	Appropriations	N
	04-422-000-0000-6801		2024 FIRE PROT UNORG 50-26	2024 FIRE 50-26	Appropriations	N
	04-422-000-0000-6801		2024 FIRE PROT UNORG 50-27	2024 FIRE 50-27	Appropriations	N
	04-422-000-0000-6801		2024 FIRE PROT UNORG 51-25	2024 FIRE 51-25	Appropriations	N
	<b>176 City Of Palisade</b>		<b>9,202.69</b>	<b>5 Transactions</b>		
422	<b>DEPT Total:</b>		<b>9,202.69</b>	<b>Unorganized Fire</b>	<b>1 Vendors</b>	<b>5 Transactions</b>
4	<b>Fund Total:</b>		<b>9,202.69</b>	<b>Unorganized Townships</b>		<b>5 Transactions</b>

# Aitkin County

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



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
89185	Bethesda Lutheran Church Of Malmo 05-400-410-0413-6342		45.00	WIC CLINIC RENT 07/01/2023 09/30/2023		WIC Space Rentals	N
<b>89185</b>	<b>Bethesda Lutheran Church Of Malmo</b>		<b>45.00</b>	<b>1 Transactions</b>			
783	Canon Financial Services, Inc 05-400-440-0410-6342		38.75	MAILROOM COPIER CONTRACT 11/01/2023 11/30/2023	31586990	Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		25.20	OSS COPIER CONTRACT 11/01/2023 11/30/2023	31586993	Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		288.36	PH COPIER CONTRACT 11/01/2023 11/30/2023	31586994	Office Equipment Rental/Contracts	N
<b>783</b>	<b>Canon Financial Services, Inc</b>		<b>352.31</b>	<b>3 Transactions</b>			
11051	Department of Human Services 05-400-440-0410-6360		866.67	MERIT SYSTEM QE 12/31/23 10/01/2023 12/31/2023	A300MR0124B	Services, Labor, Contracts	N
<b>11051</b>	<b>Department of Human Services</b>		<b>866.67</b>	<b>1 Transactions</b>			
9590	FFF Enterprises 05-400-400-0402-6432		24.93	FLU VACCINE-REM. BALANCE 11/14/2023 11/14/2023	92105719	Vaccine Cost	N
	05-400-400-0402-6432		5,692.34	COVID VACCINE 10/25/2023 10/25/2023	92195489	Vaccine Cost	N
<b>9590</b>	<b>FFF Enterprises</b>		<b>5,717.27</b>	<b>2 Transactions</b>			
3195	MCCC LOCKBOX 05-400-440-0410-6266		232.80	PUBLIC HEALTH / ACROBAT PRO 11/10/2023 11/09/2024	2311003	Software Fees/License Fees	N
	05-400-440-0410-6266		54.32	HHS SOFT / ACROBAT PRO 11/10/2023 11/09/2024	2311003	Software Fees/License Fees	N
<b>3195</b>	<b>MCCC LOCKBOX</b>		<b>287.12</b>	<b>2 Transactions</b>			
90318	McKesson Medical 05-400-400-0402-6432		2,302.07	COVID VACCINE 10/29/2023 10/29/2023	21282420	Vaccine Cost	N
<b>90318</b>	<b>McKesson Medical</b>		<b>2,302.07</b>	<b>1 Transactions</b>			

# Aitkin County

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



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3336	Office Of MN. IT Services 05-400-440-0410-6360		29.84	LANGUAGE SERVICES 10/09/2023 10/31/2023	W23100400	Services, Labor, Contracts	N
<b>3336</b>	<b>Office Of MN. IT Services</b>		<b>29.84</b>	<b>1 Transactions</b>			
<b>400</b>	<b>DEPT Total:</b>		<b>9,600.28</b>	<b>Public Health Department</b>	<b>7 Vendors</b>	<b>11 Transactions</b>	
<b>420</b>	<b>DEPT</b>			<b>Income Maintenance</b>			
88284	Aitkin Co Recorder 05-420-650-4800-6800		13.00	MA ESTATE DEATH CERTIFICATE 11/15/2023 11/15/2023	104555	Program Expenses Direct Charge Ffp	N
<b>88284</b>	<b>Aitkin Co Recorder</b>		<b>13.00</b>	<b>1 Transactions</b>			
9608	AMAZON CAPITAL SERVICES (HHS only) 05-420-600-4800-6405		63.99	IM - KEYBOARD (KD) 11/03/2023 11/03/2023	1NKN-QTY3-61TM	Office Supplies	N
<b>9608</b>	<b>AMAZON CAPITAL SERVICES (HHS only)</b>		<b>63.99</b>	<b>1 Transactions</b>			
783	Canon Financial Services, Inc 05-420-640-4800-6342		120.14	CS COPIER CONTRACT 11/01/2023 11/30/2023	31586989	Office Equipment Rental/Contracts	N
	05-420-600-4800-6342		91.34	MAILROOM COPIER CONTRACT 11/01/2023 11/30/2023	31586990	Office Equipment Rental/Contracts	N
	05-420-600-4800-6342		59.39	OSS COPIER CONTRACT 11/01/2023 11/30/2023	31586993	Office Equipment Rental/Contracts	N
<b>783</b>	<b>Canon Financial Services, Inc</b>		<b>270.87</b>	<b>3 Transactions</b>			
11051	Department of Human Services 05-420-650-4400-6025		216.27	MA MH TCM CV 09/01/2023 09/30/2023	A300MM1S011	State/Fed Share - MA Program	N
	05-420-650-4400-6025		2,902.55	MA LTC UN 65 09/01/2023 09/30/2023	A300MM1S011	State/Fed Share - MA Program	N
	05-420-650-4400-6025		413.86	G8 LTC LT65 CY20 09/01/2023 09/30/2023	A300MM1S011	State/Fed Share - MA Program	N
	05-420-650-4400-6026		500.67	MA AX ESTATE COLLECTIONS-CY18 09/01/2023 09/30/2023	A300MM1S011	State/Fed Share - MA Estate	N
	05-420-650-4400-6026		1,541.53	MA ESTATE COLLECTIONS - FED 09/01/2023 09/30/2023	A300MM1S011	State/Fed Share - MA Estate	N
	05-420-650-4400-6026		2,344.61	CV MA ESTATE COLL - FED	A300MM1S011	State/Fed Share - MA Estate	N

# Aitkin County

## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	05-420-650-4400-6026		15,687.44	MA AX ESTATE COLLECTIONS - FED 09/01/2023 09/30/2023	A300MM1S011	State/Fed Share - MA Estate	N
	05-420-650-4400-6026		770.76	MA ESTATE COLLECTIONS - STATE 09/01/2023 09/30/2023	A300MM1S011	State/Fed Share - MA Estate	N
	05-420-650-4400-6026		884.70	CV MA ESTATE COLL - STATE 09/01/2023 09/30/2023	A300MM1S011	State/Fed Share - MA Estate	N
	05-420-600-4800-6360		2,042.86	MERIT SYSTEM QE 12/31/23 10/01/2023 12/31/2023	A300MR0124B	Services, Labor, Contracts	N
	05-420-610-4100-6011		114.00	MAXIS MFIP RECOV TANF 08/01/2023 08/31/2023	A300MX01246I	County Share-Afdc/Mfip	N
	05-420-620-4100-6011		71.50	MAXIS GA RECOVERIES 08/01/2023 08/31/2023	A300MX01246I	County Share - Ga	N
	05-420-620-4100-6011		50.00	MAXIS GRH RECOVERIES 08/01/2023 08/31/2023	A300MX01246I	County Share - Ga	N
	05-420-630-4100-6011		41.19	MAXIS FS RECOVERIES 08/01/2023 08/31/2023	A300MX01246I	County Share-Food Support	N
<b>11051</b>	<b>Department of Human Services</b>		<b>27,581.94</b>		<b>14</b> Transactions		
3195	<b>MCCC LOCKBOX</b>						
	05-420-600-4800-6266		155.20	INCOME MAINT / ACROBAT PRO 11/10/2023 11/09/2024	2311003	Software Fees/License Fees	N
	05-420-600-4800-6266		128.04	HHS SOFT / ACROBAT PRO 11/10/2023 11/09/2024	2311003	Software Fees/License Fees	N
	05-420-640-4800-6266		310.40	CHILD SUPPORT / ACROBAT PRO 11/10/2023 11/09/2024	2311003	Software Fees/License Fees	N
<b>3195</b>	<b>MCCC LOCKBOX</b>		<b>593.64</b>		<b>3</b> Transactions		
9456	<b>Meger/Shanda</b>						
	05-420-650-4400-6022		24.20	CEHI DENTAL FOR 11/15 11/15/2023 11/15/2023	519689572	MA CEHI Reimbursement	N
	05-420-650-4400-6022		276.25	CEHI MEDICAL FOR 11/23 11/15/2023 11/15/2023	644908766	MA CEHI Reimbursement	N
	05-420-650-4400-6022		3.86	CEHI VISION FOR 11/15 11/15/2023 11/15/2023	822879575	MA CEHI Reimbursement	N
<b>9456</b>	<b>Meger/Shanda</b>		<b>304.31</b>		<b>3</b> Transactions		
3336	<b>Office Of MN. IT Services</b>						
	05-420-600-4800-6360		70.34	LANGUAGE SERVICES	W23100400	Services, Labor, Contracts	N

# Aitkin County

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



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3336	Office Of MN. IT Services		70.34	10/09/2023 10/31/2023 1 Transactions			
86474	Sheriff Carlton County 05-420-640-4800-6379		50.00	IV-D SERVICE #001568865001 11/13/2023 11/13/2023 1 Transactions	IN202301599	Other Iv-D Charges	N
86474	Sheriff Carlton County		50.00				
15347	St Louis County - PHHS 05-420-650-4400-6211		375.36	MTM ADMIN FEE NON-FFP 09/12/2023 09/12/2023	IP-00026767	Medical Assistance - MTM Admin	N
	05-420-650-4400-6211		110.40	MTM ADMIN FEE NON-FFP 09/26/2023 09/26/2023 2 Transactions	IP-00026771	Medical Assistance - MTM Admin	N
15347	St Louis County - PHHS		485.76				
420	<b>DEPT Total:</b>		<b>29,433.85</b>	<b>Income Maintenance</b>	<b>9 Vendors</b>	<b>29 Transactions</b>	
430	DEPT			Social Services			
783	Canon Financial Services, Inc 05-430-700-4800-6342		146.70	MAILROOM COPIER CONTRACT 11/01/2023 11/30/2023	31586990	Office Equipment Rental/Contracts	N
	05-430-700-4800-6342		95.38	OSS COPIER CONTRACT 11/01/2023 11/30/2023 2 Transactions	31586993	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		242.08				
11051	Department of Human Services 05-430-700-4800-6360		3,280.95	MERIT SYSTEM QE 12/31/23 10/01/2023 12/31/2023 1 Transactions	A300MR0124B	Services, Labor, Contracts	N
11051	Department of Human Services		3,280.95				
3195	MCCC LOCKBOX 05-430-700-4800-6266		543.20	SOCIAL SERVICES / ACROBAT PRO 11/10/2023 11/09/2024	2311003	Software Fees/License Fees	N
	05-430-700-4800-6266		205.64	HHS SOFT / ACROBAT PRO 11/10/2023 11/09/2024 2 Transactions	2311003	Software Fees/License Fees	N
3195	MCCC LOCKBOX		748.84				
3336	Office Of MN. IT Services 05-430-700-4800-6360		112.97	LANGUAGE SERVICES	W23100400	Services, Labor, Contracts	N

WLB1

11/17/23

2:25PM

# Aitkin County



Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**

Page 34

**5** Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3336	Office Of MN. IT Services		112.97	10/09/2023 - 10/31/2023	1 Transactions	
430	<b>DEPT Total:</b>		4,384.84	<b>Social Services</b>	<b>4 Vendors</b>	<b>6 Transactions</b>
5	<b>Fund Total:</b>		43,418.97	<b>Health &amp; Human Services</b>		<b>46 Transactions</b>

WLB1  
11/17/23 2:25PM

# Aitkin County



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

9 State

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>	
0	DEPT			Undesignated			
	4580 Mn Dept Of Finance						
	09-000-000-0000-2030		540.00	MONTHLY MARRIAGE REPORTING	OCTOBER 2023	State Fees, Assessments & Surcharges	N
	4580 Mn Dept Of Finance		540.00	1 Transactions			
0	<b>DEPT Total:</b>		<b>540.00</b>	<b>Undesignated</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
9	<b>Fund Total:</b>		<b>540.00</b>	<b>State</b>		<b>1 Transactions</b>	



# Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
900	DEPT			Timber Permit Bonds			
943	<b>Cook Logging</b> 10-900-000-0000-2300		7,419.18	REFUND BOND	14187	Timber Permit Bonds	N
<b>943</b>	<b>Cook Logging</b>		<b>7,419.18</b>	<b>1 Transactions</b>			
5791	<b>Sappi</b> 10-900-000-0000-2300		12,788.32	REFUND BOND	14316	Timber Permit Bonds	N
	10-900-000-0000-2300		1,513.00	REFUND BOND	14466	Timber Permit Bonds	N
<b>5791</b>	<b>Sappi</b>		<b>14,301.32</b>	<b>2 Transactions</b>			
900	<b>DEPT Total:</b>		<b>21,720.50</b>	<b>Timber Permit Bonds</b>	<b>2 Vendors</b>	<b>3 Transactions</b>	
923	DEPT			Forfeited Tax Sales			
170	<b>Aitkin Motor Company</b> 10-923-000-0000-6590		63.27	2023 F150 LOF & WASHER SOLVENT	45354	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		262.97	2020 F350 LOF & BATTERY	45546	Repair & Maintenance Supplies	N
<b>170</b>	<b>Aitkin Motor Company</b>		<b>326.24</b>	<b>2 Transactions</b>			
10452	<b>AT&amp;T Mobility</b> 10-923-000-0000-6220		657.95	CELL PHONES & TABLETS 09/26/2023 10/25/2023	287302631438X110	Telephone	N
<b>10452</b>	<b>AT&amp;T Mobility</b>		<b>657.95</b>	<b>1 Transactions</b>			
13725	<b>Beartooth True Value</b> 10-923-000-0000-6590		55.47	WIPER BLADES AND WASHER FLUID	A141089	Repair & Maintenance Supplies	N
<b>13725</b>	<b>Beartooth True Value</b>		<b>55.47</b>	<b>1 Transactions</b>			
10024	<b>Bobcat of Brainerd</b> 10-923-000-0000-6590		48.60	COUPLER	54838	Repair & Maintenance Supplies	N
<b>10024</b>	<b>Bobcat of Brainerd</b>		<b>48.60</b>	<b>1 Transactions</b>			
783	<b>Canon Financial Services, Inc</b> 10-923-000-0000-6342		158.21	CONTRACT CHARGE 11/01/2023 11/30/2023	31586988	Office/Equipment-Rental	N
<b>783</b>	<b>Canon Financial Services, Inc</b>		<b>158.21</b>	<b>1 Transactions</b>			
943	<b>Cook Logging</b> 10-923-000-0000-6820		15,270.05	REFUND OVERAPPRAISAL	14187	Refunds & Reimbursements	N

# Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>943</b>	<b>Cook Logging</b>		<b>15,270.05</b>		1 Transactions		
5893	<b>CTC</b> 10-923-000-0000-6254		350.00	INTERNET 11/12/2023 12/11/2023	21295785	Utilities-Gas and Electric	N
<b>5893</b>	<b>CTC</b>		<b>350.00</b>		1 Transactions		
2340	<b>Hyytinen Hardware Hank</b> 10-923-000-0000-6450		7.49	GAS & OIL	13547	Field Supplies	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>		<b>7.49</b>		1 Transactions		
3195	<b>MCCC LOCKBOX</b> 10-923-000-0000-6266		232.80	LAND DEPT / ACROBAT PRO 11/10/2023 11/09/2024	2311003	Data Processing/Computer Services	N
<b>3195</b>	<b>MCCC LOCKBOX</b>		<b>232.80</b>		1 Transactions		
1044	<b>Minnesota Forest Resources Partnership</b> 10-923-000-0000-6240		916.80	2024 MN FOREST RES PARTNER AS	112023	Membership/Dues/Association Fees	N
<b>1044</b>	<b>Minnesota Forest Resources Partnership</b>		<b>916.80</b>		1 Transactions		
6079	<b>Nistler-Kowitz Logging, Inc</b> 10-923-000-0000-6820		1,242.52	REFUND OVERAPPRAISAL	14486	Refunds & Reimbursements	N
<b>6079</b>	<b>Nistler-Kowitz Logging, Inc</b>		<b>1,242.52</b>		1 Transactions		
10304	<b>Paulsen/Erik</b> 10-923-000-0000-6820		198.61	REFUND OVERAPPRAISAL	14143	Refunds & Reimbursements	N
<b>10304</b>	<b>Paulsen/Erik</b>		<b>198.61</b>		1 Transactions		
4010	<b>Rasley Oil Company</b> 10-923-000-0000-6335		295.73	NL & DIESEL	AITCOL&PS	Gas/Vehicle Fuel Charges	N
<b>4010</b>	<b>Rasley Oil Company</b>		<b>295.73</b>		1 Transactions		
12110	<b>Revelin Vehicle Solutions, LLC</b> 10-923-000-0000-6590		2,085.00	SETUP NEW AND OLD TRUCK	254	Repair & Maintenance Supplies	Y
<b>12110</b>	<b>Revelin Vehicle Solutions, LLC</b>		<b>2,085.00</b>		1 Transactions		
5791	<b>Sappi</b> 10-923-000-0000-6820		9,512.14	REFUND OVERAPPRAISAL	14316	Refunds & Reimbursements	N
	10-923-000-0000-6820		136.59	REFUND OVERAPPRAISAL	14466	Refunds & Reimbursements	N

# Aitkin County



Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
<b>5791</b>	<b>Sappi</b>		<b>9,648.73</b>				
				2 Transactions			
86235	The Office Shop Inc						
	10-923-000-0000-6405		4.99	4 PK AAA BATTERIES	328816-0	Office Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>4.99</b>				
				1 Transactions			
13934	The Tire Barn						
	10-923-000-0000-6590		1,080.14	2015 F250 DISC ROTOR REPACK BE	69806	Repair & Maintenance Supplies	N
<b>13934</b>	<b>The Tire Barn</b>		<b>1,080.14</b>				
				1 Transactions			
12788	Timmer Implement of Aitkin						
	10-923-000-0000-6590		73.77	HYDRA FLUID SKIDSTEER	IA24638	Repair & Maintenance Supplies	N
<b>12788</b>	<b>Timmer Implement of Aitkin</b>		<b>73.77</b>				
				1 Transactions			
10180	WEX Bank - Land Dept						
	10-923-000-0000-6335		2,448.47	GAS	93075229	Gas/Vehicle Fuel Charges	N
				10/07/2023	11/07/2023		
<b>10180</b>	<b>WEX Bank - Land Dept</b>		<b>2,448.47</b>				
				1 Transactions			
<b>923</b>	<b>DEPT Total:</b>		<b>35,101.57</b>	<b>Forfeited Tax Sales</b>	<b>19 Vendors</b>	<b>21 Transactions</b>	
<b>926</b>	<b>DEPT</b>			<b>Law Library</b>			
	5173 Thomson Reuters-West Publishing						
	10-926-000-0000-6455		1,562.70	ONLINE SUBSCRIPTION	849194349	Law Books	N
				10/01/2023	10/31/2023		
	10-926-000-0000-6455		1,575.61	LIBRARY PLAN CHARGES	849269337	Law Books	N
				11/01/2023	11/30/2023		
	<b>5173 Thomson Reuters-West Publishing</b>		<b>3,138.31</b>				
				2 Transactions			
<b>926</b>	<b>DEPT Total:</b>		<b>3,138.31</b>	<b>Law Library</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>10</b>	<b>Fund Total:</b>		<b>59,960.38</b>	<b>Trust</b>		<b>26 Transactions</b>	

# Aitkin County



11 Forest Development

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
925	DEPT		Resource Management			
90805	<b>Temco</b>					
	11-925-000-0000-6360		2 FABRICATE TRAIL GATE	28296	Services, Labor, Contracts	Y
	<b>90805 Temco</b>					
		3,114.00				
		<b>3,114.00</b>		1 Transactions		
	9736 <b>Timber Lakes Portable Services, LLC</b>					
	11-925-000-0000-6360		NRAC TOUR PORTABLE FUEL CHG	4397	Services, Labor, Contracts	Y
	<b>9736 Timber Lakes Portable Services, LLC</b>					
		30.00				
		<b>30.00</b>		1 Transactions		
925	<b>DEPT Total:</b>		<b>Resource Management</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
		<b>3,144.00</b>				
11	<b>Fund Total:</b>		<b>Forest Development</b>		<b>2 Transactions</b>	
		<b>3,144.00</b>				

# Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
521	DEPT			LLCC Administration			
2763	<b>Countryside Sanitation, LLC</b> 19-521-000-0000-6255		157.95	GARBAGE NOVEMBER 11/01/2023 11/30/2023	472	Garbage	Y
<b>2763</b>	<b>Countryside Sanitation, LLC</b>		<b>157.95</b>	<b>1</b> Transactions			
3160	<b>Mille Lacs Energy Coop-Albert Lea</b> 19-521-000-0000-6254		870.01	ENERGY CENTER	271300502	Utilities-Gas and Electric	N
	19-521-000-0000-6254		1,136.91	DINING HALL	271300601	Utilities-Gas and Electric	N
	19-521-000-0000-6254		788.43	NORTH STAR LODGE	271300703	Utilities-Gas and Electric	N
	19-521-000-0000-6254		62.49	PARKING LOT	271300801	Utilities-Gas and Electric	N
	19-521-000-0000-6254		102.66	STAFF RESIDENCE	271300901	Utilities-Gas and Electric	N
<b>3160</b>	<b>Mille Lacs Energy Coop-Albert Lea</b>		<b>2,960.50</b>	<b>5</b> Transactions			
3284	<b>Minnesota Department Of Health</b> 19-521-000-0000-6240		969.00	LODGING/HOSPITALITY INSPECTION	FBL-39593-56542	Membership/Dues/Association Fees	N
<b>3284</b>	<b>Minnesota Department Of Health</b>		<b>969.00</b>	<b>1</b> Transactions			
9754	<b>Northern Community Radio</b> 19-521-000-0000-6230		725.00	KAXE UNDERWRITING	7684653	Printing, Publishing & Adv	N
<b>9754</b>	<b>Northern Community Radio</b>		<b>725.00</b>	<b>1</b> Transactions			
521	<b>DEPT Total:</b>		<b>4,812.45</b>	<b>LLCC Administration</b>	<b>4 Vendors</b>	<b>8 Transactions</b>	
522	DEPT			LLCC Education			
9561	<b>Amazon Business</b> 19-522-000-0000-6431		61.48	ED SUPPLIES	1367-T3YV-34H4	Educational Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>61.48</b>	<b>1</b> Transactions			
3810	<b>Paulbeck's County Market</b> 19-522-000-0000-6431		18.49	ED SUPPLIES	7684653	Educational Supplies	N
<b>3810</b>	<b>Paulbeck's County Market</b>		<b>18.49</b>	<b>1</b> Transactions			
522	<b>DEPT Total:</b>		<b>79.97</b>	<b>LLCC Education</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
523	DEPT			LLCC Food			
3810	<b>Paulbeck's County Market</b> 19-523-000-0000-6418		22.97	GROCERIES	7684653	Groceries-Students	N

# Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3810	Paulbeck's County Market		22.97		1 Transactions		
4761	Sysco Minnesota Inc 19-523-000-0000-6418		1,407.85	GROCERIES	253509077	Groceries-Students	N
4761	Sysco Minnesota Inc		1,407.85		1 Transactions		
4968	Upper Lakes Foods, Inc 19-523-000-0000-6418		956.79	GROCERIES	362987-00	Groceries-Students	N
	19-523-000-0000-6418		1,793.57	GROCERIES	366300-00	Groceries-Students	N
	19-523-000-0000-6418		432.41	GROCERIES	371110-00	Groceries-Students	N
4968	Upper Lakes Foods, Inc		3,182.77		3 Transactions		
523	DEPT Total:		4,613.59	LLCC Food	3 Vendors	5 Transactions	
524	DEPT			LLCC Maintenance			
7525	Hometown Bldg Supply 19-524-000-0000-6590		82.14	PLYWOOD/UNDERLAYMENT	L4653	Repair & Maintenance Supplies	N
7525	Hometown Bldg Supply		82.14		1 Transactions		
2340	Hyytinen Hardware Hank 19-524-000-0000-6590		65.05	MISC HARDWARE, PLUMBING, ETC	2498	Repair & Maintenance Supplies	N
2340	Hyytinen Hardware Hank		65.05		1 Transactions		
15300	MCGREGOR ACE HARDWARE 19-524-000-0000-6590		134.96	BALLASTS, ETC	M10041	Repair & Maintenance Supplies	N
15300	MCGREGOR ACE HARDWARE		134.96		1 Transactions		
4070	Riley Auto Supply 19-524-000-0000-6302		49.53	PARTS FOR BOBCAT	6787	Vehicle Maintenance	N
4070	Riley Auto Supply		49.53		1 Transactions		
524	DEPT Total:		331.68	LLCC Maintenance	4 Vendors	4 Transactions	
19	Fund Total:		9,837.69	Long Lake Conservation Center		19 Transactions	

# Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
9561	<b>Amazon Business</b> 21-520-000-0000-6523		9.99	DEWALT BENCHGRINDER EYE SHEILD	1DGW-W47W-7PLW	Misc Bldg & Shop Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>9.99</b>	1 Transactions			
9447	<b>Anderson Glass Co., Inc</b> 21-520-000-0000-6523		368.50	FIX WINDOW ON JACOBSON CABIN	1055617	Misc Bldg & Shop Supplies	N
<b>9447</b>	<b>Anderson Glass Co., Inc</b>		<b>368.50</b>	1 Transactions			
13725	<b>Beartooth True Value</b> 21-520-000-0000-6523		18.99	RICEP STL BLADE SET	A141282	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		5.49	1/4"HD STAPLE	A141589	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		53.88	ANTIFREEZE 12	A142744	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		32.20	VISPO MISC BLDG SUPPLIES	B240268	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		244.99	WASH MACH HOSE VORTEX PUMP	B242072	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		53.88	ANTIFREEZE 12	B242144	Misc Bldg & Shop Supplies	N
<b>13725</b>	<b>Beartooth True Value</b>		<b>409.43</b>	6 Transactions			
10083	<b>Cedarbrook Lumber Comp</b> 21-520-000-0000-6523		368.78	LUMBER FOR VISPO PROJECT	127202	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		132.65	LUMBER FOR VISPO PROJECT	127203	Misc Bldg & Shop Supplies	N
<b>10083</b>	<b>Cedarbrook Lumber Comp</b>		<b>501.43</b>	2 Transactions			
1430	<b>Dotzler Power Equipment</b> 21-520-000-0000-6523		67.98	20" AND 24' HUS CHAINS	35377	Misc Bldg & Shop Supplies	N
<b>1430</b>	<b>Dotzler Power Equipment</b>		<b>67.98</b>	1 Transactions			
2340	<b>Hyytinen Hardware Hank</b> 21-520-000-0000-6450		25.97	CAULK GAPS & CRACKS GREAT STUF	13496	Field Supplies	N
	21-520-000-0000-6450		6.99	CON SEAL	13521	Field Supplies	N
	21-520-000-0000-6523		27.48	SIPHON PUMP RA-O-VAC BATTERY	13796	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		11.49	COUPLER	14071	Misc Bldg & Shop Supplies	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>		<b>71.93</b>	4 Transactions			
3024	<b>Kingsley/Russell Lee</b> 21-520-000-0000-6802	Q	3,920.00	N SOO LINE TO SHROEDER BRIDGE	112023	Trail Grants-State	Y
<b>3024</b>	<b>Kingsley/Russell Lee</b>		<b>3,920.00</b>	1 Transactions			
3160	<b>Mille Lacs Energy Coop-Albert Lea</b>						

# Aitkin County



Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	21-520-000-0000-6254	B	166.99	BERGLUND PARK 10/01/2023 10/31/2023	185110602	Utilities-Gas and Electric	N
<b>3160</b>	<b>Mille Lacs Energy Coop-Albert Lea</b>		<b>166.99</b>	<b>1 Transactions</b>			
9526	Norland Environmental Service Inc 21-520-000-0000-6255	B	175.50	JACOBSON GARBAGE	4368996	Garbage	N
<b>9526</b>	<b>Norland Environmental Service Inc</b>		<b>175.50</b>	<b>1 Transactions</b>			
12182	Northwoods Quads 21-520-000-0000-6802	Q	1,058.81	HILL CITY CONNECTOR 08/25/2023	FM 00880113	Trail Grants-State	N
<b>12182</b>	<b>Northwoods Quads</b>		<b>1,058.81</b>	<b>1 Transactions</b>			
15211	Quality Disposal Systems Inc 21-520-000-0000-6255		189.92	SNAKE RIVER GARBAGE	118762	Garbage	N
<b>15211</b>	<b>Quality Disposal Systems Inc</b>		<b>189.92</b>	<b>1 Transactions</b>			
90805	Temco 21-520-000-0000-6450		940.00	REPAIR ONE TRAIL GATE	28295	Field Supplies	Y
<b>90805</b>	<b>Temco</b>		<b>940.00</b>	<b>1 Transactions</b>			
9736	Timber Lakes Portable Services, LLC 21-520-000-0000-6360	B	170.00	AITKIN CAMP PORTABLE END OF SE	4396	Services, Labor, Contracts	Y
<b>9736</b>	<b>Timber Lakes Portable Services, LLC</b>		<b>170.00</b>	<b>1 Transactions</b>			
9617	Timber Lakes Septic Service, Inc. 21-520-000-0000-6360	B	150.00	AITKIN DUMP	36812	Services, Labor, Contracts	N
	21-520-000-0000-6360	B	150.00	BERGLUND DUMP	36895	Services, Labor, Contracts	N
<b>9617</b>	<b>Timber Lakes Septic Service, Inc.</b>		<b>300.00</b>	<b>2 Transactions</b>			
12718	Up North Riders 21-520-000-0000-6802	Q	3,258.24	LAWLER LOOPS 09-01-2023	FM 00881348	Trail Grants-State	N
<b>12718</b>	<b>Up North Riders</b>		<b>3,258.24</b>	<b>1 Transactions</b>			
<b>520</b>	<b>DEPT Total:</b>		<b>11,608.72</b>	<b>Parks</b>	<b>15 Vendors</b>	<b>25 Transactions</b>	
<b>21</b>	<b>Fund Total:</b>		<b>11,608.72</b>	<b>Parks</b>		<b>25 Transactions</b>	
	<b>Final Total:</b>		<b>290,377.59</b>	<b>245 Vendors</b>	<b>411 Transactions</b>		



# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	123,974.82	General Fund
2	809.85	Reserves Fund
3	27,880.47	Road & Bridge
4	9,202.69	Unorganized Townships
5	43,418.97	Health & Human Services
9	540.00	State
10	59,960.38	Trust
11	3,144.00	Forest Development
19	9,837.69	Long Lake Conservation Center
21	11,608.72	Parks
<b>All Funds</b>	<b>290,377.59</b>	<b>Total</b>

Approved by, .....

.....

.....



# Board of County Commissioners Agenda Request

**2K**  
Agenda Item #

Requested Meeting Date: 11/28/2023

Title of Item: Sentence to Serve Donation

<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	
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  The McGregor Area Lions have made a \$1,500.00 donation to the Aitkin County Sentence to Serve in appreciation for their work throughout Aitkin County.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend accepting donation		
<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.





# Board of County Commissioners Agenda Request

**2L**  
Agenda Item #

Requested Meeting Date: 11/28/2023

Title of Item: Sentence to Serve Donation

<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	
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  The Veterans of Foreign Wars- McGregor have made a \$100.00 donation to the Aitkin County Sentence to Serve in appreciation for their work throughout Aitkin County.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend accepting donation		
<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.

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

ADOPTED November 28, 2023

By Commissioner: xxx

20231128-xxx

**Accept Donation – Sentence to Serve – VFW McGregor**

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

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

Veterans of Foreign Wars-McGregor \$100.00

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

Veterans of Foreign Wars-McGregor Aitkin County Sentence to Serve

**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.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28<sup>th</sup> day of November 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28<sup>th</sup> day of November 2023

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



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 11-28-23

**Title of Item:** Sponsorship Resolution for City of McGregor LRIP Project

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*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> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> NA		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b> <p>The 2023 Legislature appropriated \$102.967 million to the Local Road Improvement Program (LRIP) as part of the bonding bill. These funds are available to fund improvements on city, township, and county roads throughout Minnesota. Grant applications are currently being accepted by the Minnesota Department of Transportation for eligible local projects through December 8, 2023. Applications from cities and townships are required to be sponsored by their county.</p> <p>Attached is a sponsorship resolution for a project on Industrial Drive in the City of McGregor.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Request approval of the attached 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>		

**RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE CITY OF MCGREGOR  
PURSUIT OF 2024 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MNDOT FOR  
CONSTRUCTION OF CITY STREET IMPROVEMENT PROJECT**

**WHEREAS**, \$102.967 million in LRIP funding is available, with a cap of \$1.5 million for each project, and

**WHEREAS**, McGregor is a non-state aid city and non-state aid cities must have a county sponsor, and

**WHEREAS**, City has requested county sponsorship for this project by Resolution, and

**WHEREAS**, Project limits are shown within the City limits as shown on the Map and the City is responsible for this project,

**WHEREAS**, the City understands that it will be responsible for all costs not covered by LRIP including but not limited to consultant engineering, right-of-way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award, and

**WHEREAS**, the City has agreed to maintain such improvements for the life of the improvements, and

**NOW THEREFORE BE IT RESOLVED,**

1. The County agrees to act as project sponsor for the project should the township or non-state aid city be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:
  - Be the fiscal agent on behalf of the community and have funds flow from MnDOT to the county to the contractor
  - Request SAP/SP number for the project
  - Ensure the project meets milestones and dates
  - Assist local agency in execution of a grant agreement
  - Develop, review and/or approve the plan
  - Submit plan, engineer's estimate, and proposal to the DSAE
  - Advertise, let and award the project
  - Submit pay requests to State Aid
  - Communicate progress and updates with the DSAEs and State Aid State Programs Engineer
  - Ensure that the project receives adequate supervision and inspection
  - Assist with project closeout.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

**STATE OF MINNESOTA}  
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28<sup>th</sup> day of November 2023, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 28<sup>th</sup> day of November 2023**

---

Jessica Seibert  
County Administrator





# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 11/28/2023

**Title of Item:** Off Highway Vehicle Safety Grant 7/1/2023-6/30/2025

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Daniel G. Guida, Sheriff		<b>Department:</b> Aitkin County Sheriff's Office
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Approve annual Off Highway Vehicle Safety Grant for July 1, 2023 through June 30, 2025. The total amount is \$24,560.00.		
<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> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

## Encumbrance Form

**GENERAL INFORMATION:**

<b>Requestor:</b>	<b>Chuck Niska</b>
<b>Description:</b>	<b>Off Highway Vehicle Safety Grant</b>

**CONTRACT INFORMATION:**

dguida@co.aitkin.mn.us

Total Contract Amount:	<b>\$ 24,560.00</b>
Effective Date:	July 1, 2023
Expiration Date:	June 30, 2025
Vendor Name:	Aitkin County Sheriff's Office
Vendor Address:	<b>210 First Street NW, Aitkin MN 56431</b>
REMIT TO:	307 2ND ST NW #119, AITKIN, MN 56431
<b>Vendor #</b>	<b>0000197275</b>
<b>Contract #:</b>	238528
PO #:	FY2024: 3-242414                      FY2025:

**FUNDING INFORMATION:**

Fiscal Year	Speedchart	Fund	FinDeptID	AppropID	Account	CC1	CC2	Amount
2024		2102	R2937714	R297401	441302	27842		\$ 280.00
2024		2103	R2937714	R297402	441302	27842		\$ 11,000.00
2024		2104	R2937714	R297403	441302	27842		\$ 1,000.00
2025		2102	R2937714	R297401	441302	27842		\$ 280.00
2025		2103	R2937714	R297402	441302	27842		\$ 11,000.00
2025		2104	R2937714	R297403	441302	27842		\$ 1,000.00
INCOMING GRANTS OR PROJECT COSTING (IF APPLICABLE)		PC Bus Unit	Project	Activity	Source Type	Category	Sub Category	
Line 1						84101501		\$ 12,280.00
Line 2								
Line 3								
Line 4								
Line 5								
Line 6								
Line 7								

**STATE OF MINNESOTA  
OFF HIGHWAY VEHICLE GRANT CONTRACT**

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and Aitkin County Sheriff's Office, 210 First Street NW, Aitkin MN 56431 ("GRANTEE").

**Recitals Section**

1. Under Minn. Stat. 84.026, 84.794, 84.803, and 84.927, the State is empowered to enter into this grant.
2. The State, under Laws of Minnesota 2023, Chapter 60, Section 3, Subdivision 7(f) is authorized to provide reimbursement grants to counties to cover costs related to labor and equipment in the enforcement of off highway vehicle laws, rules and regulations, as well as holding staff training in the same, and providing local youth training classes, in the manner described in the Grantee's Proposed Budget.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minn.Stat.§16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

**Grant Contract**

**1 Term of Grant Contract**

***1.1 Effective date:***

July 1, 2023. As per Statute 84.026 Subd. 4, work may begin prior to execution. Per Minn. §Stat. 16B.98 Subd. 7, no payments will be made to the Grantee until this contract is fully executed.

***1.2 Expiration date:***

June 30, 2025 or until all obligations have been satisfactorily fulfilled, whichever occurs first.

***1.3 Survival of Terms.***

The following clauses survive the expiration or cancellation of this grant contract:

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 July 1, 2023, whichever is later, are eligible for reimbursement unless otherwise provided in under Laws of Minnesota 2023, Chapter 60, Section 3, Subdivision 7(f).

**2 Grantee's Duties**

The Grantee, who is not a state employee, will:

- Comply with required grants management policies and procedures set forth through Minn.Stat.§16B.97, Subd. 4 (a) (1).

The Grantee will be reimbursed once annually, for only eligible **Off Highway Vehicle (OHV/ATV) Safety Grant** activities, including one or more of the following:

- Grantee staff time to participate in OHV/ATV activities, including attendance at training classes, also holding local safety training education programs for local participants. Training of Grantee staff working to enforce any OHV related law, rule or regulation is **MANDATORY**.
- Purchase of ATV's for use in patrolling;
- ATV maintenance, fuel and enforcement related costs;

- Trailers, trailer maintenance and repair (**not** costs related to towing vehicle repair)
- Helmets and other related protective gear (no standard uniforms or equipment);
- Purchase other equipment dedicated **SOLELY** to Off Highway Vehicle Enforcement work.
- Submit **ANNUAL** Performance Reports and Reimbursement Requests for each year of participation in this Program. All needed documents to accomplish this are posted on the DNR website. The Grantee will be responsible for the administration, supervision, management, record keeping and program oversight required for the work performed under this grant contract. Further, 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.

### 3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, 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 contract as follows:

##### (a) Compensation

The Grantee will be reimbursed up to **\$ 12,280.00 in state fiscal year 2024**, for expenses incurred between July 1, 2023 and June 30, 2024, and **\$ 12,280.00 in state fiscal year 2025**, for expenses incurred between July 1, 2024, and June 30, 2025, as determined by the grant funding formula.

##### (b) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed **\$ 24,560.00**.

#### 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 must be submitted timely and according to the following schedule:

Invoices for state fiscal year 2024 must be submitted **before June 30, 2025**.

Invoices for state fiscal year 2025 must be submitted **before June 30, 2026**.

Only submit **ONE** invoice for the total expenses incurred during each state fiscal year.

### 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.

Eligible reimbursement costs may not exceed **\$ 12,280.00** prior to July 1, 2024.

Eligible reimbursement costs may not exceed **\$ 12,280.00** prior to July 1, 2025.

## **6 Authorized Representative**

The State's Authorized Representative is Adam Block, Boating Law Administrator, MN DNR Division of Enforcement, 500 Lafayette Road, St. Paul, MN, 55155-4047, adam.block@state.mn.us, or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. 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, 210 First Street NW, Aitkin MN 56431, 218.927.7400, dguida@co.aitkin.mn.us. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

## **7 Assignment Amendments, Waiver, and Grant Contract Complete**

### ***7.1 Assignment***

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

### ***7.2 Amendments***

Any amendments to this grant contract 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 contract, or their successors in office.

### ***7.3 Waiver***

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

### ***7.4 Grant Contract Complete***

This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, 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 contract 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 contract.

## **9 State Audits**

Under Minn. Stat. § 16B.98, Subd. 8, a grant agreement made by an executive agency must include an audit clause that provides that the books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the commissioner, the granting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the grant agreement end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. If a grant agreement does not include an express audit clause, the audit authority under this subdivision is implied.

## **10 Government Data Practices and Intellectual Property Rights**

### ***10.1 Government Data Practices***

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee

under this grant contract. The civil remedies of Minn. Stat. §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 Minn. Stat. §176.181, Subd. 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 contract 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 contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

### ***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 contract. Venue for all legal proceedings out of this grant contract, 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 contract 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 by The Commissioner of Administration***

The Commissioner of Administration may unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

### ***14.3 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.

#### ***14.4 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.

***14.5 Additional alternate termination language may be negotiated on a case by case basis after the state agency has consulted with their legal and finance teams.***

#### **15 Non-Discrimination**

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities;
- (e) Any other applicable non-discrimination law(s).

#### **16 Data Disclosure**

Under Minn. Stat. § 270C.65, Subd. 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.<sup>3</sup>

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05*

**Pamela D.**

Digitally signed by Pamela D. Brisson

Signed: Brisson

Date: 2023.10.27.11:15:58 -05'00'

Date: 10/27/2023

SWIFT Contract/PO No(s): 238528 / 3-242414

**2. GRANTEE**

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

By: 

Title: Sheriff

Date: 15 NOV 2023

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

Title: \_\_\_\_\_

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

**3. STATE AGENCY**

By: **Rodmen Smith**

Digitally signed by Rodmen Smith  
Date: 2023.11.16 13:40:49 -06'00'

(with delegated authority)

Title: \_\_\_\_\_

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

Distribution:

Agency

Grantee

State's Authorized Representative



By Commissioner: xx

20231128-xxx

**Off-Highway Vehicle Safety Enforcement Grant Fiscal Years 2024-2025**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners approve the Fiscal Years 2024-2025 Off-Highway Vehicle Safety Enforcement Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Administrator to sign the agreement in the amount of \$24,560.00, for the term of July 1, 2023 through June 30, 2025.

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

**STATE OF MINNESOTA}  
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28<sup>th</sup> day of November 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28<sup>th</sup> day of November, 2023.

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



By Commissioner: xxx

20231128-xxx

**LG 214 Premises Permit – Mille Lacs Drift Skippers 2024**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application to Conduct Off-Site Gambling – Form LG214 – of the Mille Lacs Drift Skippers at the following location – 1865 Roadside Convenience 14072 State Highway 65 McGrath, MN 56350 – Williams Township

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

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA)  
COUNTY OF AITKIN)

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of November 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of November, 2023

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



# Board of County Commissioners Agenda Request

**2P**  
Agenda Item #

**Requested Meeting Date:** November 28, 2023

**Title of Item:** Application for Grant-in-Aid ATV trail maintenance funds

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

<b>Submitted by:</b> Dennis (DJ) Thompson	<b>Department:</b> Land
--	----------------------------

<b>Presenter (Name and Title):</b> Dennis (DJ) Thompson, Land Commissioner	<b>Estimated Time Needed:</b> NA
---	-------------------------------------

**Summary of Issue:**

The attached resolution is required to apply for the 2024 State Grant-in-Aid (GIA) maintenance funds for the Northwoods Regional ATV trail system.

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

**Recommended Action/Motion:**  
Adopt attached resolution.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

By Commissioner: xxx

20231128-xxx

**2024 - ALL TERRAIN VEHICLE TRAIL FUNDING**

**WHEREAS**, Local units of government can apply for State aide for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 90% reimbursement of costs of grooming and maintenance, and

**WHEREAS**, Aitkin County does not have the facilities to maintain the entire trail system in Aitkin County, and

**WHEREAS**, Clubs wish to contract with the County for maintaining these trails, and

**WHEREAS**, These trails benefit the recreation, resort, tourism, industry, and economy of Aitkin County,

**NOW THEREFORE, BE IT RESOLVED**, That the Aitkin County Trail Administrator be authorized to apply for Grants-in-Aid assistance funds for All Terrain Vehicle Trail maintenance and grooming for the following trail:

Northwoods Regional ATV trail which consists of the following segments: South Soo Line, North Soo Line, Axtell ATV technical riding area, Rabey Line, Blind Lake, Redtop, Moose River Connector, Lawler, Blind Lake Connector Trail, Rat Lake Connector Trail, Hill City Connector Trail and Solana ATV Trails.

**BE IT FURTHER RESOLVED**, That the Aitkin County Trail Administrator be authorized to contract for the development, maintenance and grooming of the aforementioned trails with qualified, interested clubs.

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

FIVE MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28<sup>th</sup> day of November 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28<sup>h</sup> day of November 2023

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



# Board of County Commissioners Agenda Request

**2Q**  
Agenda Item #

**Requested Meeting Date:** November 28, 2023

**Title of Item:** Tax Abatement Financing Policy

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA		<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY		<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b> Mark Jeffers	<b>Department:</b> Administration
--------------------------------------	--------------------------------------

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

**Summary of Issue:**

The Economic Development Committee has updated the Tax Abatement Financing Policy with two additions to the existing document.

(housing development was added to the sentence below.)  
B. Preference will be given to manufacturing, distribution, housing development or value added business or to a business providing services to these types of businesses.

(non-refundable was added to the sentence below.)  
H. A non-refundable TAF application fee of \$500.00 shall accompany each submitted TAF request.

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

**Recommended Action/Motion:**  
Motion to approve the updated Tax Abatement Financing 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:*



## **Tax Abatement Financing Policy**

### **I. GENERAL POLICY**

The purpose of this policy is to establish Aitkin County's position relating to the use of TAX ABATEMENT FINANCING (TAF) for private development in accordance with Minnesota Statutes 469.1812 - 1815. This policy shall be used as a guide in processing and reviewing applications requesting TAF assistance. The fundamental purpose of TAF in Aitkin County is to encourage desirable development and/or redevelopment that would not otherwise occur "but for" the assistance provided through TAF.

The County shall consider TAF for projects that serve to accomplish the County's goals for economic development as they may change over time. The goals include facilitating projects that would result in the creation of quality jobs (e.g. stable employment, wages with benefits) and the attraction, retention, and expansion of business and housing options in the County.

Aitkin County is granted the power to utilize TAF by the Minnesota Tax Abatement Act, as amended. It is the intent of the County to provide the minimum amount of TAF, at the shortest term required for the project to proceed. The County reserves the right to approve or reject projects on a case by case basis, taking into consideration established policies, project criteria, and demand on county services in relation to the potential benefits from the project. Meeting policy criteria does not guarantee the award of TAF to the project. Approval or denial of one project is not intended to set precedent for approval or denial of another project.

### **II. CRITERIA FOR AWARDED TAF**

- A. The benefits to Aitkin County must be equal to the costs of the abatement, and must benefit the county in one or more of the following ways.
  - Increase to Aitkin County's tax base by at least \$500,000.
  - Create or retain, five Full Time Equivalent (FTE) jobs paying at a minimum, 140% of the Federal Poverty guidelines for a family of 4, or 115% of the Federal Poverty guidelines for a family of 4, with the difference between the 115% and the 140% consisting of health benefits, within two years of the TAF award date.
  - Provide or help acquire needed public infrastructure or public facilities.
  - Help develop or revitalize blighted areas.
  - Help with soil corrections, brownfield development, or other areas that due to extenuating site problems would not otherwise be developed.
  - Help provide access to services for residents of Aitkin County.
- B. Preference will be given to manufacturing, distribution, housing development or value added business or to a business providing services to these types of businesses.
- C. Retail business will not be considered for TAF unless the project creates substantial quality employment and substantial tax base.
- D. Aitkin County will consider the impact of the project on public services, including but not limited to: pollution, traffic, and the need for additional law enforcement
- E. Aitkin County shall limit the amount of TAF to the increase in new property taxes resulting from the improvement in the property from the project.



- F. Aitkin County may limit the TAF to a specific dollar amount per year or in total or in any manner the county feels is appropriate.
- G. The pay as you go financing method for TAF is preferred.
- H. A non-refundable TAF application fee of \$500.00 shall accompany each submitted TAF request.
- I. Aitkin County reserves its right to review and if the project requirements are not being fulfilled to modify the abatement every second year after approval of the TAF.
- J. Before TAF is considered for any project or property, it must be in compliance with all Aitkin County ordinances, tax payments, or any other legal or financial obligations to Aitkin County. Projects that are within city limits must also be in compliance with all ordinances, tax payments or any other legal or financial obligations to the City.
- K. A written application on a form provided by the county shall be completed for each TAF request. The Aitkin County Economic Development Committee shall review each request and make written comments to the county board. The Aitkin County Board will make the final decision in the granting of any TAF.





# Board of County Commissioners Agenda Request

**2R**  
Agenda Item #

**Requested Meeting Date:** November 28, 2023

**Title of Item:** 2024 Business Development & Recreation Grant

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

<b>Submitted by:</b> Mark Jeffers	<b>Department:</b> Administration
--------------------------------------	--------------------------------------

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

**Summary of Issue:**

The Economic Development Committee has updated the grant documents and recommend/request approval to execute the 2024 Business Development & Recreation Grant. This is an annual budgeted grant.

The purpose of this grant fund is to leverage county funds, private funds and volunteer efforts to increase small business development activities in Aitkin County, with an emphasis on increasing sustained tourism and recreation activities. Several organizations may submit a single application or organizations may apply individually. Organizations need only to commit one hundred dollars (\$100) in good faith to ensure commitment to the grant request. The Aitkin County Board of Commissioners, have approved funding to be used to directly impact the Community of Aitkin County by executing the Aitkin County Business Development & Recreation Grant.

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

**Recommended Action/Motion:**  
Motion to approve the 2024 grant documents and execute the grant program.

**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:*  
 \$10,000 is budgeted annually for this grant.



## ***AITKIN COUNTY BUSINESS DEVELOPMENT & RECREATION GRANT PROGRAM***

### ***PROGRAM OVERVIEW***

The purpose of this grant fund is to leverage county funds, private funds and volunteer efforts to increase small business development activities in Aitkin County, with an emphasis on increasing sustained tourism and recreation activities. Several organizations may submit a single application or organizations may apply individually. Organizations need only to commit one hundred dollars (\$100) in good faith to ensure commitment to the grant request. The Aitkin County Board of Commissioners, have approved funding to be used to directly impact the Community of Aitkin County by executing the Aitkin County Business Development & Recreation Grant.

**Grant Guidelines:** Guidelines for application and awarding of Aitkin County Business Development & Recreation Grants are as follows:

1. **Funding Limits:** Minimum of \$100 and a maximum of \$2,000 per grant application. The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.
2. **Matching Funds:** The Aitkin County Business Development & Recreation Grant Program is intended to leverage locally funded promotions and not replace that funding. Significant consideration will be given to the amount and quality of matching funds/in kind contributions when grant applications are evaluated by the Economic Development Committee and County Board.
3. **County-Wide Distribution:** The intent of this program is to provide assistance throughout Aitkin County. Consideration shall be given to amounts awarded and number of grants approved per year for any particular region of the county to ensure that an equitable level of funding is available throughout the county.
4. **Grant funds shall not be used to pay the salaries of part or full time staff associated with a particular event/business development activity or organization associated with an event/business development activity. Funds shall not be used for any type of prizes or other material items that may be offered, awarded, sold or given away. Funds are not intended to be an annual budget supplement. Funds are intended for incremental business development and recreation.**
5. **Aitkin County Business Development and Recreation Grant funds may not be used to reimburse expenses occurred prior to grant approval by Aitkin County.**
6. **Eligible Project Examples:**
  - Sustainable marketing and advertising materials including but not limited to permanent signage materials, etc.
  - Menu signs (interior)
  - Technology or training programs
  - Any other activities to develop your business
7. **Eligible Event Examples:**
  - Annual events promoting tourism & recreation



- Events must provide incremental tourism growth
- Grant Funds shall be used to market business development activities that create sustainable tourism or recreation growth or activities/businesses that will enhance the Aitkin County economy.

8. Eligible organizations:

- Businesses located in Aitkin County.
- Local Governments
- Non-Profit organizations
- Special consideration will be given to applications that will enhance the Northwood's ATV Trail or River Trails through signage, promotion, activities or trail amenities

**Application Procedure:** Guidelines for applications are as follows:

1. Grant requests should be submitted by EMAIL to:  
[mark.jeffers@co.aitkin.mn.us](mailto:mark.jeffers@co.aitkin.mn.us), subject line: BD&R2024  
or by mail to:  
Mark Jeffers  
Aitkin County Government Center,  
307 2<sup>nd</sup> Street NW, Room 316,  
Aitkin, MN 56431.
2. Funding recommendations will be considered at the regularly scheduled monthly meeting of the Aitkin County Economic Development Committee in June 2023. Application deadline is **May 31, 2024**.
3. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Reporting Requirements**

1. Applicants that are awarded a Business Development & Recreation grant are required to submit proof of fund use prior to the end of the one-year grant period. Reporting information documents and deadlines will be included in the award letter.
2. Economic Development staff will collaborate with grant award winners to verify qualified grant use.
3. Unused funds at the conclusion of the one-year grant period must be returned to Aitkin County.

Further information and additional forms and materials may be obtained by contacting:

Mark Jeffers  
Aitkin County Economic Development Coordinator  
218-531-6188  
[mark.jeffers@co.aitkin.mn.us](mailto:mark.jeffers@co.aitkin.mn.us)



## Application for Aitkin County Business Development & Recreation Grant Program January 1, 2024 - December 31, 2024

- Grant requests should be submitted by EMAIL to:  
[mark.jeffers@co.aitkin.mn.us](mailto:mark.jeffers@co.aitkin.mn.us), subject line: BD&R2024 or  
by mail to:  
Mark Jeffers  
Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 316  
Aitkin, MN 56431
- Funding recommendations will be considered at the regularly scheduled monthly meeting of the Aitkin County Economic Development Committee in June 2023. Application deadline is **May 31, 2024**.
- Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

### APPLICANT INFORMATION

#### PROGRAM INFORMATION

**Project Name:**

**Date(s) of Program:**

**Location of Program:**

**Organization/Community Name:**

**Person in Charge of Project:**

**Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):**

**Contact Person's Phone #:**

**Contact Person's Email:**

**Description/focus/purpose of your organization:**

#### FUNDING:

Amount requested from Aitkin County \$

(Minimum \$100.00, maximum request is 2,000.00). The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.

Amount of your organization's match \$

Total projected budget \$

**PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.**

---

---

---

---



What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

---

---

---

Explain how your project will bring visitors to or provide a positive and sustainable economic impact on Aitkin County.

---

---

---

List target audience:

---

4. **PROJECT BUDGET:** in the space below, provide a budget for the entire event.

Category	Grant Funds	Applicant Funds	Total
<b>TOTALS</b>			

Contact Signature:

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

# Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>						
8	01-252-252-0000-6465		20.97	HUNTING MAG SUBSCRIPTION	00513	Inmate Welfare Supplies	N
9	01-280-000-0000-6335		36.00	303 TRNG IN TWO HARBORS	014853	Gas/Vehicle Fuel Charges	N
11	01-252-000-0000-6421		51.84	LAUNDRY SOAP	043697	Laundry Supplies	N
12	01-200-000-0000-6205		6.25	23001536 - MAIL EVIDENCE	069405	Postage	N
17	01-110-000-0000-6335		78.60	TRUCK FUEL	09894	Gas/Vehicle Fuel Charges	N
18	01-110-000-0000-6570		65.05	EQUIPMENT GAS	09894	Motor Fuel & Lubricants	N
5	01-043-000-0000-6332		424.84	HOTEL DURING TRAINING	102323KS	Hotel / Motel Lodging	N
4	01-043-000-0000-6339		17.07	MEAL DURING TRAINING	102323KS	Meals (Overnight)	N
7	01-043-000-0000-6332		424.84	HOTEL DURING TRAINING	102323SP	Hotel / Motel Lodging	N
6	01-043-000-0000-6339		12.42	MEAL DURING TRAINING	102323SP	Meals (Overnight)	N
16	01-200-003-0000-6332		318.40	#226 DMT CERTIFICATION	15885	Hotel / Motel Lodging	N
20	01-200-200-0000-6268		450.00-	JEREMY J. TRAINING REFUND	31657	Training, Development	N
15	01-200-003-0000-6241		75.00	225 DMT RECERT	31963	Registration Fee	N
13	01-280-000-0000-6339		18.49	JACQUIE/227 MEAL EM TRNG	6820378	Meals (Overnight)	N
14	01-280-000-0000-6339		40.46	JACQUIE/227 MEAL -EM TRNG	9004	Meals (Overnight)	N
10	01-280-000-0000-6335		41.35	JACQUIE/JEFF EM TRAINING GAS	9056168	Gas/Vehicle Fuel Charges	N
21	01-049-000-0000-6268		575.00	2023 GOV IT SYMPOSIUM -MAX	GVT2023SYMPSIZ	Staff Training, Development	N
1	01-122-000-0000-6360		15.99	MONTHLY ZOOM CONTRACT	INV224258110	Services, Labor, Contracts	N
				10/22/2023 11/21/2023			
19	01-100-196-0000-6360		21.36	YEARLY SUBSCRIPION-I SCANNER	NOV 20	Services, Labor, Contracts-Recorder's	N
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>		<b>1,793.93</b>	<b>19 Transactions</b>			
<b>1 Fund Total:</b>			<b>1,793.93</b>	<b>General Fund</b>		<b>1 Vendors</b>	<b>19 Transactions</b>

WLB1  
 11/20/23 3:06PM

# Aitkin County



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

11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	5462 Bremer Bank (Elan ACH) 11-939-000-0000-6405		258.75	PFI-120 CANON PIGMENT INK 3PK	12233	Office Supplies	N
	5462 Bremer Bank (Elan ACH)		258.75	1 Transactions			
<b>11 Fund Total:</b>			<b>258.75</b>	<b>Forest Development</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	

WLB1

11/20/23

3:06PM

19 Long Lake Conservation Cen

# Aitkin County



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

Page 4

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3	5462 Bremer Bank (Elan ACH) 19-521-000-0000-6230		115.12	HOMESCHOOL TRIP	4715110303635416	Printing, Publishing & Adv	N
	5462 Bremer Bank (Elan ACH)		115.12	1 Transactions			
<b>19 Fund Total:</b>			<b>115.12</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>			<b>2,167.80</b>	<b>3 Vendors</b>	<b>21 Transactions</b>		



WLB1

11/20/23

3:06PM

# Aitkin County



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

**5** Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	<b>5462 Bremer Bank (Elan ACH)</b> 05-400-440-0410-6422		12.50	HEATER FAN MOTOR-WEST ENTRY 11/02/2023 11/02/2023		Janitorial Supplies	N
2	05-420-600-4800-6422		29.47	HEATER FAN MOTOR-WEST ENTRY 11/02/2023 11/02/2023		Janitorial Supplies	N
3	05-430-700-4800-6422		47.34	HEATER FAN MOTOR-WEST ENTRY 11/02/2023 11/02/2023		Janitorial Supplies	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>89.31</b>	<b>3 Transactions</b>			
<b>5 Fund Total:</b>			<b>89.31</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>3 Transactions</b>	
<b>Final Total:</b>			<b>89.31</b>	<b>1 Vendors</b>	<b>3 Transactions</b>		

# Aitkin County



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

5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7	<b>5462 Bremer Bank (Elan ACH)</b> 05-400-440-0410-6332		22.89	MCHHSA MTG - LODGING 10/24/2023 10/24/2023		Hotel/Lodging	N
8	05-420-600-4800-6332		53.96	MCHHSA MTG - LODGING 10/24/2023 10/24/2023		Hotel/Lodging	N
3	05-430-700-4800-6332		552.30	MARRCH CONF LODGING 11/01/2023 11/01/2023		Hotel/Lodging	N
4	05-430-700-4800-6332		506.58	MARRCH CONF LODGING 11/01/2023 11/01/2023		Hotel/Lodging	N
9	05-430-700-4800-6332		86.67	MCHHSA MTG - LODGING 10/24/2023 10/24/2023		Hotel/Lodging	N
6	05-430-700-4800-6339		18.48	MARRCH CONF MEAL 10/30/2023 10/30/2023		Meals (Overnight)	N
1	05-430-710-3190-6020		247.73	COURT-RELATED SHIPPING COSTS 10/27/2023 10/27/2023	149453003	Court Related Services & Activities	N
2	05-430-760-3980-6020		88.00	LICENSING BACKGROUND CHECKS 10/31/2023 10/31/2023	149833008	Licensing & Resource Development	N
5	05-430-700-4800-6804		419.58	MH INIT - HOTEL STAY 10/20/2023 10/20/2023	150928040	Mh Init - Housing Expense (443)	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>1,996.19</b>	<b>9 Transactions</b>			
<b>5 Fund Total:</b>			<b>1,996.19</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>9 Transactions</b>	
<b>Final Total:</b>			<b>1,996.19</b>	<b>1 Vendors</b>	<b>9 Transactions</b>		

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,793.93	General Fund
11	258.75	Forest Development
19	115.12	Long Lake Conservation Center
<b>All Funds</b>	<b>2,167.80</b>	<b>Total</b>

Approved by, .....

.....

.....

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	1,996.19	Health & Human Services
<b>All Funds</b>	<b>1,996.19</b>	<b>Total</b>

Approved by, .....

.....

.....

# Aitkin County



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	5	89.31	Health & Human Services
	<b>All Funds</b>	<b>89.31</b>	<b>Total</b>

Approved by, .....

.....

.....

Total Elan pd 11.9.23 = \$4,253.30



**AITKIN COUNTY BOARD OF COMMISSIONERS**

November 6, 2023

12:00 p.m.

Government Center Training Room

**Committee of the Whole Session Minutes**

1.A **CALL TO ORDER**

Chair Wedel called the meeting to order at 12:03 p.m.

Attendee Name	Title	Status
J. Mark Wedel	District #1	Present
Laurie Westerlund	District #2	Present
Travis Leiviska	District #3	Absent
Bret Sample	District #4	Present, arrived at 12:12 p.m.
Michael Kearney	District #5	Present
Jessica Seibert	County Administrator	Present
April Kellerman	Administrative Assistant	Present

1.B **PLEDGE OF ALLEGIANCE**

1.C **APPROVAL OF AGENDA**

Motion to: Approve the agenda.

<b>RESULT:</b>	<b>APPROVED (3 to 0)</b>
<b>MOVER:</b>	Commissioner Michael Kearney
<b>SECONDER:</b>	Commissioner Laurie Westerlund
	Commissioner Bret Sample arrived after approval of agenda.

2.A. **STRATEGIC PLANNING**

**Motion to Adjourn**

Motion made at 3:08 p.m.

<b>RESULT:</b>	<b>APPROVED (4 to 0)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Bret Sample

\_\_\_\_\_  
J. Mark Wedel, Board Chair  
Aitkin County Board of Commissioner

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



# Board of County Commissioners Agenda Request

**2U**  
Agenda Item #

**Requested Meeting Date:** November 28, 2023

**Title of Item:** Fire Protection Contract with City of Palisade

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Kirk Peysar, County Auditor		<b>Department:</b> County Auditor
<b>Presenter (Name and Title):</b> Kirk Peysar, County Auditor		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b>  Approve and authorize signatures to the 2025 Fire Protection Contract for the unorganized townships served by the Palisade Fire Department.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve and authorize signatures to the contract with City of Palisade for 2025		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ as attached Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

**CITY OF PALISADE**  
**Palisade Fire Department**  
**Agreement of Fire Protection**

This Agreement Made and entered into this 4th day of November 2023 by and between the City of Palisade, a Municipal corporation of Aitkin County, MN and the City of Palisade of Aitkin, County, MN.

WHEREAS, the second party, deeming it advisable to have available for the benefit of the residents said Township, service of the first parties Fire Department, and the Electors of said Town having pursuant to law, provided a fund for furnishing of said service and WHEREAS, the first party has by appropriate action authorized its Mayor and Council Members to enter into a contract with the second party for furnishing of said service. NOW, THEREFORE, it is mutually agreed between the parties hereto, that for a period of ONE YEAR from and after the date hereof, the FIRE DEPARTMENT of the first party will answer any and all fire calls of the residents in the following sections of Unorganized Townships.

and will respond to such calls with suitable firefighting apparatus manned by at least three members of the Palisade Fire Department, who will render all assistance possible in the saving of life and property. In consideration of said service, second party agrees to pay as following; 50-26 \$1631.83:51-25\$296.38:49-27\$5,295.18: 50-27\$348.62: 50-25\$1630.68 = \$9202.69. The amount of \$9,202.69 due and payable by Jul 1<sup>st</sup> 2024.

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

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

CONTRACT DATE: JANUARY 1, 2025 to DECEMBER 31, 2025.

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

CITY OF PALISADE, A MUNICIPAL CORPORATION OF AITKIN COUNTY, MN. IN PRESENCE OF:

Samuel R. Worobetz

Sharon M. Wetkell

[Signature]

[Signature] Fire Chief



Unorganized TOWNSHIP, A MUNICIPAL CORPORATION OF AITKIN COUNTY, MN

\_\_\_\_\_  
\_\_\_\_\_

*Kathleen E. Lund*  
*City Clerk*

City of Palsade PO Box 144 304 Main Street Palisade, MN 56469 city@frontierngt.net (218) 845-2051

ⓧ \_\_\_\_\_

*clerk of Unorgs*

ⓧ \_\_\_\_\_

*chair of Unorgs*



# Board of County Commissioners Agenda Request

**2V**  
Agenda Item #

**Requested Meeting Date:** Novemeber 28, 2023

**Title of Item:** Approve Affidavit for Lost Check

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sheriff Dan Guida		<b>Department:</b> Sheriff
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Request for Duplicate Check - Aitkin County Sheriff's Office Ck #11130 was mailed to the Department of Vehicle Services (DVS) to order Club 100 plates. DVS personnel advised that check has been "lost". Check # 11130 has not cleared our bank as of this date.  *Affidavit of Lost Check attached*		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve duplicate check		
<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>		

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)  
) ss. \_\_\_\_\_  
)

being duly sworn on oath says, that (s)he is the owner of a certain commissioner warrant,  
dated the 23<sup>rd</sup> day of September, 2023, numbered Ck # 11130,  
issued by Aitkin County to MN Department of Vehicle Services,

in the sum of \$30.00 has been Lost in the manner  
("Lost" or "Destroyed")

following, to wit:

Check #11130 was mailed to DVS to order Club 100 plates. DVS personnel advised plates were not ordered and check has been "lost". Check has not cleared the bank as of this date.

and that (s)he makes this affidavit for the purpose of having a duplicate thereof issued to him (her)  
according to law, and to that end herewith files his (her) indemnifying bond, with sureties to be  
approved, in the sum equal to double the amount of said commissioner warrant.

X [Signature]

Subscribed and sworn to before me this 21<sup>st</sup> day of November, 2023

Beth M. Richie

Notary Public Ramsey County, Minnesota

My Commission Expires 1-31-2025





# Board of County Commissioners Agenda Request

**3A**  
Agenda Item #

**Requested Meeting Date:** November 28, 2023

**Title of Item:** Set Date and Time of 2024 Timber Auctions

<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> Dennis (DJ) Thompson		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Dennis (DJ) Thompson, Land Commissioner		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b> <p>The attached resolution sets the date and time for the three (3) Aitkin County Land Department timber auctions in 2024.</p> <p>The May and December oral bid auctions will be held at Long Lake Conservation Center. The venue will be offered to the Aitkin Area DNR to use for their timber auctions for logger convenience. The August auction is a sealed bid auction.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt resolution		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner: xxx

20231128-xxx

**Date and Time of 2024 Aitkin County Land Department Timber Auctions**

**BE IT HEREBY RESOLVED**, that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on public auction, without the sale of land at 10:00 a.m. on May 13, 2024.

**BE IT ALSO RESOLVED**, that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on a sealed bid auction, without the sale of land at 2:00 p.m. on August 14, 2024.

**AND BE IT ALSO RESOLVED**, that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on public auction, without the sale of land at 9:00 a.m. on December 16, 2024.

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

**FIVE MEMBERS PRESENT**

**All Members Voting xxx**

**STATE OF MINNESOTA}  
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28<sup>th</sup> day of November 2023, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 28<sup>th</sup> day of November 2023**

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



# Board of County Commissioners Agenda Request

**3B**  
Agenda Item #

**Requested Meeting Date:** November 28, 2023

**Title of Item:** Private Sale of Tax Forfeited Land to Eric Mann

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Dennis (DJ) Thompson		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Dennis (DJ) Thompson, Land Commissioner		<b>Estimated Time Needed:</b> 5 Minutes
<b>Summary of Issue:</b> <p>Eric Mann has requested the direct purchase of tax-forfeited parcel 09-0-031708 (.52 acres) described as: .52 AC G LOT 1 AS IN DOC 356347 in Section 19, Township 46, Range 25. At its July 10, 2023 meeting, the Natural Resources Advisory Committee passed a motion to proceed with the sale. There are some minor encroachment issues with the tax-forfeited property.</p> <p>Minnesota Statutes, chapter 282 only allows for the private sale of tax-forfeited land through special legislation. The Land Commissioner has determined that the county's land management interests would best be served if the land was returned to private ownership. The parcel involved in the sale has been classified as non-conservation.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Pass a motion for the Land Commissioner to seek special legislation to allow for the private sale of parcel 09-0-031708 to Eric Mann.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Eric Mann Property

Tax-Forfeited Property



# Board of County Commissioners Agenda Request

**4A**  
Agenda Item #

**Requested Meeting Date:** 11/28/2023

**Title of Item:** Aquatic Invasive Species 2023 Summary

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Kyle Fredrickson	<b>Department:</b> Aitkin County SWCD
<b>Presenter (Name and Title):</b> Kyle Fredrickson Aitkin Co AIS coordinator	<b>Estimated Time Needed:</b> 15 minutes
<b>Summary of Issue:</b> The aquatic invasive species prevention efforts continue in 2023. We had another very good summer season. Public support remains high. I have recieved a number of praises for the inspectors.  I will present data on the 2023 aquatic invasive species program. Including inspections, issues found, trends from previous years, and other information.  We are also seeking your ideas to improve our AIS efforts in the future.	
<b>Alternatives, Options, Effects on Others/Comments:</b>	
<b>Recommended Action/Motion:</b>	
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>	

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





# Board of County Commissioners Agenda Request

## 5A

Agenda Item #

**Requested Meeting Date:** November 28, 2023

**Title of Item:** Job Re-evaluations

<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> Bobbie Danielson		<b>Department:</b> Human Resources
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> 5 Minutes
<b>Summary of Issue:</b>  The consultant recommends the following positions be increased one grade level, as follows:  Jail Sergeant, to Grade 7 Records Technician, Grade 4 Dispatcher/Jailer, Grade 5 Correctional Officer, Grade 5 County Administrator, Grade 21* HR Specialist, Grade 6 Assistant County Engineer, Grade 14  *This requires a new Grade to be added on the wage scale, effective November 28, 2023. See revised scale attached.		
<b>Alternatives, Options, Effects on Others/Comments:</b> If you have any questions or require additional information prior to the meeting, please feel free to contact me.		
<b>Recommended Action/Motion:</b> Motion to accept the consultant's job-evaluation recommendations as presented, effective November 28, 2023.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 97,702.36 est. for grade recalibrations, including PERA, Soc. Sec. Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>  Each incumbent will receive \$1.00/hour or 5% increase, whichever is greater, not to exceed the wage scale MAX.		

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

**OPEN RANGE SCALE FOR JANUARY 1, 2023**

Grade	MIN		MAX	
	FLSA Non-Exempt		FLSA Exempt	
21 (New)	\$ 52.78	\$ 72.95	\$ 109,792.35	\$ 151,733.96
20	\$ 50.90	\$ 70.34	\$ 105,881.95	\$ 146,305.16
19	\$ 49.02	\$ 67.73	\$ 101,967.89	\$ 140,877.52
18	\$ 47.14	\$ 65.12	\$ 98,053.83	\$ 135,449.88
17	\$ 45.26	\$ 62.51	\$ 94,139.76	\$ 130,022.23
16	\$ 43.38	\$ 59.90	\$ 90,225.70	\$ 124,594.59
15	\$ 41.50	\$ 57.29	\$ 86,311.64	\$ 119,166.94
14	\$ 39.61	\$ 54.68	\$ 82,397.58	\$ 113,739.30
13	\$ 37.73	\$ 52.07	\$ 78,483.51	\$ 108,311.65
12	\$ 35.85	\$ 49.46	\$ 74,569.45	\$ 102,884.01
11	\$ 33.97	\$ 46.85	\$ 70,655.39	\$ 97,456.37
10	\$ 32.09	\$ 44.24	\$ 66,741.33	\$ 92,028.72
9	\$ 30.20	\$ 41.64	\$ 62,819.33	\$ 86,601.08
8	\$ 28.32	\$ 39.03	\$ 58,903.94	\$ 81,173.43
7	\$ 26.44	\$ 36.42	\$ 54,988.54	\$ 75,745.79
6	\$ 24.56	\$ 33.81	\$ 51,094.78	\$ 70,318.15
5	\$ 22.68	\$ 31.20	\$ 47,179.39	\$ 64,890.50
4	\$ 20.80	\$ 28.59	\$ 43,264.00	\$ 59,462.86
3	\$ 18.92	\$ 25.98	\$ 39,348.61	\$ 54,035.21
2	\$ 17.04	\$ 23.37	\$ 35,433.22	\$ 48,607.57
1	\$ 15.15	\$ 20.76	\$ 31,517.82	\$ 43,179.92

**OPEN RANGE SCALE FOR JANUARY 1, 2024**

Grade	MIN		MAX	
	FLSA Non-Exempt		FLSA Exempt	
21 (New)	\$ 54.90	\$ 75.87	\$ 114,184.04	\$ 157,803.32
20	\$ 52.94	\$ 73.15	\$ 110,117.23	\$ 152,157.37
19	\$ 50.98	\$ 70.44	\$ 106,046.60	\$ 146,512.62
18	\$ 49.03	\$ 67.72	\$ 101,975.98	\$ 140,867.87
17	\$ 47.07	\$ 65.01	\$ 97,905.35	\$ 135,223.12
16	\$ 45.11	\$ 62.30	\$ 93,834.73	\$ 129,578.37
15	\$ 43.16	\$ 59.58	\$ 89,764.10	\$ 123,933.62
14	\$ 41.20	\$ 56.87	\$ 85,693.48	\$ 118,288.87
13	\$ 39.24	\$ 54.16	\$ 81,622.85	\$ 112,644.12
12	\$ 37.28	\$ 51.44	\$ 77,552.23	\$ 106,999.37
11	\$ 35.33	\$ 48.73	\$ 73,481.61	\$ 101,354.62
10	\$ 33.37	\$ 46.01	\$ 69,410.98	\$ 95,709.87
9	\$ 31.41	\$ 43.30	\$ 65,332.10	\$ 90,065.12
8	\$ 29.45	\$ 40.59	\$ 61,260.09	\$ 84,420.37
7	\$ 27.49	\$ 37.87	\$ 57,188.09	\$ 78,775.62
6	\$ 25.55	\$ 35.16	\$ 53,138.58	\$ 73,130.87
5	\$ 23.59	\$ 32.45	\$ 49,066.57	\$ 67,486.12
4	\$ 21.63	\$ 29.73	\$ 44,994.56	\$ 61,841.37
3	\$ 19.67	\$ 27.02	\$ 40,922.55	\$ 56,196.62
2	\$ 17.72	\$ 24.30	\$ 36,850.54	\$ 50,551.87
1	\$ 15.76	\$ 21.59	\$ 32,778.54	\$ 44,907.12



# Board of County Commissioners Agenda Request

**5B**  
Agenda Item #

**Requested Meeting Date:** November 28, 2023

**Title of Item:** Personnel Policy Updates

<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> Bobbie Danielson	<b>Department:</b> Human Resources
--	---------------------------------------

<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director	<b>Estimated Time Needed:</b> 5 Minutes
---	--

**Summary of Issue:**

Personnel policies are updated on an ongoing basis, as needed.

Please find Earned Sick and Safe Time (ESST) and other policy updates attached.

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

If you have any questions or require additional information prior to the meeting, please feel free to contact me.

**Recommended Action/Motion:**

Motion to adopt the Personnel Policy updates as presented, effective November 28, 2023, except for the ESST policy which will be effective January 1, 2024.

**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:*

ESST time will be provided to seasonal/temp/sub employees who work 80 or more hours per year, whereas this was not provided by policy previously. This is a new State of MN law.

**Aitkin County Personnel Policy, Supplemental Policy  
Earned Sick and Safe Time (ESST) Policy  
Effective January 1, 2024**

**Section 1. Introduction and Accrual**

Effective January 1, 2024, the employer will provide all employees (full-time, part-time, temporary, seasonal, substitute, and intermittent) who work 80 or more hours in a calendar year with up to 48 hours of paid sick and safe leave for care of themselves, their family members, or another designee as described in Section 4 below.

For purposes of this ESST policy and calculating 80 or more hours of “work” in a calendar year, all PTO and holiday hours shall count as time “worked”. Comp time, personal leave, extended sick leave hours, workers’ compensation, PTO cash out time, and unpaid leaves of absence do not count as time “worked” for purposes of calculating 80 or more hours of “work” in a calendar year for purposes of this ESST policy.

A “year” is defined as a calendar year.

Eligible employees begin accruing ESST immediately upon their hire.

This ESST Policy does not apply to volunteers, independent contractors, or elected officials.

Under this new ESST law, eligible employees will accrue one hour of earned sick and safe time for every 30 hours worked, up to a maximum of 48 hours of earned sick and safe time in a calendar year.

Earned sick and safe time may be used in the smallest increment of time tracked by the employer's payroll system which is currently [insert].

Note: The expanded benefits under this ESST policy, such as less restrictive notice requirements, expanded definition of “family member”, and any other provision that is less restrictive than other county and departmental policies only applies to ESST usage (i.e. the first 48 hours of accrued leave usage per calendar year, or up to 80 hours if any carryover applies).

**Section 2. Designation / Advisory / ESST Carryover**

**A. Advisory for Full-time and Part-time Employees who work 80 or more hours in a Calendar Year**  
ESST is not a new bank of time. The employer already provides PTO and Personal Leave to full-time and part-time employees under the personnel policy or collective bargaining agreement(s). The first 48 hours of ***PTO, Extended Sick Leave, and/or Personal Leave (hereinafter referred to as accrued time)*** used per calendar year will be designated as ESST (or up to 80 hours if any carryover applies). If an employee chooses to use all of their available accrued time for reasons other than those outlined in this policy as ESST eligible hours, they will not be provided with additional ESST hours. Employees will **not** be provided with additional ESST hours once their available ESST hours have been exhausted.

Employees may use the first 48 hours of accrued time for the same purposes and under the same conditions as earned sick and safe time provides (or up to 80 hours if any carryover applies). Only the first 48 hours of accrued time qualify as ESST (or up to 80 hours if any carryover applies).

Employees may carryover any unused ESST from [calendar] year to year, up to a maximum of 80 hours ESST.

For purposes of accruing ESST, FLSA Exempt (salaried) employees are deemed to work 40 hours in each workweek, unless the employee's normal workweek is less than 40 hours, in which case they will accrue ESST based on their normal workweek.

**B. Advisory for Temporary, Seasonal, Substitute, and Intermittent Employees who work 80 or more hours in a Calendar Year**

The employer shall provide one hour of earned sick and safe time for every 30 hours worked, up to a maximum of 48 hours of earned sick and safe time in a calendar year. Employees will **not** be provided with additional ESST hours once their available ESST hours have been exhausted.

Employees may carryover any unused ESST from [calendar] year to year, up to a maximum of 80 hours ESST.

**Section 3. ESST Eligible Use**

Eligible employees may use accrued earned sick and safe time for:

- (A)** an employee's:**(i)** mental or physical illness, injury, or other health condition;**(ii)** need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or**(iii)** need for preventive medical or health care;
- (B)** care of a family member as defined in Section 4 below:**(i)** with a mental or physical illness, injury, or other health condition;**(ii)** who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or**(iii)** who needs preventive medical or health care;
- (C)** absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:**(i)** seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;**(ii)** obtain services from a victim services organization;**(iii)** obtain psychological or other counseling;**(iv)** seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or**(v)** seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking;
- (D)** closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency;
- (E)** the employee's inability to work or telework because the employee is:**(i)** prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or**(ii)** seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis; and

**(F)** when it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease. For the purposes of this paragraph, a public emergency shall include a declared emergency as defined in MN Statutes §12.03 or a declared local emergency under MN Statutes §12.29.

An employee may use earned sick and safe time for all or part of a shift, depending on their need.

The employer shall not require, as a condition of an employee using ESST, that the employee seek or find a replacement worker to cover the hours the employee uses as earned sick and safe time.

#### **Section 4. Definition of "Family Member"**

For the purpose of this ESST Policy, "Family Member" means:

- (A)** an employee's:**(i)** child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;**(ii)** spouse or registered domestic partner;**(iii)** sibling, stepsibling, or foster sibling;**(iv)** biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;**(v)** grandchild, foster grandchild, or step-grandchild;**(vi)** grandparent or step-grandparent;**(vii)** a child of a sibling of the employee;**(viii)** a sibling of the parents of the employee; or**(ix)** a child-in-law or sibling-in-law;
- (B)** any of the family members listed in clause (1) of a spouse or registered domestic partner;
- (C)** any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- (D)** up to one individual annually designated by the employee. *It is the employee's responsibility to notify HR in writing by January 1 of each year who this one individual shall be designated as. The employee's initial designation will carry over from year to year unless amended in writing by January 1 of each year. Send written designation to [REDACTED] or Aitkin County HR, Government Center, 307 2<sup>nd</sup> St NW, Room 312, Aitkin, MN 56431.*

Note: This expanded definition of "family member" only applies to ESST usage (i.e. the first 48 hours of accrued leave usage per calendar year, or up to 80 hours if any carryover applies).

#### **Section 5. Other Relevant Definitions**

"Domestic abuse" has the meaning given in section 51801.

"Health care professional" means any person licensed, certified, or otherwise authorized under federal or state law to provide medical or emergency services, including doctors, physician assistants, nurses, advanced practice registered nurses, mental health professionals, and emergency room personnel.

"Sexual assault" means an act that constitutes a violation under sections 609.342 to 609.345 or 609.352.

"Stalking" has the meaning given in section 609.749.

**Section 6. Pay / Insurance / Seniority / FMLA / No Use of ESST on Scheduled Days Off**

For purposes of this ESST Policy, Earned Sick and Safe Time will be paid at the wage the employee would have earned had they worked that shift. This includes night shift differential pay when applicable.

PTO hours "cashed out" is not counted towards the 48 hours of ESST use (or up to 80 hours if any carryover applies).

The employer will maintain coverage under any group insurance policy for the employee and any dependents as if the employee was not using ESST, provided, however, that the employee must continue to pay any employee share of the cost of such benefits.

In accordance with the ESST law, an employee returning from ESST leave is entitled to retain their seniority status as if there had been no interruption in service, unless stated otherwise in the applicable collective bargaining agreement.

ESST time runs concurrent with FMLA, as applicable.

Earned Sick and Safe Time cannot be used on an employee's scheduled day off.

**Section 7. Notice to Employer**

If the need for ESST use is foreseeable, employees must provide the employer 7 days advance notice of the intention to use earned sick and safe time. If an employee does not provide notice for foreseeable leave, earned sick and safe time may be denied.

If the need is unforeseeable, employees must provide the employer notice of the need for earned sick and safe time as soon as practicable.

The proper procedure for employees to issue notification to the employer is to promptly discuss the need for ESST with the employee's Department Head or immediate supervisor and to notify payroll in writing using the Comments section on the employee's timesheet and to upload documentation, as defined in Section 8 below, to the timesheet. For payroll assistance, call 218-927-7362.

**Section 8. Documentation**

**(A)** When an employee uses earned sick and safe time for more than three consecutive days, the employer shall require reasonable documentation that the earned sick and safe time is covered by this policy.

**(B)** For ESST time related to health conditions, reasonable documentation may include a signed statement by a health care professional indicating the need for use of earned sick and safe time. However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation for the purposes of this paragraph may include a written statement from the employee indicating that the employee is using or used earned sick and safe time for a qualifying purpose covered by this policy, sufficient to document the applicable use and section.

**(C)** For ESST time related to domestic abuse, sexual assault, or stalking, the employer will accept a court record or documentation signed by a volunteer or employee of a victims services organization, an attorney, a police officer, or an antiviolence counselor as reasonable documentation.

**(D)** For ESST time related to care for a family member, the employer will accept as reasonable documentation a written statement from the employee indicating that the employee is using or used earned sick and safe time for a qualifying purpose covered by this policy, sufficient to document the applicable use and section, as reasonable documentation.

**(E)** An employee is not required to disclose specific details relating to domestic abuse, sexual assault, or stalking or the details of an employee's or an employee's family member's medical condition as related to an employee's request to use earned sick and safe time.

**Section 9. Transfer, Termination, and Rehire**

Employees who are transferred to a different job classification for the same employer will retain their accrued and unused earned sick and safe time on account.

Accrued and unused ESST time is not paid out upon the employee's resignation, retirement, layoff, or termination.

Employees who separate employment and are rehired within 180 days will retain their previously accrued and unused earned sick and safe time on account.

**Section 10. Retaliation Prohibited**

The employer shall not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee who uses earned sick and safe time.

**Section 11. Disclaimer**

In cases where departmental policies, procedures, or practices are more restrictive than this ESST policy, the ESST policy will prevail. As an example, for the first 48 hours of paid leave, no notice is required under ESST for unforeseeable leave (or up to 80 hours if any carryover applies).

Details and interpretations surrounding this new ESST law are still forthcoming from the Department of Labor. This policy is subject to change at the employer's discretion.

**Section 12. Questions**

Questions or concerns regarding this ESST Policy may be directed to the Aitkin County Human Resources Department. [REDACTED] or 218-927-[REDACTED]





## Earned sick and safe time employee notice

Employees in Minnesota are entitled to Earned Sick and Safe Time (ESST), a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is the calendar year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

## Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform their Department Head or immediate supervisor by phone, email or other communication as far in advance as possible, but at least 7 days in advance. In situations where an employee cannot provide advance notice, the employee should contact their Department Head or immediate supervisor by phone, email or other communication as soon as they know they will be unable to work.

The employee shall also notify payroll of ESST use in writing using the Comments section on the employee's timesheet and to upload documentation, as defined in Section 8 of the Aitkin County ESST Policy, to the timesheet. For payroll assistance, call 218-927-[REDACTED].

## Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

## For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or visit the department's earned sick and safe time webpage at [dli.mn.gov/sick-leave](http://dli.mn.gov/sick-leave).

	(New full-time employees will be provided 40 hours of PTO at time of hire so their rate of accumulation for the first year will be adjusted accordingly.)	
3	2.25	27
5	2.50	30
10	2.75	33
15+	3.00	36

PTO cash out: Employees who have used at least 80 hours PTO in the previous twelve-month period may elect pay in lieu of PTO for up to 120 hours (15 days) once in any calendar year.

Employees may not accrue more than 35 days (280 hours) at any time.

Upon separation of service, the employee will be paid for any unused PTO, up to the maximum accrued amount, unless the employee is terminated because of an illegal act regardless of whether any legal remedies are pursued or whether any conviction results. In the event of the death of an employee, the employee's accumulated vacation credits shall be paid to the employee's estate.

Employees are allowed to transfer any accrued PTO over the maximum accrual amount to the sick leave bank where there is no severance payment upon separation of service. At no time can the sick leave bank exceed 720 hours (90 working days). PTO that has been transferred to the sick leave bank can only be used in accordance with the sick leave provisions in Article V, Section H.

Part-time employees shall be entitled to PTO benefits on a pro-rated basis, up to a total of 48 hours PTO per calendar year. Seasonal and temporary employees are not eligible to accrue PTO benefits.

PTO benefits shall only accrue when an employee is in a paid status or on an approved military leave. PTO benefits shall not be earned by any employee during a leave of absence without pay, suspension without pay, or time otherwise not paid.

*Edit from 40 to 48 HRS  
eff. 1-1-2024*

**Commented [BJD1]:** Effective January 1, 2024, edit from 40 to 48 hours maximum for part-time employees to match ESST maximum accrual per calendar year.

**Deleted:** 40



# Board of County Commissioners Agenda Request

**6A**  
Agenda Item #

**Requested Meeting Date:** November 28, 2023

**Title of Item:** City Participation Program Agreement

<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> Mark Jeffers	<b>Department:</b> Administration
--------------------------------------	--------------------------------------

<b>Presenter (Name and Title):</b> Mark Jeffers, Economic Development Coordinator	<b>Estimated Time Needed:</b> 10 minutes
--	---

**Summary of Issue:**

Minnesota Housing manages the Minnesota City Participation Program (MCP), which uses the Tax Exempt Bond Housing Pool Allocation authorized by the Office of Minnesota Management and Budget (MMB) to enable communities throughout the state to efficiently provide first-time homebuyer loans in their community without the administrative burden of running their own bond program. The first-time homebuyers access the program through their local lenders and have access to downpayment and closing cost assistance if needed.

Self-issuance of bonds may not be economically feasible for some communities, given economies of scale necessary for successful self-issuance. Under the MCP Program, Minnesota Housing can sell bonds on behalf of local governments to assist them in meeting local housing goals pursuant to Minnesota Statutes Section 474A.061, subdivision 2a.

The agreement included is a commitment for Aitkin County to participate for one year, with no financial responsibility to the County.

The County Attorney has reviewed the agreement.

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

**Recommended Action/Motion:**

Motion to approve Aitkin County Economic Development to participate in the program for 2024 and give the County Administrator approval to sign the agreement.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

**MINNESOTA HOUSING FINANCE AGENCY  
MINNESOTA CITY PARTICIPATION PROGRAM**

**PROGRAM APPLICATION  
COMMITMENT AGREEMENT**

**THIS APPLICATION AND AGREEMENT** (this "Agreement") is between Aitkin County with its office at 307 2nd St NW, Room 316, Aitkin, MN 56431 and Minnesota Housing Finance Agency ("Minnesota Housing"), with its office at 400 Wabasha Street North, Suite 400, St. Paul, MN 55102.

**RECITALS:**

- A. Minnesota Housing, under the provisions of Minn. Stat. §474A.061, Subd. 2a is authorized to issue qualified mortgage bonds, as that term is used in the Internal Revenue Code of 1986, as amended (the "Code"), on behalf of the City, and it will issue bonds for that purpose (the "Bonds").
- B. The City applying to participate is a Minnesota city, county, city or county housing and redevelopment authority, economic development authority, port authority or a consortium of local government units, as defined by Minnesota Statutes §474A.061, Subd. 2a(c).
- C. Minnesota Housing has implemented Minnesota Housing Finance Agency Minnesota City Participation Program (the "Program") and will use the proceeds from the issuance of the Bonds to fund the Program.
- D. The City has requested and received a set-aside of funds from the Program.
- E. The City wishes to obtain a commitment by Minnesota Housing to direct Minnesota Housing's designated Master Servicer (the "Master Servicer") to purchase mortgage notes ("Mortgages") that will be originated by a lender or lenders that meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds (collectively, the "Lender").
- F. Mortgages that the Master Servicer purchases pursuant to the commitment requested by the City must only be for residences located within a geographic area to be established and designated by the City.
- G. Minnesota Housing is willing to issue a commitment agreeing to purchase Mortgage-Backed Securities backed by Mortgages that are (i) originated by the Lender; (ii) purchased by the Master Servicer; (iii) in accordance with the terms and conditions of this Agreement, the Program, and the Start Up Procedural Manual to be supplied by Minnesota Housing (the "Procedural Manual"), the provisions of which are hereby incorporated by reference into this Agreement as if set forth in full herein; and (iv) made to borrowers with adjusted incomes not exceeding the greater of 80 percent of statewide or area median income as calculated by Minnesota Housing.

**NOW, THEREFORE**, in consideration of the covenants contained in this Agreement, Minnesota Housing and the City agree as follows:

by Minnesota Housing in accordance with Minnesota Statutes §474A.061, Subd. 2a(d), and provided to the City.

The Master Servicer will only purchase Mortgages pursuant to this Agreement securing property that, and borrowers who, satisfy the requirements and provisions of this Agreement, the Program, and the Procedural Manual. The City acknowledges that the commitment is effective upon the approval thereof by Minnesota Housing and the delivery of a copy of this Agreement by Minnesota Housing to the City.

3. **Lender Qualifications.** Lenders must meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds.

4. **Commitment Term.** The term of this Agreement and the City's participation in the Program (the "Commitment Term") will commence on January 16, 2024 and shall continue through November 30, 2024. This Agreement, and the City's participation in the Program, will automatically terminate, without the need for any action by either party hereto, at the end of the Commitment Term.

5. **Set-Aside Term.** The Commitment Amount will be set-aside and held by Minnesota Housing for the sole use by the City for a period of time to be established by Minnesota Housing, in its sole option and discretion, provided, however, that time period will not be less than six months (the "Set-Aside Term") commencing on a date to be selected and specified by Minnesota Housing. Minnesota Housing will notify the City in writing of the date on which the Set-Aside Term commences.

Any portion of the Commitment Amount not reserved for the purchase of qualifying Mortgages as of the end of the Set-Aside Term shall be canceled and returned to Minnesota Housing for redistribution under the Program. In addition, any portion of the Commitment Amount reserved for Mortgages that are not delivered to the Master Servicer for purchase within the time period delineated in the Procedural Manual for that purchase, will be canceled and Minnesota Housing will redistribute that amount under the Program. Minnesota Housing may make any funds available to the Program at the end of the Commitment Term for mortgage loans that are eligible to be financed with proceeds of the Bonds.

6. **Commitment Fees.** There is no commitment fee payable by the City for the commitment by Minnesota Housing to the purchase by the Master Servicer of qualifying Mortgages.

7. **Purchase Price.** The purchase price of each Mortgage to be purchased by the Master Servicer pursuant to this Agreement will be as set forth in the requirements of the Procedural Manual and posted on Minnesota Housing's website.

8. **Mortgage Terms.** The terms and conditions for all Mortgages, including but not limited to the interest rate, will be set from time to time by Minnesota Housing, at its sole option and discretion, and communicated to the Lender in accordance with the procedures set forth in the Procedural Manual.

9. **Area Limitation.** Minnesota Housing, pursuant to this Agreement, is required to purchase only those Mortgages that are for residences located within a geographic area to be established and designated by the City.

12. **Paragraph Captions and Program Headings.** The captions and headings of the paragraphs of this Agreement are for convenience only and will not be used to interpret or define the provisions thereof.

13. **Applicable Law.** This Agreement is made and entered into in the State of Minnesota, and all questions relating to the validity, construction, performance and enforcement hereof will be governed by the laws of the State of Minnesota.

14. **Agreement Conditional Upon Minnesota Housing Approval.** This Agreement will be a binding obligation of Minnesota Housing upon its execution by Minnesota Housing and delivery of a copy of the same to the City; provided, however, Minnesota Housing may, in its sole option and discretion, any time on or after January 16, 2024 revoke such obligation and terminate this Agreement if the City has not fully executed and returned a fully executed original hereof to Minnesota Housing. That revocation and termination will be accomplished and evidenced by Minnesota Housing notifying the City thereof by way of a "Certified Letter - Return Receipt Requested" addressed and delivered to the City. Upon revocation and termination this Agreement will be null and void and of no force or effect.

15. **Issuance of Bonds.** The City hereby authorizes Minnesota Housing to issue, on behalf of the City, qualified mortgage bonds, as that term is used in the Code, in an amount equal to the Commitment Amount, and Minnesota Housing agrees to issue those bonds if and when federal law authorizes and Minnesota Housing deems it is economically feasible to do so.

(THE REMAINING PORTION OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

**IN WITNESS WHEREOF**, the City has executed this Agreement this \_\_\_\_\_ day of  
(Day)

\_\_\_\_\_  
(Month)                      (Year)

**Aitkin County**

By: \_\_\_\_\_  
(Signature of Authorized Officer)

\_\_\_\_\_  
(Name of Authorized Officer)

**Minnesota Housing APPROVAL**

Minnesota Housing hereby accepts the above Program Application-Commitment Agreement and approves and grants participation in the program.

**MINNESOTA HOUSING FINANCE AGENCY**

By: \_\_\_\_\_  
Kayla Schuchman

Its: Assistant Commissioner, Single-Family Division

Signed this \_\_\_\_ day of \_\_\_\_\_, 2024.



# Minnesota Housing 2024 Minnesota City Participation Program (MCP) Application

Minnesota Housing must receive your application by email between January 2-15, 2024 at 5:00

Please provide all the information below.

## Agency Contact Information

Agency Name: Aitkin County

Contact Person: Mark Jeffers

Mailing Address: 307 2nd St NW, room 316 Physical Address: same

City: Aitkin State: MN Zip: 56431 Website: naturallybetterhere.com

Phone #: 218-513-6188 E-Mail: mark.jeffers@co.aitkin.mn.us

## Administrative Information

- Check agency type:  City  City HRA/CDA/EDA  County HRA/  Port Authority  
 Multi-County HRA: Receive single allocation for all counties within your jurisdiction  
 Consortium of local government units applying jointly by agreement (please submit evidence of agreement with this application, even if you provided one in previous years).
- List the legal name(s) of all cities and counties where the funds will be utilized. For county and multicounty applications, only list the counties.  
Aitkin, McGregor, Hill City, Palisade, Tamarack, McGrath, Malmo
- Check the box below to confirm this statement:  
 MCPP helps the community meet an identified housing need and the program is economically viable.
- Does your City (or County) offer a down payment program or other homeownership assistance?  
 Yes  No  
If yes, list program names (For informational purposes only; does not impact your application status):  
We are in the process of implementing a housing trust fund to better our opportunities.

## Signature

Provide authorized signature(s) from the organization submitting this application, including printed or typewritten name, title and phone number. Scan original and email application to [mn.housing@state.mn.us](mailto:mn.housing@state.mn.us) (Original not needed).

Mark Jeffers

Digitally signed by Mark Jeffers  
Date: 2023.11.16 10:46:18 -08'00'

Signature

Mark Jeffers

Name (Print)

Title

Economic Development Coordinator

Phone number or check here if same as above.

E-mail or check here if same as above.

## Program and Contact Information

Minnesota Statute sets Borrower Income Limits and House Purchase Price Limits. Minnesota Housing makes final determinations of the total amount of program funds available and individual allotments (in compliance with a per capita distribution method specified in statute).

Questions about MCP or this application? Contact Greg Krenz at (651)297-3623 or [greg.krenz@state.mn.us](mailto:greg.krenz@state.mn.us)

## **2024 Minnesota City Participation Program (MCP) Background and Summary Information**

Minnesota Housing manages the Minnesota City Participation Program (MCP), which uses the Tax Exempt Bond Housing Pool Allocation authorized by the Office of Minnesota Management and Budget (MMB) to enable communities throughout the state to efficiently provide first-time homebuyer loans in their community without the administrative burden of running their own bond program. The first-time homebuyers access the program through their local lenders and have access to downpayment and closing cost assistance if needed.

Self-issuance of bonds may not be economically feasible for some communities, given economies of scale necessary for successful self-issuance. Under the MCP Program, Minnesota Housing can sell bonds on behalf of local governments to assist them in meeting local housing goals pursuant to Minnesota Statutes Section 474A.061, subdivision 2a.

MCP can help you effectively and efficiently provide first-time homebuyer loans in your community, with minimal administrative burden.

By partnering with Minnesota Housing, eligible first-time buyers in your area will have access to our affordable Start Up loan program and downpayment and closing cost loans. We are able to run the program with no administrative fees required from the participating community.

We'll connect you to our approved lenders and help you market this opportunity to homebuyers in your community with:

- Marketing materials
- Press release/newsletter template
- Social media templates
- Monthly reports
- General information on programs and Minnesota Housing

In accordance with the statute, cities (or counties or multi-county organizations) apply to Minnesota Housing annually for such authority. Funding allocations are allocated to participating cities on a per capita basis, with each applicant allocated a minimum of \$100,000. There will be a minimum usage requirement of 50% of the allocation in order to participate the following year.



# Board of County Commissioners Agenda Request

**7A**  
Agenda Item #

**Requested Meeting Date:** November 28, 2023

**Title of Item:** Amend & Adopt The Greater MN Recycling Grant Resolution and Budget

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

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

<b>Submitted by:</b> Andrew Carlstrom	<b>Department:</b> Environmental Services
--	--

<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director	<b>Estimated Time Needed:</b> 10 Minutes
---	---

**Summary of Issue:**

In 2022, Aitkin County applied for and received the Greater Minnesota Recycling and Composting grant in an effort to increase more access and participation of recycling in rural Aitkin County. Aitkin County was awarded the maximum grant dollars of \$91,325.00 from the MPCA.

The grant budget has been amended with the assistance of the MPCA to reflect more accurately the execution of the grant. Attached are the amended budget and amended work plan.

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

**Recommended Action/Motion:**

Approval of a resolution to adopt the amended Greater Minnesota Recycling Grant, contingent upon the approval by the County Attorney, and authorize the County Administrator as authorized signer and Environmental Services Director as the Program Grant Manager.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 115,008.27

Is this budgeted?  Yes  No *Please Explain:*

Total grant monies anticipated from MPCA = \$87,500.00  
Total in-kind and match anticipated from Aitkin County = \$27,508.27

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

PROPOSED November 28, 2023

By Commissioner:

20231128-xxx

Adopt Amended Greater Minnesota Recycling Grant

**WHEREAS**, Aitkin County (Minnesota) has applied for and been awarded a grant for \$91,325.00 from the Minnesota Pollution Control Agency (MPCA), under its FY2022 Greater MN Recycling and Composting Grant Program; and

**WHEREAS**, Aitkin County (Minnesota) is committed to implementing the proposed project as described in the grant application; and

**NOW, THEREFORE BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby agrees to accept this grant as amended, and which supersedes any previous resolutions, in order to carry out the project specified there in and to comply with all of the terms, conditions, and matching provisions of the grant agreement; and

**BE IT FURTHER RESOLVED**, the County authorizes the County Administrator Jessica Seibert as authorized signer of the grant and Aitkin County Environmental Services Director Andrew Carlstrom as Program Grant Manager and signer.

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 28th day of November, 2023 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28<sup>th</sup> day of November, 2023

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

Greater Minnesota  
 Recycling and  
 Composting Grant  
**Budget**

**Budget: Aitkin County**

Cost Category	Cost (\$/unit) *not to exceed rate	Quantity	Grant Funds	Total Match	Total Budget
<b>Task 1</b>					
Program Development meetings, travel, website development, marketing material development, customer recruitment and support, driver recruitment, education, orientation, research, administration and facilitation	\$39.99/hr*	200 hours	\$30,000.00	\$6,343.00	\$36,343.00
Print participant recruitment materials	\$1.53/copy	3176 copies	\$6,000.00	\$4,859.28	\$10,859.28
Print participant recruitment tax bill stuffer	\$0.50/copy	6252 copies	\$0.00	\$3,125.00	\$3,125.00
Disseminate participant recruitment materials via: county email listserv, partnership with health care system HR department, county/city websites and social media, 4 township meetings	\$39.99/hr*	85 hours	\$0.00	\$1,881.19	\$1,881.19
<b>Task 1 Total</b>			<b>\$36,000.00</b>	<b>\$16,208.47</b>	<b>\$52,208.47</b>
<b>Task 2</b>					
Employment opportunity promotion (via local unemployment agency, newspaper ad, social media ad, county/city website, Central Lakes College, Aitkin High School)	39.99/hr*	20 hours	\$0.00	\$500.00	\$500.00
Virtual Orientation for Drivers			\$8,000.00	\$0.00	\$8,000.00
Recyclops bags distributed to opt-in participants			\$2,000.00	\$0.00	\$2,000.00
<b>Task 2 Total</b>			<b>\$10,000.00</b>	<b>\$500.00</b>	<b>\$10,500.00</b>
<b>Task 3</b>					
Drivers conduct biweekly pick up schedules, email and phone surveys			\$41,500.00	\$0.00	\$41,500.00
County Recycling Facility operational costs	\$1,000/mo	10 months	\$0.00	\$10,000.00	\$0.00
<b>Task 3 Total</b>			<b>\$41,500.00</b>	<b>\$10,000.00</b>	<b>\$51,500.00</b>
<b>Task 4</b>					
Reporting (interim, progress, final)	\$39.99/hr*	20 hours	\$0.00	\$799.80	\$799.80
<b>Task 4 Total</b>			<b>\$0.00</b>	<b>\$799.80</b>	<b>\$799.80</b>
<b>Total Budget</b>			<b>\$87,500.00</b>	<b>\$27,508.27</b>	<b>\$115,008.27</b>



Attachment A Work Plan  
Greater Minnesota Recycling and Composting Grant

Swift #:209372  
AJ #:100574  
Activity ID: PRO20220001

Project title: A novel service model to increase access to household recycling in Aitkin County, MN

1. Project Summary

Organization: Aitkin County  
Grantee contact name: Andrew Carlstrom  
Title: Environmental Services Director  
Address: 307 2<sup>nd</sup> St, NW, Room 219  
Aitkin, MN 56431  
Phone: 218.927.7342  
E-mail: Andrew.carlstrom@co.aitkin.mn.us

Minnesota Pollution Control Agency (MPCA) contact(s):

MPCA project manager: Danielle Drussell  
Title: Environmental Specialist  
Address: MPCA, 520 Lafayette Road N  
Saint Paul, MN 55155  
Phone: 218-302-6811  
E-mail: danielle.drussell@state.mn.us

Start Date: 5/2022 End Date: 6/30/2025

Project Totals: Grant: \$87,500.0091,325.00 Match:  
\$27,508.2762,850.00 Project Total: \$115,008.27154,175.00

2. Statement of project details

Aitkin County seeks to make curbside recycling more accessible to all county residents by implementing an innovative curbside residential recycling service option alongside grant project partner Recyclops.

Utah-based Recyclops serves over 100 U.S. communities with curbside recycling services who otherwise wouldn't have access to a residential recycling program. Recyclops helps communities avoid the large capital equipment and administrative costs of traditional municipal recycling programs by using an Uber-style pick up service. Residents sign up for a weekly or biweekly subscription curbside recycling service, and Recyclops hires local drivers with any size vehicle who then pick-up the recyclables and deliver them to area transfer stations or materials recycling facilities (MRFs).

For this project, Aitkin County and Recyclops will collaboratively recruit about 625-1260 households to sign up for a ten-month (March 2023-December 2024) Recyclops subscription. The subscription will come at a discounted rate of \$105/month, subsidized by the grant funding. The full cost of a Recyclops monthly payment ranges from \$12-\$25/month, depending on the frequency of service. Recyclops will hire local residents as pick-up personnel. The 10-month period will test the appetite of Aitkin County residents to continue the Recyclops curbside recycling service model.

The goals of the project are twofold:

3. Goal statement, project evaluation plan, tasks, and subtasks

Goal statement:

#1: Increase the county household recycling participation rate from 20% to 35% by contracting with Recyclops to provide 625-1,250 Aitkin County residents with access to curbside recycling services.

#2: Test the efficacy of Recyclops' Uber-style curbside recycling services for continuance in Aitkin County and replicability in

other Minnesota communities

**Project evaluation plan:** Success will be measured by participation numbers, volume of materials recovered versus historical baselines, as well as resident feedback to continue services beyond the scope of the grant project period.

**Learning Outcomes:** The County foresees three learning outcomes as follows:

#1: Gaining a better understanding of resident needs by learning about the desire for participation in local recycling programs. Currently, the recycling rate is between 17-20%, with a goal of an increase to 35%

#2: Determine if the Recyclops Uber-style driver model is more cost and services-efficient than a traditional contract with one hauler to serve Aitkin County's large geographic area and diffuse population. We will learn about the logistical ability of the Recyclops model as a case study for replication in other Minnesota communities. Recyclops offers an opportunity to decrease the physical infrastructure normally associated with household recycling programs.

**Task 1:** Participant recruitment: Recruit 1,250 Aitkin County residents to opt-in to ten months of Recyclops curbside recycling services. Recyclops Service Preparation and ongoing support

**Subtask A:** Program Development meetings, travel, website development, marketing material development, customer recruitment and support, driver recruitment, education, orientation, research, administration and facilitation Disseminate participant recruitment materials via the following campaigns: Print materials at transfer stations, county email listserv, school district email listserv, partnership with health care system HR department, county/city websites and social media.

Formatted: Font: Not Bold

Formatted: Font: Not Bold

**Subtask B:** Print recruitment materials Participants complete online or phone opt-in subscription forms

**Subtask C:** Disseminate participant recruitment materials via county email listserv, partnership with health care system HR department, county/city websites and social media, 4 township meetings

Formatted: Font: Not Bold

Formatted: Font: Bold, Condensed by 0.25 pt

**Timeframe:** May 2022 – May 2025

**Task 2:** Driver recruitment—Recyclops will hire at least five local drivers and provide driver orientation

**Subtask A:** Employment opportunity promotion (via local unemployment agency, newspaper ad, social media ad, county/city website, Central Lakes College, Aitkin High School) Employment opportunity promoted via local unemployment agency, newspaper ad, social media ad, county/city website, Central Lakes College and Aitkin High School

Formatted: Font: 9 pt

Formatted: Indent: Left: 0.59"

Formatted: Font: (Default) Arial, 9 pt

**Subtask B:** Virtual orientation for drivers and Recyclops bag distribution takes place

**Timeframe:** May 2022 – May 2025

**Task 3:** Services implementation: Recyclops drivers conduct biweekly curbside pick-up services for the 1,250 participants for eight months (March-December)

**Subtask A:** Drivers conduct biweekly pick up schedules and drop at County Recycling Center Recyclops bags distributed to opt-in participants during driver orientation

**Subtask B:** Drivers conduct biweekly pick-up schedules Recyclops sends out email and phone surveys to participants to evaluate service satisfaction

**Timeframe:** May 2022 – May 2025

**Task 4:** Reporting Evaluation—1,250 participants will provide end-of-program feedback

**Subtask A:** A progress report will be submitted within 6 months of the start of Recyclops services Distribute online survey via email (up to three times) to participant email addresses

**Subtask B:** Conduct phone surveys with participants who do not respond via email A final report will be submitted 1 month prior to the end of the grant agreement

**Timeframe:** May 2022 – May 2025

**Task 5:** Reporting: Aitkin County will submit the two required project reports per the grant agreement requirements

**Subtask A:** A progress report will be submitted within 1 year of the implementation of the grant.

**Subtask B:** A final report will be submitted 1 month prior to the end of the grant agreement

Timeframe: May 2022—May 2025

#### 4. Anticipated measurable environmental outcomes

Description	Baseline annual quantity before project (tons/yr)	Estimated change in annual quantity from project	Estimated annual quantity at end of project	Estimated economic savings (total dollars)	Estimated greenhouse gas reduction
		objectives (tons/yr)	project (tons/yr)		
Solid waste (MSW)	9776.7 tons/yr	-724 tons/yr	9,052.7 tons/yr	\$47,060 (based on \$65/ton tipping fee)	2,061MTCO <sub>2</sub> E
Recycling	1550.1 tons/yr	+724 tons/yr	2,274.1 tons/yr	unknown	226MTCO <sub>2</sub> E (Additional savings)





# Board of County Commissioners Agenda Request

**7B**  
Agenda Item #

**Requested Meeting Date:** November 28, 2023

**Title of Item:** Accept and Sign Contract with Recyclops for Curbside Recycling

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

<b>Submitted by:</b> Andrew Carlstrom	<b>Department:</b> Environmental Services
--	--

<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director	<b>Estimated Time Needed:</b> 10 Minutes
---	---

**Summary of Issue:**

The proposed contract with Recyclops has been reviewed and revised, and is ready for consideration to be accepted and signed by Aitkin County. Attached is the amended contract between Aitkin County and Recyclops in conjunction with the MPCA grant, which offers a discounted recycling cost of \$10.00 per month for bi-weekly (every other week) curbside recycling service to the first 625 customers who sign-up.

Due to the fact that Recyclops picks up only co-mingled and bagged recyclables, only the Aitkin County Recycling Center can be used for drivers to drop-off the recyclables. This test-pilot program will commence on March 1, 2024 and continue through December 31, 2024, with curbside recycling be offered to residents who sign-up and live in Aitkin, Spencer, Farm Island, and Nordland Townships.

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

**Recommended Action/Motion:**  
Accept and approve signing of contract with Recyclops

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 115,008.27

Is this budgeted?  Yes  No *Please Explain:*

Total grant monies anticipated from MPCA = \$87,500.00  
Total in-kind and match anticipated from Aitkin County = \$27,508.27

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

PROPOSED November 28, 2023

By Commissioner:

20231128-xxx

Accept and Sign Contract with Recyclops for Curbside Recycling

**WHEREAS**, Aitkin County (Minnesota) has applied for and been awarded a grant for a maximum of \$91,325.00 from the Minnesota Pollution Control Agency (MPCA), under its FY2022 Greater MN Recycling and Composting Grant Program; and

**WHEREAS**, Aitkin County (Minnesota) is committed to encouraging, promoting, and implementing convenient and innovative methods of recycling such as rural curbside recycling in order to meet or exceed State of Minnesota recycling goals; and

**NOW, THEREFORE BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby agrees to accept this contract in order to carry out the project specified there in and to comply with all of the terms, conditions, and matching provisions; and

**BE IT FURTHER RESOLVED**, the County authorizes the County Administrator Jessica Seibert as authorized signer of the contract and Aitkin County Environmental Services Director Andrew Carlstrom as Program Grant Manager and signer.

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 28th day of November, 2023 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28<sup>th</sup> day of November, 2023

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



---

## RECYCLING SERVICES AGREEMENT

This RECYCLING SERVICES AGREEMENT (this “**Amendment**”) is made effective as of **November 28, 2023** (the “**Effective Date**”), by and between Recyclops, Inc., a Delaware corporation (“**Recyclops**”) and County of Aitkin, MN, a [municipal government agency in the State of MN], and its affiliate companies, agents and employees, individually and collectively (collectively, “**Customer**”). Recyclops and Customer may hereinafter be referred to as the “**Parties**” or individually as a “**Party**”.

### RECITALS

WHEREAS, Customer desires to retain Recyclops’ services of planning, designing a program, collecting, hauling, and delivering certain recyclable materials to Aitkin County’s Recycling Centers (“**Services**”); and

WHEREAS, Recyclops, through its independent contractors, desires to provide such Services to Customer, pursuant to the terms outlined herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

### AGREEMENT

1. **Term and Termination.** The term of the Agreement shall commence on the Effective Date and continue for a period of ten (10) months (the “**Term**”) **from the first day of service on March 1, 2024**, as prescribed by the Grant. Upon expiration of the Term, the Agreement shall automatically renew for the purpose of supporting Recyclops in maintaining and growing the program that becomes established through the efforts of the approved Grant Project, by helping to raise awareness of the service to the County’s residents and commercial businesses.

2. **Services.** Recyclops, will perform and invoice all actions, duties and services as prescribed per the attached approved budget (see Budget Attachment) of the Greater Minnesota Recycling and Composting Grant (also Attached). Recyclops, through its independent contractors, hereby agrees to collect and deliver certain residential and commercial recycling materials, as currently accepted at Aitkin County’s Recycling Centers, within Customer’s corporate limits for those residents and businesses who subscribe to Recyclops’ Services. Recyclops shall perform the Services on a bi-weekly basis, on a regular schedule to be approved in writing by both Parties. Recyclops agrees to collect and deliver to Aitkin County’s Recycling Centers only the materials approved for acceptance at their Recycling Centers; they may include the following types of materials:

- A. All metals and bi-metals, including but not limited to cans, aluminum, tin, and steel;
- B. Plastics, including #1 and #2 containers with necks and #3-#5 plastic containers;
- C. Corrugated cardboard and paperboard;
- D. Newspapers, with inserts; and
- E. Magazines, catalogs, telephone directories, books, junk mail, and office paper

Customer agrees that Recyclops shall not be required to collect any non-recyclable materials or materials that are not properly bagged or flattened.

2.1 **Customer's Obligations.** Aitkin County shall encourage recycling within its sphere of influence, using Recyclops generated content on its website, a minimum of 10 posts on each of its social media platforms, and other media outlets, and help to secure relationships between Recyclops and the local media. The County will also participate in completing the items laid out in the Grant Application (Attached) and the Budget - Objective 1: Task A (Attached).

4. **Insurance Policies.** During the Term of this Agreement, Recyclops shall, at its sole cost and expense, procure, and maintain without lapse, all forms of insurance required by applicable laws, and necessary to insure Recyclops' performance of the Services hereunder. Such insurance shall include:

- A. Workers' compensation insurance in accordance with the laws of all applicable states;
- B. Employer's liability, and if necessary, umbrella/excess liability insurance with a minimum limit of one million five hundred thousand U.S. Dollars (\$1,500,000) for each accident for bodily injury by accident and one million five hundred thousand U.S. Dollars (\$1,500,000) each employee for bodily injury by disease.
- C. Employment practices liability insurance with a minimum limit of one million five hundred thousand U.S. dollars (\$1,500,000) for each event or claim.
- D. Commercial general liability, and if necessary, umbrella/excess liability insurance (occurrence form policy), including products/completed operations and contractual liability coverage (provided that such coverage shall not be construed to limit Seller's indemnity obligations hereunder) with a minimum limit of one million five hundred thousand U.S. Dollars (\$1,500,000) per occurrence for bodily injury, illness or death of persons, damage to property, and personal /advertising injury; and
- E. Automobile liability, and if necessary umbrella/excess insurance, with a minimum limit of three million dollars (\$3,000,000) combined single limit for all owned, hired and non-owned vehicles operated by or on behalf of Recyclops.

5. **Indemnification.** Each Party hereby agrees to indemnify, defend, and hold the other Party harmless from any and all claims, demands, costs, liabilities, losses, expenses and damages (including reasonable attorneys' fees and costs) arising out of or in connection with any injury or death to any person or damage to or injury to any property, caused by or arising out of the Services to be performed under this Agreement.

6. **Notices.** Any and all notices, requests, demands, and other communications required or permitted to be given under this Agreement, any agreement referred to herein, or any rule of law, shall be given in writing and shall be deemed made when sent by registered or certified mail, return receipt requested, or by e-mail, to the other Party at the address set forth below (or such other address as may be designated by a Party pursuant to a notice properly given):



14. **Termination.** Notwithstanding any other provision of this Agreement, if any Federal, state or local government or agency passes, issues, interprets, or promulgates any law, rule, regulation, standard or interpretation at any time while this Agreement is in effect which prohibits, restricts, limits or in any way materially adversely changes or affects a Party's rights or obligations hereunder, either Party may give the other Party notice of intent to amend this Agreement to the satisfaction of the noticing Party, to address the prohibition, restriction, limitation or change. If the Parties do not or cannot mutually agree to amend this Agreement in writing within thirty (30) calendar days after said notice is given, then either Party may elect to terminate this Agreement without further liability to the other Party; provided, however that if the implementation of any such law, rule, regulation, standard or interpretation is stayed on account of any administrative appeal or any suit filed in a court of competent jurisdiction, the right to amend or terminate this Agreement set forth above shall also be stayed during the period of such stay.

15. **No Third-Party Rights.** Nothing in this Agreement shall be construed or interpreted to create or give rise to any rights in any third parties or any other persons other than the parties to this Agreement and their permitted successors and assigns.

16. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be effective as of the Effective Date.

**RECYCLOPS, INC.**

By: \_\_\_\_\_  
Ryan Smith, Chief Executive Officer

**AITKIN COUNTY, MINNESOTA**

By: \_\_\_\_\_  
[NAME], [TITLE]

**ATTEST:**

By: \_\_\_\_\_  
[NAME], [TITLE]

(SEAL)



520 Lafayette Road North  
St. Paul, MN 55155-4194

**Attachment A Work Plan  
Greater Minnesota Recycling and Composting Grant**

Swift #:209372  
AI #:100574  
Activity ID: PRO20220001

**Project title:** A novel service model to increase access to household recycling in Aitkin County, MN

## 1. Project Summary

**Organization:** Aitkin County  
**Grantee contact name:** Andrew Carlstrom  
**Title:** Environmental Services Director  
**Address:** 307 2<sup>nd</sup> St. NW, Room 219  
Aitkin, MN 56431  
**Phone:** 218.927.7342  
**E-mail:** Andrew.carlstrom@co.aitkin.mn.us

**Minnesota Pollution Control Agency (MPCA) contact(s):**

**MPCA project manager:** Danielle Drussell  
**Title:** Environmental Specialist  
**Address:** MPCA, 520 Lafayette Road N  
Saint Paul, MN 55155  
**Phone:** 218-302-6611  
**E-mail:** danielle.drussell@state.mn.us

**Start Date:** 5/2022      **End Date:** 6/30/2025  
**Project Totals:**      **Grant: \$87,500.00**      **Match: \$27,508.27**      **Project Total: \$115,008.27**

## 2. Statement of project details

Aitkin County seeks to make curbside recycling more accessible to all county residents by implementing an innovative curbside residential recycling service option alongside grant project partner Recyclops.

Utah-based Recyclops serves over 100 U.S. communities with curbside recycling services who otherwise wouldn't have access to a residential recycling program. Recyclops helps communities avoid the large capital equipment and administrative costs of traditional municipal recycling programs by using an Uber-style pick up service. Residents sign up for a weekly or biweekly subscription curbside recycling service, and Recyclops hires local drivers with any size vehicle who then pick-up the recyclables and deliver them to area transfer stations or materials recycling facilities (MRFs).

For this project, Aitkin County and Recyclops will collaboratively recruit about 625 households to sign up for a ten-month (March 2023-December 2024) Recyclops subscription. The subscription will come at a discounted rate of \$10/month, subsidized by the grant funding. The full cost of a Recyclops monthly payment ranges from \$12-\$25/month, depending on the frequency of service. Recyclops will hire local residents as pick-up personnel. The 10-month period will test the appetite of Aitkin County residents to continue the Recyclops curbside recycling service model.

The goals of the project are twofold:

## 3. Goal statement, project evaluation plan, tasks, and subtasks

**Goal statement:**

**#1:** Increase the county household recycling participation rate from 20% to 35% by contracting with Recyclops to provide 625 Aitkin County residents with access to curbside recycling services.

**#2:** Test the efficacy of Recyclops' Uber-style curbside recycling services for continuance in Aitkin County and replicability in

other Minnesota communities

**Project evaluation plan:** Success will be measured by participation numbers, volume of materials recovered versus historical baselines, as well as resident feedback to continue services beyond the scope of the grant project period.

**Learning Outcomes:** The County foresees three learning outcomes as follows:

#1: Gaining a better understanding of resident needs by learning about the desire for participation in local recycling programs. Currently, the recycling rate is between 17-20%, with a goal of an increase to 35%.

#2: Determine if the Recyclops Uber-style driver model is more cost and services-efficient than a traditional contract with one hauler to serve Aitkin County's large geographic area and diffuse population. We will learn about the logistical ability of the Recyclops model as a case study for replication in other Minnesota communities. Recyclops offers an opportunity to decrease the physical infrastructure normally associated with household recycling programs.

**Task 1:** Recyclops Service Preparation and ongoing support

**Subtask A:** Program Development meetings, travel, website development, marketing material development, customer recruitment and support, driver recruitment, education, orientation, research, administration and facilitation

**Subtask B:** Print recruitment materials

**Subtask C:** Disseminate participant recruitment materials via: county email listserv, partnership with health care system HR department, county/city websites and social media, 4 township meetings

**Timeframe:** May 2022 – May 2025

**Task 2:** Driver recruitment

**Subtask A:** Employment opportunity promotion (via local unemployment agency, newspaper ad, social media ad, county/city website, Central Lakes College, Aitkin High School)

**Subtask B:** Virtual orientation for drivers and Recyclops bag distribution

**Timeframe:** May 2022 – May 2025

**Task 3:** Services implementation

**Subtask A:** Drivers conduct biweekly pick up schedules and drop at County Recycling Center.

**Subtask B:** Recyclops sends out email and phone surveys to participants to evaluation service satisfaction.

**Timeframe:** May 2022 – May 2025

**Task 4:** Reporting

**Subtask A:** A progress report will be submitted within 6 months of the start of Recyclops services

**Subtask B:** A final report will be submitted 1 month prior to the end of the grant agreement.

**Timeframe:** May 2022 – May 2025

**4. Anticipated measurable environmental outcomes**

Description	Baseline annual quantity before project (tons/yr)	Estimated change in annual quantity from project objectives (tons/yr)	Estimated annual quantity at end of project (tons/yr)	Estimated economic savings (total dollars)	Estimated greenhouse gas reduction
Solid waste (MSW)	9776.7 tons/yr	-724 tons/yr	9,052.7 tons/yr	\$47,060 (based on \$65/tipping fee)	2,061MTCO2E



Recycling	1660.1 tons/yr	+724 tons/yr	2,384.1 tons/yr	unknown	226MTCO2E (Additional savings)
-----------	----------------	--------------	-----------------	---------	--------------------------------

Greater Minnesota  
 Recycling and  
 Composting Grant  
**Budget**

**Budget: Aitkin County**

Cost Category	Cost (\$/unit) *not to exceed rate	Quantity	Grant Funds	Total Match	Total Budget
<b>Task 1</b>					
Program Development meetings, travel, website development, marketing material development, customer recruitment and support, driver recruitment, education, orientation, research, administration and facilitation	\$39.99/hr*	200 hours	\$30,000.00	\$6,343.00	\$36,343.00
Print participant recruitment materials	\$1.53/copy	3176 copies	\$6,000.00	\$4,859.28	\$10,859.28
Print participant recruitment tax bill stuffer	\$0.50/copy	6252 copies	\$0.00	\$3,125.00	\$3,125.00
Disseminate participant recruitment materials via: county email listserv, partnership with health care system HR department, county/city websites and social media, 4 township meetings	\$39.99/hr*	85 hours	\$0.00	\$1,881.19	\$1,881.19
<b>Task 1 Total</b>			<b>\$36,000.00</b>	<b>\$16,208.47</b>	<b>\$52,208.47</b>
<b>Task 2</b>					
Employment opportunity promotion (via local unemployment agency, newspaper ad, social media ad, county/city website, Central Lakes College, Aitkin High School)	39.99/hr*	20 hours	\$0.00	\$500.00	\$500.00
Virtual Orientation for Drivers			\$8,000.00	\$0.00	\$8,000.00
Recyclops bags distributed to opt-in participants			\$2,000.00	\$0.00	\$2,000.00
<b>Task 2 Total</b>			<b>\$10,000.00</b>	<b>\$500.00</b>	<b>\$10,500.00</b>
<b>Task 3</b>					
Drivers conduct biweekly pick up schedules, email and phone surveys			\$41,500.00	\$0.00	\$41,500.00
County Recycling Facility operational costs	\$1,000/mo	10 months	\$0.00	\$10,000.00	\$0.00
<b>Task 3 Total</b>			<b>\$41,500.00</b>	<b>\$10,000.00</b>	<b>\$51,500.00</b>
<b>Task 4</b>					
Reporting (interim, progress, final)	\$39.99/hr*	20 hours	\$0.00	\$799.80	\$799.80
<b>Task 4 Total</b>			<b>\$0.00</b>	<b>\$799.80</b>	<b>\$799.80</b>
<b>Total Budget</b>			<b>\$87,500.00</b>	<b>\$27,508.27</b>	<b>\$115,008.27</b>



# recyclops

At-home & business  
recycling pickup is  
now available in  
Aitkin County!

Availability starting in the  
following areas;

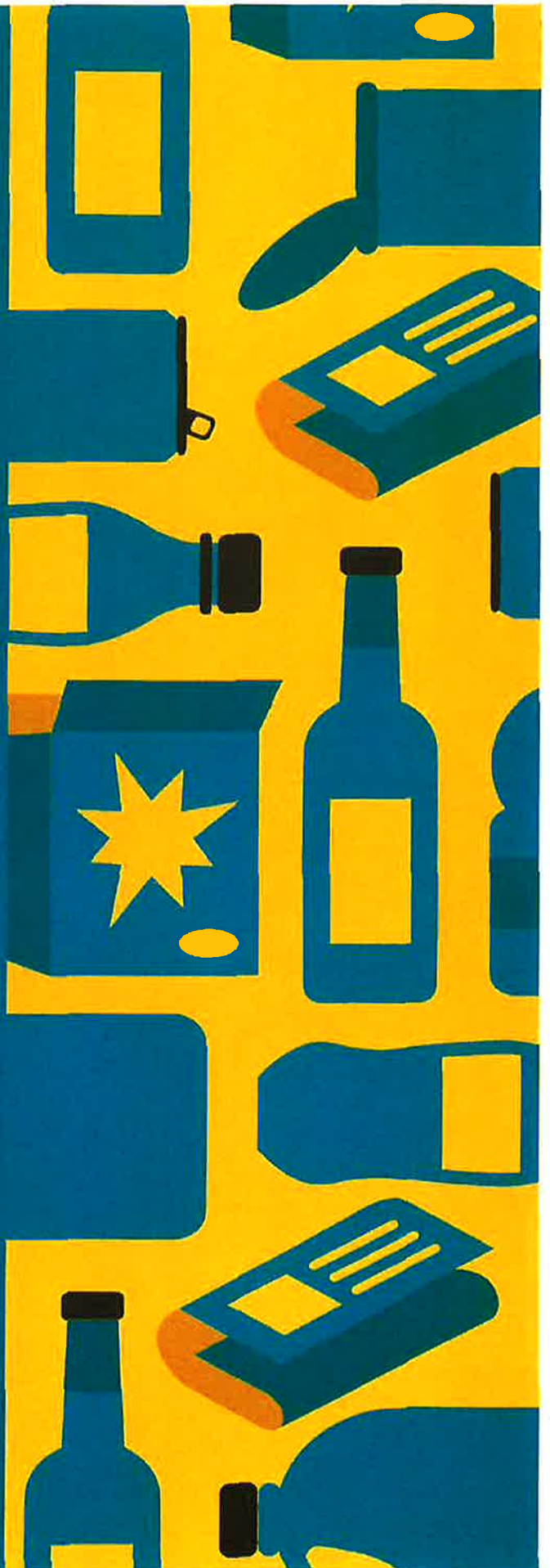
- Aitkin Township  
(Outside of Aitkin City Limits)
- Farm Island Township
- Nordland Township
- Spencer Township

For a limited time, get your monthly  
subscription for just \$10/month.



Sign up  
Today at  
[recyclops.com](http://recyclops.com)

In Cooperation with the





# Board of County Commissioners Agenda Request



**Requested Meeting Date:** November 28, 2023

**Title of Item:** Amendment to General Zoning Ordinance - Vacation Short-Term Rentals

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Andrew Carlstrom		<b>Department:</b> Environmental Services
<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director		<b>Estimated Time Needed:</b> 10 Minutes
<b>Summary of Issue:</b>  <p>In accordance with MN Statutes 394.25 and during the Public Hearing of November 20, 2023 before the Aitkin County Planning Commission, the commission voted unanimously to approve proposed amendments to Section 17 "Vacation/Short-Term Rentals" to the Aitkin County General Zoning Ordinance.</p> <p>According to Rule 11, Ordinances and Procedures of the Board of Commissioners Meeting Procedures and Rules of Business, a first reading only shall be held today, and a second reading requesting Board action be held on December 12, 2023.</p> <p>Please see attached proposed Section 17 - Vacation / Short-Term Rentals Ordinance and resolution for your review only.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b> Discussion Only		
<b>Recommended Action/Motion:</b> Discussion Only		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

**Aitkin County Environmental Services Planning and Zoning**  
**307 Second Street NW**  
**Room 219**  
**Aitkin, MN 56431**  
Phone: 218-927-7342  
Fax: 218-927-4372



**MEMORANDUM TO AITKIN COUNTY BOARD OF COMMISSIONERS**

DATE: November 28, 2023

FROM: Andrew Carlstrom, Environmental Services Director – Planning & Zoning Administrator

RE: Vacation/Short-Term Rental (VSTR) Ordinance

Aitkin County currently has 62 active Vacation/Short-Term Rentals (VSTR's) and has approved 21 new VSTR's in 2023, which has surpassed all other years. The trend for increasing numbers of VSTR's in the near future, appears to be on the rise in Aitkin County.

The proposed and new ordinance amendment are a result of much discussion, review, re-write, and multiple meetings in 2023 of our County internal Ordinance Committee. The intent was to re-visit the current VSTR ordinance and propose improvements to organization, understandability, and enforceability. Proposed amendments were brought before the Planning Commission three times in 2023, and the Draft 12 proposal before you was approved on November 20, 2023 by the Planning Commission.

The letters in red are the proposed amendments to the current VSTR ordinance. The letters in black are original language. Thank you for your time and consideration of this very important ordinance amendment proposal.

If you have any questions, please feel free to contact me at 218-927-7342 or by email at [andrew.carlstrom@co.aitkin.mn.us](mailto:andrew.carlstrom@co.aitkin.mn.us).

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

PROPOSED December 12, 2023

By Commissioner:

20231212-xxx

Aitkin County Zoning Ordinance Amendment of Vacation /Short-Term Rentals

**WHEREAS**, Aitkin County currently regulates *Vacation/Short-Term Rentals* and desires continuation of this allowed use, with standards in place to mitigate possible adverse impacts to the health, safety, and welfare of surrounding properties and environments; and

**WHEREAS**, Aitkin County is experiencing and is expected to experience a continued marked increase in conditional use applications for *Vacation/Short-Term rentals*; and

**WHEREAS**, Aitkin County desires to amend the current ordinance in order to improve organization, understandability, and enforceability of *Vacation/Short-Term Rentals*; and

**NOW, THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners does hereby authorize the proposed amendments of Section 17.0 "*Vacation/Short-Term Rentals*" to the Aitkin County Zoning Ordinance

FIVE MEMBERS PRESENT

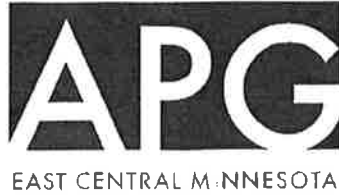
All Members Voting

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 12th day of December 2023 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of December, 2023

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



**Ad Proof**  
Not Actual Size

**AITKIN COUNTY  
NOTICE OF HEARING  
PROPOSED AMENDMENT  
TO AITKIN COUNTY  
ZONING ORDINANCE:  
SECTION 17 VACATION/  
SHORT-TERM RENTALS**

**-Public Notice Ad Proof-**

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully. If changes are needed, please contact us prior to deadline at Cambridge (763) 691-6000 or email at [publicnotice@apgecm.com](mailto:publicnotice@apgecm.com)

The Aitkin County Planning Commission will hold a third public hearing on the adoption of amendments to the Aitkin County Zoning Ordinance. The hearing will be held on November 20, 2023 at 4:00pm in the Board Room of the Aitkin County Government Center, 307 2<sup>nd</sup> Street NW, Aitkin, MN 56431. The Planning Commission will make a recommendation on the proposed ordinance amendments to the County Board of Commissioners, with proposed first reading at the regularly scheduled Board meeting on November 28, 2023 and second reading on December 12, 2023.

Proposed for amendment is Section 17 (Vacation/Short-Term Rentals-VSTR). A summary of the proposed changes (Draft 12) are as follows: Section 17.01(l)(a) (page 1)-change from 5 year to 3 year Interim Use Permit (IUP). Section 17.01(l)(b) (page 4)-example of annual inspection on 3 year IUP timeline. Section 17.01(l)(d) (page 4). Section 17.01(l)(e) (page 4) Applicant, owner, or authorized agent of the VSTR shall be present at the scheduled Planning Commission Meeting. Section 17.05 (g) (page 9) - VSTR discovered to have been renting prior to applying for and receiving an IUP, shall be assessed a five (5) times after-the-fact-fee at the time of issuance by Aitkin County Environmental Services. Section 17.06 (a) (page 10) - Appeals from any order, requirement, decision or determination made by the Environmental Services Department shall first be made to the Board of Adjustment in accordance with Section 10.04 of this ordinance.

The above is only a summary; a full text version is available for public review online at: <https://www.co.aitkin.mn.us/> on the homepage under Public Notices and at the Aitkin County Planning and Zoning Office and Aitkin County Auditor's Office in the Aitkin County Government Center during regular business hours. Comments can be submitted in writing to the Aitkin County Planning and Zoning Office: 307 2<sup>nd</sup> St NW, Rm 219, Aitkin, MN 56431, by facsimile (218) 927-4372, or by email to [aitkinpz@co.aitkin.mn.us](mailto:aitkinpz@co.aitkin.mn.us) before 4:00pm on November 17, 2023. Please include a full name and complete mailing address with all comments.

Published in the  
Aitkin Independent Age  
October 25, 2023  
1349620

Date: 10/20/23  
Account #: 485996  
Customer: AITKIN COUNTY PLANNING & ZONING  
Address: 307 2ND ST NW, ROOM 219 AITKIN  
Telephone: (218) 927-3761  
Fax: (218) 927-4372

Publications:  
Aitkin Independent Age

Ad ID: 1349620  
Copy Line: Nov 20 PH Zoning Ordinance Ame  
PO Number:  
Start: 10/25/23  
Stop: 10/25/2023  
Total Cost: \$89.75  
# of Lines: 78  
Total Depth: 8.694  
# of Inserts: 1  
Ad Class: 150  
Phone # (763) 691-6000  
Email: [publicnotice@apgecm.com](mailto:publicnotice@apgecm.com)  
Rep No: MA700

Contract-Gross

[SECTION 17-Draft 12]

**VACATION/SHORT-TERM RENTAL**

17.00 Purpose:

It is the purpose and intent of this Section to regulate Vacation/Short-Term Rentals within Aitkin County, to continue the allowed use of Vacation/Short-Term Rentals in Aitkin County, and to mitigate possible adverse impacts to the health, safety, and welfare of surrounding properties and environments.

17.01 Permit Required:

The following standards apply to vacation or private homes renting for thirty (30) days or less except those located within Planned Unit Developments whose legal documents regulate unit rentals.

- A. The owner of a Vacation/Short-Term Rental must apply for and receive an Interim Use Permit from the County. The Interim Use Permit will be valid for three (3) years and must be renewed every three (3) years in order to determine the compliance level of the owner with the conditions of approval.
- B. Vacation/Short-Term Rentals are allowed in all five zoning classifications found in Appendix A of this General Zoning Ordinance. Vacation/Short-Term Rentals are allowed on General Development (GD) and Recreational Development (RD) lakes in Aitkin County.
- C. Applicant, owner, or authorized agent of the Vacation/Short-Term Rental shall be present at the scheduled Planning Commission Meeting.
- D. Termination of the IUP will be when there is a change in ownership of the Vacation/Short-Term Rental property.

17.02 Lodging License:

- A. For all Vacation/Short-Term Rentals renting for time periods of less than 7 days, a lodging license through the Minnesota Department of Health (MDH) shall be required, as defined by Minnesota State Statute 157.
- B. If applicable, the owner of any Vacation/Short Term Rental shall demonstrate issuance of a yearly lodging license from the MDH. These shall be provided to Aitkin County Environmental Services upon request.



17.03 Application Requirements:

A. The application for an Interim Use Permit shall include at a minimum:

- 1) All information required for a Conditional Use Permit.
- 2) Floor plan of the structure drawn to scale, including the number of bedrooms with dimensions and all other sleeping accommodations, smoke detector and carbon monoxide detector locations. In each bedroom and any room used for sleeping purposes, show the dimensions of egress windows on the drawing and the style (double hung, sliding, or casement).
- 3) A to-scale site plan of the property which details the locations and dimensions of all property lines, the structure intended for licensing, accessory structures, parking areas, shore recreational facilities (docking plan, fire pit area, swim beach, etc.) and sewage treatment systems.
- 4) A certificate of compliance on the septic system less than three (3) years old or a certificate of installation less than five (5) years old.
- 5) A current water test taken from an accredited laboratory within 1 year prior to application submission, with passing results for nitrate-nitrogen and coliform bacteria. (Note: MDH must also approve drinking water supply and well standards in accordance with MN Administrative Rules Chapters 4720 and 4725).
- 6) Emergency contact information shall be posted (police, fire, hospital, septic tank pumper) in a conspicuous place inside the Vacation/Short-Term Rental.
- 7) If Vacation/Short-Term Rental is located on a lake, information and map shall be provided with DNR public access location. A current recreational vehicle handbook shall also be provided at all Vacation/Short-Term Rentals. These items can be found online, through the DNR, and/or through the Aitkin County Licensing Center.
- 8) A contact person shall be designated and contact information be provided to Aitkin County Environmental Services at the time of application.
- 9) A solid waste and recycling plan including the name of the Aitkin County licensed garbage hauler and frequency of garbage service.
- 10) Applicant must submit a pet policy.

- 11) Provide a list of all advertising sources pertaining to the Vacation/Short-Term Rental and notify Environmental Services with any changes to the advertising within 30 days.

B. After a complete application is submitted and prior to the approval of the IUP, Aitkin County Environmental Services shall inspect (interior/exterior) proposed Vacation/Short-Term Rental to determine compliance with the requirements of this ordinance.

C. Prior to approval of the Interim Use Permit, the owner shall provide a visual demarcation of the property lines to include a vegetative or man-made property marker.

17.04 General Requirements:

A. Septic/Solid Waste:

- 1) The Vacation/ Short-Term Rental shall be connected to an approved Subsurface Septic Treatment System (SSTS). The SSTS shall be designed and constructed with a design flow of seventy-five (75) gallons of water per person per day to handle the maximum number of guests for which the facility is permitted.
- 2) The SSTS shall include a flow measuring device. Flow measurement readings and monitoring of the SSTS shall be recorded monthly and records shall be made available to the Aitkin County Environmental Services on a yearly basis, or upon request. **Installed flow measuring device will be verified by Environmental Services Department staff before issuing permit to operate the Vacation/Short-Term Rental.**

B. Occupancy:

- 1) The occupancy (overnight occupants) of a Vacation/Short-Term Rental shall be limited to no more than two (2) persons per bedroom (see (4) below for allowable number of occupants per bedroom) plus two (2) additional persons per building, or no more than one (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handle, whichever is less.
- 2) The maximum number of occupants, including both overnight and non-overnight occupants, shall not exceed twice the approved overnight guests.
- 3) Attempting to obtain additional occupancy by use of recreational vehicles, tents, accessory structures or fish houses is prohibited.

- 4) Rooms used for sleeping shall be provided with egress windows that comply with the Minnesota State Building Code and with smoke detectors in locations that comply with MN Statute chapter 299F. Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof. Carbon monoxide detectors shall be installed in locations that comply with MN Statute section 299F.51.
- 5) No more than two (2) Vacation/Short-Term Rentals will be allowed on a parcel. More than two (2) Vacation/Short-Term Rentals on the same parcel or on contiguous parcels under common ownership shall constitute a resort and must meet the standards set forth in Section 15 and/or 16 of this ordinance and Section 7 of the Aitkin County Shoreland Management Ordinance.

C. Parking:

- 1) On-site parking shall be provided which is sufficient to accommodate the occupants of the Vacation/Short-Term Rental. Public streets and septic systems may not be used for calculating parking by renters or guests. **Off-street parking shall be provided with a minimum of one space per bedroom and one space for the Vacation/Short-Term Rental operator. Parking cannot restrict access by emergency vehicles of the traveling public and shall not impede any ingress or egress of the property owner. No parking shall be allowed on the roadway or within the road right-of-way.**
- 2) Parking areas shall meet property line setbacks when feasible, but shall not be less than five (5) feet from the property lines.

D. Property Contact Information:

- 1) The applicant/owner shall keep on file with Aitkin County Environmental Services, the name and telephone number of a contact person who shall be responsible for responding to questions or concerns regarding the operation of the Vacation/Short-Term Rental. **Aitkin County Environmental Services will ensure annually that all information is kept current.** This information shall also be posted in a conspicuous location within the dwelling unit. The contact person must be available to accept telephone calls on a 24-hour basis at all times that the Vacation/Short-Term Rental is rented and occupied. The contact person must have a key to the Vacation/Short-Term Rental and be able to respond to the Vacation/Short-Term Rental within 60 minutes to address issues or must have arranged for another person to address issues within the same timeframe.

- 2) Each Vacation/Short-Term Rental must have a property information handbook available for renters that includes the name and contact information for the owner and/or caretaker; quiet hours as per approved IUP; maximum number of overnight occupants; maximum number of non-overnight occupants; property rules related to the use of outdoor features such as decks, patios, fire pit, sauna and other recreational facilities; list of the conditions that were placed on the approved IUP; and a notice that all ordinances and IUP conditions will be enforced by the Aitkin County Sheriff's Office and Aitkin County Environmental Services.
- 3) The owner shall keep a report dating back one year, detailing the use of the Vacation/Short-Term Rental by recording the full name, address, and vehicle license number of guests using the property. A copy of the report shall be provided to Aitkin County Environmental Services upon request and in accordance with MN Statutes 327.10.

E. Advertising:

- 1) Websites and all other advertising of the rental property must be in compliance with the occupancy allowance and all other conditions per approved application. Environmental Services staff will regularly monitor online advertising to ensure Vacation/Short-Term Rental is complying with conditions agreed upon for IUP.
- 2) On premise advertising signs are prohibited.

F. Other Regulations:

- 1) The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, and nearby water bodies as well as other concerns including, but not limited to, public safety and safety of guests. Said conditions may include, but not be limited to: fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of guests.

17.05 Enforcement/Violations:

- A. For Vacation/Short-Term Rentals with compliance issues during the term of their IUP, investigations will be conducted by Aitkin County Environmental Services, and information will be gathered for the future consideration by the Aitkin County Planning Commission for subsequent renewals.

- B. The conditions imposed by the Aitkin County Planning Commission and agreed upon by the Vacation/Short-Term Rental owner must be complied with during the term of the IUP.
- C. If substantiated complaints/violations have occurred during the term of the IUP, the IUP may be subject to a revocation hearing before the Aitkin County Planning Commission.
- D. If the IUP is revoked, MDH will be notified and the lodging license will be terminated.
- E. Any person, firm or corporation, or agent, employees or contractors of such, who violate, disobey, omit, neglect, refuse to comply with, or who resist enforcement of any of the provisions of Section 17 may be subject to the forfeiture of their IUP. Violations of Section 17 shall be deemed a misdemeanor. Each day that a violation continues to exist shall constitute a separate offense.
- F. Vacation/Short-Term Rentals discovered to have been renting prior to applying for and receiving an IUP, shall be assessed a five (5) times after-the-fact-fee at the time of issuance by Aitkin County Environmental Services.
- G. Any Vacation/Short-Term Rental operating without a permit as of the enactment date of this Ordinance, has 90 days to comply.

**17.06 Appeals:**

Appeals from any order, requirement, decision or determination made by the Environmental Services Department shall first be made to the Board of Adjustment in accordance with Section 10.04 of this ordinance.



# Board of County Commissioners Agenda Request

**8A**  
Agenda Item #

**Requested Meeting Date:** November 28, 2023

**Title of Item:** Approve 2024 Legislative Priorities

<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
---	--------------------------------------

<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 30 Min.
---	--

**Summary of Issue:**

Attached are the 2024 Aitkin County Legislative Priorities incorporating feedback provided by department heads and Commissioners.

State legislators and AMC staff have been invited to attend for discussion. Several department heads will provide background information on various priorities.

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

**Recommended Action/Motion:**  
Approve 2024 Aitkin County Legislative Priorities.

**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:*

# 2024 Aitkin County Legislative Priorities

DRAFT

## Administration

1. Aitkin County supports promoting legislation that preserves tax base in response to increased property tax appeals, utility tax refunds, and potential “dark store” assessing practices.

## Assessor

1. Simplification of the property tax system. We should support legislation that would reduce the number of classifications of property in Minnesota. When assessors spend lots of time classifying property, they have less time available to value property. The complexity makes the system difficult for most people to understand. After recent legislative changes, Minnesota now has a total of 68 classifications which is the most of any State in the US.
2. Increased safety of field employees. Change State Law to grant assessors access to location data of more predatory offenders. Field staff are required to do physical inspections of all real estate in the county. Not knowing where dangerous criminals live puts staff in the field at risk.
3. Change the Disabled Veterans Market Value Exclusion to a state administered refund program. If this change would take place, the costs of the program would be spread over the whole State instead of shifting the tax burden on local governments.
4. Any new program mandated by the State should be funded by the State.

## Attorney's Office

1. Additional sustainable (on-going) funding for County Attorney's Offices in greater Minnesota to help increase County Attorney's Office staff wages and salaries so that they can be competitive with the new State Public Defender's wages and salaries.
2. Additional sustainable (on-going) funding for County Attorney's Offices for child protection.
3. Additional sustainable (on-going) funding for County Attorney's Offices for the state judiciary's shift of a substantial amount of court administration duties to the County Attorney's Offices.
4. Increased penalties for damage to public property and critical infrastructure.

## Community Corrections

1. Funded data collection and research- State funding and support for improved data infrastructure necessary to provide information on outcomes of supervision. The creation of consistent statewide standards for data collection through the current database, CSTS, in order to ensure consistent data standards and regular collection and analysis of data.
2. Recruitment and Retention of Community Supervision Staff - efforts both locally and at a statewide level to increase effective recruitment and retention of community supervision staff.
3. Mental Health Supports - An increase in mental health services throughout the state, and particularly in rural Minnesota. An expansion in placement and program options is necessary to ensure that individuals are not incarcerated due to lack of mental health services.
4. Juvenile Detention Standards- making sure that changes to juvenile detention policies include collaboration and input from stakeholders including probation and the counties that run juvenile detention facilities.
5. Juvenile Stays of Adjudication - the option of longer periods of stayed adjudication for juvenile offenders in order to allow greater assessment and treatment of juveniles before an adjudication decision is made.
6. Juvenile Delinquency Age - while noting changes to juvenile delinquency age limits may be appropriate, we strongly encourage any enacted legislation should include consideration of exceptions related to serious offenses.

## Economic Development

1. Emphasize Broadband development in rural areas, under-served and un-served areas. Continue to make Broadband improvement a state priority by increasing funding to Border to Border and ReConnect grant programs and lowering or eliminating Internet Service Provider's match requirements. Execute the BEAD program funding to the rural counties with the most need.
2. Increase availability of funds for new childcare providers by offering incentives that assist in at-home remodel and licensing fees and increase support for existing providers by offering programs that fund equipment upgrades and staffing support. Assign the current funding appropriately in order to reach the providers, not just the families.
3. Prioritize funding allocated for housing developments that solve the market rate and workforce housing shortages in rural counties.
4. Support the promotion of outdoor recreation in the rural counties.
5. Continue current programs that develop workforce training, vocational training and specialized trade training for all age demographic by offering or increasing funding to high school vocational training laboratories.
6. Increase programming to develop entrepreneurial business expansion in rural counties.



## Environmental Services

1. Aitkin County and MACPZA support local government authority to regulate the time, place and manner of all cannabis businesses, Minnesota Session Law 2023 Chapter 60, within its jurisdiction.
2. Aitkin County and MACPZA support addressing solar and wind system end of life handling, including full decommissioning, to ensure the financial burden does not fall onto local governments and local taxpayers who may or may not have benefitted from the solar energy generated.
3. Aitkin County and MACPZA supports state (DNR) assistance with implementation of regional executive boards to address aquatic invasive species challenges and meet minimum standards developed by MAIRSC, MNDNR, MACPZA, and MLR.
4. Aitkin County and SWAA support allocating 100 percent of the revenue generated by the Solid Waste Management Tax (SWMT) to state and county waste management activities, including increased funding for SCORE (Governor's Select Committee on Recycling and the Environment) grants to counties.
5. Aitkin County and SWAA support bonding requests for proposed solid waste management projects as a partial match to the funds that counties invest in infrastructure for safe, environmentally sound management of solid wastes in response to state mandates and goals.
6. Aitkin County and SWAA support Extended Producer Responsibility (EPR) to include improved product stewardship among manufacturers, retailers, and consumers and which creates producer-led material and toxicity reductions, reuse, repair, and recycling programs. These programs must include transparency and accountability measures, maximize use of existing infrastructure, and provide local governments with a voluntary role in development and implementation.

## Health & Human Services

1. Support legislation for System Modernization which would include the main computer systems for HHS staff. (Maxis, METS, Prism, SSIS) Legislation should include funds to cover county costs associated with DHS investments. Support legislation of an innovation fund for counties to co-develop collaborative solutions.
2. Support legislation for high acuity mental health hospital bed capacity for adults and children that will support planning for solutions.
3. Support legislation to allow MnCHOICES reassessments to be conducted as administrative reviews to reduce the amount of assessments and staff needed for this service. This will focus resources on new assessment needs and will improve access for clients.
4. Support legislation to change the child protection response of educational neglect to a child welfare response to increase access to supports for families.

## Highway Department

1. Local Road Improvement Program/Local Bridge Bonding Program - Aitkin County supports immediate funding of the Local Road Improvement Program and the Local Bridge Bonding Program to fund regionally significant local road and bridge projects throughout the state.

## Human Resources

1. Change the frequency of reporting for pay equity from every three years to every five years.
2. Simplify the process and shorten the timeline (no longer than 6 months) for Minnesota counties who are interested in exiting the Minnesota Merit System. Allow counties to exit at any time throughout the calendar year.
3. Clearly state in the law that County Boards (and city/township/school) are allowed to discuss non-union wages and benefits in closed session, in addition to union negotiations strategy.
4. Aitkin County supports legislation that would allow data to be shared between county departments giving appraisers and other field staff advance notice of potentially dangerous properties when working in the field.

## Land Department

1. Support Outdoor School for All Minnesota legislation. This is a grant that would fund a three-day, two-night immersive nature experience for every fourth through eighth grade student. This would include all programming fees, transportation and ancillary costs such as teacher stipends, thus making these trips entirely free to students and schools.
2. Support a legislative solution to Minnesota's tax forfeiture law that does not negatively affect the county's management responsibilities and apportionment. Many agencies are working on this as a result of the Tyler vs. Hennepin County legal case.
3. Aitkin County supports dedicated state funding to local government units for beaver control and opposes any legislation that would restrict type of trap used, trap size, and trap placement.

## Recorder's Office

1. Aitkin County supports electronic submissions of well certificates through the Department of Health.
2. Aitkin opposes the addition of surcharges to the recording fee for non-recording activities and purposes.
3. Aitkin County supports statewide eRecording.

## Sheriff's Office

1. Pursue legislation that would continue medical assistance payments for incarcerated individuals allowing for more mental health and chemical addiction treatment options, which may result in stabilization after release and reduced recidivism. (Federal program)

## Treasurer's Office

1. Under Return of state fees - Suggest adding Marriage License fees to be retained by the county as the state receives most of the revenue but all the work is done in Treasurer's office.
2. Have Mobile Homes returned to tabs issued by the DMV rather than being taxed thru the property tax system or raising the value threshold for them to be taxed thru the property tax system.



# Board of County Commissioners Agenda Request

**8B**  
Agenda Item #

**Requested Meeting Date:** November 28, 2023

**Title of Item:** Approve Out-of-State Travel

<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 Min.
---	---

**Summary of Issue:**

Commissioner Kearney and Commissioner Sample would like to represent Aitkin County at the 2024 NACO Annual Legislative Conference in Washington, DC on February 10th - 13th, 2024. Board approval is required for any out-of-state travel.

Costs are approximate and will be finalized when arrangements are made.

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

**Recommended Action/Motion:**

Approve out-of-state travel for Commissioner Kearney and Commissioner Sample to attend the 2024 NACO Annual Legislative Conference.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 3,840

Is this budgeted?  Yes  No *Please Explain:*

Flights - \$600  
 Conference Registration - \$1,040  
 Hotel - \$2,200



# Board of County Commissioners Agenda Request



**Requested Meeting Date:**

**Title of Item:**

REGULAR AGENDA  CONSENT AGENDA  INFORMATION ONLY	<b>Action Requested:</b>  Approve/Deny Motion  Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<b>Direction Requested</b>  Discussion Item  Hold Public Hearing*
<b>Submitted by:</b>		<b>Department:</b>
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> Yes                      No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> Yes                      No <i>Please Explain:</i>		



## Aitkin County Board of Commissioners Committee Reports Forms



Committee	Freq	Scheduled	Representative
<b>Association of MN Counties (AMC)</b>			
Environment & Natural Resources Policy			Sample
General Government			Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Laurie Westerlund
Public Safety Committee			Commissioner Laurie Westerlund
Transportation Policy			Kearney
Age-Friendly Changemakers			Kearney
Aitkin Airport Commission	Monthly	1st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and Sample
Aitkin County CARE Board	Monthly	3rd Thursday	Leiviska
Aitkin County Community Corrections	Quarterly	Varies	Wedel and Westerlund
Anoka County JPA Advisory Board	3x per year	1st Thursday in Feb, June and	Westerlund
Aitkin County Opioid Settlement Sub-committee	TBD	TBD	Sample
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly Sept. to May	1x a month, 3rd Wed.	Kearney, Alt. Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	Kearney, ALT. Leiviska
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	Leiviska Alt. Sample
ATV Committee	Monthly		Sample and Westerlund
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	Sample Alt. Kearney
Brainerd 1 Watershed 1 Plan	Monthly	4th Tuesday	Wedel
Budget Committee	Monthly	1st Tuesday	Westerlund and Wedel
East Central Regional Library Board	Monthly	2nd Monday	Leiviska Alt. Sample
Economic Development	Monthly	4th Wednesday	Wedel and Sample
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Kearney and Sample
Extension	4x year	Monday	Kearney Alt. Westerlund
Facilities/Technology	As needed		Wedel and Westerlund
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Leiviska
Historical Society (Liaison)	Monthlv	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner Alt.
Lakes and Pines	Monthly	3rd Monday	Leiviska Alt. Kearney
Law Library	Quarterly	Set by Judge	Leiviska Alt. Kearney
MCIT			Westerlund, Seibert
McGregor Airport Commission	Monthly	Last Wednesday	Kearney
Mille Lacs Fisheries Input Group	8-10x yr		Westerlund
Mille Lacs Watershed	10x year	3rd Monday	Leiviska, Alt. Westerlund
Mississippi Grand Rapids 1W1P			Kearney
Mississippi Headwaters Board	Monthly	4th Friday	Kearney Alt. Sample
MN Rural Counties	8x year	Varies	Westerlund, Alt. Leiviska
Natural Resources Advisory Committee	8-10x yr	2nd Monday	Kearney and Sample
NE MN Office Job Training	As called		Leiviska
Northeast MN ATP	Quarterly	2nd Wednesday	Kearney (Leiviska, Alt.) and
Northeast MN Emergency Communications Board	5-6x yr	4th Thursday	Leiviska (Sheriff Guida Alt.)
Northeast Waste Advisory Council	Quarterly	2nd Monday	Sample, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	Westerlund Alt. Kearney
Ordinance	As needed		Leiviska and Sample
Personnel/Insurance	As needed	2nd Tuesday	Westerlund and Wedel
Planning Commission	Monthly	3rd Monday	Westerlund Alt. Kearney
Rum 1W1P Policy Committee	Monthly	Unknown	Westerlund, Alt. Leiviska
Snake River 1W1P	TBD	TBD	Leiviska, Alt. Sample
Sobriety Court	Bi-Monthly	3rd Thursday	Wedel
Solid Waste Advisory	As needed		Wedel and Sample
Toward Zero Deaths	Monthly	2nd Wednesday	Wedel
Tri-County Community Health Services	Bi-Monthly	2nd Thursday	Westerlund