



## ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

**What:** Aitkin County Board Agenda

**When:** July 9, 2024

**Where:** Government Center Board Room

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

Phone: **1-415-655-0001**

Access Code: **2554 879 0603**

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**

**9:00 a.m.**

- D) 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 218-927-7276 option 8 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 items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File-**  
June 25, 2024 - July 8, 2024
  - B) Approve County Board Minutes-**  
June 25, 2024
  - C) Approve Electronic Funds Transfers**  
EFT Report through July 1, 2024
  - D) Approve Auditor Vouchers-**  
Auditor Warrants 06.28.24
  - E) Approve Manual Warrants/Voids/Corrections-**  
Manual Warrants 06.28.24
  - F) Adopt Resolution-**  
Search & Rescue Donation - Turner Township
  - G) Adopt Resolution-**  
App for Temporary On Sale Liquor License - Jacobson Volunteer Fire Dept -8.2024
  - H) Approve Manual Warrants/Voids/Corrections-**  
App for Temporary On Sale Liquor License - Jacobson Volunteer Fire Dept -11.2024
  - I) Approve Commissioner's Vouchers**  
Commissioner Warrants 07.05.24
  - J) Approve-**  
Recommendation from the consultant
  - K) Information Only**  
Body Worn Camera Audit Report

9:05 a.m.

- 3) Dennis Thompson – Land Commissioner  
A) Adopt Resolution authorizing Land Commissioner to execute Widseth Contract

9:10 a.m.

- 4) John Welle – County Engineer  
A) Adopt Resolution for Acquisition of Right-of-Way on Public Lands

9:15 a.m.

- 5) Jessica Seibert – County Administrator  
A) Approve Public Hearing Date - Tobacco Ordinance Amendment  
B) Approve Petition to Dissolve Snake River Watershed Management Board  
C) Adopt Budget Amendment Resolutions  
D) Administrator Updates

9:40 a.m.

- 6) Board of Commissioners  
A) Commissioner Committee Reports

ADJOURN



**AITKIN COUNTY BOARD OF COMMISSIONERS**

June 25, 2024

9:00 a.m.

Government Center Board Room

Regular Session Minutes

**1.A CALL TO ORDER**

Chair Wedel called the meeting to order at 9:03 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	Absent

**1.B PLEDGE OF ALLEGIANCE**

**1.C APPROVAL OF AGENDA**

Motion to: Approve the agenda, as amended.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Michael Kearney
	Removed item 4A and added item 9C

**1.D Health & Human Services (see separate HHS Agenda)**

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

Tom Briant, Executive Director of Minnesota Wholesale Marketers Associations, addressed the Tobacco Ordinance.  
 Anita Sonaglia, Business owner in Hill City, addressed the Tobacco Ordinance.  
 Brandon Kellermann, Mark's Bar McGregor, addressed the Tobacco Ordinance  
 Galen Tveit, Aitkin County Resident, addressed land forfeitures

**2 CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

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

**A) Correspondence File-**

June 11, 2024 - June 24, 2024

**B) Approve County Board Minutes-**

June 11, 2024

**C) Approve Electronic Funds Transfers**

<b>Total</b>	\$1,261,190.37
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**D) Approve Commissioner's Vouchers**

Commissioner Warrants 06.07.24

	General	Reserves	R&B	HHS	Total
	\$135,368.60	\$14,425.00	\$174,743.40	\$4,485.81	
	\$5,819.50	Trust \$3,634.78	Forest \$7,317.24	LLCC \$9,798.84	
	\$25,434.72				\$381,027.89

**E) Adopt Resolution-**

LG220 Application for Exempt Gambling - Ducks Unlimited Aitkin Area

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

ELAN 05.23.24

	General	Trust	HHS	Opioid	Total
	\$5,304.33	\$383.86	\$1,640.08	\$16.03	
					\$7,344.30

**G) Approve Auditor Vouchers-**

Sales/Use and Diesel Tax, May 2024

General	\$85.30	R&B	\$819.46	LLCC	\$277.65	Parks	\$416.80
						<b>Total</b>	\$1,599.21

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

Manual Warrants 06.14.24 Batch 1

General	\$1,466.07	Taxes	\$348.00	LLCC	\$447.07	Parks	\$80.00
						<b>Total</b>	\$2,341.14

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

Manual Warrants 06.14.24 Batch 2

General	\$106.84	State	\$61,447.71	Parks	\$50.00	<b>Total</b>	\$61,604.55
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**J) Adopt Resolution-**

App for Temporary On Sale Liquor License - Jacobson Community Center

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

ELAN 06.06.24

HHS	\$3,041.02	General	\$6,828.61	Reserves	\$200.00	Trust	\$300.85
Forest	\$484.00	LLCC	\$29.83			<b>Total</b>	\$10,884.31

**L) Adopt Resolution-**

Application for Temp On Sale Liquor License - Wealthwood Rod & Gun Club

**M) Approve Commissioner's Vouchers**

Commissioner Warrants 06.21.24

General	\$115,469.21	Reserves	\$324.61	R&B	\$461,736.50	HHS	\$11,450.36
State	\$6,919.00	Trust	\$11,353.25	Forest	\$1,415.57	LLCC	\$8,000.43
Parks	\$13,857.01					<b>Total</b>	\$630,525.94

**N) Approve-**

Affidavit for Duplicate of Lost Warrant

**O) Approve Auditor Vouchers-**

May Settlements 06.24.24

Township	\$4,893,269.57					<b>Total</b>	\$4,893,269.57
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**P) Approve-**

Climate Makers contract for jail controls

**Q) Adopt Resolution-**

Final Contract Payment (#20229)

## Regular Agenda

3A Jessica Seibert – County Administrator

**Informational Only**

Minnesota Power Presentation

**RESULT: INFORMATIONAL ONLY**

**MOVER:**

**SECONDER:**

4A Dennis Thompson – Land Commissioner

**Motion to:**

Adopt Resolution - Authorizing Land Commissioner to execute Widseth Contract

**RESULT: ITEM REMOVED**

**MOVER:**

**SECONDER:**

5A Mark Jeffers – Economic Development Coordinator

**Motion to:**

Award Grant: Business Development & Recreation Grant

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

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Travis Leiviska

6A John Welle – County Engineer

**Motion to:**

Adopt Resolution - Award Contract 20247

**RESULT:** INFORMATIONAL ONLY  
**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Laurie Westerlund

7A Andrew Carlstrom – Environmental Services Director

**Informational Only**

Second Reading - Emergency Interim Zoning on New or Expanding Cannabis Ordinance

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

7B Andrew Carlstrom – Environmental Services Director

**Motion to:**

Adopt Resolution - Emergency Interim Zoning on New or Expanding Cannabis Ordinance

**RESULT:** APPROVED (5 TO 0)  
**MOVER:** Commissioner Travis Leiviska  
**SECONDER:** Commissioner Laurie Westerlund

8A Bobbie Danielson – Human Resources Director

**Motion to:**

Ratify Local 49 2025-2027 Agreement

**RESULT:** APPROVED (5 TO 0)  
**MOVER:** Commissioner Laurie Westerlund  
**SECONDER:** Commissioner Bret Sample

9A Jessica Seibert – County Administrator

**Informational Only**

Tobacco Ordinance - Direction Requested

**RESULT:** DIRECTION REQUESTED  
**MOVER:**  
**SECONDER:**

9B Jessica Seibert – County Administrator

**Informational Only**

Administrator Updates

DH meeting, AFSCME negotiations, meeting with Marie D. - JET, Facilities meeting, CRPD meeting, HR Training, LLCC Fundraiser, United Way annual meeting

9C Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - State of Emergency

**RESULT:** APPROVED (5 TO 0)  
**MOVER:** Commissioner Laurie Westerlund  
**SECONDER:** Commissioner Bret Sample

10A Board of Commissioners

**Informational Only**

Commissioner Committee Reports

Board of Equalization, LLCC fundraiser, Snake River Watershed

**Motion to Adjourn**

Motion made at 11:36 a.m.

**MOVER:** Commissioner Travis Leiviska  
**SECONDER:** Commissioner Bret Sample  
**Next Meeting:** Tuesday, July 9, 2024

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

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



# Board of County Commissioners Agenda Request

**2C**  
Agenda Item #

**Requested Meeting Date:** 7/9/2024

**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) <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> 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 7/1/2024		
<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 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>		

**ELECTRONIC FUNDS TRANSFER**

**Thru July 1, 2024 Board Meeting July 9, 2024**

<u>Abstract Number</u>	<u>Date</u>	<u>Amount</u>	<u>Reason</u>
22060	6/21/24	\$116,716.90	Commissioner Abstract
22061	6/24/24	\$4,500,839.14	Auditor Abstract
22062	6/21/24	\$8,573.39	Auditor Abstract
22063	6/25/24	\$9,936.92	Commissioner Abstract
22065	6/21/24	\$10,800.35	Manual Abstract
22066	6/24/24	\$4,339.00	Manual Abstract
22067	6/28/24	\$729,319.21	Payroll Abstract
22070	6/28/24	1491.2	Auditor Abstract
22071	6/28/24	\$59,011.48	Auditor Abstract
22072	6/28/24	\$117,124.74	Manual Abstract

\$0  
Voids/No ACH  
22064  
22068  
22069

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\$5,558,152.33

S:Board Report:2024 EFT Board Report Thru Date

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>303</b>	DEPT			R&B Highway Maintenance			
15330	<b>FERGUSON AGGREGATE &amp; CRUSHING, INI</b>						
	03-303-000-0000-6519		692.01	2023 AGG CRUSHING	CONT 20229 PMT F	Gravel & Royalties	N
	03-303-000-0000-6519		1,495.78	2023 AGG CRUSHING	CONT 20229 PMT F	Gravel & Royalties	N
	03-303-000-0000-6519		130.65	2023 AGG CRUSHING	CONT 20229 PMT F	Gravel & Royalties	N
	03-303-000-0000-6519		1,118.70	2023 AGG CRUSHING	CONT 20229 PMT F	Gravel & Royalties	N
	03-303-000-0000-6519		1,099.83	2023 AGG CRUSHING	CONT 20229 PMT F	Gravel & Royalties	N
<b>15330</b>	<b>FERGUSON AGGREGATE &amp; CRUSHING, INI</b>		<b>4,536.97</b>	<b>5 Transactions</b>			
<b>303</b>	<b>DEPT Total:</b>		<b>4,536.97</b>	<b>R&amp;B Highway Maintenance</b>	<b>1 Vendors</b>	<b>5 Transactions</b>	
<b>307</b>	DEPT			R&B Capital Infrastructure			
9911	<b>KGM CONTRACTORS INC</b>						
	03-307-000-0000-6262		59,011.48	CONT 20231 PMT 10	CONT 20231 PMT 10	Contract Payments	N
<b>9911</b>	<b>KGM CONTRACTORS INC</b>		<b>59,011.48</b>	<b>1 Transactions</b>			
<b>307</b>	<b>DEPT Total:</b>		<b>59,011.48</b>	<b>R&amp;B Capital Infrastructure</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>3</b>	<b>Fund Total:</b>		<b>63,548.45</b>	<b>Road &amp; Bridge</b>		<b>6 Transactions</b>	
	<b>Final Total:</b>		<b>63,548.45</b>	<b>2 Vendors</b>	<b>6 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	63,548.45	Road & Bridge
<b>All Funds</b>		<b>63,548.45</b>	<b>Total</b>

Approved by, .....

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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>							
13	01-040-000-0000-5081		0.04	JUNE ACC MTG REG	JUNE ACC 2024	Mortgage Registry-3%	N
14	01-042-000-0000-5079		0.05	JUNE ACC DEED TAX	JUNE ACC 2024	3% State Deed Tax	N
			<b>0.09</b>	<b>2 Transactions</b>			
<b>8410 Bremer Bank</b>							
6	01-044-904-0000-6379		630.25	PARTICIPANT FEES - MAY	0001966707-IN	Flex Services, Labor, Etc.	N
1	01-044-904-0000-6360		313.00	MED FSA CLAIMS 2024	06/14/2024	Flex Plan Withdrawals	N
2	01-044-904-0000-6360		41.27	MED FSA CLAIMS 2024	06/15/2024	Flex Plan Withdrawals	N
3	01-044-904-0000-6360		2,408.34	DEP CARE FSA CLAIMS 2024	06/17/2024	Flex Plan Withdrawals	N
4	01-044-904-0000-6360		25.00	MED FSA CLAIMS 2024	06/20/2024	Flex Plan Withdrawals	N
5	01-044-904-0000-6360		27.71	MED FSA CLAIMS 2024	06/21/2024	Flex Plan Withdrawals	N
8	01-044-904-0000-6360		366.92	MED FSA CLAIMS 2024	06/23/2024	Flex Plan Withdrawals	N
7	01-044-904-0000-6360		3.20	MED FSA CLAIMS 2024	06/24/2024	Flex Plan Withdrawals	N
9	01-122-000-0000-6820		200.00	ECHECK RETURN - BRIAN SIMONSON	60875	Refunds & Reimbursements	N
			<b>4,015.69</b>	<b>9 Transactions</b>			
<b>1 Fund Total:</b>			<b>4,015.78</b>	<b>General Fund</b>	<b>2 Vendors</b>	<b>11 Transactions</b>	

KMR1  
6/28/24 9:44AM  
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
12	<b>780 Bremer Bank</b> 09-000-000-0000-2025		35,161.80	JUNE ACC DEED TAX	JUNE ACC 2024	State's Share Of Deed Tax (97%)	N
11	<b>780 Bremer Bank</b> 09-000-000-0000-2026		23,395.60	JUNE ACC MTG REG	JUNE ACC 2024	State Share Of Mortgage Registry (97%)	N
			<b>58,557.40</b>	2 Transactions			
15	<b>8410 Bremer Bank</b> 09-000-000-0000-2058		51,825.56	STATE GEN TAX-PERIOD 1	PERIOD 1	State General Tax-Education	N
	<b>8410 Bremer Bank</b>		<b>51,825.56</b>	1 Transactions			
<b>9 Fund Total:</b>			<b>110,382.96</b>	<b>State</b>	<b>2 Vendors</b>	<b>3 Transactions</b>	

KMR1  
6/28/24 9:44AM

# Aitkin County



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

**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
10	<b>8410 Bremer Bank</b> 13-943-000-0000-2001		2,366.00	REV PMT-STOP PMT-SMALL/W-P2	2047	Cur - Property Taxes	N
	<b>8410 Bremer Bank</b>		<b>2,366.00</b>	1 Transactions			
<b>13 Fund Total:</b>			<b>2,366.00</b>	<b>Taxes &amp; Penalties</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	

KMR1  
6/28/24 9:44AM  
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
<b>8410 Bremer Bank</b>							
16	21-520-000-0000-5510		20.00	CAMP REFUND - BACHTELL	A - 7631	Co. Parks Campground Fees	N
20	21-520-000-0000-5510		20.00	CAMP REFUND - POQUETTE	A-7646	Co. Parks Campground Fees	N
18	21-520-000-0000-5510		120.00	CAMP REFUND - STARR F.	SR-7350	Co. Parks Campground Fees	N
19	21-520-000-0000-5510		80.00	CAMP REFUND - STARR E.	SR-7483	Co. Parks Campground Fees	N
17	21-520-000-0000-5510		120.00	CAMP REFUND - STARR, B	SR-7487	Co. Parks Campground Fees	N
<b>8410 Bremer Bank</b>			<b>360.00</b>	<b>5 Transactions</b>			
<b>21 Fund Total:</b>			<b>360.00</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>5 Transactions</b>	
<b>Final Total:</b>			<b>117,124.74</b>	<b>6 Vendors</b>	<b>20 Transactions</b>		

# Aitkin County



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	4,015.78	General Fund
	9	110,382.96	State
	13	2,366.00	Taxes & Penalties
	21	360.00	Parks
<b>All Funds</b>		<b>117,124.74</b>	<b>Total</b>

Approved by, .....

.....

.....



# Board of County Commissioners Agenda Request

**2F**  
Agenda Item #

**Requested Meeting Date:** 7/09/2024

**Title of Item:** Search & Rescue Donation - Turner Township

<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>  Turner Township has donated \$300.00 to the all-volunteer Aitkin County Search & Rescue group to assist with the purchase of equipment & training.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend accepting donation		
<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.

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

ADOPTED July 9, 2024

By Commissioner: xxx

**20240709-xxx**

**Accept Donation- Turner Township**

**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:

Turner Township \$300.00

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

Turner Township Aitkin County Search and Rescue

**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 9<sup>th</sup> day of July 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 9<sup>th</sup> day of July 2024

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



# Board of County Commissioners Agenda Request

**2G**  
Agenda Item #

**Requested Meeting Date:** July 9, 2024

**Title of Item:** App for Temporary On Sale Liquor License - Jacobson Volunteer Fire Dept -8.2024

<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><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Christy M. Bishop		<b>Department:</b> Auditor's Office
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Jacobson Volunteer Fire Dept Application for Temporary On Sale Liquor License for event on August 24, 2024. Event will take place at Jacobson Landing Recreation Area - 68447 198th Ave Jacobson , MN 55752		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> To approve the Temporary On-Sale Liquor License for Jacobson Volunteer Fire Dept for August 24, 2024		
<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 checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

**ADOPTED July 9, 2024**

By Commissioner: xxx

**20240709-xxx**

**Temporary On-Sale Liquor License – Jacobson Volunteer Fire Dept**

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners approves a Temporary **On-Sale Liquor License** for August 24, 2024

Jacobson Volunteer Fire Dept – Ball Bluff Township – Event taking place at Jacobson Landing Recreation Area Park 68447 198<sup>th</sup> Ave Jacobson, MN 55752

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 9<sup>th</sup> day of July 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 9th day of July, 2024**

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



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** July 9, 2024

**Title of Item:** App for Temporary On Sale Liquor License - Jacobson Volunteer Fire Dept -11.2024

<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> Christy M. Bishop		<b>Department:</b> Auditor's Office
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Jacobson Volunteer Fire Dept Application for Temporary On Sale Liquor License for event on November 15, 2024. Event will take place at Jacobson Fire Hall 68368 198th Ave Jacobson , MN 55752		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> To approve the Temporary On-Sale Liquor License for Jacobson Volunteer Fire Dept for November 15, 2024		
<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 checked="" 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 July 9, 2024

By Commissioner: xxx

**20240709-xxx**

**Temporary On-Sale Liquor License**

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners approves a Temporary **On-Sale Liquor License** for November 15, 2024

Jacobson Volunteer Fire Dept – Ball Bluff Township – Event taking place at Jacobson Fire Hall 68368 198<sup>th</sup> Ave Jacobson, MN 55752

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 9<sup>th</sup> day of July 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 9th day of July, 2024**

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

WLB1  
7/1/24

2:48PM

# Aitkin County



**21**

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
40	DEPT			Auditor			
86222	<b>Aitkin Independent Age</b> 01-040-000-0000-6230		307.28	TOBACCO ORDINANCE UPDATE	1402559	Printing, Publishing & Adv	Y
	<b>86222 Aitkin Independent Age</b>		<b>307.28</b>	1 Transactions			
9561	<b>Amazon Business</b> 01-040-000-0000-6405		21.98	PRESENTER REMOTE	1ZC6-3QJL-XY9Y	Office Supplies	N
	<b>9561 Amazon Business</b>		<b>21.98</b>	1 Transactions			
40	<b>DEPT Total:</b>		<b>329.26</b>	<b>Auditor</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
41	DEPT			Internal Audit			
12780	<b>CliftonLarsonAllen LLP</b> 01-041-000-0000-6360		26,075.00	2ND INSTALLMENT-AUDIT SERVICES	L241412592	Services, Labor, Contracts	Y
	01-041-000-0000-6360		3,466.31	GASB 96 CONSULTING	L241413060	Services, Labor, Contracts	Y
	01-041-000-0000-6360		4,680.00	IMPLEMENT SAS 143-145	L241413082	Services, Labor, Contracts	Y
	01-041-000-0000-6360		2,815.00	PROGRESS BILLING #1-SBITA	L241413082	Services, Labor, Contracts	Y
	01-041-000-0000-6360		1,000.00	SBITA AUDIT RESOURCE FEE	L241413082	Services, Labor, Contracts	Y
	01-041-000-0000-6360		424.75	TECH AND SUPPORT FEE	L241413082	Services, Labor, Contracts	Y
	<b>12780 CliftonLarsonAllen LLP</b>		<b>38,461.06</b>	6 Transactions			
41	<b>DEPT Total:</b>		<b>38,461.06</b>	<b>Internal Audit</b>	<b>1 Vendors</b>	<b>6 Transactions</b>	
42	DEPT			Treasurer			
9152	<b>ACI Payments Inc</b> 01-042-000-0000-5524		50.00	ACI RET PMT FEE	1000117383	Handling Fee (Nfs Check)	N
	<b>9152 ACI Payments Inc</b>		<b>50.00</b>	1 Transactions			
9561	<b>Amazon Business</b> 01-042-000-0000-6405		28.98	DESK LIGHT	1NDK-GRFP-MY46	Office Supplies	N
	01-042-000-0000-6342		177.52	LABEL MAKER, LABLES COPY STAMP	1YLT-3D4R-HQ1D	Office Equipment Rental/Contracts	N
	<b>9561 Amazon Business</b>		<b>206.50</b>	2 Transactions			
9951	<b>Croatt/Darla</b> 01-042-000-0000-6405		43.13	2 ADJ TABLES	COSTCO BXTR 06/C	Office Supplies	N
	<b>9951 Croatt/Darla</b>		<b>43.13</b>	1 Transactions			
607	<b>GOVERNMENT FORMS &amp; SUPPLIES</b>						

# Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
607	<b>GOVERNMENT FORMS &amp; SUPPLIES</b>	01-042-000-0000-6405			125.71	MN DOC SECURITY PAPER		0348480		Office Supplies		N
					<b>125.71</b>		1 Transactions					
86235	<b>The Office Shop Inc</b>	01-042-000-0000-6405			38.25	NOTARY STAMP		1142709-0		Office Supplies		N
		01-042-000-0000-6405			36.16	RESUME PAPER FOR MARRAIGE CERT		1143405-0		Office Supplies		N
<b>86235</b>	<b>The Office Shop Inc</b>				<b>74.41</b>		2 Transactions					
14330	<b>US Bank</b>	01-042-000-0000-6342			100.00	RICOH CONTRACT		532534708		Office Equipment Rental/Contracts		N
<b>14330</b>	<b>US Bank</b>				<b>100.00</b>		1 Transactions					
<b>42</b>	<b>DEPT Total:</b>				<b>599.75</b>	<b>Treasurer</b>		<b>6 Vendors</b>		<b>8 Transactions</b>		
<b>43</b>	DEPT					Assessor						
10660	<b>Apex Software</b>	01-043-000-0000-6266			2,000.00	ANNUAL FEE SKETCH SOFTWARE		327086		Data Processing/Computer Services		N
<b>10660</b>	<b>Apex Software</b>				<b>2,000.00</b>		1 Transactions					
3951	<b>Pro West &amp; Associates, Inc</b>	01-043-000-0000-6360			133.06	TECH SUPPORT FOR MAP LAYER		8622		Services, Labor, Contracts, GIS Mapping		N
<b>3951</b>	<b>Pro West &amp; Associates, Inc</b>				<b>133.06</b>		1 Transactions					
86235	<b>The Office Shop Inc</b>	01-043-000-0000-6405			13.26	BATTERIES		1143198-0		Office Supplies		N
<b>86235</b>	<b>The Office Shop Inc</b>				<b>13.26</b>		1 Transactions					
<b>43</b>	<b>DEPT Total:</b>				<b>2,146.32</b>	<b>Assessor</b>		<b>3 Vendors</b>		<b>3 Transactions</b>		
<b>44</b>	DEPT					Central Services						
1010	<b>City Of Aitkin</b>	01-044-100-0000-6800			4,747.00	2024 ABATEMENT / PAULBECKS		56-0-181801		Tax Abatements		N
<b>1010</b>	<b>City Of Aitkin</b>				<b>4,747.00</b>		1 Transactions					
13722	<b>Quadient Finance USA, Inc.</b>	01-044-048-0000-6205			3,530.00	POSTAGE		6665		Postage		N
<b>13722</b>	<b>Quadient Finance USA, Inc.</b>				<b>3,530.00</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	Invoice #	Account/Formula Description	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
<b>44</b>	<b>DEPT Total:</b>				<b>8,277.00</b>	<b>Central Services</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
<b>49</b>	DEPT					Information Technologies			
	783	Canon Financial Services, Inc							
		01-049-000-0000-6342			47.07	IT COPIER MONTHLY LEASE	33237997	Office Equipment Rental/Contracts	N
	<b>783</b>	<b>Canon Financial Services, Inc</b>			<b>47.07</b>		<b>1 Transactions</b>		
	9046	Loffler Companies, Inc.							
		01-049-000-0000-6283			362.50	VOICEMAIL TROUBLESHOOT/FIX	1398929	Programming, Services, Contracts	N
	<b>9046</b>	<b>Loffler Companies, Inc.</b>			<b>362.50</b>		<b>1 Transactions</b>		
	86235	The Office Shop Inc							
		01-049-000-0000-6485			20.41	HDMI CABLE 10FOOT	331914-0	Computer/Technology Supplies	N
	<b>86235</b>	<b>The Office Shop Inc</b>			<b>20.41</b>		<b>1 Transactions</b>		
<b>49</b>	<b>DEPT Total:</b>				<b>429.98</b>	<b>Information Technologies</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
<b>60</b>	DEPT					Elections			
	86222	Aitkin Independent Age							
		01-060-000-0000-6230			331.50	BALLOT PROCEDURES	1400520	Printing, Publishing & Adv	Y
	<b>86222</b>	<b>Aitkin Independent Age</b>			<b>331.50</b>		<b>1 Transactions</b>		
	13129	SeaChange Printing & Marketing Serv LLC							
		01-060-000-0000-6406			2,035.06	PRIMARY BALLOTS	42978-R	Ballots & Programming	Y
	<b>13129</b>	<b>SeaChange Printing &amp; Marketing Serv LLC</b>			<b>2,035.06</b>		<b>1 Transactions</b>		
<b>60</b>	<b>DEPT Total:</b>				<b>2,366.56</b>	<b>Elections</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
<b>90</b>	DEPT					Attorney			
	10004	Mesa/Sebastian							
		01-090-000-0000-6330			91.43	MILEAGE REIMBURSEMENT	5-07-2024	Transportation/Travel/Parking	N
	<b>10004</b>	<b>Mesa/Sebastian</b>			<b>91.43</b>		<b>1 Transactions</b>		
<b>90</b>	<b>DEPT Total:</b>				<b>91.43</b>	<b>Attorney</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>100</b>	DEPT					Recorder			
	10452	AT&T Mobility							
		01-100-000-0000-6220			49.74	RECORDER CELL PHONE	287323078605	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>49.74</b>		<b>1</b> Transactions		
14814	<b>Snyder/Tara</b>						
	01-100-000-0000-6335		6.43	FUEL-FLAG CEREMONY	700625	Gas/Vehicle Fuel Charges	N
	01-100-000-0000-6330		41.40	AMC LEADERSHIP SUMMIT 03/27/2024 03/29/2024	AMC 2024	Transportation/Travel/Parking	N
<b>14814</b>	<b>Snyder/Tara</b>		<b>47.83</b>		<b>2</b> Transactions		
86235	<b>The Office Shop Inc</b>						
	01-100-000-0000-6360		1,568.34	COPIER CONTRACT	331574-0	Services, Labor, Contracts	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>1,568.34</b>		<b>1</b> Transactions		
6101	<b>West Central Indexing</b>						
	01-100-195-0000-6266		127.20	ICRS-ERECORDING APRIL 2024	1923	Data Processing/Computer Services	N
<b>6101</b>	<b>West Central Indexing</b>		<b>127.20</b>		<b>1</b> Transactions		
<b>100</b>	<b>DEPT Total:</b>		<b>1,793.11</b>	<b>Recorder</b>	<b>4 Vendors</b>	<b>5 Transactions</b>	
<b>110</b>	<b>DEPT</b>			<b>Courthouse Maintenance</b>			
9561	<b>Amazon Business</b>						
	01-110-000-0000-6415		33.57	WEED KILLER	11PQ-37PD-DJNP	Operational Supplies	N
	01-110-000-0000-6415		325.32	WEED KILLER	1HL9-FYRM-6QC3	Operational Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>358.89</b>		<b>2</b> Transactions		
10365	<b>Antoine Electric, Inc.</b>						
	01-110-000-0000-6360		49.92	ATTORNEY LIGHT SWITCH	3195	Services, Labor, Contracts	N
<b>10365</b>	<b>Antoine Electric, Inc.</b>		<b>49.92</b>		<b>1</b> Transactions		
9085	<b>Climate Makers Inc</b>						
	01-110-000-0000-6360		2,094.30	IT LIEBERT UNIT	121412	Services, Labor, Contracts	N
<b>9085</b>	<b>Climate Makers Inc</b>		<b>2,094.30</b>		<b>1</b> Transactions		
2186	<b>Hillyard Inc</b>						
	01-110-000-0000-6422		575.34	CARPET PRESpray/FLOOR SOAP	605455970	Janitorial Supplies	N
<b>2186</b>	<b>Hillyard Inc</b>		<b>575.34</b>		<b>1</b> Transactions		
88628	<b>Imperial Dade</b>						
	01-110-000-0000-6422		1,441.11	LINERS, TOWELS, DETERGENT	4244790	Janitorial Supplies	N
	01-110-000-0000-6422		118.80	GLOVES	4249846	Janitorial Supplies	N

# 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>88628</b>	<b>Imperial Dade</b>		<b>1,559.91</b>		<b>2</b> Transactions		
9692	Minnesota Energy Resources Corporation 01-110-000-0000-6254		464.02	GAS SERVICE 05/21/2024 06/20/2024	5072990615	Utilities-Gas and Electric	N
<b>9692</b>	<b>Minnesota Energy Resources Corporation</b>		<b>464.02</b>		<b>1</b> Transactions		
9631	Nelson Roofing Inc 01-110-000-0000-6360		741.00	ROOF REPAIRS-LAND-CH	8392	Services, Labor, Contracts	N
<b>9631</b>	<b>Nelson Roofing Inc</b>		<b>741.00</b>		<b>1</b> Transactions		
3950	Public Utilities 01-110-000-0000-6254		4,789.65	GOV'T CENTER 05/16/2024 06/16/2024	1430-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		97.52	GLARCO 05/16/2024 06/16/2024	50186-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		287.57	LA TOOL 05/16/2024 06/16/2024	50188-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		41.77	OLD CO GARAGE 05/16/2024 06/16/2024	50202-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		36.83	JUD'L CENTER 05/16/2024 06/16/2024	509-00	Utilities-Gas and Electric	N
<b>3950</b>	<b>Public Utilities</b>		<b>5,253.34</b>		<b>5</b> Transactions		
10698	Stericycle, Inc 01-110-000-0000-6360		30.10	STERI-SAFE 07/01/2024 07/31/2024	8007453251	Services, Labor, Contracts	6
<b>10698</b>	<b>Stericycle, Inc</b>		<b>30.10</b>		<b>1</b> Transactions		
<b>110</b>	<b>DEPT Total:</b>		<b>11,126.82</b>	<b>Courthouse Maintenance</b>	<b>9 Vendors</b>	<b>15 Transactions</b>	
<b>120</b>	<b>DEPT</b>			<b>Veterans Service</b>			
86235	The Office Shop Inc 01-120-000-0000-6405		55.21	FILE FOLDERS, ETC	1142790	Office Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>55.21</b>		<b>1</b> Transactions		
<b>120</b>	<b>DEPT Total:</b>		<b>55.21</b>	<b>Veterans Service</b>	<b>1 Vendors</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
122	DEPT			Planning & Zoning			
86222	<b>Aitkin Independent Age</b>						
	01-122-000-0000-6230		136.00	JUNE PC	1399617	Printing, Publishing & Adv	Y
	01-122-000-0000-6230		72.25	CANNABIS ORDINANCE	1403903	Printing, Publishing & Adv	Y
<b>86222</b>	<b>Aitkin Independent Age</b>		<b>208.25</b>	<b>2 Transactions</b>			
15142	<b>Christensen/Charles</b>						
	01-122-000-0000-6278		130.00	PC MEETING	62724	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		144.05	PC MILEAGE	62724	BOA/PC Mileage	N
<b>15142</b>	<b>Christensen/Charles</b>		<b>274.05</b>	<b>2 Transactions</b>			
14832	<b>Kulifaj / Stephen</b>						
	01-122-000-0000-6278		110.00	PC MEETING	62724	Advisory Board/Committee Per Diem	Y
	01-122-000-0000-6278		120.00	PC MEETING	62724	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		83.42	PC MILEAGE	62724	BOA/PC Mileage	N
	01-122-038-0000-6330		115.38	PC MILEAGE	62724	BOA/PC Mileage	N
<b>14832</b>	<b>Kulifaj / Stephen</b>		<b>428.80</b>	<b>4 Transactions</b>			
11990	<b>Lange/David</b>						
	01-122-000-0000-6278		140.00	PC MEETING	62724	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		146.06	PC MILEAGE	62724	BOA/PC Mileage	N
<b>11990</b>	<b>Lange/David</b>		<b>286.06</b>	<b>2 Transactions</b>			
3810	<b>Paulbeck's County Market</b>						
	01-122-000-0000-6302		24.00	CAR WASH (3)	0321	Vehicle Maintenance	N
<b>3810</b>	<b>Paulbeck's County Market</b>		<b>24.00</b>	<b>1 Transactions</b>			
13424	<b>Sonnee/Dennise J</b>						
	01-122-000-0000-6278		110.00	PC MEETING	62724	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		79.73	PC MILEAGE	62724	BOA/PC Mileage	N
<b>13424</b>	<b>Sonnee/Dennise J</b>		<b>189.73</b>	<b>2 Transactions</b>			
<b>122</b>	<b>DEPT Total:</b>		<b>1,410.89</b>	<b>Planning &amp; Zoning</b>	<b>6 Vendors</b>	<b>13 Transactions</b>	
123	DEPT			Coroner			
3987	<b>Ramsey County Medical Examiner</b>						
	01-123-000-0000-6260		1,400.00	B.D. AUTOPSY	MEDEX-036598	Autopsies--Pathologist, Xrays, Etc	N
<b>3987</b>	<b>Ramsey County Medical Examiner</b>		<b>1,400.00</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
<b>123</b>	<b>DEPT Total:</b>		<b>1,400.00</b>	<b>Coroner</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>200</b>	<b>DEPT</b>			<b>Enforcement</b>			
9561	<b>Amazon Business</b>						
	01-200-000-0000-6405		40.99	CAR CHARGER	19Y6-34JC-L4GH	Office Supplies	N
	01-200-000-0000-6460		31.99	#206 HOLSTER	1C7Y-HDVP-3C3L	Deputy Supplies	N
	01-200-000-0000-6460		44.99	224 KEY FOB 206 SLING MOUNT	1HFP-G4J7-396T	Deputy Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>117.97</b>	<b>3 Transactions</b>			
14568	<b>Axon Enterprise, Inc</b>						
	01-200-000-0000-6460		177.10	TASER HOLSTERS	INUS255770	Deputy Supplies	N
<b>14568</b>	<b>Axon Enterprise, Inc</b>		<b>177.10</b>	<b>1 Transactions</b>			
783	<b>Canon Financial Services, Inc</b>						
	01-200-000-0000-6342		170.74	ADMIN COPIER LEASE 06/01/2024 06/30/2024	33152690	Office Equipment Rental/Contracts	N
<b>783</b>	<b>Canon Financial Services, Inc</b>		<b>170.74</b>	<b>1 Transactions</b>			
15144	<b>Cellebrite, Inc.</b>						
	01-200-000-0000-6360		6,580.00	CELLEBRITE SUBSCRIPTION	INVUS261071	Services, Labor, Contracts	N
<b>15144</b>	<b>Cellebrite, Inc.</b>		<b>6,580.00</b>	<b>1 Transactions</b>			
1775	<b>Galls LLC</b>						
	01-200-000-0000-6180		88.99	#225 STRYKE PANTS	028086910	Clothing Allowance	N
	01-200-000-0000-6180		178.00	#225 UNIFORM PANTS	028198851	Clothing Allowance	N
<b>1775</b>	<b>Galls LLC</b>		<b>266.99</b>	<b>2 Transactions</b>			
2340	<b>Hyytinen Hardware Hank</b>						
	01-200-000-0000-6405		7.47	KEYS FOR NEW DEPUTIES	18263/1	Office Supplies	N
	01-200-000-0000-6405		4.98	#206 KEYS	18658/1	Office Supplies	N
	01-200-000-0000-6405		4.98	#202 KEYS	18659/1	Office Supplies	N
	01-200-000-0000-6405		8.49	ALUM FOIL FOR SHREDDER	18810/1	Office Supplies	N
	01-200-000-0000-6590		11.99	SILICONE LIQ WRENCH	18831/1	Repair & Maintenance Supplies	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>		<b>37.91</b>	<b>5 Transactions</b>			
252	<b>Lynn Peavey Company</b>						
	01-200-000-0000-6405		47.80	EVIDENCE GUN BOXES	410483	Office Supplies	N
	01-200-000-0000-6405		152.83	PAPER EVIDENCE BAGS	410629	Office Supplies	N

# Aitkin County



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

1 General Fund

Vendor No.	Name	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name	
252	Lynn Peavey Company		200.63		2 Transactions		
12553	MEYER'S SERVICE CENTER						
	01-200-000-0000-6302		1,239.96	#207 TIRES	26497	Vehicle Maintenance	N
12553	MEYER'S SERVICE CENTER		1,239.96		1 Transactions		
10021	Minnesota Security Consortium						
	01-200-000-0000-6360		3,200.00	BWC AUDIT	1220	Services, Labor, Contracts	Y
10021	Minnesota Security Consortium		3,200.00		1 Transactions		
3950	Public Utilities						
	01-200-000-0000-6254		59.56	EMERG STORAGE	507-00	Utilities-Gas and Electric	N
				05/16/2024	06/16/2024		
3950	Public Utilities		59.56		1 Transactions		
4681	Streichers						
	01-200-000-0000-6180		300.00	#206 OUTER CARRIER	1702748	Clothing Allowance	N
4681	Streichers		300.00		1 Transactions		
13934	The Tire Barn						
	01-200-000-0000-6302		58.68	#204 OIL CHANGE	73161	Vehicle Maintenance	N
	01-200-000-0000-6302		732.85	210 BRAKES	73341	Vehicle Maintenance	N
	01-200-000-0000-6302		72.68	OLD 225 OIL CHANGE	73540	Vehicle Maintenance	N
	01-200-000-0000-6302		72.68	209 OIL CHANGE	73751	Vehicle Maintenance	N
13934	The Tire Barn		936.89		4 Transactions		
9302	WEX Bank						
	01-200-000-0000-6335		8,634.47	DEPUTY GAS	97693969	Gas/Vehicle Fuel Charges	N
9302	WEX Bank		8,634.47		1 Transactions		
200	DEPT Total:		21,922.22	Enforcement	13 Vendors	24 Transactions	
202	DEPT			Boat & Water			
1682	Fishers Resort						
	01-202-000-0000-6335		33.75	B/W GAS	06132024	Gas/Vehicle Fuel Charges	N
1682	Fishers Resort		33.75		1 Transactions		
1775	Galls LLC						
	01-202-000-0000-6180		74.89	RYAN B/W PANTS	028072564	Clothing Allowance	N

# 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
1775	Galls LLC		74.89		1 Transactions		
2340	Hyytinen Hardware Hank 01-202-000-0000-6462		33.80	HARDWARE	18220/1	Sheriff Field Supplies	N
2340	Hyytinen Hardware Hank		33.80		1 Transactions		
13934	The Tire Barn 01-202-000-0000-6302		192.83	17 LUND TRAILER PLUG/TIRES	73405	B&W Maintenance	N
13934	The Tire Barn		192.83		1 Transactions		
9302	WEX Bank 01-202-000-0000-6335		1,239.41	B/W GAS	97693969	Gas/Vehicle Fuel Charges	N
9302	WEX Bank		1,239.41		1 Transactions		
202	<b>DEPT Total:</b>		<b>1,574.68</b>	<b>Boat &amp; Water</b>	<b>5 Vendors</b>	<b>5 Transactions</b>	
252	DEPT			Corrections			
9561	Amazon Business 01-252-000-0000-6430		191.99	CLIPPERS, TWEEZERS, LABELS,	1M9N-6KV4-4KCP	Medical Expense/Supplies - Inmates	N
	01-252-252-0000-6465		49.38	AB ROLLER WHEEL	1NHL-PWNR-697X	Inmate Welfare Supplies	N
	01-252-000-0000-6405		6.79	FRIDGE MAGNETS	1XC6-3QJL-Y1GK	Office Supplies	N
9561	Amazon Business		248.16		3 Transactions		
1152	Cook/Steven 01-252-000-0000-6265		950.00	BACKGROUNDS - J.M. & J.L.	06062024	Sheriff Services	Y
1152	Cook/Steven		950.00		1 Transactions		
15362	GuidePoint Pharmacy #114 Aitkin 01-252-000-0000-6430		1,312.69	INMATE RX'S	30	Medical Expense/Supplies - Inmates	N
	01-252-000-0000-6430		183.39	INMATE MEDS	684	Medical Expense/Supplies - Inmates	N
15362	GuidePoint Pharmacy #114 Aitkin		1,496.08		2 Transactions		
2340	Hyytinen Hardware Hank 01-252-000-0000-6415		8.86	HARDWARE	18639/1	Operational Supplies	N
2340	Hyytinen Hardware Hank		8.86		1 Transactions		
4812	JC32 Teamsters H&W Fund 01-252-000-0000-6101		7,014.00	EE JUNE HEALTH INS	202406	Salaries-Full Time	N
	01-252-000-0000-6150		26,355.00	ER JUNE HEALTH INS	202406	Health Insurance-Employer	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>4812</b>	<b>JC32 Teamsters H&amp;W Fund</b>		<b>33,369.00</b>		<b>2</b> Transactions		
9208	<b>Mapes FNP-C, Mary</b>						
	01-252-000-0000-6262		6,250.00	MEDICAL CARE 4/16 - 5/15 04/16/2024 05/15/2024	05302024	Contract Service or Medical Service	6
	01-252-000-0000-6262		6,250.00	MEDICAL CARE 5/16 - 6/15 05/16/2024 06/15/2024	06172024	Contract Service or Medical Service	6
<b>9208</b>	<b>Mapes FNP-C, Mary</b>		<b>12,500.00</b>		<b>2</b> Transactions		
3160	<b>Mille Lacs Energy Coop-Albert Lea</b>						
	01-252-000-0000-6254		351.61	SHELTER/TOWER	345401501	Utilities-Gas and Electric	N
<b>3160</b>	<b>Mille Lacs Energy Coop-Albert Lea</b>		<b>351.61</b>		<b>1</b> Transactions		
9692	<b>Minnesota Energy Resources Corporation</b>						
	01-252-000-0000-6254		150.15	JAIL GAS SERVICE 05/21/2024 06/20/2024	5073643125	Utilities-Gas and Electric	N
	01-252-000-0000-6254		874.81	JAIL GAS SERVICE 05/17/2024 06/20/2024	5080394759	Utilities-Gas and Electric	N
<b>9692</b>	<b>Minnesota Energy Resources Corporation</b>		<b>1,024.96</b>		<b>2</b> Transactions		
3789	<b>Pan-O-Gold Baking Company</b>						
	01-252-000-0000-6418		153.60	BREAD & BUNS	10002424158004	Groceries	N
	01-252-000-0000-6418		95.60	BREAD & BUNS	10002424172007	Groceries	N
<b>3789</b>	<b>Pan-O-Gold Baking Company</b>		<b>249.20</b>		<b>2</b> Transactions		
3810	<b>Paulbeck's County Market</b>						
	01-252-000-0000-6420		44.82	PITCHERS	927210202	Food Service Supplies	N
<b>3810</b>	<b>Paulbeck's County Market</b>		<b>44.82</b>		<b>1</b> Transactions		
9808	<b>Performance Foodservice</b>						
	01-252-000-0000-6418		1,340.95	GROCERIES	152389	Groceries	N
	01-252-000-0000-6418		2,091.18	GROCERIES	153827	Groceries	N
	01-252-000-0000-6418		1,760.95	GROCERIES	170121	Groceries	N
<b>9808</b>	<b>Performance Foodservice</b>		<b>5,193.08</b>		<b>3</b> Transactions		
3950	<b>Public Utilities</b>						
	01-252-000-0000-6254		8,771.68	NEW JAIL 2 05/16/2024 06/16/2024	1431-00	Utilities-Gas and Electric	N
	01-252-000-0000-6254		116.62	STS	50109-00	Utilities-Gas and Electric	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
	01-252-000-0000-6254		275.79	05/16/2024 06/16/2024 NEW JAIL	512-00	Utilities-Gas and Electric	N
<b>3950</b>	<b>Public Utilities</b>		<b>9,164.09</b>		<b>3</b> Transactions		
4010	<b>Rasley Oil Company</b>						
	01-252-000-0000-6330		232.97	TRANSPORT GAS	AITCOSHERS	Prisoner Transportation & Travel	N
<b>4010</b>	<b>Rasley Oil Company</b>		<b>232.97</b>		<b>1</b> Transactions		
11538	<b>RCB Collections Range Credit Bureau Inc</b>						
	01-252-000-0000-6265		15.00	CREDIT REPORT J.M.	54356	Sheriff Services	N
<b>11538</b>	<b>RCB Collections Range Credit Bureau Inc</b>		<b>15.00</b>		<b>1</b> Transactions		
5774	<b>Riverwood Healthcare Clinic</b>						
	01-252-000-0000-6262		3,647.10	C.M. - RIVERWOOD	AITKIN INMATE	Contract Service or Medical Service	N
	01-252-000-0000-6262		35.00	RIVERWOOD J.P. 2/9/24	ZZ2085R0204X	Contract Service or Medical Service	N
<b>5774</b>	<b>Riverwood Healthcare Clinic</b>		<b>3,682.10</b>		<b>2</b> Transactions		
86235	<b>The Office Shop Inc</b>						
	01-252-000-0000-6405		6.06	INDEX CARDS	1143063-0	Office Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>6.06</b>		<b>1</b> Transactions		
13934	<b>The Tire Barn</b>						
	01-252-000-0000-6302		152.99	CHEV EXP VAN-OIL PRESSURE CK	73505	Vehicle Maintenance	N
<b>13934</b>	<b>The Tire Barn</b>		<b>152.99</b>		<b>1</b> Transactions		
<b>252</b>	<b>DEPT Total:</b>		<b>68,688.98</b>	<b>Corrections</b>	<b>17 Vendors</b>	<b>29 Transactions</b>	
<b>253</b>	<b>DEPT</b>			<b>Sentence to Serve</b>			
2340	<b>Hyytinen Hardware Hank</b>						
	01-253-000-0000-6415		6.99	PROPANE FUEL	18144/1	Operational Supplies	N
	01-253-000-0000-6464		54.99	POLY TARP	18168/1	STS Supplies	N
	01-253-000-0000-6464		18.34	HARDWARE	18270/1	STS Supplies	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>		<b>80.32</b>		<b>3</b> Transactions		
4812	<b>JC32 Teamsters H&amp;W Fund</b>						
	01-253-000-0000-6101		334.00	EE JUNE HEALTH INS	202406	Salaries-Full Time	N
	01-253-000-0000-6150		1,255.00	ER JUNE HEALTH INS	202406	Health Insurance-Employer	N

# 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>4812</b>	<b>JC32 Teamsters H&amp;W Fund</b>			<b>1,589.00</b>				
					2 Transactions			
4010	<b>Rasley Oil Company</b>							
	01-253-000-0000-6335			302.50	STS GAS	AITCOSHERS	Gas/Vehicle Fuel Charges	N
<b>4010</b>	<b>Rasley Oil Company</b>			<b>302.50</b>				
					1 Transactions			
86235	<b>The Office Shop Inc</b>							
	01-253-000-0000-6415			88.72	PRINTER CARTRIDGE	1143063-1	Operational Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>			<b>88.72</b>				
					1 Transactions			
<b>253</b>	<b>DEPT Total:</b>			<b>2,060.54</b>	<b>Sentence to Serve</b>	<b>4 Vendors</b>	<b>7 Transactions</b>	
<b>257</b>	DEPT				Community Corrections			
14563	<b>Anoka County Corrections</b>							
	01-257-255-0000-6269			9,913.00	ANOKA RJC CONTRACT	JUNE2024	Juvenile Detention	N
					06/01/2024 06/30/2024			
<b>14563</b>	<b>Anoka County Corrections</b>			<b>9,913.00</b>				
					1 Transactions			
783	<b>Canon Financial Services, Inc</b>							
	01-257-000-0000-6360			104.86	CANON COPIER CONTRACT	33308597	Services, Labor, Contracts	N
					06/20/2024 07/19/2024			
<b>783</b>	<b>Canon Financial Services, Inc</b>			<b>104.86</b>				
					1 Transactions			
4010	<b>Rasley Oil Company</b>							
	01-257-000-0000-6335			38.78	ADMIN FUEL	AITCOPROS MAY	Gas/Vehicle Fuel Charges	N
					05/01/2024 05/31/2024			
	01-257-255-0000-6335			18.74	JUVENILE AGENT FUEL	AITCOPROS MAY	Gas/Vehicle Fuel Charges	N
					05/01/2024 05/31/2024			
	01-257-257-0000-6335			33.08	ADULT AGENT FUEL	AITCOPROS MAY	Gas/Vehicle Fuel Charges	N
					05/01/2024 05/31/2024			
	01-257-258-0000-6335			58.56	SOBRIETY COURT AGENT FUEL	AITCOPROS MAY	Gas/Vehicle Fuel Charges	N
					05/01/2024 05/31/2024			
<b>4010</b>	<b>Rasley Oil Company</b>			<b>149.16</b>				
					4 Transactions			
<b>257</b>	<b>DEPT Total:</b>			<b>10,167.02</b>	<b>Community Corrections</b>	<b>3 Vendors</b>	<b>6 Transactions</b>	
<b>391</b>	DEPT				Solid Waste			
	4150 <b>Rosallini's</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
	01-391-000-0000-6405		212.03	PIZZA E-WASTE DAY	9Y5-008DX	Office, Film, & Field Supplies	N
<b>4150</b>	<b>Rosallini's</b>		<b>212.03</b>	1 Transactions			
13146	<b>The Retrofit Companies, Inc</b>		3,696.90	E-WASTE DAY	0125266	Services, Labor, Contracts	N
	01-391-000-0000-6360		3,696.90				
<b>13146</b>	<b>The Retrofit Companies, Inc</b>		<b>3,696.90</b>	1 Transactions			
<b>391</b>	<b>DEPT Total:</b>		<b>3,908.93</b>	<b>Solid Waste</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
<b>392</b>	DEPT			Water Wells			
	3810 <b>Paulbeck's County Market</b>		15.54	WATER & ALCOHOL	9277342	Office, Film, & Field Supplies	N
	01-392-000-0000-6405		15.54				
<b>3810</b>	<b>Paulbeck's County Market</b>		<b>15.54</b>	1 Transactions			
<b>392</b>	<b>DEPT Total:</b>		<b>15.54</b>	<b>Water Wells</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>601</b>	DEPT			Extension			
	86222 <b>Aitkin Independent Age</b>		89.25	6/5/24 BOARD OF APPEAL	1398549	Printing, Publishing & Advertising	Y
	01-601-000-0000-6230		89.25	6/12/24 BOARD OF APPEAL	1398549	Printing, Publishing & Advertising	Y
	01-601-000-0000-6230		178.50				
<b>86222</b>	<b>Aitkin Independent Age</b>		<b>178.50</b>	2 Transactions			
<b>601</b>	<b>DEPT Total:</b>		<b>178.50</b>	<b>Extension</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>1</b>	<b>Fund Total:</b>		<b>177,003.80</b>	<b>General Fund</b>		<b>138 Transactions</b>	

# Aitkin County



2 Reserves 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
40	DEPT			Auditor			
88880	<b>Datacomm Computers &amp; Networks Inc</b> 02-040-028-0000-6405		1,046.00	COMPUTER SYSTEM-H.W. FLOATER	17008	Equipment Reserve Expense - Auditor	N
<b>88880</b>	<b>Datacomm Computers &amp; Networks Inc</b>		<b>1,046.00</b>	1 Transactions			
40	<b>DEPT Total:</b>		<b>1,046.00</b>	<b>Auditor</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
200	DEPT			Enforcement			
12110	<b>Revelin Vehicle Solutions, LLC</b> 02-200-028-0000-6620		27,120.00	EQUIPMENT FOR NEW SQUADS	288	Sheriff Enforcement/Squad Cars	Y
<b>12110</b>	<b>Revelin Vehicle Solutions, LLC</b>		<b>27,120.00</b>	1 Transactions			
86235	<b>The Office Shop Inc</b> 02-200-000-0000-6405		2,564.00	JEN T/JEN O DESK	1141850-0	Office & Computer Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>2,564.00</b>	1 Transactions			
9916	<b>Van Hatten/Scott</b> 02-200-020-0000-6360		1,211.99	SAR GENERATOR, GAS CAN	06172024	Sheriff Search & Rescue Reserve Expense	N
	02-200-020-0000-6360		958.07	SAR BUILD MATER & ELEC PARTS	06262024	Sheriff Search & Rescue Reserve Expense	N
<b>9916</b>	<b>Van Hatten/Scott</b>		<b>2,170.06</b>	2 Transactions			
200	<b>DEPT Total:</b>		<b>31,854.06</b>	<b>Enforcement</b>	<b>3 Vendors</b>	<b>4 Transactions</b>	
2	<b>Fund Total:</b>		<b>32,900.06</b>	<b>Reserves Fund</b>		<b>5 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
0	DEPT			Undesignated			
9815	MILLER/SETH 03-000-000-0000-5505		500.00	PD DEPOSIT 2X	DUP PMT	Culverts	N
9815	MILLER/SETH		500.00	1 Transactions			
0	<b>DEPT Total:</b>		<b>500.00</b>	<b>Undesignated</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
301	DEPT			R&B Administration			
783	Canon Financial Services, Inc 03-301-000-0000-6342		192.60	CONTRACT CHARGE	33152691	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		192.60	1 Transactions			
11605	Shred Right 03-301-000-0000-6405		42.53	DOCUMENT DESTRUCTION	0025848	Office Supplies	N
11605	Shred Right		42.53	1 Transactions			
301	<b>DEPT Total:</b>		<b>235.13</b>	<b>R&amp;B Administration</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
302	DEPT			R&B Engineering/Construction			
14830	Thompson/Bryce 03-302-000-0000-6181		194.99	WORKBOOT REIMBURSEMENT	TRACTOR SUPPLY	Safety Footwear Allowance	N
14830	Thompson/Bryce		194.99	1 Transactions			
302	<b>DEPT Total:</b>		<b>194.99</b>	<b>R&amp;B Engineering/Construction</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
303	DEPT			R&B Highway Maintenance			
14943	1ST AYD CORPORATION 03-303-000-0000-6417		178.08	AITKIN SHOP SUPPLIES	PSI706986	Shop/Building Maintenance	N
	03-303-000-0000-6417		53.43	SWATARA SHOP SUPPLIES	PSI706986	Shop/Building Maintenance	N
	03-303-000-0000-6417		53.43	JACOBSON SHOP SUPPLIES	PSI706986	Shop/Building Maintenance	N
	03-303-000-0000-6417		53.43	MCGRATH SHOP SUPPLIES	PSI706986	Shop/Building Maintenance	N
	03-303-000-0000-6417		53.43	MCGREGOR SHOP SUPPLIES	PSI706986	Shop/Building Maintenance	N
	03-303-000-0000-6417		53.43	PALISADE SHOP SUPPLIES	PSI706986	Shop/Building Maintenance	N
14943	1ST AYD CORPORATION		445.23	6 Transactions			
86467	Auto Value Aitkin 03-303-000-0000-6417		30.87	AITKIN SHOP SUPPLIES	4000300	Shop/Building Maintenance	N
	03-303-000-0000-6417		9.27	SWATARA SHOP SUPPLIES	4000300	Shop/Building Maintenance	N

# 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	
	03-303-000-0000-6417		9.27	JACOBSON SHOP SUPPLIES	4000300	Shop/Building Maintenance	N
	03-303-000-0000-6417		9.27	MCGRATH SHOP SUPPLIES	4000300	Shop/Building Maintenance	N
	03-303-000-0000-6417		9.27	MCGREGOR SHOP SUPPLIES	4000300	Shop/Building Maintenance	N
	03-303-000-0000-6417		9.27	PALISADE SHOP SUPPLIES	4000300	Shop/Building Maintenance	N
	03-303-000-0000-6590		56.99	REPAIR PARTS	4000300	Repair & Maintenance Supplies	N
<b>86467</b>	<b>Auto Value Aitkin</b>		<b>134.21</b>	<b>7 Transactions</b>			
11895	<b>Cargill, Incorporated</b>						
	03-303-000-0000-6518		1,906.75	DE-ICING SALT	2909654276	De-Icing Salt	N
	03-303-000-0000-6518		1,933.44	DE-ICING SALT	3909610371	De-Icing Salt	N
<b>11895</b>	<b>Cargill, Incorporated</b>		<b>3,840.19</b>	<b>2 Transactions</b>			
163	<b>Charter Communications Holdings LLC</b>						
	03-303-000-0000-6220		142.59	PHONE: HWY OFFICE	175592901061424	Telephone	N
<b>163</b>	<b>Charter Communications Holdings LLC</b>		<b>142.59</b>	<b>1 Transactions</b>			
14887	<b>Cintas Corporation</b>						
	03-303-000-0000-6360		14.19	SHOP LAUNDRY	4196099535	Services, Labor, Contracts	N
	03-303-000-0000-6360		33.20	SHOP LAUNDRY	4196636144	Services, Labor, Contracts	N
<b>14887</b>	<b>Cintas Corporation</b>		<b>47.39</b>	<b>2 Transactions</b>			
7935	<b>East Central Energy</b>						
	03-303-000-0000-6254		94.19	MAY/JUNE POWER-MCGRATH	35018290	Utilities-Gas and Electric	N
	03-303-000-0000-6254		51.98	MAY/JUNE POWER-STREET LIGHT	35018408	Utilities-Gas and Electric	N
<b>7935</b>	<b>East Central Energy</b>		<b>146.17</b>	<b>2 Transactions</b>			
11180	<b>Fastenal Company</b>						
	03-303-000-0000-6417		45.43	AITKIN SHOP SUPPLIES	MNBAX268367	Shop/Building Maintenance	N
	03-303-000-0000-6417		324.38	AITKIN SHOP SUPPLIES	MNBAX2684020	Shop/Building Maintenance	N
<b>11180</b>	<b>Fastenal Company</b>		<b>369.81</b>	<b>2 Transactions</b>			
1818	<b>Glen's Sign Design</b>						
	03-303-000-0000-6516		80.00	SIGNS-NEXT 5 MILES	1187	Signs & Posts	Y
	03-303-000-0000-6516		40.00	SIGNS-NEXT 5 MILES	1187	Signs & Posts	Y
	03-303-000-0000-6516		80.00	SIGNS-NEXT 3 MILES	1189	Signs & Posts	Y
<b>1818</b>	<b>Glen's Sign Design</b>		<b>200.00</b>	<b>3 Transactions</b>			
8101	<b>Kris Engineering Inc</b>						
	03-303-000-0000-6590		1,165.00	REPAIR PARTS	40069	Repair & Maintenance Supplies	N

# 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	
<b>8101</b>	<b>Kris Engineering Inc</b>		<b>1,165.00</b>				
				1 Transactions			
9985	<b>METAL CULVERTS, INC</b>						
	03-303-000-0000-6515		2,992.88	2024 CULVERT ORDER	A-29021	Culverts	3
	03-303-000-0000-6515		1,463.08	2024 CULVERT ORDER	A-29021	Culverts	3
	03-303-000-0000-6515		540.54	2024 CULVERT ORDER	A-29021	Culverts	3
	03-303-000-0000-6515		455.40	2024 CULVERT ORDER	A-29021	Culverts	3
	03-303-000-0000-6515		2,376.92	2024 CULVERT ORDER	A-29021	Culverts	3
<b>9985</b>	<b>METAL CULVERTS, INC</b>		<b>7,828.82</b>				
				5 Transactions			
12927	<b>Midwest Machinery Co.</b>						
	03-303-000-0000-6590		187.47	REPAIR PARTS	10100884	Repair & Maintenance Supplies	N
<b>12927</b>	<b>Midwest Machinery Co.</b>		<b>187.47</b>				
				1 Transactions			
3160	<b>Mille Lacs Energy Coop-Albert Lea</b>						
	03-303-000-0000-6254		260.90	POWER: PALISADE	185202601	Utilities-Gas and Electric	N
	03-303-000-0000-6254		66.75	169 & CSAH 3	192301001	Utilities-Gas and Electric	N
	03-303-000-0000-6254		66.00	CSAH 5	273501502	Utilities-Gas and Electric	N
	03-303-000-0000-6254		116.17	POWER: MCGREGOR	295300301	Utilities-Gas and Electric	N
	03-303-000-0000-6254		67.00	CSAH 8	300601202	Utilities-Gas and Electric	N
	03-303-000-0000-6254		67.00	CSAH 4	323200702	Utilities-Gas and Electric	N
	03-303-000-0000-6254		850.92	POWER: AITKIN	335200702	Utilities-Gas and Electric	N
	03-303-000-0000-6254		67.00	CSAH 17	336503101	Utilities-Gas and Electric	N
	03-303-000-0000-6254		74.27	169 & CSAH 28	396202201	Utilities-Gas and Electric	N
	03-303-000-0000-6254		42.40	CSAH 12	400600001	Utilities-Gas and Electric	N
	03-303-000-0000-6254		67.00	CSAH 12	465602302	Utilities-Gas and Electric	N
	03-303-000-0000-6254		67.00	CSAH 11	480900902	Utilities-Gas and Electric	N
	03-303-000-0000-6254		67.62	47 & CSAH 2	545110401	Utilities-Gas and Electric	N
<b>3160</b>	<b>Mille Lacs Energy Coop-Albert Lea</b>		<b>1,880.03</b>				
				13 Transactions			
8372	<b>Mn Petroleum Marketers Assn</b>						
	03-303-000-0000-6417		20.00	MCGRATH SHOP	61422 SIR	Shop/Building Maintenance	N
<b>8372</b>	<b>Mn Petroleum Marketers Assn</b>		<b>20.00</b>				
				1 Transactions			
10720	<b>Nuss Truck Group Inc</b>						
	03-303-000-0000-6590		21.17	REPAIR PARTS-FILTERS	PSO113302-1	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		21.17	REPAIR PARTS-FILTERS	PSO113302-1	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		21.17	REPAIR PARTS-FILTERS	PSO113302-1	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		21.17	REPAIR PARTS-FILTERS	PSO113302-1	Repair & Maintenance Supplies	N

# 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
<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>	
	03-303-000-0000-6590		21.17	REPAIR PARTS-FILTERS	PSO113302-1	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		21.17	REPAIR PARTS-FILTERS	PSO113302-1	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		80.24	REPAIR PARTS-FILTERS	PSO115546-1	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		80.24	REPAIR PARTS-FILTERS	PSO115546-1	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		80.24	REPAIR PARTS-FILTERS	PSO115546-1	Repair & Maintenance Supplies	N
<b>10720</b>	<b>Nuss Truck Group Inc</b>		<b>367.74</b>				
				<b>9 Transactions</b>			
<b>3950</b>	<b>Public Utilities</b>						
	03-303-000-0000-6254		47.44	HWY 47 & CR 12	1686-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		43.06	HWY 210 W & CR 28	59455-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		90.51	AITKIN SHOP: WATER	63335-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		38.62	HWY 210/169 E & CR 12	63388-00	Utilities-Gas and Electric	N
<b>3950</b>	<b>Public Utilities</b>		<b>219.63</b>				
				<b>4 Transactions</b>			
<b>4010</b>	<b>Rasley Oil Company</b>						
	03-303-000-0000-6570		51.88	REPAIR PARTS	26537	Motor Fuel & Lubricants	N
	03-303-000-0000-6590		33.99	REPAIR PARTS	26921	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		33.99	REPAIR PARTS	26961	Repair & Maintenance Supplies	N
<b>4010</b>	<b>Rasley Oil Company</b>		<b>119.86</b>				
				<b>3 Transactions</b>			
<b>4070</b>	<b>Riley Auto Supply</b>						
	03-303-000-0000-6417		210.94	Replaces Warr 93410	ACCT 2716	Shop/Building Maintenance	N
	03-303-000-0000-6590		1,670.30	Replaces Warr 93410	ACCT 2716	Repair & Maintenance Supplies	N
<b>4070</b>	<b>Riley Auto Supply</b>		<b>1,881.24</b>				
				<b>2 Transactions</b>			
<b>9617</b>	<b>Timber Lakes Septic Service, Inc.</b>						
	03-303-000-0000-6417		215.00	PALISADE SHOP	39109	Shop/Building Maintenance	N
<b>9617</b>	<b>Timber Lakes Septic Service, Inc.</b>		<b>215.00</b>				
				<b>1 Transactions</b>			
<b>9642</b>	<b>WEX BANK - Highway Dept</b>						
	03-303-000-0000-6570		109.04	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		51.85	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		244.40	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		151.15	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		170.77	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		206.88	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		780.87	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		333.14	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		291.52	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N

# 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
	03-303-000-0000-6570		80.74	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		91.44	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		183.93	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		419.84	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		292.18	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		242.77	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		127.19	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		226.03	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		305.91	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		171.02	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		284.63	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		17.72	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		35.46	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		41.14	REBATE	0496-00-360070-7	Motor Fuel & Lubricants	N
<b>9642</b>	<b>WEX BANK - Highway Dept</b>		<b>4,777.34</b>				
				<b>23 Transactions</b>			
<b>5295</b>	<b>Ziegler Inc</b>						
	03-303-000-0000-6590		128.12	REPAIR PARTS	IN001518896	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		556.97	REPAIR PARTS	IN00158755	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		286.85	REPAIR PARTS	IN00158755	Repair & Maintenance Supplies	N
<b>5295</b>	<b>Ziegler Inc</b>		<b>971.94</b>				
				<b>3 Transactions</b>			
<b>303</b>	<b>DEPT Total:</b>		<b>24,959.66</b>	<b>R&amp;B Highway Maintenance</b>	<b>20 Vendors</b>	<b>91 Transactions</b>	
<b>307</b>	<b>DEPT</b>			<b>R&amp;B Capital Infrastructure</b>			
	8716 <b>SEH</b>						
	03-307-000-0000-6269		1,500.00	WETLAND SVCS	468108	Professional Services	N
	03-307-000-0000-6269		1,000.00	WETLAND SVCS	468108	Professional Services	N
	<b>8716 SEH</b>		<b>2,500.00</b>				
				<b>2 Transactions</b>			
<b>307</b>	<b>DEPT Total:</b>		<b>2,500.00</b>	<b>R&amp;B Capital Infrastructure</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>3</b>	<b>Fund Total:</b>		<b>28,389.78</b>	<b>Road &amp; Bridge</b>		<b>97 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
400	DEPT			Public Health Department			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-400-440-0410-6405		14.93	AGENCY-STORAGE CON/BUS CARDS 06/20/2024 06/20/2024	11WJ-CRGC-4RYN	Office Supplies	N
	05-400-420-4800-6435		245.47	UCARE--RALLY EVENT SUPPLIES 06/19/2024 06/19/2024	17GP-PJ9V-N3J4	Public Health Program Related Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		260.40	2 Transactions			
3195	MNCCC LOCKBOX						
	05-400-440-0410-6266		8.04	OSS-ADOBE (DI)	2402082	Software Fees/License Fees	N
3195	MNCCC LOCKBOX		8.04	1 Transactions			
3950	Public Utilities						
	05-400-440-0410-6254		316.43	ELECTRIC BILL 05/16/2024 06/16/2024	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities		316.43	1 Transactions			
10698	Stericycle,Inc						
	05-400-440-0410-6360		16.86	STERI-SAFE 07/01/2024 07/31/2024	8007453251	Services, Labor, Contracts	6
10698	Stericycle,Inc		16.86	1 Transactions			
400	DEPT Total:		601.73	Public Health Department	4 Vendors	5 Transactions	
420	DEPT			Income Maintenance			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-420-600-4800-6405		35.20	AGENCY-STORAGE CON/BUS CARDS 06/20/2024 06/20/2024	11WJ-CRGC-4RYN	Office Supplies	N
	05-420-640-4800-6405		28.82	CS-RECEIPT BOOK 06/19/2024 06/19/2024	1RTG-QPWC-JRDV	Office Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		64.02	2 Transactions			
11051	Department of Human Services						
	05-420-620-4400-6026		762.55	MCRE/GAMC/NONRES ESTATE 04/01/2024 04/30/2024	A300MM2A011	State Share - GAMC Estate	N
	05-420-650-4400-6025		3,573.03	MA LTC UN 65 04/01/2024 04/30/2024	A300MM2A011	State/Fed Share - MA Program	N
	05-420-650-4400-6025		375.60	G8 LTC LT65 CY20 04/01/2024 04/30/2024	A300MM2A011	State/Fed Share - MA Program	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		485.53	CV MA ESTATE COLLECTIONS-FED 04/01/2024 04/30/2024	A300MM2A011	State/Fed Share - MA Estate	N
	05-420-650-4400-6026		1,742.40	MA AX EXTATE COLLECTIONS-FED 04/01/2024 04/30/2024	A300MM2A011	State/Fed Share - MA Estate	N
	05-420-650-4400-6026		242.76	MA ESTATE COLLECTIONS-STATE 04/01/2024 04/30/2024	A300MM2A011	State/Fed Share - MA Estate	N
	05-420-620-4400-6026		50.76	MCRE/GAMC/NONRES ESTATE 05/01/2024 05/31/2024	A300MM2B011	State Share - GAMC Estate	N
	05-420-650-4400-6025		1,650.39	MA LTC UN 65 05/01/2024 05/31/2024	A300MM2B011	State/Fed Share - MA Program	N
	05-420-650-4400-6025		429.67	G8 LTC LT65 CY20 05/01/2024 05/31/2024	A300MM2B011	State/Fed Share - MA Program	N
	05-420-650-4400-6026		964.76	MA ESTATE COLLECTIONS-FED 05/01/2024 05/31/2024	A300MM2B011	State/Fed Share - MA Estate	N
	05-420-650-4400-6026		4.61	CV MA ESTATE COLL-FED 05/01/2024 05/31/2024	A300MM2B011	State/Fed Share - MA Estate	N
	05-420-650-4400-6026		482.38	M ESTATE COLLECTIONS-STATE 05/01/2024 05/31/2024	A300MM2B011	State/Fed Share - MA Estate	N
	05-420-650-4400-6026		1.76	CV MA ESTAE COLL-STATE 05/01/2024 05/31/2024	A300MM2B011	State/Fed Share - MA Estate	N
	05-420-650-4400-6026		1,560.94	MA AC ESTATE/RECIPIENT-FED 05/01/2024 05/31/2024	A300MM2B011	State/Fed Share - MA Estate	N
	05-420-650-4400-6026		1,248.75	MA AC ESTATE/RECEIPIENT-STATE 05/01/2024 05/31/2024	A300MM2B011	State/Fed Share - MA Estate	N
	05-420-620-4100-6011		153.55	MAXIS GRH RECOVERIES 04/01/2024 04/30/2024	A300MX01254I	County Share - Ga	N
	05-420-630-4100-6011		265.88	MAXIS FS RECOVERIES 04/01/2024 04/30/2024	A300MX01254I	County Share-Food Support	N
<b>11051</b>	<b>Department of Human Services</b>		<b>13,995.32</b>		<b>17</b> Transactions		
3195	<b>MNCCC LOCKBOX</b>						
	05-420-600-4800-6266		18.95	OSS-ADOBE (DI)	2402082	Software Fees/License Fees	N
<b>3195</b>	<b>MNCCC LOCKBOX</b>		<b>18.95</b>		<b>1</b> Transactions		
3950	<b>Public Utilities</b>						
	05-420-600-4800-6254		745.88	ELECTRIC BILL 05/16/2024 06/16/2024	1433-00	Utilities-Gas and Electric	N
<b>3950</b>	<b>Public Utilities</b>		<b>745.88</b>		<b>1</b> 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
86474	<b>Sheriff Carlton County</b> 05-420-640-4800-6379		50.00	IV-D SERVICES - 001143184301 05/20/2024 05/20/2024	IN202400815	Other Iv-D Charges	N
<b>86474</b>	<b>Sheriff Carlton County</b>		<b>50.00</b>	<b>1 Transactions</b>			
10698	<b>Stericycle,Inc</b> 05-420-600-4800-6360		39.73	STERI-SAFE 07/01/2024 07/31/2024	8007453251	Services, Labor, Contracts	6
<b>10698</b>	<b>Stericycle,Inc</b>		<b>39.73</b>	<b>1 Transactions</b>			
<b>420</b>	<b>DEPT Total:</b>		<b>14,913.90</b>	<b>Income Maintenance</b>	<b>6 Vendors</b>	<b>23 Transactions</b>	
<b>430</b>	DEPT			Social Services			
9608	<b>AMAZON CAPITAL SERVICES (HHS only)</b> 05-430-700-4800-6405		56.54	AGENCY-STORAGE CON/BUS CARDS 06/20/2024 06/20/2024	11WJ-CRGC-4RYN	Office Supplies	N
	05-430-700-4800-6810		35.99	MH FLEX - CLOTHING 06/10/2024 06/10/2024	13MD-LFK6-1DDY	Mh Init - Flex (418)	N
	05-430-700-4800-6810		39.99	MH FLEX - CLOTHING 06/01/2024 06/01/2024	17Q9-JXFV-941F	Mh Init - Flex (418)	N
	05-430-700-4800-6810		39.99	MH-FLEX - HEADPHONES 06/12/2024 06/12/2024	1DKD-3NH9-LT3N	Mh Init - Flex (418)	N
	05-430-700-4800-6810		224.63	MH FLEX - CLOTHING 06/05/2024 06/05/2024	1RFH-YDWN-3G3Y	Mh Init - Flex (418)	N
<b>9608</b>	<b>AMAZON CAPITAL SERVICES (HHS only)</b>		<b>397.14</b>	<b>5 Transactions</b>			
3195	<b>MNCCC LOCKBOX</b> 05-430-700-4800-6266		57.41	CPS-ADOBE (AB)	2402082	Software Fees/License Fees	N
	05-430-700-4800-6266		30.42	OSS-ADOBE (DI)	2402082	Software Fees/License Fees	N
<b>3195</b>	<b>MNCCC LOCKBOX</b>		<b>87.83</b>	<b>2 Transactions</b>			
3950	<b>Public Utilities</b> 05-430-700-4800-6254		1,197.92	ELECTRIC BILL 05/16/2024 06/16/2024	1433-00	Utilities-Gas and Electric	N
<b>3950</b>	<b>Public Utilities</b>		<b>1,197.92</b>	<b>1 Transactions</b>			
10698	<b>Stericycle,Inc</b> 05-430-700-4800-6360		63.81	STERI-SAFE 07/01/2024 07/31/2024	8007453251	Services, Labor, Contracts	6

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# Aitkin County



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

5 Health & Human Services

<u>Vendor</u>	<u>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.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
10698	Stericycle,Inc		63.81		1 Transactions		
430	<b>DEPT Total:</b>		1,746.70	<b>Social Services</b>	<b>4 Vendors</b>	<b>9 Transactions</b>	
5	<b>Fund Total:</b>		17,262.33	<b>Health &amp; Human Services</b>		<b>37 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
921	DEPT			Co. Development			
1880	Gravelle Plumbing & Heating, Inc 10-921-000-0000-6360		734.40	PIPE SUPPLIES FOR BEAVER CONTR	96485	Miscellaneous-Services	N
1880	Gravelle Plumbing & Heating, Inc		734.40	1 Transactions			
921	<b>DEPT Total:</b>		<b>734.40</b>	<b>Co. Development</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
923	DEPT			Forfeited Tax Sales			
3950	Public Utilities 10-923-000-0000-6254		216.80	ACLD 05/16/2024 06/16/2024	348-00	Utilities-Gas and Electric	N
3950	Public Utilities		216.80	1 Transactions			
15229	Thompson/Dennis J 10-923-000-0000-6330		83.56	MN LOGGER ED PROGRAM MTG CLOQU	062024	Transportation/Travel/Parking	N
15229	Thompson/Dennis J		83.56	1 Transactions			
923	<b>DEPT Total:</b>		<b>300.36</b>	<b>Forfeited Tax Sales</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
10	<b>Fund Total:</b>		<b>1,034.76</b>	<b>Trust</b>		<b>3 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			
10083	<b>Cedarbrook Lumber Comp</b>					
	11-925-000-0000-6360		1,716.30	PUNCHEON MATERIAL POST & LUMBE	130640	Services, Labor, Contracts N
	11-925-000-0000-6360		384.98	WALKING TRL PROJECT SUPPLIES	130809	Services, Labor, Contracts N
<b>10083</b>	<b>Cedarbrook Lumber Comp</b>		<b>2,101.28</b>	<b>2 Transactions</b>		
925	<b>DEPT Total:</b>		<b>2,101.28</b>	<b>Resource Management</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
939	DEPT		County Surveyor			
13934	<b>The Tire Barn</b>					
	11-939-000-0000-6590		72.68	2023 F150 LOF TIRE ROTATE	73503	Repair & Maintenance Supplies N
<b>13934</b>	<b>The Tire Barn</b>		<b>72.68</b>	<b>1 Transactions</b>		
939	<b>DEPT Total:</b>		<b>72.68</b>	<b>County Surveyor</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
11	<b>Fund Total:</b>		<b>2,173.96</b>	<b>Forest Development</b>		<b>3 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
521	DEPT			LLCC Administration			
3160	<b>Mille Lacs Energy Coop-Albert Lea</b>						
	19-521-000-0000-6254		1,099.11	ENERGY CENTER	271300502	Utilities-Gas and Electric	N
	19-521-000-0000-6254		1,027.81	DINING HALL	271300601	Utilities-Gas and Electric	N
	19-521-000-0000-6254		731.43	NORTH STAR LODGE	271300703	Utilities-Gas and Electric	N
	19-521-000-0000-6254		66.75	PARKING LOT	271300801	Utilities-Gas and Electric	N
	19-521-000-0000-6254		87.49	STAFF RESIDENCE	271300901	Utilities-Gas and Electric	N
<b>3160</b>	<b>Mille Lacs Energy Coop-Albert Lea</b>		<b>3,012.59</b>	<b>5 Transactions</b>			
14812	<b>SCI Broadband/Savage Communications</b>						
	19-521-000-0000-6220		685.80	PHONE AND INTERNET JULY 2024	024-033167	Telephone	N
<b>14812</b>	<b>SCI Broadband/Savage Communications</b>		<b>685.80</b>	<b>1 Transactions</b>			
10034	<b>Sorben Honey</b>						
	19-521-000-0000-6454		120.00	HONEY	61339902	Commissary Supplies-Non Jail	Y
<b>10034</b>	<b>Sorben Honey</b>		<b>120.00</b>	<b>1 Transactions</b>			
521	<b>DEPT Total:</b>		<b>3,818.39</b>	<b>LLCC Administration</b>	<b>3 Vendors</b>	<b>7 Transactions</b>	
522	DEPT			LLCC Education			
9561	<b>Amazon Business</b>						
	19-522-000-0000-6431		80.92	MEDS AND STUFF FOR CAMP	1D14-RDQN-MQPH	Educational Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>80.92</b>	<b>1 Transactions</b>			
9606	<b>Minnesota Deer Hunters Association</b>						
	19-522-000-0000-6241		3,250.00	MDHA SWAG AND MAG FOR FH1	20682	Registration Fee	N
<b>9606</b>	<b>Minnesota Deer Hunters Association</b>		<b>3,250.00</b>	<b>1 Transactions</b>			
3810	<b>Paulbeck's County Market</b>						
	19-522-000-0000-6431		8.63	BAND-AIDS	7684653	Educational Supplies	N
<b>3810</b>	<b>Paulbeck's County Market</b>		<b>8.63</b>	<b>1 Transactions</b>			
10034	<b>Sorben Honey</b>						
	19-522-000-0000-6431		346.49	REPLACE DESTROYED HIVES	61339902	Educational Supplies	Y
<b>10034</b>	<b>Sorben Honey</b>		<b>346.49</b>	<b>1 Transactions</b>			
522	<b>DEPT Total:</b>		<b>3,686.04</b>	<b>LLCC Education</b>	<b>4 Vendors</b>	<b>4 Transactions</b>	

# Aitkin County



19 Long Lake Conservation Cer

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
523	DEPT		LLCC Food				
3810	Paulbeck's County Market						
	19-523-000-0000-6418		10.64	GROCERIES	7684653	Groceries-Students	N
3810	Paulbeck's County Market		10.64	1 Transactions			
4968	Upper Lakes Foods, Inc						
	19-523-000-0000-6418		1,625.25	GROCERIES	476415-00	Groceries-Students	N
4968	Upper Lakes Foods, Inc		1,625.25	1 Transactions			
523	DEPT Total:		1,635.89	LLCC Food	2 Vendors	2 Transactions	
524	DEPT			LLCC Maintenance			
9561	Amazon Business						
	19-524-000-0000-6590		128.98	REPLACEMENT EMER. LIGHT BATTER	1VMD-M3HH-JTTV	Repair & Maintenance Supplies	N
9561	Amazon Business		128.98	1 Transactions			
10365	Antoine Electric, Inc.						
	19-524-000-0000-6360		1,071.08	FIX BAD BALASTS AND MORE.	3252	Services, Labor, Contracts	N
10365	Antoine Electric, Inc.		1,071.08	1 Transactions			
9617	Timber Lakes Septic Service, Inc.						
	19-524-000-0000-6360		1,846.50	SEMIANNUAL SEPTIC WORK	39126	Services, Labor, Contracts	N
9617	Timber Lakes Septic Service, Inc.		1,846.50	1 Transactions			
524	DEPT Total:		3,046.56	LLCC Maintenance	3 Vendors	3 Transactions	
19	Fund Total:		12,186.88	Long Lake Conservation Center		16 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> 21-520-000-0000-6450		31.98	1 - 5 MPH SIGN	19MY-LFKK-NDNR	Field Supplies	N
	<b>9561 Amazon Business</b>		<b>31.98</b>	1 Transactions			
9972	<b>KB Companies LLC</b> 21-520-000-0000-6360	B	260.00	JACOBSON CAMPGROUND MOWING 05/01/2024 05/31/2024	062024	Services, Labor, Contracts	Y
	21-520-000-0000-6360	B	120.00	JACOBSON WAYSIDE REST MOWING 05/01/2024 05/31/2024	062024	Services, Labor, Contracts	Y
	<b>9972 KB Companies LLC</b>		<b>380.00</b>	2 Transactions			
3024	<b>Kingsley/Russell Lee</b> 21-520-000-0000-6802	Q	1,105.00	AXTELL ATV REPAIRS	062024	Trail Grants-State	Y
	21-520-000-0000-6802	Q	2,550.00	SOOLINE REPAIR AXTELL TO 435TH	062024	Trail Grants-State	Y
	21-520-000-0000-6802	Q	6,630.00	RAT LAKE TRAIL REPAIR	062024	Trail Grants-State	Y
	21-520-000-0000-6804		1,190.00	BLIND LAKE ATV	062024	State Grant - Northwoods ATV-Expense	Y
	<b>3024 Kingsley/Russell Lee</b>		<b>11,475.00</b>	4 Transactions			
3160	<b>Mille Lacs Energy Coop-Albert Lea</b> 21-520-000-0000-6254	B	128.81	BERGLUND PARK 05/01/2024 06/01/2024	185110602	Utilities-Gas and Electric	N
	<b>3160 Mille Lacs Energy Coop-Albert Lea</b>		<b>128.81</b>	1 Transactions			
3950	<b>Public Utilities</b> 21-520-000-0000-6254	B	117.30	MISSISSIPPI ACCESS 05/16/2024 06/16/2024	1670-00	Utilities-Gas and Electric	N
	21-520-000-0000-6254	B	224.29	MISSISSIPPI SHOWER	1671-00	Utilities-Gas and Electric	N
	<b>3950 Public Utilities</b>		<b>341.59</b>	2 Transactions			
9617	<b>Timber Lakes Septic Service, Inc.</b> 21-520-000-0000-6360	B	200.00	AITKIN DUMP	39037	Services, Labor, Contracts	N
	21-520-000-0000-6360	B	200.00	BERGLUND DUMP	39038	Services, Labor, Contracts	N
	<b>9617 Timber Lakes Septic Service, Inc.</b>		<b>400.00</b>	2 Transactions			
12718	<b>Up North Riders</b> 21-520-000-0000-6802	Q	9,427.51	LAWLER LOOPS	062024	Trail Grants-State	N
	<b>12718 Up North Riders</b>		<b>9,427.51</b>	1 Transactions			

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# Aitkin County



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

<u>Vendor</u>	<u>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.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
520	<b>DEPT Total:</b>		22,184.89	<b>Parks</b>	<b>7 Vendors</b>	<b>13 Transactions</b>	
21	<b>Fund Total:</b>		22,184.89	<b>Parks</b>		<b>13 Transactions</b>	

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 7/1/24 2:48PM  
 22 Coronavirus Relief Fund

# 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	
716	DEPT		American Rescue Plan - COVID			
	3950 <b>Public Utilities</b>					
	22-716-000-0000-6818				Category: Revenue Replacement	N
	<b>3950 Public Utilities</b>					
		3,107.00	FAIR UPGRADE-3 LIGHT POLES	1623		
		<b>3,107.00</b>	1 Transactions			
716	<b>DEPT Total:</b>		<b>American Rescue Plan - COVID</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
		3,107.00				
22	<b>Fund Total:</b>		<b>Coronavirus Relief Fund</b>		<b>1 Transactions</b>	
		3,107.00				
	<b>Final Total:</b>		<b>155 Vendors</b>	<b>313 Transactions</b>		
		296,243.46				

# Aitkin County



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	177,003.80	General Fund
	2	32,900.06	Reserves Fund
	3	28,389.78	Road & Bridge
	5	17,262.33	Health & Human Services
	10	1,034.76	Trust
	11	2,173.96	Forest Development
	19	12,186.88	Long Lake Conservation Center
	21	22,184.89	Parks
	22	3,107.00	Coronavirus Relief Fund
<b>All Funds</b>		<b>296,243.46</b>	<b>Total</b>

Approved by, .....

.....

.....



# Board of County Commissioners Agenda Request

**2J**  
Agenda Item #

**Requested Meeting Date:** July 9, 2024

**Title of Item:** Approve Recommendation from the Consultant

<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> Bobbie Danielson		<b>Department:</b> HR
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Recommendation from the Consultant (IT position - Network Administrator) Please see attachment.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Recommendation from the Consultant, IT Position - Network Administrator		
<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      Please Explain:		



**DDA**

Human Resources, Inc.  
*a David Drown Associates Company*

**TO: BOBBIE DANIELSON, HUMAN RESOURCES DIRECTOR**  
**FROM: DR. TESSIA MELVIN, DDA MANAGEMENT CONSULTANT**  
**DATE: JUNE 27, 2024**  
**SUBJECT: CLASSIFICATION OF NETWORK ADMINISTRATOR**

---

With the increased need for network security management, the current Network Administrator position was updated to include a focus on security and compliance administrator. As a result, the increased accountability and impact on end results, I would move the Network Administrator from a Grade 9 to Grade 10.

Dr. Tessia Melvin, DDA Management Consultant

[tessia@daviddrown.com](mailto:tessia@daviddrown.com)



# Board of County Commissioners Agenda Request

**2K**  
Agenda Item #

**Requested Meeting Date:** 7/9/2024

**Title of Item:** Body Worn Camera Audit Report

<input type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input checked="" 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 type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Daniel Guida		<b>Department:</b> Sheriff's Office
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Aitkin County Sheriff's Office Body Worn Camera Audit has been completed. This report will be submitted to the Minnesota Commission on Data Practices and Personal Data Privacy. Please find the Body Worn Camera (BWC) Audit summary for your review.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Information Only		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

# Minnesota Security Consortium - MNSec

*Bringing Information Security to Local Minnesota Governments*

## Aitkin County Sheriff's Office 2024 Body-Worn Camera (BWC) Audit

### Executive Summary Report

Aitkin County Sheriff's Office

June 25, 2024



# Minnesota Security Consortium - MNSec

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## **Background:**

Aitkin County Sheriff's Office retained Minnesota Security Consortium to audit its agency's use of Body-Worn Camera (BWC, see Definitions Section below) program against the requirements of Minn. Stat. § 13.825 and Minn. Stat. § 626.8473. The Minnesota Security Consortium does not operate or have access to their BWC systems, therefore allowing it to audit the systems as an independent auditor. The Aitkin County Sheriff's Office provided their administrative access to the Visual Labs system during the audit to review audit criteria. Interviews and auditing of the Visual Labs system were conducted with the Aitkin County Sheriff Records Tech, Undersheriff and Sergeant.

## **Definitions:**

For the purposes of this audit and report, the use of the term Body-Worn Camera (BWC) systems shall be the same as the State Statute definition of "Portable Recording Systems," as defined by Minn. Stat. § 13.825, Subd. 1 (b) as follows:

"portable recording system" means a device worn by a peace Deputy that is capable of both video and audio recording of the Deputy's activities and interactions with others or collecting digital multimedia evidence as part of an investigation

"portable recording system data" means audio or video data collected by a portable recording system.

"redact" means to blur video or distort audio so that the identity of the subject in a recording is obscured sufficiently to render the subject unidentifiable.

## **Audit Period and Scope:**

The Audit Period covered by this report covers the period 4/1/22 to 3/30/24.

Aitkin County Sheriff's Office uses the cloud-based Visual Labs video system for its BWC program. Although their Visual Labs system records both in-squad cameras as well as BWC videos, the scope of the audit focused only on BWC video data.

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## **Required Public Hearing:**

Pursuant to Minn. Stat. § 626.8473, Subd. 2, Aitkin County Sheriff's Office allowed for public comment regarding its new BWC Program.

Community input was possible at the Aitkin County Board Meeting on April 14, 2020. Notice of the meeting was published in the Board Agenda ahead of time. The Board Agenda and Minutes of this meeting were reviewed during the audit.

## **Policy**

Aitkin County Sheriff's Office has a BWC Policy in place entitled, "Policy 426: Portable Audio/Video Recorders." Their Policy was reviewed to ensure that it contained the required elements as outlined in Minn. Stat. § 626.8473, Subd. 3.

A copy of their BWC policy can be found on their public web site at:

<https://www.co.aitkin.mn.us/departments/sheriff/pdf-policies/portable-audio-video-recorders.pdf>

Aitkin County Sheriff's Office was compliant in this part of the statute.

## **Deputy use of BWC Equipment**

Aitkin County Sheriff's Office "Policy 426: Portable Audio/Video Recorders" requires that Deputies wear their BWC equipment and activate it during specific instances.

Approximately 20 Random Samples of dispatch Calls for Service we compared to the Visual Labs video library to determine if they had been recording videos during those calls in accordance with their policy. In almost all cases, each Patrol Deputy appeared to be using their BWC appropriately and activating recordings as outlined in the policy section entitled, "Policy 426: Portable Audio/Video Recorders."

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## **Data Classification and Retention**

Aitkin County Sheriff's Office treats BWC data as private unless it is permitted to be released in accordance with the provisions of Stat. § 13.825, Subd. 2.

At the time of the audit, no Court mandated BWC data disclosures had been made.

The Aitkin County Sheriff's Office set up its data classification and retention schedule for BWC videos in the administrative settings of the Visual Labs console. BWC Data is currently retained for a minimum of 90 Days, as required by Minn. Stat. §13.825, Subd. 3 (a).

When the BWC Data involves the use of force, discharge of a firearm by a Deputy, or when the event triggers a formal complaint against the peace Deputy, the BWC Data is retained for a minimum of 1 year in accordance with Minn. Stat. §13.825, Subd. 3 (b). At the time of the audit, Aitkin County Sheriff's Office has set that Retention Period for these two types of incidents to "indefinite."

In addition, all BWC footage related to discharge of a firearm by a peace officer in the course of duty as defined by Minn. Stat. § 626.8473, Subd. 2 (1), was reviewed during the audit, due to the sensitive nature of these events. In all cases, the classification of the BWC Data would be set to "indefinite." There were no reported Discharge of Firearms call during this audit period.

In addition, on specific type of Calls for Service (CFS), The Aitkin County Sheriff's Office Records Staff also reviews related BWC videos to ensure they all related video have the same classification. Any modifications to the Classification are auditable in the Visual Labs audit trail. Sampled BWC data was examined for Modifications to Classification tags. In cases where Records Department made a change in the Classification, it was done to make the Classification consistent to the remaining BWC videos related to the same case. The Visual Labs audit trail indicated who and when the re-classification was made.

Aitkin County Sheriff's Office was compliant with its Classification and Retention requirements based on Statute, Minn. Stat. § 626.8473, Subd. 2. And Subd. 3.

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## **Access by Data Subjects:**

Aitkin County Sheriff's Office processes public BWC data requests using their "Data Request Form." The Records Department processes the request, and it then needs approval from the Sheriff, who is the Responsible Authority or the Undersheriff who is the Responsible Authority Designee.

The Aitkin County Sheriff's Office Records Department stated they would redact BWC Data if released to Data Subjects. They stated they had no records requests were made during the audit period.

Aitkin County Sheriff's Office was compliant with this aspect of the Statute.

## **Use of Agency-Issued BWC:**

Minn. Stat. § 13.825, Subd. 6 states that:

"While on duty, a peace officer may only use a portable recording system issued and maintained by the officer's agency in documenting the officer's activities."

Aitkin County Sheriff's Office "Policy 426: Portable Audio/Video Recorders," section 426.3 (a) states:

"Deputies may use only office-issued Portable Audio/Video Recorder's in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of the Aitkin County Sheriff's Office."

Aitkin County Sheriff's Office was compliant with this aspect of the Statute.

## **Authorization to Access Data:**

Aitkin County Sheriff's Office allows its Deputies to review non-public BWC data for legitimate, specified law enforcement purposes. Access is enforced using user accounts and roles/rights in the Visual Labs system.

BWC Data was sampled and audited across the audit period, on parts of six different dates. Results of sampling the BWC Data and its related audit trail in the Visual Labs system showed that it was either not viewed at all or by the Records Department.

All views and access were consistent with Aitkin County Sheriff's Office "Policy 426: Portable Audio/Video Recorders" and Minn. Stat. § 13.825 Subd. 7, as authorized by the Sheriff.

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*Bringing Information Security to Local Minnesota Governments*

## **Sharing Among Agencies:**

Aitkin County Sheriff's Office treats BWC as private and may only share BWC data with other agencies when permitted by Minn. Stat. § 13.825, Subd. 8 and Subd. 7.

Aitkin County Sheriff's Office processes BWC data requests by other Agencies and is approved by a Sheriff. The justifications are documented in the Visual Labs system when accessing the data, and require an additional authentication process.

The request for BWC footage requires that they have a legitimate, specified law enforcement purpose, as required by Minn. Stat. § 13.825, Subd. 7.

Aitkin County Sheriff's Office was compliant with these aspects of the Statute.

## **Biennial Audits:**

Aitkin County Sheriff's Office has acknowledged that it intends to continue completing biennial audits of its BWC System, as required by Minn. Stat. § 13.825, Subd. 9. This was their second audit. Aitkin County Sheriff's Office was compliant with these aspects of the Statute.

## **BWC System Vendors:**

At the time of the audit, Visual Labs was the primary vendor and system for their BWC program. BWC videos were recorded, classified, and stored in Visual Labs cloud-based system.

Because Visual Labs BWC is a cloud-based solution, it is subject to the requirements of Minn. Stat. § 13.825, Subd. 11 (b), which requires Visual Labs to follow the requirements of the FBI's CJIS Policy 5.9.4 and subsequent versions.

Visual Labs has completed the Minnesota BCA Vendor Screening Program for CJIS conformity. We verified this with the most recent listing dated 5/24/2024. Visual Labs, Inc. is listed as approved for Screened Vendors & Products, until 4/5/2027.

Aitkin County Sheriff's Office was compliant with this aspect of the Statute.

# Minnesota Security Consortium - MNSec

*Bringing Information Security to Local Minnesota Governments*

## **Conclusion:**

Based on the results of the Aitkin County Sheriff's Office BWC Audit conducted by Minnesota Security Consortium, we can demonstrate that they are using the Visual Labs BWC System in accordance with the requirements of Minn. Stat. § 13.825 and Minn. Stat. § 626.8473.

This Audit was conducted and attested to by:



---

Dimitrios Hilton

Senior Auditor, Minnesota Security Consortium

Submitted to:

- Aitkin County Sheriff
- Aitkin County Commissioners
- Legislative Commission on Data Practices and Personal Data Privacy
- Required Legislative members as specified by Statute



# Board of County Commissioners Agenda Request

## 3A

Agenda Item #

**Requested Meeting Date:** July 9, 2024

**Title of Item:** Resolution authorizing Land Commissioner to execute Widseth Contract

<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 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> 5 Minutes
<b>Summary of Issue:</b> <p>At its May 12, 2020 meeting, the Aitkin County Board of Commissioners passed a motion to retain Widseth for engineering services for the Mille Lacs East ATV Trail project and to enter into a contract for project scoping. At the December 20, 2022 board meeting, Commissioners passed a motion to approve the Workplan and Fee Amendment from Widseth to continue proceeding with the design and construction services for the Mille Lacs East ATV Trail project.</p> <p>The actions taken by the Board allowed the county to contract with Widseth for project scoping, engineering, and design however, there was not a resolution authorizing the Aitkin County Land Commissioner to execute such agreements as are necessary to implement the project on behalf of Aitkin County.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt a resolution authorizing the Aitkin County Land Commissioner to execute the approved Workplan and Fee Amendment from Widseth as is necessary to implement the project on behalf of Aitkin County.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED July 9, 2024

By Commissioner: xxx

**20240709-xxx**

**Resolution allowing Land Commissioner to execute Mille Lacs ATV workplan from Widseth**

**WHEREAS**, the Aitkin County Board of Commissioners at its May 12, 2020 meeting, passed a motion to retain Widseth for engineering services for the Mille Lacs East ATV Trail project and to enter into a contract for project scoping.

**WHEREAS**, the Aitkin County Board of Commissioners at its December 20, 2022 meeting, passed a motion to approve the Workplan and Fee Amendment from Widseth to continue proceeding with the design and construction services for the Mille Lacs East ATV Trail project.

**WHEREAS**, the motions passed in 2020 and 2022 did not authorize the Aitkin County Land Commissioner to execute the contract from Widseth as is necessary to implement the project on behalf of Aitkin County.

**THEREFORE, BE IT RESOLVED**, that the Aitkin County Land Commissioner is hereby authorized to execute such agreements as are necessary to implement the project on behalf of Aitkin County.

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 9<sup>th</sup> day of July 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 9<sup>th</sup> day of July 2024

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



# Board of County Commissioners Agenda Request

**4A**  
Agenda Item #

**Requested Meeting Date:** 7-9-24

**Title of Item:** Resolution for Acquisition of Right-of-Way on Public Lands

<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 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> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> <p>Authorization by the following resolution is requested to authorize the acquisition of right-of-way on thirteen publicly owned properties for SAP 001-605-014.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve resolution.		
<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? \$ 39,866 (estimated) Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

**ADOPTED July 9, 2024**

By Commissioner: xxx

**20240709-xxx**

**Acquisition of Right-of-Way on Public Lands**

**WHEREAS**, Aitkin County is planning to reconstruct County State Aid Highway No. 5 from the intersection of County Road 53 to State Highway 210 as part of State-Aid Project 001-605-014, and

**WHEREAS**, the reconstruction work will require additional right-of-way to be acquired throughout the length of the project, and

**WHEREAS**, right-of-way acquisition will be required on thirteen parcels of publicly owned land.

**NOW THEREFORE BE IT RESOLVED**, The Aitkin County Board of Commissioners hereby authorizes acquisition of right-of-way for the following parcels contained in Right of Way Plat No. 22:

- Parcel No. 11: Part of Lots 7-10, Block 1, Oppegards Original Townsite of Kimberly
- Parcel No. 12: Part of Lot 11, Block 1, Oppegards Original Townsite of Kimberly
- Parcel No. 13: Part of Lot 12, Block 1, Oppegards Original Townsite of Kimberly
- Parcel No. 17: Part of the SE ¼ of the SE ¼ of Section 11, Township 47 North, Range 25 West
- Parcel No. 19: Part of the NE ¼ of the SE ¼ of Section 11, Township 47 North, Range 25 West
- Parcel No. 24: Part of the NE ¼ of the NE ¼ of Section 11, Township 47 North, Range 25 West
- Parcel No. 25: Part of the SW ¼ of the SE ¼ of Section 2, Township 47 North, Range 25 West
- Parcel No. 26: Part of the NW ¼ of the SE ¼ of Section 2, Township 47 North, Range 25 West
- Parcel No. 27: Part of the SW ¼ of Section 2, Township 47 North, Range 25 West
- Parcel No. 28: Part of the SW ¼ of the NE ¼ of Section 2, Township 47 North, Range 25 West
- Parcel No. 29: Part of the SE ¼ of the NW ¼ of Section 2, Township 47 North, Range 25 West
- Parcel No. 33: Part of the SW ¼ of the SE ¼ of Section 35, Township 48 North, Range 25 West
- Parcel No. 46: Part of the SW ¼ of the NE ¼ of Section 11, Township 47 North, Range 25 West

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 9<sup>th</sup> day of July 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 9<sup>th</sup> day of July 2024**

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



# Board of County Commissioners Agenda Request

**5A**  
Agenda Item #

**Requested Meeting Date:** July 9, 2024

**Title of Item:** Approve Public Hearing Date - Tobacco Ordinance Amendment

<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> 10 Min.
<b>Summary of Issue:</b>  <p>The Board has previously remanded the tobacco ordinance to the ordinance committee for consideration of an amendment to remove the current flavor ban. The Board has expressed interest in holding a public hearing to allow for comments. While a 10-day notice is required for a public hearing notice, staff recommends scheduling the public hearing on August 13th to coincide with the 30-day notice to retailers requirement.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Approve tobacco ordinance amendment public hearing on August 13th, 2024 at 9:30 a.m.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request

**5B**  
Agenda Item #

**Requested Meeting Date:** July 9, 2024

**Title of Item:** Approve Petition to Dissolve Snake River Watershed Management Board

<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> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 Min.
<b>Summary of Issue:</b>  Please see attached letter.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve attached letter petitioning dissolution of the Snake River Watershed Management Board		
<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>		



## AITKIN COUNTY COMMISSIONERS

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Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431

Phone: 218-927-3093  
Fax: 218-927-7374

July 9, 2024

Honorable Roger Tellinghuisen, Chair  
Snake River Watershed Management Board  
Kanabec County  
317 Maple Avenue East  
Mora, MN 55051

**VIA EMAIL ONLY**

Dear Chair Tellinghuisen:

In early 2020, the counties of Aitkin, Kanabec, Mille Lacs, and Pine and the Soil and Water Conservation Districts of those four counties adopted a Memorandum of Agreement (MOA) to develop and adopt a coordinated watershed management plan for the Snake River Watershed.

The plan has been adopted by all members of the MOA. A majority of the partners have since adopted a Joint Powers Agreement to form the Snake River Watershed Plan Partnership (SRWPP). The purpose of the SRWPP is to implement the adopted plan. The SRWPP has been meeting regularly since its initial meeting in September, 2023.

With the formation of the SRWPP, there are now two joint powers exercising the same general powers in the Snake River Watershed for the same general purposes. This situation seems redundant, unnecessary, and wasteful of time and money.

On September 12, 2023 the Aitkin County Board of Commissioners voted to petition the Snake River Watershed Management Board to dissolve SRWMB under section X(B) of the Snake River Management Board Joint Powers Agreement and return prorated appropriations back to Aitkin County. The petition to dissolve failed in November, 2023 on a 2-2 vote.

On July 9, 2024, after 9 months of inactivity on the SRWMB board, Aitkin County Commissioners once again voted to petition the SRWMB board for dissolution and a prorated return of appropriations back to Aitkin County. This letter serves as Aitkin County's petition to dissolve the Snake River Watershed Management Board under Section X of the Joint Powers Agreement, initiating the public hearing described under section X(B)

Please contact County Administrator, Jessica Seibert, at [jessica.seibert@co.aitkin.mn.us](mailto:jessica.seibert@co.aitkin.mn.us) or 218-927-7282 with any questions or request for information.

Sincerely,

J. Mark Wedel, Board Chair  
Aitkin County

CC: Snake River Watershed Management Board Members



# Board of County Commissioners Agenda Request

## 5C

Agenda Item #

**Requested Meeting Date:** July 9, 2024

**Title of Item:** Adopt Budget Amendment Resolutions

<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 checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<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.
<b>Summary of Issue:</b>  <p>A line item was included in the 2024 budget to plan for market adjustments for non-union staff. Due to the timing of the salary study being completed at year end, the estimated value of the proposed increases was placed in the General Fund Central Services account.</p> <p>The adjustments have now been transferred out of the Central Services account and into each of the affected departmental budgets to accurately reflect 2024 wages in each budget. This transfer affects three year-end resolutions that must now be amended. Attached are the three resolutions passed on December 19, 2023 and three amended resolutions.</p> <p>These amendments and transfers do not affect the previously adopted 2024 levy amount.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Adopt amended budget resolutions. Each resolution should be adopted separately.		
<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.

2024 Levy Amendment

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby amends the final property tax levy for taxes payable in 2024 for the following funds, maintaining the total levy at the original adopted amount:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$10,010,770
Road and Bridge Fund	\$3,137,978
Solid Waste	\$337,910
Health & Human Services Fund	\$3,257,787
County Parks	\$15,000
Debt Service	\$745,516
 Total:	 \$17,504,961

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 9<sup>th</sup> day of July 2024 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 9<sup>th</sup> day of July 2024

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

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

ADOPTED December 19, 2023

By Commissioner: Westerlund

20231219-140

**2024 Levy**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2024 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$10,017,605
Road and Bridge Fund	\$3,137,978
Solid Waste	\$331,075
Health & Human Services Fund	\$3,257,787
County Parks	\$15,000
Debt Service	\$745,516
<b>Total</b>	<b>\$17,504,961</b>

Commissioner Leiviska seconded 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 19<sup>th</sup> day of December 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 19<sup>th</sup> day of December 2023

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



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

ADOPTED July 09, 2024

By Commissioner: xxx

20240709-xxx

**2024 Budget Amendment for Leviable Funds**

**BE IT RESOLVED**, that the following 2024 budgets will be amended for the leviable funds of Aitkin County:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$18,184,736	\$241,624	\$18,426,360
Road and Bridge	\$13,273,132	\$0	\$13,273,132
Health & Human Service	\$7,835,589	\$0	\$7,835,589
Parks	\$840,904	\$67,128	\$908,032
Debt Service	\$745,516	(\$45,001)	\$700,515
ARPA Funds	\$0	\$0	\$0
Total:	\$40,879,877	\$263,751	\$41,143,628

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 9<sup>th</sup> day of July 2024 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 9<sup>th</sup> day of July 2024

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

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

ADOPTED December 19, 2023

By Commissioner: Kearney

20231219-139

**2024 Budgets**

**BE IT RESOLVED**, that the following 2024 budgets be set for the leviable funds of Aitkin County:

Fund/Account	Revenues	Reserves	Expenditures
General Fund	\$18,033,452	\$276,500	\$18,309,952
Road and Bridge	\$13,245,578	\$0	\$13,245,578
Health & Human Service	\$7,798,747	\$0	\$7,798,747
Parks	\$840,904	\$67,128	\$908,032
Debt Service	\$745,516	(\$45,001)	\$700,515
ARPA Funds		\$0	\$0
<b>Total:</b>	<b>\$40,664,197</b>	<b>\$298,627</b>	<b>\$40,962,824</b>

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

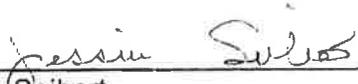
**FIVE MEMBERS PRESENT**

**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 19<sup>th</sup> day of December 2023, and that the same is a true and correct copy of the whole thereof

Witness my hand and seal this 19<sup>th</sup> day of December 2023

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

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

**ADOPTED July 9, 2024**

By Commissioner: xxx

**20240709-xxx**

**2024 Budget Amendment for Non-Levy Budgets**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby amend the following fund budgets that are non-levy for 2024.

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
Law Library	\$30,000	\$0	\$30,000
TRUST (include FTS)	\$1,885,297	\$46,995	\$1,932,292
Resource Management	\$485,700	\$138,053	\$623,753
County Surveyor	\$435,168	\$0	\$435,168
Missing Heirs	\$0	\$0	\$0
MCIT	\$0	\$0	\$0
Collaborative Grant	\$65,795	\$0	\$65,795
Environmental Trust	\$26,000	\$0	\$26,000
LLCC	\$950,020	\$(5,072)	\$944,948

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 9<sup>th</sup> day of July 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 9<sup>th</sup> day of July 2024

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

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**  
**ADOPTED December 19, 2023**

By Commissioner: Westerlund

**20231219-151**

**2024 Non-Levy Budgets**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2024.

Fund/Account	Revenues	Reserves	Expenditure
Law Library	\$30,000	\$0	\$30,000
TRUST (include FTS)	\$1,850,340	\$46,995	\$1,897,335
Resource Management	\$485,700	\$138,053	\$623,753
County Surveyor	\$430,470	\$0	\$431,470
Missing Heirs	\$0	\$0	\$0
MCIT	\$0	\$0	\$0
Collaborative Grant	\$65,795	\$0	\$65,795
Environmental Trust	\$26,000	\$0	\$26,000
LLCC	\$938,731	\$(5,072)	\$933,659

Commissioner Kearney seconded 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 19<sup>th</sup> day of December 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 19<sup>th</sup> day of December 2023

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





# Board of County Commissioners Agenda Request



**Requested Meeting Date:** July 9, 2024

**Title of Item:** Administrator Updates

<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> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> Administrator Updates.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion only.		
<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.



## 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	Westerlund
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	Kearney, ALT. Leiviska
ATV Committee	Monthly		Leiviska 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	Sample 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	As needed		Wedel and Kearney
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Kearney
Historical Society (Liaison)	Monthlv	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner
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 (ECB)	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	Leiviska and Wedel
Planning Commission	Monthly	3rd Monday	Kearney Alt. Westerlund
Rum 1W1P Policy Committee	Monthly	Unknown	Westerlund, Alt. Leiviska
Snake River 1W1P Policy			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