



ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: March 12, 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: **2550 168 9511**

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 218-927-727 option 7 no later than 2:30 P.M. on the Monday before the meeting.

2) Consent Agenda- All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the times will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.

- | | |
|---|--|
| <ul style="list-style-type: none">A) Correspondence File-
February 27, 2024 - March 11, 2024B) Approve County Board Minutes-
February 27, 2024C) Approve Electronic Funds Transfers
EFT Report through 03.04.24D) Approve Auditor Vouchers-
Auditor Warrants 02.23.24E) Approve-
Affidavit for Duplicate of Lost WarrantF) Approve Commissioner's Vouchers
Commissioner Warrants 03.01.24G) Approve-
County Administrator Performance Evaluation SummaryH) Approve Auditor Vouchers-
Auditor Warrants Production Tax 02.28.24I) Approve Manual Warrants/Voids/Corrections-
ELAN 02.01.24J) Approve Auditor Vouchers-
Auditor Warrants Gas Tax 03.01.24K) Approve Manual Warrants/Voids/Corrections-
Manual Warrants 02.29.24L) Approve Manual Warrants/Voids/Corrections-
Manual Warrants - HHS MN Care PmtM) Adopt Resolution-
Soo Line Crossing Easement | <ul style="list-style-type: none">N) Adopt Resolution-
Application to Make Retail Sales of Tobacco ProductsO) Approve-
Letter of Support for LCCMR proposal from the 5 RELCsP) Approve-
Facility Improvement - McGrath Diesel Fuel Tank |
|---|--|

9:05 a.m.

- 3) **Mark Jeffers – Economic Development Coordinator**
A) **Approve Award Grant: Business Development & Recreation Grant**
B) **Approve Award Grant: Naturally Better Signage Request, Hill City**

9:15 a.m.

- 4) **Andrew Carlstrom – Environmental Services Director**
A) **Adopt Resolution - Discretionary EAW - Gun Lake Family Campground**

9:25 a.m.

- 5) **Jessica Seibert – County Administrator**
A) **Administrator Updates**

9:35 a.m.

- 6) **Board of Commissioners**
A) **Commissioners Committee Reports**

9:45 a.m.

- 7) **Jessica Seibert – County Administrator**
A) **Closed Session per MN Statute 13D.05, Subd. 3**

ADJOURN



AITKIN COUNTY BOARD OF COMMISSIONERS

February 27, 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 9:00 a.m.

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

A moment of silence taken to honor the Burnsville Police Officers and Firefighter-Paramedic who lost their lives in the line of duty.

1.B **PLEDGE OF ALLEGIANCE**

1.C **APPROVAL OF AGENDA**

Motion to: Approve the agenda, as amended.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Travis Leiviska
SECONDER:	Commissioner Bret Sample
	Item 7C switched order with 8A

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

1.E **Citizens Public Comment - None**

2 **CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Michael Kearney

A) Correspondence File-

February 13, 2024 - February 26, 2024

B) Approve County Board Minutes-

February 13, 2024

C) Approve Electronic Funds Transfers

Total	\$1,272,230.45
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D) Approve Auditor Vouchers-

Sales/Use and Diesel Tax, January 2024

General	\$283.47	R&B	\$1,132.35	Trust	\$29.59	LLCC	\$23.81
Parks	\$55.00					Total	\$1,524.22

E) Approve Auditor Vouchers-

R&B 02.09.24

R&B	\$50,600.00					Total	\$50,600.00
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F) Approve Commissioner's Vouchers

Commissioner Warrants 02.16.24

General	\$174,186.34	Reserves	\$39,905.75	R&B	\$290.12	HHS	\$24,438.59
State	\$6,826.00	Trust	\$18,264.39	Forest	\$1,072.33	LLCC	\$28,946.44
Parks	\$36,491.79	COVID	\$5,677.15			Total	\$336,098.90

G) Approve Commissioner's Vouchers

R&B Commissioner Warrants 02.16.24

R&B	\$170,226.88					Total	\$170,226.88
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H) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 02.15.24

General	\$1,287.37	State	\$46,810.86	LLCC	\$140.73	Total	\$48,238.96
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I) Approve-

Engineering Services Agreement

J) Adopt Resolution-

Correct/Update 2023 Reserve Request

K) Adopt Resolution-

Sheriff's Office Donation - Private Citizen

L) Adopt Resolution-

Sentence to Serve Donation - Logan Township

M) Approve-

Equipment Purchase - Two Used Pickup Trucks

N) Adopt Resolution-

Final Contract Payment #20221

O) Adopt Resolution-

Final Contract Payment #20226

P) Approve-

Jail Nurse - Revised Temporary Hours from 29 to 40/wk

Q) Approve-

Personnel Committee Recommendations

Regular Agenda

3A Dennis Thompson – Land Commissioner

Motion to:

Adopt Resolution - Transfer to LLCC

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Travis Leiviska

4A Mark Jeffers – Economic Development Coordinator

Motion to:

Adopt Resolution - DEED Childcare Economic Development Grant Submission

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Michael Kearney

5A John Welle – County Engineer

Motion to:

Adopt Resolution - Award Contract 20245

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Travis Leiviska

6A Lori Grams – County Treasurer

Informational Only

Investment Review - Discussion Only

RESULT: INFORMATIONAL ONLY

MOVER:

SECONDER:

7A Jessica Seibert – County Administrator

Informational Only

2023 Year End Budget Review - Discussion Only

RESULT: INFORMATIONAL ONLY

MOVER:

SECONDER:

7B Jessica Seibert – County Administrator

Informational Only

Administrator Updates

Department Head Meeting, Grievance Hearing, MACA Legislative Call, EAW Meeting, Legislative Conference, CRPD Subcommittee Meeting

8A Board of Commissioners

Informational Only

Commissioner Committees Report

NACo Conference, Legislative Conference, Snake River 1W1P, Mille Lacs Fisheries Input Group, MN Rural Counties, AMC Public Safety, Brainerd 1W1P

Commissioner Michael Kearney leaves meeting at 11: 54 am

7C Jessica Seibert – County Administrator

Closed Session - County Administrator Perf. Eval.

Motion to Close Meeting for County Administrator Performance Evaluation

Motion made at 11: 54 a.m.

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Bret Sample

Motion to Reopen Meeting

Motion made at 12:14 p.m.

MOVER: Commissioner Travis Leiviska

SECONDER: Commissioner Bret Sample

Motion to Adjourn

Motion made at 12:14 p.m.

MOVER: Commissioner Travis Leiviska

SECONDER: Commissioner Laurie Westerlund

Next Meeting: Tuesday, March 12, 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: 3/12/2024

Title of Item: EFT Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams	Department: County Treasurer	
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: EFT Report thru 3/4/2024		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <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 March 4, 2024 Board Meeting March 12, 2024

<u>Abstract Number</u>	<u>Date</u>	<u>Amount</u>	<u>Reason</u>
21965	2/23/24	\$13,141.13	Auditor Abstract
21966	2/23/24	\$728,509.19	Payroll Abstract
21967	2/23/24	\$1,640.04	Auditor Abstract
21968	2/22/24	\$517.67	Manual Abstract
21969	2/27/24	\$10,158.79	Commissioner Abstract
21971	2/28/24	\$110,733.00	Auditor Abstract
21972	3/1/24	\$121,761.15	Commissioner Abstract
21973	3/1/24	\$450,591.55	Auditor Abstract
21974	2/29/24	\$10,849.48	Manual Abstract
21975	2/29/24	\$110.19	Manual Abstract
21976	2/29/24	\$1,277.07	Manual Abstract
21977	3/1/24	\$5,136.87	Auditor Abstract

\$0
Voids/No ACH
21970

\$1,454,426.13

S:Board Report:2023 EFT Board Report Thru Date

WLB1
2/21/24

4:19PM

Aitkin County



2D

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



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

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			
2386	Information Systems Corp 01-040-000-0000-6266		756.00	App Extender Lic 03/01/2024	M30806	Data Processing/Computer Services	N
	2386 Information Systems Corp		756.00	02/28/2025 1 Transactions			
40	DEPT Total:		756.00	Auditor	1 Vendors	1 Transactions	
42	DEPT			Treasurer			
2386	Information Systems Corp 01-042-000-0000-6266		378.00	App Extender Lic 03/01/2024	M30806	Data Processing/Computer Services	N
	2386 Information Systems Corp		378.00	02/28/2025 1 Transactions			
42	DEPT Total:		378.00	Treasurer	1 Vendors	1 Transactions	
43	DEPT			Assessor			
2386	Information Systems Corp 01-043-000-0000-6266		1,890.00	App Extender Lic 03/01/2024	M30806	Data Processing/Computer Services	N
	2386 Information Systems Corp		1,890.00	02/28/2025 1 Transactions			
43	DEPT Total:		1,890.00	Assessor	1 Vendors	1 Transactions	
44	DEPT			Central Services			
2386	Information Systems Corp 01-044-000-0000-6266		1,835.00	AP Workflow 03/01/2024	M30806	Data Processing/Computer Services	N
	2386 Information Systems Corp		1,835.00	02/28/2025 1 Transactions			
44	DEPT Total:		1,835.00	Central Services	1 Vendors	1 Transactions	
52	DEPT			Administration			
2386	Information Systems Corp 01-052-000-0000-6266		1,113.60	App Extender Lic 03/01/2024	M30806	Data Processing/Computer Services	N
				02/28/2025			

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2386	Information Systems Corp		1,113.60		1 Transactions		
52	DEPT Total:		1,113.60	Administration	1 Vendors	1 Transactions	
53	DEPT			Human Resources			
2386	Information Systems Corp 01-053-000-0000-6266		1,849.20	App Extender Lic 03/01/2024	02/28/2025 M30806	Data Processing/Computer Services	N
2386	Information Systems Corp		1,849.20		1 Transactions		
53	DEPT Total:		1,849.20	Human Resources	1 Vendors	1 Transactions	
100	DEPT			Recorder			
2386	Information Systems Corp 01-100-195-0000-6266		3,067.00	App Extender-Reports 03/01/2024	02/28/2025 M30806	Data Processing/Computer Services	N
	01-100-195-0000-6266		168.00	App Extender-Pegasus Scanfix 03/01/2024	02/28/2025 M30806	Data Processing/Computer Services	N
	01-100-196-0000-6266		4,832.00	App Extender Lic 03/01/2024	02/28/2025 M30806	Data Processing/Computer Services	N
2386	Information Systems Corp		8,067.00		3 Transactions		
100	DEPT Total:		8,067.00	Recorder	1 Vendors	3 Transactions	
122	DEPT			Planning & Zoning			
2386	Information Systems Corp 01-122-000-0000-6266		3,382.40	App Extender Lic 03/01/2024	02/28/2025 M30806	Data Processing/Computer Services	N
2386	Information Systems Corp		3,382.40		1 Transactions		
122	DEPT Total:		3,382.40	Planning & Zoning	1 Vendors	1 Transactions	
1	Fund Total:		19,271.20	General Fund		10 Transactions	

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2/21/24 4:19PM

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
307	DEPT			R&B Capital Infrastructure			
9741	REDSTONE CONSTRUCTION, LLC 03-307-000-0000-6262		9,861.44	CONT 20222 PMT 7	CONT 20222 PMT 7	Contract Payments	Y
9741	REDSTONE CONSTRUCTION, LLC		9,861.44	1 Transactions			
13604	Sir Lines-A-Lot LLC 03-307-000-0000-6262		3,279.69	CONT 20227 PMT 4	CONT 20227 PMT 4	Contract Payments	N
13604	Sir Lines-A-Lot LLC		3,279.69	1 Transactions			
307	DEPT Total:		13,141.13	R&B Capital Infrastructure	2 Vendors	2 Transactions	
3	Fund Total:		13,141.13	Road & Bridge		2 Transactions	

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
2386	Information Systems Corp 05-400-440-0410-6266		255.86	App Extender Lic 03/01/2024 02/28/2025	M30806	Software Fees/License Fees	N
	05-400-440-0410-6266		112.70	App Extender-Connector 03/01/2024 02/28/2025	M30806	Software Fees/License Fees	N
	2386 Information Systems Corp		368.56	2 Transactions			
400	DEPT Total:		368.56	Public Health Department	1 Vendors	2 Transactions	
420	DEPT			Income Maintenance			
2386	Information Systems Corp 05-420-600-4800-6266		603.11	App Extender Lic 03/01/2024 02/28/2025	M30806	Software Fees/License Fees	N
	05-420-600-4800-6266		265.65	App Extender-Connector 03/01/2024 02/28/2025	M30806	Software Fees/License Fees	N
	2386 Information Systems Corp		868.76	2 Transactions			
420	DEPT Total:		868.76	Income Maintenance	1 Vendors	2 Transactions	
430	DEPT			Social Services			
2386	Information Systems Corp 05-430-700-4800-6266		968.63	App Extender Lic 03/01/2024 02/28/2025	M30806	Software Fees/License Fees	N
	05-430-700-4800-6266		426.65	App Extender-Connector 03/01/2024 02/28/2025	M30806	Software Fees/License Fees	N
	2386 Information Systems Corp		1,395.28	2 Transactions			
430	DEPT Total:		1,395.28	Social Services	1 Vendors	2 Transactions	
5	Fund Total:		2,632.60	Health & Human Services		6 Transactions	

WLB1
2/21/24 4:19PM

Aitkin County



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

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
923	DEPT				Forfeited Tax Sales			
	2386 Information Systems Corp							
	10-923-000-0000-6266			756.00	App Extender Lic	M30806	Data Processing/Computer Services	N
					03/01/2024 02/28/2025			
	2386 Information Systems Corp			756.00	1 Transactions			
923	DEPT Total:			756.00	Forfeited Tax Sales	1 Vendors	1 Transactions	
10	Fund Total:			756.00	Trust		1 Transactions	
	Final Total:			35,800.93	14 Vendors	19 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	19,271.20	General Fund
	3	13,141.13	Road & Bridge
	5	2,632.60	Health & Human Services
	10	756.00	Trust
	All Funds	35,800.93	Total

Approved by,

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Board of County Commissioners Agenda Request

2E
Agenda Item #

Requested Meeting Date: March 12, 2024

Title of Item: Affidavit for Duplicate of Lost Warrant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Wendie Bright		Department: Auditor's Office
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Approve Affidavit for Duplicate of Lost Municipal Order or Warrant: Warrant #86753 - Kathryn Lenberg - December 3, 2021 - \$42.00		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Affidavit for Duplicate of Lost Municipal Order or Warrant: Warrant #86753 - Kathryn Lenberg - December 3, 2021 - \$42.00		
Financial Impact: 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 Please Explain:		

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin)
) ss. Kathryn Lenberg
)

being duly sworn on oath says, that (s)he is the owner of a certain commissioner warrant,
dated the 3rd day of December, 2021, numbered 86753,
issued by Aitkin County to Kathryn Lenberg,
in the sum of \$42.00 has been lost in the manner
following, to wit:
(“Lost” or “Destroyed”)

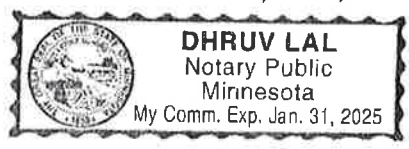
and that (s)he makes this affidavit for the purpose of having a duplicate thereof issued to him (her)
according to law, and to that end herewith files his (her) indemnifying bond, with sureties to be
approved, in the sum equal to double the amount of said commissioner warrant.

X Kathryn Lenberg

Subscribed and sworn to before me this 9 day of February, ~~2023~~ 2024

[Signature]
Notary Public DALOTA County, Minnesota

My Commission Expires 01/31/25



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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	DEPT			Commissioners			
9561	Amazon Business 01-001-000-0000-6405		72.85	FOLDERS FOR COMMISSIONERS	1RNT-PNFN-DLV3	Office Supplies	N
	01-001-000-0000-6405		22.98	WEDEL -CELL PHONE BATTERY	1XVH-44YC-YVC9	Office Supplies	N
9561	Amazon Business		95.83	2 Transactions			
248	Association of Mn Counties 01-001-000-0000-6241		195.00	LEIVISKA- CONFERENCE REG. FEE 02/07/2024 02/08/2024	76344	Registration Fee	N
248	Association of Mn Counties		195.00	1 Transactions			
15240	AT&T Mobility (Central Serv) 01-001-000-0000-6220		193.14	COMMISSIONERS MOBILE PHONE 12/26/2023 01/25/2024	287298817699	Telephone	N
15240	AT&T Mobility (Central Serv)		193.14	1 Transactions			
1	DEPT Total:		483.97	Commissioners	3 Vendors	4 Transactions	
40	DEPT			Auditor			
3267	Peysar/Kirk 01-040-000-0000-6330		164.82	MACO MILEAGE	02232024	Transportation/Travel/Parking	N
	01-040-000-0000-6332		398.13	MACO HOTEL	02232024	Hotel / Motel Lodging	N
	01-040-000-0000-6339		27.00	MACO DINNER	02232024	Meals (Overnight)	N
3267	Peysar/Kirk		589.95	3 Transactions			
8168	Pro Form Business Systems, Inc 01-040-000-0000-6405		1,215.70	WARRANT PAPER (11 REEMS)	12677	Office Supplies	N
8168	Pro Form Business Systems, Inc		1,215.70	1 Transactions			
89796	Ryan/Kathleen 01-040-000-0000-6332		288.50	2024 MACO CONFERENCE 02/20/2024 02/22/2024	52323512	Hotel / Motel Lodging	N
	01-040-000-0000-6330		141.36	MILEAGE - MACO CONFERENCE	MACO MILEAGE	Transportation/Travel/Parking	N
89796	Ryan/Kathleen		429.86	2 Transactions			
86235	The Office Shop Inc 01-040-000-0000-6405		9.38	7" RUBBER BANDS	1138509-1	Office Supplies	N
86235	The Office Shop Inc		9.38	1 Transactions			

Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
40	DEPT Total:				2,244.89	Auditor			4 Vendors		7 Transactions	
42	DEPT					Treasurer						
	4173	Grams/Lori										
		01-042-000-0000-6330			165.49	247 MILES MACO CONF	2/19-22	FEB 2024		Transportation/Travel/Parking		N
		01-042-000-0000-6339			19.11	2 20 24 EVENING MEAL MACO CONF		FEB 2024		Meals (Overnight)		N
	4173	Grams/Lori			184.60				2 Transactions			
	9691	The Master's Touch, LLC										
		01-042-000-0000-6360			1,494.15	12,000 RE STMTS, 800 MH STMTS		89501		Services, Labor, Contracts		N
	9691	The Master's Touch, LLC			1,494.15				1 Transactions			
42	DEPT Total:				1,678.75	Treasurer			2 Vendors		3 Transactions	
43	DEPT					Assessor						
	11634	Gammello & Pearson PLLC										
		01-043-000-0000-6263			697.50	01-PR-17-186		97559		Contract Legal Services		Y
						01/01/2024	01/31/2024					
		01-043-000-0000-6263			15.00	01-CR-19-898, 01-CR-20-14		97560		Contract Legal Services		Y
						01/01/2024	01/31/2024					
		01-043-000-0000-6263			30.00	01-PR-23-791		97560		Contract Legal Services		Y
						01/01/2024	01/31/2024					
		01-043-000-0000-6263			22.50	01-PR-22-149		97562		Contract Legal Services		Y
						01/01/2024	01/31/2024					
		01-043-000-0000-6263			232.50	01-P5-96-000464		97564		Contract Legal Services		Y
						01/01/2024	01/31/2024					
		01-043-000-0000-6263			82.50	01-PR-23-832		97566		Contract Legal Services		Y
						01/01/2024	01/31/2024					
		01-043-000-0000-6263			22.50	01-P5-94-000234		97567		Contract Legal Services		Y
						01/01/2024	01/31/2024					
		01-043-000-0000-6263			67.50	01-PR-23-924		97568		Contract Legal Services		Y
						01/01/2024	01/31/2024					
		01-043-000-0000-6263			60.00	01-PR-14-949		97569		Contract Legal Services		Y
						01/01/2024	01/31/2024					
		01-043-000-0000-6263			217.50	01-PR-14-949		97570		Contract Legal Services		Y
						01/01/2024	01/31/2024					
	11634	Gammello & Pearson PLLC			1,447.50				10 Transactions			

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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
10396	Rono/Gabby 01-043-000-0000-6330		158.46	MILEAGE FOR TRAINING - ST PAUL	01112024	Transportation/Travel/Parking	N
10396	Rono/Gabby		158.46	1 Transactions			
10930	Tidholm Productions 01-043-000-0000-6230		101.96	BUS. CARDS - M. BLAZEK	3683 5865	Printing, Publishing & Adv	Y
	01-043-000-0000-6230		101.96	BUS. CARDS - S. WESTERLUND	3684 5863	Printing, Publishing & Adv	Y
	01-043-000-0000-6230		101.96	BUS. CARDS - S. PARENTEAU	3685 5862	Printing, Publishing & Adv	Y
	01-043-000-0000-6230		101.96	BUS. CARDS - K. STUDAKER	3686 5861	Printing, Publishing & Adv	Y
	01-043-000-0000-6230		101.96	BUS. CARDS - G. HECK	3687 5860	Printing, Publishing & Adv	Y
	01-043-000-0000-6230		101.96	BUS. CARDS - C. OLSON	3688 5859	Printing, Publishing & Adv	Y
10930	Tidholm Productions		611.76	6 Transactions			
43	DEPT Total:		2,217.72	Assessor	3 Vendors	17 Transactions	
44	DEPT			Central Services			
783	Canon Financial Services, Inc 01-044-000-0000-6342		225.51	CONTRACT CHARGE FEB. 2024 02/01/2024 02/29/2024	32084545	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		225.51	1 Transactions			
3336	Office Of MN. IT Services 01-044-000-0000-6266		1,338.65	WAN JAN. 2024 01/01/2024 01/31/2024	DV24010313	Data Processing/Computer Services	N
3336	Office Of MN. IT Services		1,338.65	1 Transactions			
13722	Quadient Finance USA, Inc. 01-044-048-0000-6205		7,030.00	POSTAGE JAN. 2024	6665	Postage	N
13722	Quadient Finance USA, Inc.		7,030.00	1 Transactions			
13624	Quadient Leasing USA, Inc 01-044-048-0000-6342		717.51	LEASE QTR 1 2024	01107889	Postage Rental	N
13624	Quadient Leasing USA, Inc		717.51	1 Transactions			
44	DEPT Total:		9,311.67	Central Services	4 Vendors	4 Transactions	
45	DEPT			Motor Pool			
13934	The Tire Barn						

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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
	01-045-000-0000-6302		117.12	POLUTION CONTROL REPAIR #53	71541	Vehicle Maintenance	N
13934	The Tire Barn		117.12	1 Transactions			
45	DEPT Total:		117.12	Motor Pool	1 Vendors	1 Transactions	
49	DEPT			Information Technologies			
783	Canon Financial Services, Inc						
	01-049-000-0000-6342		47.07	IT PRINTER FEB LEASE	32121352	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		47.07	1 Transactions			
5893	CTC						
	01-049-000-0000-6283		155.00	FEB - GUEST WIFI	21339348	Programming, Services, Contracts	N
5893	CTC		155.00	1 Transactions			
10231	eGoldfax						
	01-049-000-0000-6266		205.93	FEB FAX SERVICE	EGOLD-12058854	Software Fees/License Fees	N
10231	eGoldfax		205.93	1 Transactions			
10379	KnowBe4, Inc.						
	01-049-000-0000-6266		4,779.00	KNOWBE4 PHISHER PLUS SUBSCRIPT	INV306556	Software Fees/License Fees	N
	01-049-000-0000-6268		259.80	KNOWBE4 SECURITY AWARENESS	INV306556	Staff Training, Development	N
10379	KnowBe4, Inc.		5,038.80	2 Transactions			
3951	Pro West & Associates, Inc						
	01-049-000-0000-6283		533.89	GIS TECH SUPPORT	AIT12-T001	Programming, Services, Contracts	N
				09/30/2023 09/30/2023			
3951	Pro West & Associates, Inc		533.89	1 Transactions			
49	DEPT Total:		5,980.69	Information Technologies	5 Vendors	6 Transactions	
52	DEPT			Administration			
9561	Amazon Business						
	01-052-000-0000-6405		13.48	10 KEY PRINTER RIBBON- JESSICA	114P-Y6QC-JY94	Office Supplies	N
9561	Amazon Business		13.48	1 Transactions			
15240	AT&T Mobility (Central Serv)						
	01-052-000-0000-6220		49.78	ADMIN MOBILE PHONE	287298817699	Telephone	N
				12/26/2023 01/25/2024			

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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
15240	AT&T Mobility (Central Serv)		49.78		1 Transactions		
52	DEPT Total:		63.26	Administration	2 Vendors	2 Transactions	
53	DEPT			Human Resources			
10293	Aitkin Co Human Resources						
	01-053-000-0000-6240		120.00	NOTARY FEE - APRIL K.	02122024	Membership/Dues/Association Fees	N
	01-053-000-0000-6265		99.75	3 BACKGROUND CHECKS	02122024	Background Check Fee	N
10293	Aitkin Co Human Resources		219.75		2 Transactions		
86222	Aitkin Independent Age						
	01-053-000-0000-6230		30.65	INVOICE 980233 01/03/2024	01/06/2024	483648 Printing, Publishing & Adv	Y
	01-053-000-0000-6230		62.15	INVOICE 981059 01/10/2024	01/13/2024	483648 Printing, Publishing & Adv	Y
	01-053-000-0000-6230		42.15	INVOICE 981776 01/17/2024	01/20/2024	483648 Printing, Publishing & Adv	Y
	01-053-000-0000-6230		42.16	INVOICE 982723 01/24/2024	01/27/2024	483648 Printing, Publishing & Adv	Y
	01-053-000-0000-6230		28.12	INVOICE 01/31/2024	01/31/2024	483648 Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		205.23		5 Transactions		
9561	Amazon Business						
	01-053-000-0000-6405		68.47	BADGE CLIPS & FOLDERS	1R44-HJ7C-4HVV	Office Supplies	N
9561	Amazon Business		68.47		1 Transactions		
15240	AT&T Mobility (Central Serv)						
	01-053-000-0000-6220		99.56	DEC-JAN PHONE BILL 12/26/2023	01/25/2024	287299383308 Telephone	N
15240	AT&T Mobility (Central Serv)		99.56		1 Transactions		
11303	Danielson/Bobbie						
	01-053-000-0000-6330		132.24	BOBBIE MILEAGE REIMBURSEMENT 02/14/2024	02/15/2024	02232024 Transportation/Travel/Parking	N
11303	Danielson/Bobbie		132.24		1 Transactions		
9894	Vault Health						
	01-053-000-0000-6360		500.00	VAULT ANNUAL FEE	FL00622216	Services, Labor, Contracts	6

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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
9894	Vault Health				500.00			1 Transactions				
53	DEPT Total:				1,225.25	Human Resources		6 Vendors			11 Transactions	
60	DEPT					Elections						
86222	Aitkin Independent Age											
	01-060-000-0000-6230				95.62	PAT - MARCH TWP ELECTIONS	02/07/2024 02/07/2024	1370353		Printing, Publishing & Adv		Y
	01-060-000-0000-6230				89.25	PNP - PRE-REGISTER ELECTION	02/07/2024 02/07/2024	1370355		Printing, Publishing & Adv		Y
	01-060-000-0000-6230				63.75	PNP - PAT FOR ELECTION	02/07/2024 02/07/2024	1370358		Printing, Publishing & Adv		Y
86222	Aitkin Independent Age				248.62			3 Transactions				
9561	Amazon Business											
	01-060-000-0000-6405				94.95	BASKETS FOR BALLOTS		16RP-7WWQ-6N6V		Office Supplies		N
9561	Amazon Business				94.95			1 Transactions				
86235	The Office Shop Inc											
	01-060-000-0000-6405				18.70	PINK PAPER - 2 REEMS		1138509-0		Office Supplies		N
86235	The Office Shop Inc				18.70			1 Transactions				
60	DEPT Total:				362.27	Elections		3 Vendors			5 Transactions	
90	DEPT					Attorney						
9561	Amazon Business											
	01-090-000-0000-6625				126.55	BURNER AND ENCLOSURE		19DM-4MDT-4L1T		Capital - Office & Other Equipment		N
9561	Amazon Business				126.55			1 Transactions				
783	Canon Financial Services, Inc											
	01-090-000-0000-6342				358.10	CANON COPIER CONTRACT	02/01/2024 02/29/2024	32084543		Office Equipment Rental/Contracts		N
783	Canon Financial Services, Inc				358.10			1 Transactions				
3713	Olmsted Co Sheriff Dept											
	01-090-000-0000-6264				100.00	SUBPOENA ON 01CR23283		24000261		Sheriff Services		N
3713	Olmsted Co Sheriff Dept				100.00			1 Transactions				

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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
86235	The Office Shop Inc 01-090-000-0000-6405 01-090-000-0000-6405		60.24 71.50	PENS OFFICE SUPPLIES	1138425-0 1138425-1	Office Supplies Office Supplies	N N
86235	The Office Shop Inc		131.74	2 Transactions			
90	DEPT Total:		716.39	Attorney	4 Vendors	5 Transactions	
100	DEPT			Recorder			
10452	AT&T Mobility 01-100-000-0000-6220		49.78	RECORDER CELL PHONE 12/26/2023 01/25/2024	287323078605	Telephone	N
10452	AT&T Mobility		49.78	1 Transactions			
14814	Snyder/Tara 01-100-000-0000-6330		39.48	2022 CONF MILEAGE	88523	Transportation/Travel/Parking	N
14814	Snyder/Tara		39.48	1 Transactions			
86235	The Office Shop Inc 01-100-000-0000-6405 01-100-000-0000-6405 01-100-000-0000-6405 01-100-000-0000-6405		10.25 11.31 18.69 5.58	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	1137329-0 1137329-1 1137786-0 1137786-1	Office Supplies Office Supplies Office Supplies Office Supplies	N N N N
86235	The Office Shop Inc		45.83	4 Transactions			
6101	West Central Indexing 01-100-195-0000-6266		109.44	ERECORDING-JAN 2024 01/01/2024 01/31/2024	1898	Data Processing/Computer Services	N
6101	West Central Indexing		109.44	1 Transactions			
100	DEPT Total:		244.53	Recorder	4 Vendors	7 Transactions	
110	DEPT			Courthouse Maintenance			
9561	Amazon Business 01-110-000-0000-6422 01-110-000-0000-6415		21.80 19.45	CLR CLEANER BATTERIES FOR VFDS	13K1-KTPV-QVYN 1GNH-QC7R-7CQ4	Janitorial Supplies Operational Supplies	N N
9561	Amazon Business		41.25	2 Transactions			
10365	Antoine Electric, Inc.						

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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	
		01-110-000-0000-6360			246.10	LIGHTS AND DIMMER IN PROBATION	3132	Services, Labor, Contracts	N
10365	Antoine Electric, Inc.				246.10	1 Transactions			
15240	AT&T Mobility (Central Serv)	01-110-000-0000-6220			49.78	MAINT MOBILE PHONE	287298817699	Telephone	N
						12/26/2023 01/25/2024			
15240	AT&T Mobility (Central Serv)				49.78	1 Transactions			
86467	Auto Value Aitkin	01-110-000-0000-6415			68.97	BELTS FOR AHU UNITS	40236374	Operational Supplies	N
86467	Auto Value Aitkin				68.97	1 Transactions			
13725	Beartooth True Value	01-110-000-0000-6415			22.45	SCREWS, WALL PLATES, GARAGE	A149396	Operational Supplies	N
13725	Beartooth True Value				22.45	1 Transactions			
9757	Brightly Software, Inc	01-110-000-0000-6266			6,487.73	MAINTENANCE SOFTWARE	INV-235224	Data Processing/Computer Services	N
						01/01/2024 12/31/2024			
9757	Brightly Software, Inc				6,487.73	1 Transactions			
9297	CPR Savers & First Aid Supply	01-110-000-0000-6415			835.30	PADS AND BATTERIES AED	1240717	Operational Supplies	N
9297	CPR Savers & First Aid Supply				835.30	1 Transactions			
2340	Hyytinen Hardware Hank	01-110-000-0000-6415			13.99	FENDER WASHERS - JAIL	15621	Operational Supplies	N
		01-110-000-0000-6415			7.49	1/2" ELBOW - JAIL	15667	Operational Supplies	N
		01-110-000-0000-6415			38.98	SCREWS - STOCK, ST ELBOW - JAI	15745	Operational Supplies	N
		01-110-000-0000-6415			11.99	LIQUID WRENCH	15828	Operational Supplies	N
2340	Hyytinen Hardware Hank				72.45	4 Transactions			
9692	Minnesota Energy Resources Corporation	01-110-000-0000-6254			1,685.21	COURTHOUSE UTILITIES	4924573785	Utilities-Gas and Electric	N
						01/22/2024 02/18/2024			
9692	Minnesota Energy Resources Corporation				1,685.21	1 Transactions			
8287	Mn Dept Of Labor & Industry	01-110-000-0000-6271			100.00	ELEVATOR PERMIT	ALR0160088X	Inspection Fees	N

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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
8287	Mn Dept Of Labor & Industry		100.00	03/01/2024 02/28/2025 1 Transactions			
110	DEPT Total:		9,609.24	Courthouse Maintenance	10 Vendors	14 Transactions	
120	DEPT			Veterans Service			
9933	WEX BANK - Veteran Services 01-120-000-0000-6335		130.22	FLEET JANUARY 01/08/2024 02/02/2024 1 Transactions	95082649	Gas/Vehicle Fuel Charges	N
9933	WEX BANK - Veteran Services		130.22				
120	DEPT Total:		130.22	Veterans Service	1 Vendors	1 Transactions	
122	DEPT			Planning & Zoning			
15239	AT&T Mobility (P&Z) 01-122-000-0000-6220		223.65	MONTHLY CELLULAR CHARGES 11/26/2023 12/25/2023 1 Transactions	287301120814	Telephone	N
15239	AT&T Mobility (P&Z)		223.65				
783	Canon Financial Services, Inc 01-122-000-0000-6342		219.42	MONTHLY COPIER CONTRACT 02/01/2024 02/29/2024 1 Transactions	32084544	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		219.42				
10164	Plagge/Connor 01-122-000-0000-6330		30.00	PARKING FEES 1 Transactions	21524	Transportation/Travel/Parking	N
10164	Plagge/Connor		30.00				
86235	The Office Shop Inc 01-122-000-0000-6405		12.66	NAME PLATE - TURNOCK 1 Transactions	11380520	Office, Film, & Field Supplies	N
86235	The Office Shop Inc		12.66				
122	DEPT Total:		485.73	Planning & Zoning	4 Vendors	4 Transactions	
200	DEPT			Enforcement			
9138	ASAP Towing 01-200-000-0000-6359		165.00	24000241 FORD RANGER	11185	Wrecker Service	Y
	01-200-000-0000-6359		165.00	24000241 PJ TRAILER	11186	Wrecker Service	Y

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1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9138	ASAP Towing		330.00				
				2 Transactions			
783	Canon Financial Services, Inc						
	01-200-000-0000-6342		170.74	ADMIN COPIER LEASE	32084538	Office Equipment Rental/Contracts	N
				02/01/2024 02/29/2024			
783	Canon Financial Services, Inc		170.74				
				1 Transactions			
1059	CMI, Inc.						
	01-200-000-0000-6405		108.23	DMT MOUTHPIECES	8063678	Office Supplies	N
1059	CMI, Inc.		108.23				
				1 Transactions			
6121	Identisys						
	01-200-039-0000-6463		544.37	CARD PRINTER COLOR RIBBON	654153	Gun Permit Supplies/Expenses	N
6121	Identisys		544.37				
				1 Transactions			
14404	Iron Range Veterinary Clinic						
	01-200-019-0000-6360		80.00	RUBY - RABIES, BORDATELLA	20599	Services, Labor, Contracts	6
14404	Iron Range Veterinary Clinic		80.00				
				1 Transactions			
9458	Lamke/Tina						
	01-200-000-0000-6405		76.95	S&R EXPENSES	91049	Office Supplies	N
9458	Lamke/Tina		76.95				
				1 Transactions			
3150	Mille Lacs Co Sheriff						
	01-200-200-0000-6268		450.00	REIMBURSEMENT FOR CANAM REGIST	CANAM REIMB	Training, Development	N
3150	Mille Lacs Co Sheriff		450.00				
				1 Transactions			
12110	Revelin Vehicle Solutions, LLC						
	01-200-000-0000-6620		1,150.00	SPEAKER #210; #221 LIGHTS; 225	280	Auto, Trailers, Snowmobiles, ATV	Y
	01-200-000-0000-6610		2,700.00	UPFIT #207 SQUAD	281	Equipment & Radios	Y
	01-200-000-0000-6610		2,700.00	UPFIT #226 SQUAD	282	Equipment & Radios	Y
12110	Revelin Vehicle Solutions, LLC		6,550.00				
				3 Transactions			
10340	Safariland, LLC						
	01-200-000-0000-6460		20.00	FIREARM CLIP	24-005942	Deputy Supplies	N
	01-200-000-0000-6460		56.00	#211 FIREARM HOLSTER	24-023735	Deputy Supplies	N
10340	Safariland, LLC		76.00				
				2 Transactions			
4681	Streichers						

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1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
4681	Streichers		902.14	TRAINING ROUNDS	11682017	Programs	N
			902.14	1 Transactions			
86235	The Office Shop Inc		5.25	TYPEWRITER RIBBON	1138219-0	Office Supplies	N
			5.25	1 Transactions			
13934	The Tire Barn		1,072.60	#212 TIRES; OIL CHANGE	71227	Vehicle Maintenance	N
			720.00	#207 TIRES	71659	Vehicle Maintenance	N
			72.68	#214 OIL CHANGE	71717	Vehicle Maintenance	N
			279.71	#211 BLOWER MOTOR	71729	Vehicle Maintenance	N
			2,144.99	4 Transactions			
10389	Versaterm Public Safety US, Inc.		1,425.00	VISUAL LABS- INTERVIEW ROOM	INV36-00133	Services, Labor, Contracts	Y
			1,425.00	1 Transactions			
9932	WEX BANK - Sheriff's Department		9,183.17	DEPUTY GAS	95150258	Gas/Vehicle Fuel Charges	N
				01/15/2024 02/15/2024			
			9,183.17	1 Transactions			
200	DEPT Total:		22,046.84	Enforcement	14 Vendors	21 Transactions	
203	DEPT			Snowmobile			
9932	WEX BANK - Sheriff's Department		480.86	B/W - SNOWMOBILE GAS	95150258	Gas/Vehicle Fuel Charges	N
				01/15/2024 02/15/2024			
			480.86	1 Transactions			
203	DEPT Total:		480.86	Snowmobile	1 Vendors	1 Transactions	
206	DEPT			Forfeitures			
9825	McGregor Print Pros, LLC		539.00	DARE T-SHIRTS	3565	Forfeiture Supplies	Y
			539.00	1 Transactions			

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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
206	DEPT Total:		539.00	Forfeitures	1 Vendors	1 Transactions	
252	DEPT			Corrections			
9561	Amazon Business 01-252-000-0000-6415		59.94	CARBON MONOXIDE DET; FILTER	1Q9P-PJCH-4CK1	Operational Supplies	N
9561	Amazon Business		59.94	1 Transactions			
10365	Antoine Electric, Inc. 01-252-000-0000-6590		91.42	REPAIR POST 2 BALLASTS	3133	Repair & Maintenance Supplies	N
10365	Antoine Electric, Inc.		91.42	1 Transactions			
8694	Department of Transportation 01-252-000-0000-6360		11,144.56	ARMER MOTOROLA 2024 01/01/2024 12/31/2024	782224	Services, Labor, Contracts	N
8694	Department of Transportation		11,144.56	1 Transactions			
1775	Galls LLC 01-252-000-0000-6405		62.35	CUFF KEYS	026971514	Office Supplies	N
1775	Galls LLC		62.35	1 Transactions			
4812	JC32 Teamsters H&W Fund 01-252-000-0000-6101		7,014.00	EE FEBRUARY 346 HEALTH INS	202402	Salaries-Full Time	N
	01-252-000-0000-6150		26,355.00	ER FEBRUARY 346 HEALTH INS	202402	Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund		33,369.00	2 Transactions			
5503	Keefe Supply Company 01-252-000-0000-6418		78.00	SNACK CAKES	1810598	Groceries	N
	01-252-000-0000-6418		259.00	SNACK CAKES	1810692	Groceries	N
5503	Keefe Supply Company		337.00	2 Transactions			
9825	McGregor Print Pros, LLC 01-252-000-0000-6180		1,662.00	POLO SHIRTS	3528	Clothing Allowance	Y
9825	McGregor Print Pros, LLC		1,662.00	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 01-252-000-0000-6254		319.25	SHELTER/TOWER	345401501	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		319.25	1 Transactions			
9692	Minnesota Energy Resources Corporation						

Aitkin County



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

1 General Fund

Vendor No.	Name	Rpt	Account/Formula	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099
	01-252-000-0000-6254				194.59	STS UTILITIES	01/22/2024 02/18/2024	4924144327		Utilities-Gas and Electric	N
	01-252-000-0000-6254				405.83	JAIL UTILITIES	01/22/2024 02/18/2024	4924928107		Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation				600.42		2 Transactions				
3789	Pan-O-Gold Baking Company										
	01-252-000-0000-6418				129.35	BREAD & BUNS		10002424046003		Groceries	N
3789	Pan-O-Gold Baking Company				129.35		1 Transactions				
9808	Performance Foodservice										
	01-252-000-0000-6418				2,491.14	GROCERIES		912684		Groceries	N
9808	Performance Foodservice				2,491.14		1 Transactions				
11538	RCB Collections Range Credit Bureau Inc										
	01-252-000-0000-6360				15.00	BACKGROUND- CHRISTIAN		50972		Services, Labor, Contracts	N
11538	RCB Collections Range Credit Bureau Inc				15.00		1 Transactions				
12110	Revelin Vehicle Solutions, LLC										
	01-252-000-0000-6302				500.00	REMOVE/UPFIT NEW TRANSPORT		280		Vehicle Maintenance	Y
12110	Revelin Vehicle Solutions, LLC				500.00		1 Transactions				
4258	St Louis County Auditor										
	01-252-000-0000-6360				378.50	NEECD MEMBER FEES		IN-00001114		Services, Labor, Contracts	N
4258	St Louis County Auditor				378.50		1 Transactions				
13934	The Tire Barn										
	01-252-000-0000-6302				185.02	TXPT VAN-OIL PRESSURE SENSOR		71553		Vehicle Maintenance	N
13934	The Tire Barn				185.02		1 Transactions				
9932	WEX BANK - Sheriff's Department										
	01-252-000-0000-6335				203.52	TRANSPORT GAS	01/15/2024 02/15/2024	95150258		Gas/Vehicle Fuel Charges	N
9932	WEX BANK - Sheriff's Department				203.52		1 Transactions				
252	DEPT Total:				51,548.47	Corrections		16 Vendors		19 Transactions	
253	DEPT					Sentence to Serve					
	4812 JC32 Teamsters H&W Fund										

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

1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-253-000-0000-6101		334.00	EE FEBRUARY 346 HEALTH INS	202402	Salaries-Full Time	N
	01-253-000-0000-6150		1,255.00	ER FEBRUARY 346 HEALTH INS	202402	Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund		1,589.00	2 Transactions			
253	DEPT Total:		1,589.00	Sentence to Serve	1 Vendors	2 Transactions	
254	DEPT			Enhanced 911 System			
88880	Datacomm Computers & Networks Inc						
	01-254-000-0000-6610		69.00	APC BATTERY- DIPSATCH	16763	Equipment	N
88880	Datacomm Computers & Networks Inc		69.00	1 Transactions			
254	DEPT Total:		69.00	Enhanced 911 System	1 Vendors	1 Transactions	
391	DEPT			Solid Waste			
10365	Antoine Electric, Inc.						
	01-391-000-0000-6360		598.85	LED UPGRADES	3145	Services, Labor, Contracts	N
	01-391-000-0000-6360		7,372.09	LIGHTING AT R/C CENTER	3146	Services, Labor, Contracts	N
10365	Antoine Electric, Inc.		7,970.94	2 Transactions			
15239	AT&T Mobility (P&Z)						
	01-391-000-0000-6220		44.73	MONTHLY CELLULAR CHARGES	287301120814	Telephone	N
				11/26/2023 12/25/2023			
15239	AT&T Mobility (P&Z)		44.73	1 Transactions			
391	DEPT Total:		8,015.67	Solid Waste	2 Vendors	3 Transactions	
601	DEPT			Extension			
89471	Aitkin Co 4-H Council						
	01-601-551-0000-5840		200.00	PLAT BOOKS (#796-800)	29757	4-H Plat Book Sales	N
89471	Aitkin Co 4-H Council		200.00	1 Transactions			
601	DEPT Total:		200.00	Extension	1 Vendors	1 Transactions	
711	DEPT			Economic Development			
15240	AT&T Mobility (Central Serv)						
	01-711-000-0000-6220		44.75	ECON DEV PHONE	287298817699	Telephone	N
				12/26/2023 01/25/2024			

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

1 General Fund

<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>	
15240	AT&T Mobility (Central Serv)		44.75		1 Transactions		
711	DEPT Total:		44.75	Economic Development	1 Vendors		1 Transactions
1	Fund Total:		119,405.29	General Fund			141 Transactions

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

2 Reserves 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
40	DEPT				Auditor			
	88880 Datacomm Computers & Networks Inc							
	02-040-028-0000-6405			3,198.00	COMPUTERS (KP, CB, KO)	16764	Equipment Reserve Expense - Auditor	N
	88880 Datacomm Computers & Networks Inc			3,198.00	1 Transactions			
40	DEPT Total:			3,198.00	Auditor	1 Vendors	1 Transactions	
49	DEPT				Information Technologies			
	10379 KnowBe4, Inc.							
	02-049-251-0000-6268			7,068.00	KNOWBE4 SECURITY AWARENESS	INV306556	Staff Training, Development	N
	10379 KnowBe4, Inc.			7,068.00	1 Transactions			
49	DEPT Total:			7,068.00	Information Technologies	1 Vendors	1 Transactions	
60	DEPT				Elections			
	9243 Command Central, LLC							
	02-060-000-0000-6800			25,836.95	PNP-2024 ELECTION CODING	33351	Election Reserve Expense	Y
	9243 Command Central, LLC			25,836.95	1 Transactions			
60	DEPT Total:			25,836.95	Elections	1 Vendors	1 Transactions	
2	Fund Total:			36,102.95	Reserves Fund		3 Transactions	

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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
301	DEPT			R&B Administration			
783	Canon Financial Services, Inc 03-301-000-0000-6342		192.60	CONTRACT CHARGE	32084539	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		192.60	1 Transactions			
8238	MPCA 03-301-000-0000-6241		345.00	GUN LAKE PIT-WASTEWATER FEE	10000177107	Meeting/Conference Registration Fee	N
8238	MPCA		345.00	1 Transactions			
9671	Pitney Bowes Global Financial Services 03-301-000-0000-6342		81.30	LEASE	3106523866	Office Equipment Rental/Contracts	N
9671	Pitney Bowes Global Financial Services		81.30	1 Transactions			
11605	Shred Right 03-301-000-0000-6405		42.53	DOCUMENT DESTRUCTION	0018520	Office Supplies	N
11605	Shred Right		42.53	1 Transactions			
301	DEPT Total:		661.43	R&B Administration	4 Vendors	4 Transactions	
302	DEPT			R&B Engineering/Construction			
1701	Forestry Suppliers, Inc. 03-302-000-0000-6550		1,489.77	ENGINEERING SUPPLIES	504362-00	R & B Engineer Supplies	N
1701	Forestry Suppliers, Inc.		1,489.77	1 Transactions			
302	DEPT Total:		1,489.77	R&B Engineering/Construction	1 Vendors	1 Transactions	
303	DEPT			R&B Highway Maintenance			
195	Aitkin Tire Shop 03-303-000-0000-6590		570.00	TIRES	0-062972	Repair & Maintenance Supplies	Y
195	Aitkin Tire Shop		570.00	1 Transactions			
8411	American Welding & Gas, Inc. 03-303-000-0000-6417		690.54	AITKIN SHOP SUPPLIES	0-9901329	Shop/Building Maintenance	N
8411	American Welding & Gas, Inc.		690.54	1 Transactions			
13911	BERT'S TRUCK EQUIPMENT OF MOORHEA 03-303-000-0000-6590		690.00	REPAIR PARTS	S 99918	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		690.00	REPAIR PARTS	S 99918	Repair & Maintenance Supplies	N

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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	
13911	BERT'S TRUCK EQUIPMENT OF MOORHEA		1,380.00				
				2 Transactions			
163	Charter Communications Holdings LLC						
	03-303-000-0000-6220		142.59	PHONE: HWY OFFICE	175592901021424	Telephone	N
163	Charter Communications Holdings LLC		142.59				
				1 Transactions			
14887	Cintas Corporation						
	03-303-000-0000-6360		64.68	SHOP LAUNDRY	4183166894	Services, Labor, Contracts	N
	03-303-000-0000-6360		15.64	SHOP LAUNDRY	4183905142	Services, Labor, Contracts	N
14887	Cintas Corporation		80.32				
				2 Transactions			
2763	Countryside Sanitation, LLC						
	03-303-000-0000-6255		117.00	FEB 24 MCGREGOR	ACCT 2025	Garbage	Y
	03-303-000-0000-6255		81.90	FEB 24 PALISADE	ACCT 91	Garbage	Y
2763	Countryside Sanitation, LLC		198.90				
				2 Transactions			
5893	CTC						
	03-303-000-0000-6254		350.00	HIGH SPEED INTERNET	21338149	Utilities-Gas and Electric	N
5893	CTC		350.00				
				1 Transactions			
13086	DSC Communications/Granite Electronics						
	03-303-000-0000-6590		51.44	REPAIR PARTS	2241225	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		51.44	REPAIR PARTS	2241225	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		51.44	REPAIR PARTS	2241225	Repair & Maintenance Supplies	N
13086	DSC Communications/Granite Electronics		154.32				
				3 Transactions			
10398	ETTERMAN SALES LLC						
	03-303-000-0000-6417		1,068.71	AITKIN SHOP SUPPLIES	4183905142	Shop/Building Maintenance	N
10398	ETTERMAN SALES LLC		1,068.71				
				1 Transactions			
7060	Federated Co-Ops Inc.						
	03-303-000-0000-6423		721.92	MCGREGOR SHOP PROPANE	2112868	Fuel for Buildings	N
	03-303-000-0000-6423		1,409.21	JACOBSON SHOP PROPANE	2121225	Fuel for Buildings	N
7060	Federated Co-Ops Inc.		2,131.13				
				2 Transactions			
1818	Glen's Sign Design						
	03-303-000-0000-6590		65.00	REPAIR PARTS	1139.	Repair & Maintenance Supplies	Y
1818	Glen's Sign Design		65.00				
				1 Transactions			

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3 Road & Bridge

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
1959	H & L Mesabi Inc											
		03-303-000-0000-6590			1,100.00	REPAIR PARTS		43273		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			1,100.00	REPAIR PARTS		43273		Repair & Maintenance Supplies		N
1959	H & L Mesabi Inc				2,200.00					2 Transactions		
10217	IRON VALLEY EQUIPMENT & MFG											
		03-303-000-0000-6590	AP	P	604.95	REPAIR PARTS		2141		Repair & Maintenance Supplies		Y
10217	IRON VALLEY EQUIPMENT & MFG				604.95					1 Transactions		
91187	Lake Country Power											
		03-303-000-0000-6254			288.30	JAN 24 JACOBSON		140007300		Utilities-Gas and Electric		N
		03-303-000-0000-6254			136.12	JAN 24 SWATARA		140946401		Utilities-Gas and Electric		N
		03-303-000-0000-6254			65.00	JAN 24 CSAH 6		143093502		Utilities-Gas and Electric		N
91187	Lake Country Power				489.42					3 Transactions		
2831	Little Falls Machine Inc											
		03-303-000-0000-6590			59.51	REPAIR PARTS		370578		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			59.51	REPAIR PARTS		370578		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			59.52	REPAIR PARTS		370578		Repair & Maintenance Supplies		N
2831	Little Falls Machine Inc				178.54					3 Transactions		
2941	M R Sign Co Inc											
		03-303-000-0000-6516			204.55	ADOPT-A-HWY SIGN		222987		Signs & Posts		N
		03-303-000-0000-6516			204.54	ADOPT-A-HWY SIGN		222987		Signs & Posts		N
2941	M R Sign Co Inc				409.09					2 Transactions		
15300	MCGREGOR ACE HARDWARE											
		03-303-000-0000-6417			89.99	MCGREGOR SHOP SUPPLIES		C46900		Shop/Building Maintenance		N
15300	MCGREGOR ACE HARDWARE				89.99					1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea											
		03-303-000-0000-6254			950.04	POWER: PALISADE		185202601		Utilities-Gas and Electric		N
		03-303-000-0000-6254			73.70	169 & CSAH 3		192301001		Utilities-Gas and Electric		N
		03-303-000-0000-6254			73.00	CSAH 5		273501502		Utilities-Gas and Electric		N
		03-303-000-0000-6254			264.21	POWER: MCGREGOR		295300301		Utilities-Gas and Electric		N
		03-303-000-0000-6254			73.00	CSAH 8		300601202		Utilities-Gas and Electric		N
		03-303-000-0000-6254			73.00	CSAH 4		323200702		Utilities-Gas and Electric		N
		03-303-000-0000-6254			1,618.12	POWER: AITKIN		335200702		Utilities-Gas and Electric		N
		03-303-000-0000-6254			74.00	CSAH 17		336503101		Utilities-Gas and Electric		N

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

3 Road & Bridge

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6254		81.11	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		73.00	CSAH 12	465602302	Utilities-Gas and Electric	N
	03-303-000-0000-6254		73.00	CSAH 11	480900902	Utilities-Gas and Electric	N
	03-303-000-0000-6254		74.19	47 & CSAH 2	545110401	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		3,542.77				13 Transactions
10129	MINDRUM/DOMINIC						
	03-303-000-0000-6181		179.00	BOOT REIMBURSEMENT	91214	Safety Footwear Allowance	N
10129	MINDRUM/DOMINIC		179.00				1 Transactions
13503	Minnesota Petroleum Service, Inc						
	03-303-000-0000-6417		555.00	AITKIN SHOP	0000138964	Shop/Building Maintenance	N
	03-303-000-0000-6417		459.00	PALISADE SHOP	0000138970	Shop/Building Maintenance	N
	03-303-000-0000-6417		555.00	MCGREGOR SHOP	0000138984	Shop/Building Maintenance	N
13503	Minnesota Petroleum Service, Inc		1,569.00				3 Transactions
10720	Nuss Truck Group Inc						
	03-303-000-0000-6590		24.20	REPAIR REPARTS	PSO079938-1	Repair & Maintenance Supplies	N
10720	Nuss Truck Group Inc		24.20				1 Transactions
10412	O'Reilly Auto Parts						
	03-303-000-0000-6417		3.94	AITKIN SHOP SUPPLIES	1878-178473	Shop/Building Maintenance	N
	03-303-000-0000-6590		7.99	REPAIR PARTS	1878-178556	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		7.99	REPAIR PARTS	1878-178556	Repair & Maintenance Supplies	N
10412	O'Reilly Auto Parts		19.92				3 Transactions
13562	Olson/Gerald						
	03-303-000-0000-6570		62.10	GAS	95047	Motor Fuel & Lubricants	N
13562	Olson/Gerald		62.10				1 Transactions
14861	Parman Energy Group						
	03-303-000-0000-6570		1,611.79	HYDRAULIC OIL	0200090-IN	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		2,154.59	MOTOR OIL	0200090-IN	Motor Fuel & Lubricants	N
14861	Parman Energy Group		3,766.38				2 Transactions
10127	SELECT GARAGE DOOR COMPANY						
	03-303-000-0000-6417	AP P	3,405.00	AITKIN COLD STOR BLDG	1811	Shop/Building Maintenance	N

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3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10127	SELECT GARAGE DOOR COMPANY		3,405.00				
				1 Transactions			
90805	Temco						
	03-303-000-0000-6417		8.00	MCGREGOR SHOP	28489	Shop/Building Maintenance	Y
	03-303-000-0000-6417		262.00	MCGREGOR SHOP	28494	Shop/Building Maintenance	Y
90805	Temco		270.00				
				2 Transactions			
8505	Texas Refinery Corp						
	03-303-000-0000-6417		1,145.00	AITKIN SHOP SUPPLIES	273579	Shop/Building Maintenance	N
8505	Texas Refinery Corp		1,145.00				
				1 Transactions			
13934	The Tire Barn						
	03-303-000-0000-6590		1,319.96	TIRES	71623	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		12.00	REPAIR PARTS	71623	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		92.00	REPAIR LABOR	71623	Repair & Maintenance Supplies	N
13934	The Tire Barn		1,423.96				
				3 Transactions			
12788	Timmer Implement of Aitkin						
	03-303-000-0000-6590		52.75	REPAIR PARTS	IA25008	Repair & Maintenance Supplies	N
12788	Timmer Implement of Aitkin		52.75				
				1 Transactions			
6097	Verizon Wireless						
	03-303-000-0000-6220		424.98	DEPT CELL PHONES	9955647402	Telephone	N
6097	Verizon Wireless		424.98				
				1 Transactions			
10196	Yanmar CE NA						
	03-303-000-0000-6590		57.27	REPAIR PARTS	661250	Repair & Maintenance Supplies	N
10196	Yanmar CE NA		57.27				
				1 Transactions			
303	DEPT Total:		26,745.83	R&B Highway Maintenance	31 Vendors	63 Transactions	
307	DEPT			R&B Capital Infrastructure			
	8716 SEH						
	03-307-000-0000-6269		2,600.00	WETLAND SVCS	461873	Professional Services	N
	8716 SEH		2,600.00				
				1 Transactions			
307	DEPT Total:		2,600.00	R&B Capital Infrastructure	1 Vendors	1 Transactions	

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

3 Road & Bridge

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	Fund Total:		31,497.03	Road & Bridge		69 Transactions	

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4 Unorganized Townships

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
422	DEPT			Unorganized Fire			
6062	City Of McGrath Fire Department 04-422-000-0000-6801		735.00	2024 FIRE PROT UNORG 45-24	45-24	Appropriations	N
6062	City Of McGrath Fire Department		735.00	1 Transactions			
175	City Of McGregor 04-422-000-0000-6801		1,730.88	2024 FIRE PROT UNORG 47-24	47-24	Appropriations	N
175	City Of McGregor		1,730.88	1 Transactions			
422	DEPT Total:		2,465.88	Unorganized Fire	2 Vendors	2 Transactions	
4	Fund Total:		2,465.88	Unorganized Townships		2 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
9608	AMAZON CAPITAL SERVICES (HHS only) 05-400-440-0410-6405		4.20	AGENCY-WIRELESS MICE 02/15/2024 02/15/2024	11X6-W3VK-DTHF	Office Supplies	N
	05-400-440-0410-6405		6.29	AGENCY-PENS 02/08/2024 02/08/2024	19XV-6TQM-3DT1	Office Supplies	N
	05-400-440-0410-6405		5.60	AGENCY-SCOTCH TAPE 02/20/2024 02/20/2024	1C79-M9VR-XDNW	Office Supplies	N
	05-400-440-0410-6405		3.44	AGENCY-CANARY PAPER 02/14/2024 02/14/2024	1V6Y-6KK7-97DV	Office Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		19.53	4 Transactions			
10365	Antoine Electric, Inc. 05-400-440-0410-6360		12.80	REPAIR LIGHT-EAST HALLWAY 01/30/2024 01/30/2024	3135	Services, Labor, Contracts	N
10365	Antoine Electric, Inc.		12.80	1 Transactions			
9553	Aramark Uniform Services 05-400-440-0410-6422		8.80	JANITORIAL - TOWELS 02/20/2024 02/20/2024	2530242451	Janitorial Supplies	N
9553	Aramark Uniform Services		8.80	1 Transactions			
783	Canon Financial Services, Inc 05-400-440-0410-6342		25.20	OSS COPIER CONTRACT 02/01/2024 02/29/2024	32084540	Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		40.37	PH COPIER CONTRACT 02/01/2024 02/29/2024	32084541	Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		40.42	MAILROOM COPIER CONTRACT 02/01/2024 02/29/2024	32084542	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		105.99	3 Transactions			
9692	Minnesota Energy Resources Corporation 05-400-440-0410-6254		83.93	GAS BILL 01/22/2024 02/19/2024	0506533565-00001	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		83.93	1 Transactions			
10948	MN Dept of Labor & Industry 05-400-440-0410-6300		14.00	ANNUAL ELEVATOR INSPECTION 01/01/2024 12/31/2024	ALR015305X	Maintenance/Service Contracts	N

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10948	MN Dept of Labor & Industry		14.00		1 Transactions		
3336	Office Of MN. IT Services 05-400-440-0410-6360		2.79	LANGUAGE SERVICES 01/19/2024 01/25/2024	W24010411	Services, Labor, Contracts	N
3336	Office Of MN. IT Services		2.79		1 Transactions		
9014	PAPER STORM 05-400-440-0410-6360		13.61	PAPER SHREDDING 02/13/2024 02/13/2024	25052	Services, Labor, Contracts	N
9014	PAPER STORM		13.61		1 Transactions		
88859	Spee*Dee-St Cloud 05-400-430-0408-6205		205.37	FAP SERVICE - 111 01/02/2024 02/03/2024	970283	Postage	N
88859	Spee*Dee-St Cloud		205.37		1 Transactions		
400	DEPT Total:		466.82	Public Health Department	9 Vendors	14 Transactions	
420	DEPT			Income Maintenance			
88284	Aitkin Co Recorder 05-420-650-4800-6800		13.00	MA ESTATE DEATH CERTIFICATE 02/20/2024 02/20/2024	106517	Program Expenses Direct Charge Ffp	N
	05-420-650-4800-6800		13.00	MA ESTATE DEATH CERTIFICATE 02/20/2024 02/20/2024	106518	Program Expenses Direct Charge Ffp	N
88284	Aitkin Co Recorder		26.00		2 Transactions		
9608	AMAZON CAPITAL SERVICES (HHS only) 05-420-600-4800-6405		9.89	AGENCY-WIRELESS MICE 02/15/2024 02/15/2024	11X6-W3VK-DTHF	Office Supplies	N
	05-420-600-4800-6405		14.82	AGENCY-PENS 02/08/2024 02/08/2024	19XV-6TQM-3DT1	Office Supplies	N
	05-420-600-4800-6405		13.20	AGENCY-SCOTCH TAPE 02/20/2024 02/20/2024	1C79-M9VR-XDNW	Office Supplies	N
	05-420-600-4800-6405		8.10	AGENCY-CANARY PAPER 02/14/2024 02/14/2024	1V6Y-6KK7-97DV	Office Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		46.01		4 Transactions		
10365	Antoine Electric, Inc.						

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Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	05-420-600-4800-6360			30.17	REPAIR LIGHT-EAST HALLWAY	3135	Services, Labor, Contracts	N
10365	Antoine Electric, Inc.			30.17	01/30/2024 01/30/2024			
					1 Transactions			
9553	Aramark Uniform Services			20.74	JANITORIAL - TOWELS	2530242451	Janitorial Supplies	N
	05-420-600-4800-6422				02/20/2024 02/20/2024			
9553	Aramark Uniform Services			20.74				
					1 Transactions			
783	Canon Financial Services, Inc			120.14	CS COPIER CONTRACT	32084537	Office Equipment Rental/Contracts	N
	05-420-640-4800-6342				02/01/2024 02/29/2024			
	05-420-600-4800-6342			59.39	OSS COPIER CONTRACT	32084540	Office Equipment Rental/Contracts	N
					02/01/2024 02/29/2024			
	05-420-600-4800-6342			95.16	PH COPIER CONTRACT	32084541	Office Equipment Rental/Contracts	N
					02/01/2024 02/29/2024			
	05-420-600-4800-6342			95.27	MAILROOM COPIER CONTRACT	32084542	Office Equipment Rental/Contracts	N
					02/01/2024 02/29/2024			
783	Canon Financial Services, Inc			369.96				
					4 Transactions			
9859	Clay County Sheriff			68.40	IV-D SERVICES 0011652157 08	24000218	Other Iv-D Charges	N
	05-420-640-4800-6379				02/14/2024 02/14/2024			
9859	Clay County Sheriff			68.40				
					1 Transactions			
11051	Department of Human Services			7,545.00	MAXIS GRH RECOVERIES	A300MX012501	County Share - Ga	N
	05-420-620-4100-6011	DTG			12/01/2023 12/31/2023			
	05-420-630-4100-6011	DTG		1,304.71	MAXIS FS RECOVERIES	A300MX012501	County Share-Food Support	N
					12/01/2023 12/31/2023			
11051	Department of Human Services			8,849.71				
					2 Transactions			
9692	Minnesota Energy Resources Corporation			197.84	GAS BILL	0506533565-00001	Utilities-Gas and Electric	N
	05-420-600-4800-6254				01/22/2024 02/19/2024			
9692	Minnesota Energy Resources Corporation			197.84				
					1 Transactions			
10948	MN Dept of Labor & Industry			33.00	ANNUAL ELEVATOR INSPECTION	ALR015305X	Maintenance/Service Contracts	N
	05-420-600-4800-6300							

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
10948	MN Dept of Labor & Industry		33.00	01/01/2024 12/31/2024 1 Transactions			
3336	Office Of MN. IT Services 05-420-600-4800-6360		6.58	LANGUAGE SERVICES 01/19/2024 01/25/2024 1 Transactions	W24010411	Services, Labor, Contracts	N
3336	Office Of MN. IT Services		6.58	LANGUAGE SERVICES 01/19/2024 01/25/2024 1 Transactions			
9014	PAPER STORM 05-420-600-4800-6360		32.08	PAPER SHREDDING 02/13/2024 02/13/2024 1 Transactions	25052	Services, Labor, Contracts	N
9014	PAPER STORM		32.08	PAPER SHREDDING 02/13/2024 02/13/2024 1 Transactions			
86177	Sheriff Aitkin County 05-420-640-4800-6270		90.00	IV-D SERVICES 0014521192 02 02/21/2024 02/21/2024 1 Transactions	C2400036	Aitkin Co Sheriff Fees Iv-D	N
86177	Sheriff Aitkin County		90.00	IV-D SERVICES 0014521192 02 02/21/2024 02/21/2024 1 Transactions			
86348	Sheriff Cass County-Mn 05-420-640-4800-6379		75.00	IV-D SERVICES #0014446052 01 01/31/2024 01/31/2024 1 Transactions	2400170	Other Iv-D Charges	N
86348	Sheriff Cass County-Mn		75.00	IV-D SERVICES #0014446052 01 01/31/2024 01/31/2024 1 Transactions			
86944	Sheriff Crow Wing County 05-420-640-4800-6379		75.00	IV-D SERVICES #001538155502 02/16/2024 02/16/2024 1 Transactions	11926	Other Iv-D Charges	N
86944	Sheriff Crow Wing County		75.00	IV-D SERVICES #001538155502 02/16/2024 02/16/2024 1 Transactions			
90995	Sheriff Polk County 05-420-640-4800-6379		74.00	IV-D SERVICES 001005241302 02/12/2024 02/12/2024 1 Transactions	IN202400173	Other Iv-D Charges	N
90995	Sheriff Polk County		74.00	IV-D SERVICES 001005241302 02/12/2024 02/12/2024 1 Transactions			
88859	Spee*Dee-St Cloud 05-420-600-4800-6205		75.70	IM SERVICE - 101 01/02/2024 02/03/2024 1 Transactions	970283	Postage	N
88859	Spee*Dee-St Cloud		75.70	IM SERVICE - 101 01/02/2024 02/03/2024 1 Transactions			
15347	St Louis County - PHHS						

Aitkin County



Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	05-420-650-4400-6211	DTG	761.76	MTM ADMIN FEE NON-FFP 12/05/2023 12/05/2023	IP-00026957	Medical Assistance - MTM Admin	N
	05-420-650-4400-6211	DTG	287.04	MTM ADMIN FEE NON-FFP 12/19/2023 12/19/2023	IP-00026962	Medical Assistance - MTM Admin	N
15347	St Louis County - PHHS		1,048.80		2 Transactions		
13025	ST LOUIS COUNTY AUDITOR						
	05-420-600-4800-6266	DTG	3,269.92	REG 3 EDMS-IT SUPPORT Q4 2023	IN-00000952	Software Fees/License Fees	N
	05-420-640-4800-6266	DTG	1,852.70	REG 3 EDMS-IT SUPPORT Q4 2023	IN-00000952	Software Fees/License Fees	N
13025	ST LOUIS COUNTY AUDITOR		5,122.62		2 Transactions		
420	DEPT Total:		16,241.61	Income Maintenance	18 Vendors	28 Transactions	
430	DEPT			Social Services			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-430-700-4800-6405		15.89	AGENCY-WIRELESS MICE 02/15/2024 02/15/2024	11X6-W3VK-DTHF	Office Supplies	N
	05-430-700-4800-6405		14.59	HCBS-ROUND LABELS 02/13/2024 02/13/2024	17C3-LW3L-14C4	Office Supplies	N
	05-430-700-4800-6405		23.79	AGENCY-PENS 02/08/2024 02/08/2024	19XV-6TQM-3DT1	Office Supplies	N
	05-430-700-4800-6405		21.19	AGENCY-SCOTCH TAPE 02/20/2024 02/20/2024	1C79-M9VR-XDNW	Office Supplies	N
	05-430-700-4800-6485		249.28	HCBS SIGNATURE PAD-TL 02/19/2024 02/19/2024	1D3T-PCCG-QHVR	Computer/Technology Supplies	N
	05-430-700-4800-6405		18.72	HCBS-WORKSPACE MAGNIF RTN (LP) 02/09/2024 02/09/2024	1DFC-4CX7-GMLW	Office Supplies	N
	05-430-700-4800-6405		13.02	AGENCY-CANARY PAPER 02/14/2024 02/14/2024	1V6Y-6KK7-97DV	Office Supplies	N
	05-430-700-4800-6405		44.08	HCBS-TWO POCKET FOLDERS 02/20/2024 02/20/2024	1WRR-RDSX-XGM9	Office Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		363.12		8 Transactions		
10365	Antoine Electric, Inc.						
	05-430-700-4800-6360		48.45	REPAIR LIGHT-EAST HALLWAY 01/30/2024 01/30/2024	3135	Services, Labor, Contracts	N
10365	Antoine Electric, Inc.		48.45		1 Transactions		
9553	Aramark Uniform Services						

Aitkin County



5 Health & Human Services

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	
	05-430-700-4800-6422		33.30	JANITORIAL - TOWELS	2530242451	Janitorial Supplies	N
9553	Aramark Uniform Services		33.30	02/20/2024 02/20/2024 1 Transactions			
783	Canon Financial Services, Inc						
	05-430-700-4800-6342		95.38	OSS COPIER CONTRACT	32084540	Office Equipment Rental/Contracts	N
	05-430-700-4800-6342		152.83	PH COPIER CONTRACT	32084541	Office Equipment Rental/Contracts	N
	05-430-700-4800-6342		153.01	MAILROOM COPIER CONTRACT	32084542	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		401.22	02/01/2024 02/29/2024 3 Transactions			
9692	Minnesota Energy Resources Corporation						
	05-430-700-4800-6254		317.73	GAS BILL	0506533565-00001	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		317.73	01/22/2024 02/19/2024 1 Transactions			
10948	MN Dept of Labor & Industry						
	05-430-700-4800-6300		53.00	ANNUAL ELEVATOR INSPECTION	ALR015305X	Maintenance/Service Contracts	N
10948	MN Dept of Labor & Industry		53.00	01/01/2024 12/31/2024 1 Transactions			
3336	Office Of MN. IT Services						
	05-430-700-4800-6360		10.58	LANGUAGE SERVICES	W24010411	Services, Labor, Contracts	N
3336	Office Of MN. IT Services		10.58	01/19/2024 01/25/2024 1 Transactions			
9014	PAPER STORM						
	05-430-700-4800-6360		51.51	PAPER SHREDDING	25052	Services, Labor, Contracts	N
9014	PAPER STORM		51.51	02/13/2024 02/13/2024 1 Transactions			
430	DEPT Total:		1,278.91	Social Services	8 Vendors	17 Transactions	
5	Fund Total:		17,987.34	Health & Human Services		59 Transactions	

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9 State

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			
4580	Mn Dept Of Finance						
	09-000-000-0000-2022		892.00	BIRTH & DEATH SURCHARGES 01/01/2024 01/31/2024	JANUARY 2024	Birth/Death Surcharges	N
	09-000-000-0000-2024		123.00	CHILDREN SURCHARGES 01/01/2024 01/31/2024	JANUARY 2024	St Share Of Birth Cert.-Children	N
	09-000-000-0000-2031		15.00	TORRENS ASSURANCE 01/01/2024 01/31/2024	JANUARY 2024	Real Estate Assurance (Was 5874 And 6	N
	09-000-000-0000-2036		4,631.00	STATE GEN FUND/LEG. SURCHARGE 01/01/2024 01/31/2024	JANUARY 2024	Recording Surcharges (Was 5871 & 6281)	N
4580	Mn Dept Of Finance		5,661.00	4 Transactions			
3375	Mn Dept Of Health						
	09-000-000-0000-2027		637.50	STATE WELL CERTIFICATE	JANUARY 2024	State Well Cert Fees (Was 5097 & 6203)	N
3375	Mn Dept Of Health		637.50	1 Transactions			
0	DEPT Total:		6,298.50	Undesignated	2 Vendors	5 Transactions	
9	Fund Total:		6,298.50	State		5 Transactions	

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
900	DEPT			Timber Permit Bonds			
5455	Copperhead Road Logging & Lumber 10-900-000-0000-2300		512.37	REFUND BOND	14267	Timber Permit Bonds	N
5455	Copperhead Road Logging & Lumber		512.37	1 Transactions			
6079	Nistler-Kowitz Logging, Inc 10-900-000-0000-2300		1,499.20	REFUND BOND	14416	Timber Permit Bonds	N
6079	Nistler-Kowitz Logging, Inc		1,499.20	1 Transactions			
5791	Sappi 10-900-000-0000-2300		2,028.16	REFUND BOND	14333	Timber Permit Bonds	N
5791	Sappi		2,028.16	1 Transactions			
14141	Wayrynen/Matt 10-900-000-0000-2300		3,924.80	REFUND BOND	14439	Timber Permit Bonds	N
14141	Wayrynen/Matt		3,924.80	1 Transactions			
900	DEPT Total:		7,964.53	Timber Permit Bonds	4 Vendors	4 Transactions	
921	DEPT			Co. Development			
2531	Joint Counties Natural Res Board 10-921-000-0000-6240		1,000.00	2024 JCNRB DUES 01/01/2024	2024 DUES 12/31/2024	Membership/Dues/Association Fees	N
2531	Joint Counties Natural Res Board		1,000.00	1 Transactions			
921	DEPT Total:		1,000.00	Co. Development	1 Vendors	1 Transactions	
923	DEPT			Forfeited Tax Sales			
783	Canon Financial Services, Inc 10-923-000-0000-6342		158.21	COPIER RENTAL 02/01/2024	32084536 02/29/2024	Office/Equipment-Rental	N
783	Canon Financial Services, Inc		158.21	1 Transactions			
5893	CTC 10-923-000-0000-6254		350.00	INTERNET 02/12/2024	21345933 03/11/2024	Utilities-Gas and Electric	N
5893	CTC		350.00	1 Transactions			

Aitkin County



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

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	
10412	O'Reilly Auto Parts			12.99	48505 CONNECTOR FOR TRAILER	1878-176573	Repair & Maintenance Supplies	N
	10-923-000-0000-6590							
10412	O'Reilly Auto Parts			12.99	1 Transactions			
3951	Pro West & Associates, Inc			4,000.00	MAINT SERVICE AND TECH SUPPORT	008201-A	Miscellaneous-Services	N
	10-923-000-0000-6360				01/01/2024 12/31/2024			
3951	Pro West & Associates, Inc			4,000.00	1 Transactions			
5791	Sappi			2,478.61	REFUND OVERAPPRAISAL	14333	Refunds & Reimbursements	N
	10-923-000-0000-6820							
5791	Sappi			2,478.61	1 Transactions			
10180	WEX Bank - Land Dept			2,275.03	GAS	95082715	Gas/Vehicle Fuel Charges	N
	10-923-000-0000-6335				01/08/2024 02/07/2024			
10180	WEX Bank - Land Dept			2,275.03	1 Transactions			
923	DEPT Total:			9,274.84	Forfeited Tax Sales	6 Vendors	6 Transactions	
10	Fund Total:			18,239.37	Trust		11 Transactions	

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11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
925	DEPT			Resource Management			
10438	Commissioner Of Revenue						
	11-925-000-0000-6280		275.00	PURCHASES	DEEDSISSUE2023	State Deed Forfeited Tax Sales	N
	11-925-000-0000-6282		75.00	REPURCHASES	DEEDSISSUE2023	State Deed Repurchase	N
10438	Commissioner Of Revenue		350.00	2 Transactions			
90805	Temco						
	11-925-000-0000-6360		1,620.00	ONE GATE AND TWO POSTS	28512	Services, Labor, Contracts	Y
90805	Temco		1,620.00	1 Transactions			
925	DEPT Total:		1,970.00	Resource Management	2 Vendors	3 Transactions	
939	DEPT			County Surveyor			
12525	CES Imaging						
	11-939-000-0000-6405		695.00	1 YR MAINT TM-300 W/L36EI 01/22/2024 01/21/2025	INV159363	Office Supplies	N
12525	CES Imaging		695.00	1 Transactions			
86235	The Office Shop Inc						
	11-939-000-0000-6405		6.38	ERASER, LEAD, CLIPS	330341-0	Office Supplies	N
86235	The Office Shop Inc		6.38	1 Transactions			
939	DEPT Total:		701.38	County Surveyor	2 Vendors	2 Transactions	
11	Fund Total:		2,671.38	Forest Development		5 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
521	DEPT			LLCC Administration			
9561	Amazon Business 19-521-000-0000-6405		129.98	NEW IPAD FOR SQUARE CANTEEN SY	1D1M-YCC1-947M	Office Supplies	N
9561	Amazon Business		129.98	1 Transactions			
10365	Antoine Electric, Inc. 19-521-000-0000-6360		1,906.84	INSTALL CONTROLS ON GARNS	3136	Services, Labor, Contracts	N
	19-521-000-0000-6360		476.14	FIXING COOLER AND ELECTRIC STU	3137	Services, Labor, Contracts	N
	19-521-000-0000-6360		786.46	ELECTRICAL FIXES. YIPPEE!	3162	Services, Labor, Contracts	N
10365	Antoine Electric, Inc.		3,169.44	3 Transactions			
11419	Beaudry Oil & Service, Inc. 19-521-000-0000-6254		572.93	PROPANE _ DINING HALL	2567902	Utilities-Gas and Electric	N
11419	Beaudry Oil & Service, Inc.		572.93	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254		75.33	DIRECTOR'S HOUSE	271300401	Utilities-Gas and Electric	N
	19-521-000-0000-6254		2,091.02	ENERGY CENTER	271300502	Utilities-Gas and Electric	N
	19-521-000-0000-6254		831.74	DINING HALL	271300601	Utilities-Gas and Electric	N
	19-521-000-0000-6254		662.91	NSL	271300703.	Utilities-Gas and Electric	N
	19-521-000-0000-6254		63.86	PARKING LOG	271300801	Utilities-Gas and Electric	N
	19-521-000-0000-6254		108.99	STAFF RESIDENCE	271300901	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		3,833.85	6 Transactions			
9287	The Teehive LLC 19-521-000-0000-6454		700.00	SWEATSHIRTS FOR CANTEEN	298535	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454		701.25	T-SHIRTS FOR CANTEEN	298676	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454		866.25	LONG SLEEVE T'S FOR CANTEEN	298677	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454		500.00	T-SHIRTS FOR CANTEEN	298678	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454		500.00	T-SHIRTS FOR CANTEEN	298681	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454		1,526.25	HOODED SWEATSHIRTS CANTEEN	298709	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454		1,677.50	ZIP UP SWEATSHIRTS CANTEEN	298710	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454		3,855.00	SWEATSHIRTS FOR CANTEEN	298755	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454		500.00	BLACK T-SHIRT CANTEEN	298757	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454		990.00	CANTEEN COMMISSARY SALES	298758	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454		216.00	HATS FOR CANTEEN	298759	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454		603.00	CANTEEN MORE HATS	298762	Commissary Supplies-Non Jail	Y
9287	The Teehive LLC		12,635.25	12 Transactions			

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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
10930	Tidholm Productions 19-521-000-0000-6230		2,033.70	60 FOR 60 FUNDRAISER MAILER	3583 5839	Printing, Publishing & Adv	Y
10930	Tidholm Productions		2,033.70	1 Transactions			
4968	Upper Lakes Foods, Inc 19-521-000-0000-6454		836.98	GROCERIES	416477-00	Commissary Supplies-Non Jail	N
4968	Upper Lakes Foods, Inc		836.98	1 Transactions			
521	DEPT Total:		23,212.13	LLCC Administration	7 Vendors	25 Transactions	
522	DEPT			LLCC Education			
9561	Amazon Business 19-522-000-0000-6431		164.92	ED SUPPLIES	1D1M-YCC1-947M	Educational Supplies	N
9561	Amazon Business		164.92	1 Transactions			
522	DEPT Total:		164.92	LLCC Education	1 Vendors	1 Transactions	
523	DEPT			LLCC Food			
3810	Paulbeck's County Market 19-523-000-0000-6418		67.22	GROCERIES	7684653	Groceries-Students	N
	19-523-000-0000-6418		39.73	GROCERIES	7684653	Groceries-Students	N
3810	Paulbeck's County Market		106.95	2 Transactions			
10076	PFS Minnesota 19-523-000-0000-6418		729.31	GROCERIES	71087952	Groceries-Students	N
	19-523-000-0000-6418		17.78	GROCERIES	71087953	Groceries-Students	N
	19-523-000-0000-6418		751.32	GROCERIES	71160647	Groceries-Students	N
10076	PFS Minnesota		1,498.41	3 Transactions			
4968	Upper Lakes Foods, Inc 19-523-000-0000-6418		961.46	GROCERIES	413302-00	Groceries-Students	N
4968	Upper Lakes Foods, Inc		961.46	1 Transactions			
523	DEPT Total:		2,566.82	LLCC Food	3 Vendors	6 Transactions	
524	DEPT			LLCC Maintenance			
4070	Riley Auto Supply 19-524-000-0000-6302		49.53	STUFF TO FIX A VEHICLE	641049	Vehicle Maintenance	N

Aitkin County



19 Long Lake Conservation Cen

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4070	Riley Auto Supply		49.53	1 Transactions		
13934	The Tire Barn					
	19-524-000-0000-6302		27.99	REPAIR TIRE	71378	Vehicle Maintenance
13934	The Tire Barn		27.99	1 Transactions		N
524	DEPT Total:		77.52	LLCC Maintenance	2 Vendors	2 Transactions
19	Fund Total:		26,021.39	Long Lake Conservation Center		34 Transactions

WLB1
 2/26/24 3:43PM
 21 Parks

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
520	DEPT			Parks			
90762	Aitkin Co License Center 21-520-000-0000-6374		1.00	2006 H&S TRL ADDL \$ PER LICENS	022024	Auto & Trailer License	N
90762	Aitkin Co License Center		1.00	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254	B	74.88	BERGLUND PARK 01/01/2024	185110602	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		74.88	01/31/2024 1 Transactions			
520	DEPT Total:		75.88	Parks	2 Vendors	2 Transactions	
21	Fund Total:		75.88	Parks		2 Transactions	

WLB1
 2/26/24 3:43PM
 22 Coronavirus Relief Fund

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
716	DEPT 10400 Jack's Shack 22-716-000-0000-6802			American Rescue Plan - COVID			
	10400 Jack's Shack		1,278.00	REVITALIZATION GRANT	022320241	Category: Negative Economic Impacts	G
			1,278.00	1 Transactions			
716	DEPT Total:		1,278.00	American Rescue Plan - COVID	1 Vendors	1 Transactions	
22	Fund Total:		1,278.00	Coronavirus Relief Fund		1 Transactions	
	Final Total:		262,043.01	204 Vendors	332 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	119,405.29	General Fund
2	36,102.95	Reserves Fund
3	31,497.03	Road & Bridge
4	2,465.88	Unorganized Townships
5	17,987.34	Health & Human Services
9	6,298.50	State
10	18,239.37	Trust
11	2,671.38	Forest Development
19	26,021.39	Long Lake Conservation Center
21	75.88	Parks
22	1,278.00	Coronavirus Relief Fund
All Funds	262,043.01	Total

Approved by,

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Board of County Commissioners Agenda Request

2G
Agenda Item #

Requested Meeting Date: March 13, 2024

Title of Item: County Administrator Performance Evaluation Summary

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>On February 27, 2024, the Count Board held a closed session to evaluate the 2023 annual performance of County Administrator, Jessica Seibert. State statute requires that "At its next open meeting, the public body shall summarize its conclusions regarding the evaluation."</p> <p>Commissioners concluded that Administrator Seibert's present level of performance exceeds expectations.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve summary of the conclusions of the February 27, 2024 performance evaluation.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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2/27/24

9:53AM

Aitkin County



2H

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Page 1

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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

WLB1
 2/27/24 9:53AM
 12 Townships/Cities/ARDC/Amt

Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
932	DEPT		Schools			
	393 ISD 1 Aitkin-Treasurer					
	12-932-000-0000-2047		110,733.00	1ST 1/2 PROD TAX (2023)	02/25/2024	Taconite Production Tax
	393 ISD 1 Aitkin-Treasurer		110,733.00	1 Transactions		N
932	DEPT Total:		110,733.00	Schools	1 Vendors	1 Transactions
12	Fund Total:		110,733.00	Townships/Cities/ARDC/Ambulan		1 Transactions
	Final Total:		110,733.00	1 Vendors	1 Transactions	

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	12	110,733.00	Townships/Cities/ARDC/Ambulan
All Funds		110,733.00	Total
			Approved by,
		
		

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
6	5462 Bremer Bank (Elan ACH) 05-400-440-0410-6268		13.99	GALLUP-STAFF DEVELOPMENT 01/24/2024 01/24/2024		Staff Training, Development	N
3	05-400-440-0410-6332		40.61	ADMIN-LODGING 01/25/2024 01/26/2024		Hotel/Lodging	N
7	05-420-600-4800-6268		32.99	GALLUP-STAFF DEVELOPMENT 01/24/2024 01/24/2024		Staff Training, Development	N
4	05-420-600-4800-6332		95.71	ADMIN-LODGING 01/25/2024 01/26/2024		Hotel/Lodging	N
10	05-430-700-4800-6241		207.00	SS-MSSA CONF REG (JM) 01/25/2024 01/25/2024		Meeting/Conference Registration Fee	N
11	05-430-700-4800-6241		207.00	SS-MSSA CONF REG (SN) 01/25/2024 01/25/2024		Meeting/Conference Registration Fee	N
12	05-430-700-4800-6241		272.00	SS-MSSA CONF REG/MEMBERSHIP 01/25/2024 01/25/2024		Meeting/Conference Registration Fee	N
8	05-430-700-4800-6268		52.98	GALLUP-STAFF DEVELOPMENT 01/24/2024 01/24/2024		Staff Training, Development	N
5	05-430-700-4800-6332		153.72	ADMIN-LODGING 01/25/2024 01/26/2024		Hotel/Lodging	N
9	05-430-700-4800-6405		38.45	SS-BUSINESS CARDS (JH) 01/19/2024 01/19/2024		Office Supplies	N
2	05-430-710-3190-6020		54.65	SS-COURT RELATED SERV-PHONE 01/18/2024 01/18/2024	158361001	Court Related Services & Activities	N
1	05-430-700-4800-6241		45.00	SS-MPA LUNCH & LEARN (RP) 01/24/2024 01/24/2024	24993	Meeting/Conference Registration Fee	N
	5462 Bremer Bank (Elan ACH)		1,214.10	12 Transactions			
5 Fund Total:			1,214.10	Health & Human Services	1 Vendors	12 Transactions	
Final Total:			1,214.10	1 Vendors	12 Transactions		

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
5462 Bremer Bank (Elan ACH)							
14	01-110-000-0000-6422		183.69	SMALL EXTRACTOR PARTS	08008	Janitorial Supplies	N
1	01-122-000-0000-6241		375.00	MOWA - J.GRUND	1274	Registration Fee	N
17	01-053-000-0000-6360		179.88	ELAN -BOOMERANG YEARLY PAYMENT 01/20/2024 01/20/2025	133441	Services, Labor, Contracts	N
18	01-001-000-0000-6332		109.96	KEARNERY DULUTH HOTEL STAY	3014	Hotel / Motel Lodging	N
8	01-043-000-0000-6360		20.00	CHATGPT MO. SUBSCRIPTION	3097	Services, Labor, Contracts, GIS Mapping	N
10	01-200-019-0000-6460		21.95	JUTE TUG ROPE	365872A	Deputy Supplies	N
3	01-060-000-0000-6332		441.33	GRANDVIEW / ELECTIONS CONF	38914955-1	Hotel / Motel Lodging	N
16	01-049-000-0000-6266		69.00	SHODAN MONTHLY	3AE6D18C-001	Software Fees/License Fees	N
11	01-200-200-0000-6265		2.68-	REFUND SALES TAX - GENIUS BATT	40235100	Programs	N
15	01-110-000-0000-6422		293.04	FRAGRANCE FREE AIR FRESHNER	41911	Janitorial Supplies	N
7	01-043-000-0000-6240		105.00	MAAO MEMBERSHIP RENEWAL	5507	Dues & License Renewal	N
6	01-043-000-0000-6332		424.84	GABBY - HOL. INN FOR TRAINING	5507	Hotel / Motel Lodging	N
5	01-257-251-0000-6241		135.00	REGISTRATION-2/8 LEADERSHIP(TR) 02/08/2024 02/08/2024	78276	Registration Fee	N
9	01-200-000-0000-6360		5.00	SPYPOINT MTHLY SVC FEE	CE486A8D-0012	Services, Labor, Contracts	N
12	01-200-200-0000-6265		6.49-	REFUND SALES TAX	CM298421	Programs	N
2	01-122-000-0000-6360		15.99	MONTHLY ZOOM CONTRACT 01/22/2024 02/21/2024	INV237426738	Services, Labor, Contracts	N
13	01-200-019-0000-6240		100.00	NPCA K-9 CERTIFICATION	R031812611	Membership/Dues/Association Fees	N
5462 Bremer Bank (Elan ACH)			2,470.51	17 Transactions			
1 Fund Total:			2,470.51	General Fund	1 Vendors	17 Transactions	

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2/28/24 9:11AM

Aitkin County



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

11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
4	5462 Bremer Bank (Elan ACH) 11-939-000-0000-6450		78.43-	RETURN LOGGERS TAPE 50' ENGLIS	489633-00	Supplies	N
	5462 Bremer Bank (Elan ACH)		78.43-	1 Transactions			
11 Fund Total:			78.43-	Forest Development	1 Vendors	1 Transactions	
Final Total:			2,392.08	2 Vendors	18 Transactions		

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2/28/24 9:11AM

Aitkin County



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

5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	5462 Bremer Bank (Elan ACH) 05-430-700-4800-6335		22.50	SS-GAS CHARGE 01/24/2024 01/24/2024		Gas/Vehicle Fuel Charges	N
	5462 Bremer Bank (Elan ACH)		22.50		1 Transactions		
5 Fund Total:			22.50	Health & Human Services	1 Vendors	1 Transactions	
Final Total:			22.50	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	1,214.10	Health & Human Services
All Funds	1,214.10	Total

Approved by,

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Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	22.50	Health & Human Services
All Funds	22.50	Total

Approved by,

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Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	2,470.51	General Fund
	11	-78.43	Forest Development
All Funds		2,392.08	Total

Approved by,

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Elan paid 2.1.24 = \$3628.68

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
303	DEPT			R&B Highway Maintenance			
7000	Town Of Aitkin Treasurer 03-303-000-0000-6830		25,767.93	Gas Tax		Twp Road Allotment Gas Tax	N
7000	Town Of Aitkin Treasurer		25,767.93		1 Transactions		
7001	Town Of Ball Bluff Treasurer 03-303-000-0000-6830		11,845.43	Gas Tax		Twp Road Allotment Gas Tax	N
7001	Town Of Ball Bluff Treasurer		11,845.43		1 Transactions		
7002	Town Of Balsam Treasurer 03-303-000-0000-6830		4,100.67	Gas Tax		Twp Road Allotment Gas Tax	N
7002	Town Of Balsam Treasurer		4,100.67		1 Transactions		
7003	Town Of Beaver Treasurer 03-303-000-0000-6830		7,545.88	Gas Tax		Twp Road Allotment Gas Tax	N
7003	Town Of Beaver Treasurer		7,545.88		1 Transactions		
7004	Town Of Clark Treasurer 03-303-000-0000-6830		12,642.67	Gas Tax		Twp Road Allotment Gas Tax	N
7004	Town Of Clark Treasurer		12,642.67		1 Transactions		
7005	Town Of Cornish Treasurer 03-303-000-0000-6830		4,960.27	Gas Tax		Twp Road Allotment Gas Tax	N
7005	Town Of Cornish Treasurer		4,960.27		1 Transactions		
7006	Town Of Farm Island Treasurer 03-303-000-0000-6830		29,582.53	Gas Tax		Twp Road Allotment Gas Tax	N
7006	Town Of Farm Island Treasurer		29,582.53		1 Transactions		
7007	Town Of Fleming Treasurer 03-303-000-0000-6830		15,446.71	Gas Tax		Twp Road Allotment Gas Tax	N
7007	Town Of Fleming Treasurer		15,446.71		1 Transactions		
7008	Town Of Glen Treasurer 03-303-000-0000-6830		17,762.75	Gas Tax		Twp Road Allotment Gas Tax	N
7008	Town Of Glen Treasurer		17,762.75		1 Transactions		
7009	Town Of Haugen Treasurer 03-303-000-0000-6830		11,048.01	Gas Tax		Twp Road Allotment Gas Tax	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
7009	Town Of Haugen Treasurer		11,048.01		1 Transactions		
7010	Town Of Hazelton Treasurer 03-303-000-0000-6830		23,044.84	Gas Tax		Twp Road Allotment Gas Tax	N
7010	Town Of Hazelton Treasurer		23,044.84		1 Transactions		
4879	Town Of Hill Lake Clerk-Treas 03-303-000-0000-6830		15,041.01	Gas Tax		Twp Road Allotment Gas Tax	N
4879	Town Of Hill Lake Clerk-Treas		15,041.01		1 Transactions		
7011	Town Of Idun Treasurer 03-303-000-0000-6830		10,453.80	Gas Tax		Twp Road Allotment Gas Tax	N
7011	Town Of Idun Treasurer		10,453.80		1 Transactions		
7012	Town Of Jevne Treasurer 03-303-000-0000-6830		13,150.99	Gas Tax		Twp Road Allotment Gas Tax	N
7012	Town Of Jevne Treasurer		13,150.99		1 Transactions		
7013	Town Of Kimberly Treasurer 03-303-000-0000-6830		12,646.80	Gas Tax		Twp Road Allotment Gas Tax	N
7013	Town Of Kimberly Treasurer		12,646.80		1 Transactions		
7014	Town Of Lakeside Treasurer 03-303-000-0000-6830		20,259.12	Gas Tax		Twp Road Allotment Gas Tax	N
7014	Town Of Lakeside Treasurer		20,259.12		1 Transactions		
7015	Town Of Lee Treasurer 03-303-000-0000-6830		5,396.90	Gas Tax		Twp Road Allotment Gas Tax	N
7015	Town Of Lee Treasurer		5,396.90		1 Transactions		
7016	Town Of Libby Treasurer 03-303-000-0000-6830		3,995.69	Gas Tax		Twp Road Allotment Gas Tax	N
7016	Town Of Libby Treasurer		3,995.69		1 Transactions		
7017	Town Of Logan Treasurer 03-303-000-0000-6830		14,184.48	Gas Tax		Twp Road Allotment Gas Tax	N
7017	Town Of Logan Treasurer		14,184.48		1 Transactions		
7018	Town Of Macville Treasurer						

Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
7018	Town Of Macville Treasurer		11,978.70	Gas Tax	Twp Road Allotment Gas Tax	N
	03-303-000-0000-6830		11,978.70	1 Transactions		
7019	Town Of Malmo Treasurer		13,882.15	Gas Tax	Twp Road Allotment Gas Tax	N
	03-303-000-0000-6830		13,882.15	1 Transactions		
7020	Town Of Mcgregor - Treasurer		5,510.49	Gas Tax	Twp Road Allotment Gas Tax	N
	03-303-000-0000-6830		5,510.49	1 Transactions		
7021	Town Of Millward Treasurer		5,940.04	Gas Tax	Twp Road Allotment Gas Tax	N
	03-303-000-0000-6830		5,940.04	1 Transactions		
7022	Town Of Morrison Treasurer		11,350.95	Gas Tax	Twp Road Allotment Gas Tax	N
	03-303-000-0000-6830		11,350.95	1 Transactions		
7023	Town Of Nordland Treasurer		30,490.75	Gas Tax	Twp Road Allotment Gas Tax	N
	03-303-000-0000-6830		30,490.75	1 Transactions		
7024	Town Of Pliny Treasurer		5,720.85	Gas Tax	Twp Road Allotment Gas Tax	N
	03-303-000-0000-6830		5,720.85	1 Transactions		
7025	Town Of Rice River Treasurer		8,608.60	Gas Tax	Twp Road Allotment Gas Tax	N
	03-303-000-0000-6830		8,608.60	1 Transactions		
7026	Town Of Salo Treasurer		9,421.71	Gas Tax	Twp Road Allotment Gas Tax	N
	03-303-000-0000-6830		9,421.71	1 Transactions		
7027	Town Of Seavey Treasurer		5,647.73	Gas Tax	Twp Road Allotment Gas Tax	N
	03-303-000-0000-6830		5,647.73	1 Transactions		

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7028	Town Of Shamrock Treasurer 03-303-000-0000-6830		38,827.90	Gas Tax		Twp Road Allotment Gas Tax	N
7028	Town Of Shamrock Treasurer		38,827.90		1 Transactions		
7029	Town Of Spalding Treasurer 03-303-000-0000-6830		10,855.54	Gas Tax		Twp Road Allotment Gas Tax	N
7029	Town Of Spalding Treasurer		10,855.54		1 Transactions		
7030	Town Of Spencer Treasurer 03-303-000-0000-6830		17,066.89	Gas Tax		Twp Road Allotment Gas Tax	N
7030	Town Of Spencer Treasurer		17,066.89		1 Transactions		
7031	Town Of Turner Treasurer 03-303-000-0000-6830		7,653.72	Gas Tax		Twp Road Allotment Gas Tax	N
7031	Town Of Turner Treasurer		7,653.72		1 Transactions		
7032	Town Of Verdon Treasurer 03-303-000-0000-6830		6,423.60	Gas Tax		Twp Road Allotment Gas Tax	N
7032	Town Of Verdon Treasurer		6,423.60		1 Transactions		
7033	Town Of Wagner Treasurer 03-303-000-0000-6830		12,583.61	Gas Tax		Twp Road Allotment Gas Tax	N
7033	Town Of Wagner Treasurer		12,583.61		1 Transactions		
7034	Town Of Waukenabo Treasurer 03-303-000-0000-6830		12,114.01	Gas Tax		Twp Road Allotment Gas Tax	N
7034	Town Of Waukenabo Treasurer		12,114.01		1 Transactions		
7035	Town Of Wealthwood Treasurer 03-303-000-0000-6830		9,888.49	Gas Tax		Twp Road Allotment Gas Tax	N
7035	Town Of Wealthwood Treasurer		9,888.49		1 Transactions		
7036	Town Of White Pine Treasurer 03-303-000-0000-6830		3,467.38	Gas Tax		Twp Road Allotment Gas Tax	N
7036	Town Of White Pine Treasurer		3,467.38		1 Transactions		
7037	Town Of Williams Treasurer 03-303-000-0000-6830		9,672.99	Gas Tax		Twp Road Allotment Gas Tax	N

Aitkin County



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

3 Road & Bridge

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	
7037	Town Of Williams Treasurer			9,672.99		1 Transactions		
7038	Town Of Workman - Treasurer							
	03-303-000-0000-6830			11,292.23	Gas Tax		Twp Road Allotment Gas Tax	N
7038	Town Of Workman - Treasurer			11,292.23		1 Transactions		
303	DEPT Total:			507,274.81	R&B Highway Maintenance	40 Vendors	40 Transactions	
3	Fund Total:			507,274.81	Road & Bridge		40 Transactions	
	Final Total:			507,274.81	40 Vendors	40 Transactions		

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	507,274.81	Road & Bridge
All Funds		507,274.81	Total

Approved by,

.....

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 01-044-904-0000-6379		639.75	WEX JANUARY FEE 01/01/2024 01/31/2024	0001896031-IN	Flex Services, Labor, Etc.	N
2	01-044-904-0000-6360		104.00	MED FSA CLAIMS 2024	02/23/2024	Flex Plan Withdrawals	N
3	01-044-904-0000-6360		50.32	MED FSA CLAIMS 2024	02/25/2024	Flex Plan Withdrawals	N
4	01-044-904-0000-6360		208.34	DEP CARE FSA CLAIMS 2024	02/26/2024	Flex Plan Withdrawals	N
6	01-044-904-0000-6360		75.00	MED FSA CLAIMS 2024	02/28/2024	Flex Plan Withdrawals	N
	8410 Bremer Bank		1,077.41	5 Transactions			
1 Fund Total:			1,077.41	General Fund	1 Vendors	5 Transactions	

KMR1
2/29/24 9:17AM

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
5	8410 Bremer Bank 13-943-000-0000-2004		199.66	RETURNED PAYMENT - P1	1001	Del - Property Taxes	N
	8410 Bremer Bank		199.66	1 Transactions			
13 Fund Total:			199.66	Taxes & Penalties	1 Vendors	1 Transactions	
Final Total:			1,277.07	2 Vendors	6 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	1,077.41	General Fund
	13	199.66	Taxes & Penalties
All Funds		1,277.07	Total

Approved by,

.....

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
2/29/24 9:10AM

Aitkin County



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

5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 05-400-400-0402-6360		110.19	2024 EST MN CARE TAX-TYPE 399 01/01/2024 03/31/2024	0-708-146-528	Services, Labor, Contracts	N
	8410 Bremer Bank		110.19	1 Transactions			
5 Fund Total:			110.19	Health & Human Services	1 Vendors	1 Transactions	
Final Total:			110.19	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	110.19	Health & Human Services
All Funds	110.19	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

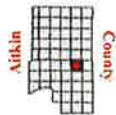


Requested Meeting Date: March 12, 2024

Title of Item: Soo Line Crossing Easement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		Estimated Time Needed: NA
Summary of Issue: <p>Lyman and Patricia Seybold are requesting an easement to cross the old Soo Line Railroad right of way for access to their property. Their property is located on both sides of the old railroad line in Section 4, Township 47, Range 23 (see attached map).</p> <p>Aitkin County Surveyor has reviewed the easement and has no objections.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution granting a Soo Line Crossing Easement to Lyman and Patricia Seybold.		
Financial Impact: <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.



SPALDING T47N-R23W

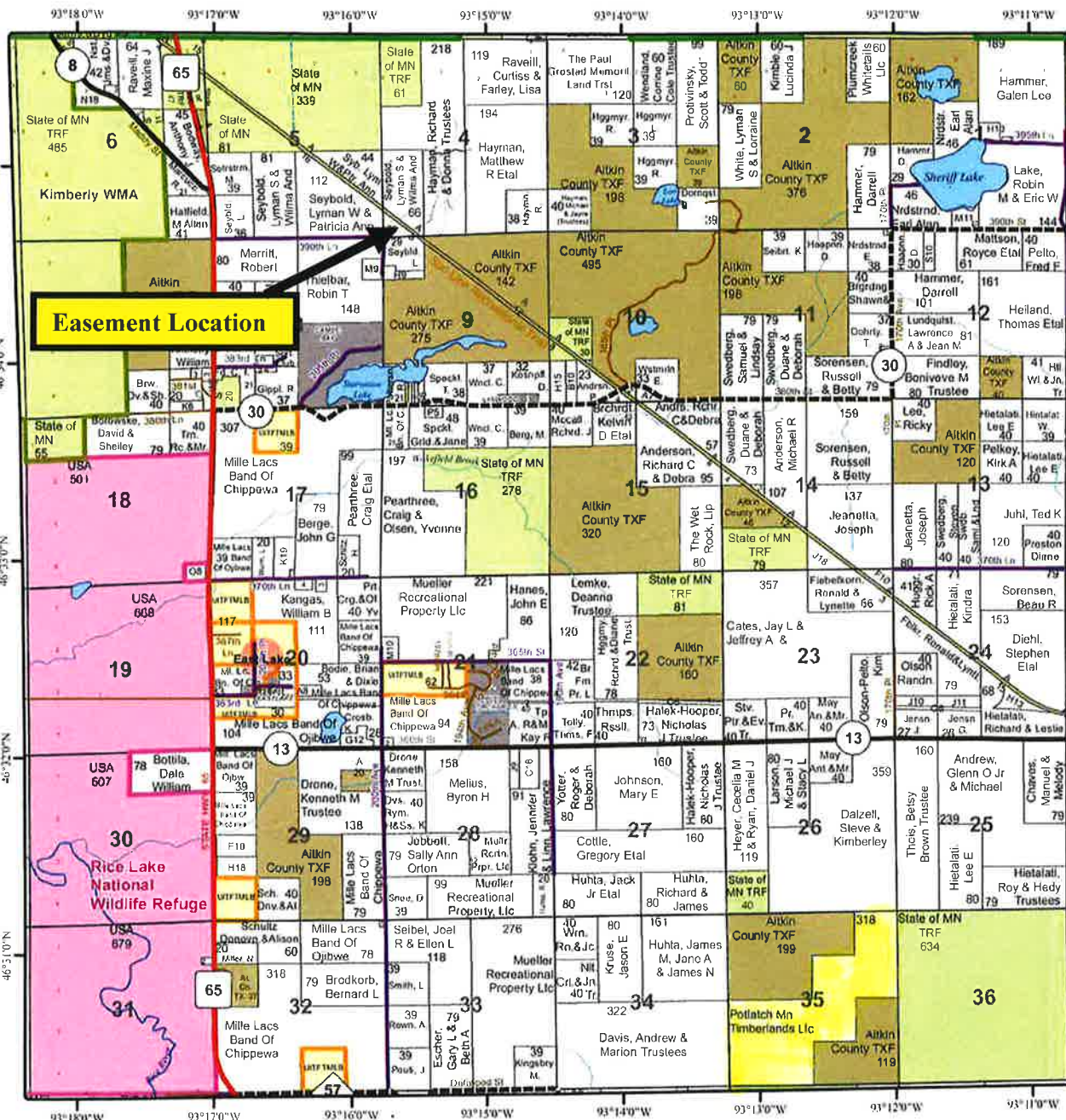


Acres shown are approximate.

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See (MC GREGOR T48N-R23W) Page 42



See (UNORGANIZED T47N-R24W) Page 35

See (SALO T47N-R22W) Page 37

See (RICE RIVER T46N-R23W) Page 30

★ ★ ★ ★ ★

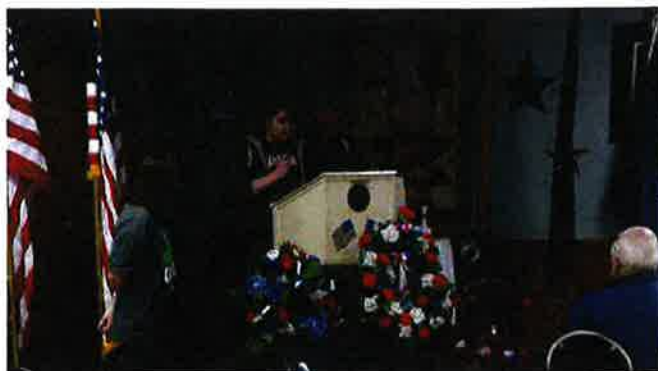
Josh Hughley
Assistant County Veterans Services Officer

AITKIN COUNTY
EST. 1857

Government Center • 307 2nd St. NW, Rm. 114 • Aitkin, MN 56431

☎ 218-927-7320
☎ 218-838-1528
☎ 218-927-7309

★ ✉ josh.hughley@co.aitkin.mn.us 🌐 www.co.aitkin.mn.us/



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

ADOPTED March 12, 2024

By Commissioner: xxx

20240312-xxx

Seybold Soo Line Crossing Easement

WHEREAS, Lyman W and Patricia Ann Seybold, husband and wife, of 20236 390th Ln, McGregor MN 55760, made application to obtain a crossing easement on the old Soo Line Railroad right of way for access to their property which is located on both sides of the old railroad line in Section 4, Township 47, Range 23, and to obtain an easement to use this crossing over and across the following described County fee lands, to wit:

An easement lying over and across that part of the former right of way of the Soo Line Railroad Company's so-called Moose Lake to Schley branch line in Aitkin County, Minnesota, which lies within the South 66.00 feet of the Southwest Quarter of the Southwest Quarter (SW1/4-SW1/4), Section 4, Township 47, Range 23, said Aitkin County, Minnesota.

WHEREAS, Said applicant will be charged a Four Hundred dollar (\$400.00) fee as appraised by the County Land Commissioner, and

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

NOW THEREFORE, BE IT RESOLVED, That pursuant to Minnesota Statutes, Section 282.04, Subd. 4, the County Auditor be and is hereby authorized to issue to Lyman W and Patricia Ann Seybold, their heirs and assigns, a perpetual crossing easement to use said strip of land, if consistent with the law as in the special conditions set forth herein, over and across the before mentioned legal descriptions.

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

1. This crossing easement will be valid only if the property on both sides of the old Soo grade is owned by the same entity. This crossing easement is not to be used as a permanent driveway easement for the property on the northeast side of the old Soo Line railroad. If at any time the two properties become owned by separate entities, this crossing easement will terminate.
2. Aitkin County manages County owned and tax-forfeited lands to produce direct and indirect revenue for the taxing districts. This management includes the harvesting and extraction of timber, gravel, minerals, and other resources. The issuing and use of this easement shall not adversely affect the management and harvesting of timber and other resources on County owned and tax forfeited land. If, for any reason, including township or county road construction or reconstruction, the easement needs to be relocated, the county and township will not be responsible for any relocation costs.
3. Any such easement may be canceled by resolution of the County Board for any substantial breach of its terms or if at any time its continuance will conflict with public use of the land, or any part thereof, on which it is granted, after ninety (90) days written notice, addressed to the record owner of the easement at the last known address.
4. Land affected by this easement may be sold or leased for any legal purpose, but such sale or lease shall be subject to this easement and excepted from the conveyance or lease while such easement remains in force.

5. Failure to use the right of way described in this document for the purpose for which this easement is granted for a period of five years, shall result in the cancellation of this easement and any rights granted to the grantee by this easement shall cease to exist and shall revert to the grantor.
6. All Federal, State, and local laws, ordinances rules, and regulations regarding wetlands, construction of road, placement of fill material, and disposal of excavated material shall be followed and are the responsibility of the grantee.
7. Upon termination of this easement, the grantee shall promptly remove all lines, wires, poles and other personal property and restore said lands to proper condition at no cost to the lessor. If the lessee fails to do so within 60 days of termination, the lessor shall have the right to remove said personal property and restore said land in which event the lessee shall promptly reimburse the lessor for all costs incurred plus 15%.
8. Any land survey markers or monuments disturbed, moved or destroyed during the construction or maintenance of this easement area shall be replaced and restored at the expense of the applicant. If not replaced or restored by the applicant, the County may restore said monument and the applicant shall be responsible for all costs of said replacement and restoration plus 15%.

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

FIVE MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 12th day of March 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of March 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: March 12, 2024

Title of Item: Application to Make Retail Sales of Tobacco Products

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Christy M. Bishop		Department: Auditor
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: <p style="text-align: center;">2024 Applications for Licenses to Sell Tobacco Products</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <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 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 March 12, 2024

By Commissioner: xxx

20240312-xxx

Approve Licenses to Sell Tobacco Products

WHEREAS, approval of applications are subject to the completion of all paperwork in full.

WHEREAS, licenses are valid effective April 1, 2024 through the period ending March 31, 2025.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following applications for license to sell tobacco products effective April 1, 2024 through the period ending March 31, 2025 to:

- # 01 B & Son's Investment LLC, d/b/a **1865 Roadside Convenience** – Williams Township
- # 02 Bann's Bar & Café, Inc., d/b/a **Banns Bar & Cafe** – Shamrock Township
- # 04 DAM of Aitkin Lakes, Inc., d/b/a **Farm Island Store** – Farm Island Township
- # 05 DG Retail, LLC, d/b/a **Dollar General Store #18887** – City of McGregor
- # 06 DG Retail, LLC, d/b/a **Dollar General Store #20648** – City of Hill City
- # 07 Grill of Glen Inc., d/b/a **The Glen Store & Grill Inc.** – Malmo Township
- # 08 Holiday Station Stores, Inc. d/b/a **Holiday Station Stores, Inc.** – City of McGregor
- # 09 Kellermann Miller Enterprises, Inc., d/b/a **Mark's Bar** – City of McGregor
- # 10 Klennert Stores, Inc., d/b/a **Roadside Market** – City of Hill City
- # 11 Klennert Stores, Inc., d/b/a **Sunny's** – City of Hill City
- # 12 MacDonald Enterprises, Inc., d/b/a **The Landing** – Aitkin Township
- # 13 MacDonald Enterprises of Malmo, Inc., d/b/a **Castaway's Resort** – Lakeside Township
- # 14 McGregor Spirits, LLC, d/b/a **McGregor Spirits** – Jevne Township
- # 15 Midwest Investment, LLC, d/b/a **Mini Mart #6** – Shamrock Township
- # 16 Minnesota National Golf Club & Resort, LLC, d/b/a **Minnesota National Golf Club & Resort** – Workman Township
- # 17 ML Gas, Inc., d/b/a **East Lake Convenience Store** – Spalding Township
- # 18 Mudflats Bar & Grill, LLC, d/b/a/ **Mudflats Bar & Grill** - Wealthwood Township
- # 19 N5 Corporation, d/b/a **Fisherman's Bay** – Workman Township
- # 20 Petry's Bait Mille Lacs, d/b/a **Petry's By The Lake** – Malmo Township
- # 21 Prairie River Retreat Inc., d/b/a **Prairie River Retreat** – Shamrock Township
- # 22 Rasley Oil Co., d/b/a **McGregor Oil** – City of McGregor
- # 23 Round Lake Resort, LLC, d/b/a **Round Lake Resort** – Shamrock Township
- # 25 Sather's Gateway, Inc., d/b/a **Sather's Store** – Shamrock Township
- # 26 TJ's Liquor, Inc., d/b/a **TJ's Liquor** – Malmo Township
- # 27 Village Pump Saloon, LLC, d/b/a **Village Pump Saloon** – City of Tamarack

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 12th day of March 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of March, 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: March 12, 2024

Title of Item: Letter of Support for LCCMR proposal from the 5 RELCs

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Dave McMillan		Department: LLCC
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>Minnesota's five accredited residential environmental learning center's (RELCs) have a proposal to the Legislative-Citizen Commission on Minnesota Resources to provide financial aid to students attending multi-day environmental education experiences at these centers. Request is for \$5,200,000 to provide financial assistance for student tuition fees and teacher stipends. This is a continuation of the current ENRTF grant that the RELCs currently have. Dollars would be split between the RELCs over 3 years.</p> <p>Each eligible school will have a financial assistance application that a school will fill out and submit. It will vary based on each request what the amount funded is for each school based on the school's requested need, and funds available. Eligible schools need to show a clear financial need through the application process that could include, but is not limited to, determination via percentages of free and reduced-priced lunch program students.</p> <p>This grant would be a backup if the Outdoor School For All legislation fails to pass, passes without funding, or as a supplement if Outdoor School For All passes but is only partially funded.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Sign letter of support for LCCMR proposal from the 5 RELCs.		
Financial Impact: <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>		



AITKIN COUNTY ADMINISTRATION

Aitkin County Government Center
307 2nd Street NW, Room 310
Aitkin, MN 56431

jessica.seibert@co.aitkin.mn.us
Phone: 218-927-3093
Fax: 218-927-7374

March 12, 2024

Dear LCCMR Staff and Members:

The purpose of this letter is to confirm Aitkin County's support for Minnesota's five accredited residential environmental learning center's (RELCs) proposal to the Legislative-Citizen Commission on Minnesota Resources to provide financial aid to students attending multi-day environmental education experiences at these centers.

For over 50 years, Minnesota's RELCs have been a valued and trusted partner to Minnesota's education system. Annually, over 600 schools (30,000 K-12 students) from 60 Minnesota counties attend our five accredited sites: Deep Portage Learning Center, Eagle Bluff Environmental Learning Center, Long Lake Conservation Center, Osprey Wilds Environmental Learning Center (formerly Audubon Center of the North Woods), and Wolf Ridge Environmental Learning Center.

By offering financial aid to more than 15,000 students who need support, the RELCs will provide meaningful hands-on outdoor experiences to students who otherwise would not have that opportunity. The total immersion a student receives by attending a multi-day outdoor learning experience helps Minnesota achieve the LCCMR goals of public protection, conservation, preservation, and enhancement of the state's natural resources. Every student experience will include courses that are directly focused upon learning outcomes of the LCCMR strategic goals for developing skills and knowledge in Outdoor Recreation and Open Space; Air and Energy; Water; and Habitat, Fish, and Wildlife.

Long Lake Conservation Center supports the joint proposal from Minnesota's RELCs to provide scholarships to qualifying schools/students across Minnesota. Immersing students in multi-day outdoor experiences helps to build an environmentally literate citizenry for the future while giving students a positive outdoor experience as a youth.

Thank you for your time and consideration regarding this funding request.

Sincerely,

J. Mark Wedel
County Board Chair



Board of County Commissioners Agenda Request

2P

Agenda Item #

Requested Meeting Date: 3-12-24

Title of Item: Facility Improvement - McGrath Diesel Fuel Tank

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): NA		Estimated Time Needed: NA
Summary of Issue: <p>The 2024 Capital Facility Improvement Plan includes acquisition of an above ground diesel fuel storage tank at the McGrath Maintenance Facility to replace the 8,000 gallon underground tank that was installed in 1988. Replacement of this tank is necessary to allow continued diesel fuel tanker delivery at wholesale pricing at this location. Wholesale pricing historically costs \$0.24-\$0.50 less per gallon less than local bulk fuel delivery. With an average annual use of 12,000 gallons of diesel fuel per year at the McGregor facility, this amounts to an annual cost savings of \$3,000-\$6,000 per year with the cost of tank therefore being recovered in a 7-14 year time period.</p> <p>Quotes were received as follows: True North Steel, Fargo, ND - \$40,910 Westmor, Morris, MN - \$52,920</p> <p>Note that this same tank was acquired from True North Steel, Fargo, MN in 2021 for the Aitkin Maintenance Facility at a cost of \$24,256 and in 2023 for the McGregor Maintenance Facility at a cost of \$35,675. The cost of this tank has therefore increased 69% over this three-year time period.</p> <p>All site work for tank removal and installation will be performed by maintenance staff/equipment. Additional services will be obtained for environmental testing/reporting and providing the electrical connection to the tank.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Request authorization to purchase tank from True North Steel, Fargo, ND.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ <u>40,910</u> Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> \$40,000 was budgeted in 2024 for this purchase.		

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



Board of County Commissioners Agenda Request



Requested Meeting Date: March 12, 2024

Title of Item: Award Grant: Business Development & Recreation Grant

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 5 minutes
Summary of Issue: <p>The Aitkin County Economic Development Committee has received and reviewed grant funding requests for the Business Development & Recreation Grant Program. Grant applications and grant award summary are included.</p> <p>The Committee was unanimous on the recommendation. The Committee recommends and requests approval to award the following grant at this time:</p> <p>Aitkin and McGregor Chamber, Workforce Summit, \$2,000.00</p> <p>The purpose of this grant fund is to leverage county funds, private funds and volunteer efforts to increase small business development activities in Aitkin County, with an emphasis on increasing sustained tourism and recreation activities. Several organizations may submit a single application or organizations may apply individually. Organizations need only to commit one hundred dollars (\$100) in good faith to ensure commitment to the grant request. The Aitkin County Board of Commissioners, have approved funding to be used to directly impact the Community of Aitkin County by executing the Aitkin County Business Development & Recreation Grant.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Economic Development requests approval of a motion to award the recommended grant.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> This funding is budgeted through the ARPA funding.		

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

Business Development and Recreation Grant

Year	#	Facility Name	Project Name	City	\$ requested	\$ Awarded	Informed
2024	1	Long Lake Foundation	Nature Rocks	Palisade	\$ 2,000	\$ 2,000	Y
	2	Aitkin, McGregor Chamber	Workforce Summit	County	\$ 2,000	\$ 2,000	
	3	Habitat for Humanity	Toolin' Tour	County	\$ 1,200		
	4	Aitkin High School	Career Fair	County	\$ 2,000		
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						
	13						
	14						
	15						
	16						
	17						
	18						
					\$ 7,200	\$ 4,000	

#2



Application for Aitkin County Business Development & Recreation Grant Program

January 1, 2024 - December 31, 2024

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

APPLICANT INFORMATION

PROGRAM INFORMATION

Project Name: 1st Annual Aitkin County Workforce Summit

Date(s) of Program: March 14th, 2024

Location of Program: Covenant Pines Bible Camp

Organization/Community Name: Growth Innovations

Person in Charge of Project: Stan Gustafson

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

316 1st Ave NW #3, Aitkin, MN 56431

Contact Person's Phone #: 218-927-2172

Contact Person's Email: sgustafson@growthiv.org or tjacobs@growthiv.org

Description/focus/purpose of your organization: Growth Innovations is an economic engine for Aitkin County. Access to our resources launches new business in the area as well as expands existing businesses. We partner with businesses to grow our local economy. Our mission is to improve quality of life through job creation, economic diversification, and community development. We pursue access to opportunity.

FUNDING:

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

Amount of your organization's match \$ 1,300.00

Total projected budget \$ 3,300.00

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



This event will be a gathering of industry experts, local businesses and community leaders striving and working together to revolutionize the workforce landscape. This event will be centered on the entire employment cycle from attracting leading talent and refining the hiring strategies to fostering seamless onboarding processes and implementing innovative retention techniques.

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

We hope that with the panel discussions & informative sessions and the networking opportunities, attendees may uncover insights to address their workforce challenges, drive growth and cultivate a thriving workforce.

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

We feel that our event will draw from a wide range of our local businesses and give them insight on developing long term workforce strategies – to help them hire, train, and retain employees which in turn will make their business more sustainable and hopefully drive growth to their business and our local economy.

List target audience: Aitkin County employers

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

Category	Grant Funds	Applicant Funds	Total
Covenant Pines Bible Camp -Venue			1500
Printing			300
Marketing			1000
Keynote			500



TOTALS			3300

Contact Signature:

Name 

Date: 



#3

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

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

APPLICANT INFORMATION

PROGRAM INFORMATION

Project Name: Toolin Tour Ride for Habitat

Date(s) of Program: Sunday, May 19, 2024

Location of Program: Aitkin, Glen, McGregor, Palisade

Organization/Community Name: Aitkin County Habitat for Humanity

Person in Charge of Project: Ann Schwartz

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

214 1st Ave NW PO Box 281 Aitkin MN 56431

Contact Person's Phone #: 218.927.5656

Contact Person's Email: aitkinhabitat@gmail.com

Description/focus/purpose of your organization:

Builds and repairs affordable housing in Aitkin County. Serves the community with such projects as community events, youth builds, rain gardens and more.

FUNDING:

Amount requested from Aitkin County \$ 1,200

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

Amount of your organization's match \$8,600

Total projected budget \$ \$9,800

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

Motorcycle and classic car run from Aitkin to Glen, McGregor and Palisade. Show off beauty of back country of Aitkin County. Many gift certificates from local businesses urge riders to return. Brings in people from a 60-mile radius. Highlights five local venues



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

We hope to raise enough to clear \$6,500 to fund a new home and other affordable housing projects in Aitkin County.

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

We bring in bikers and drivers from the surrounding area. They are exposed to the scenic nature of the county plus the Ripple Center, Pine Inn in Glen; Mark's Bar, McGregor; Rustic, Palisade and Aitkin American Legion. Gives the venues a customer boost for that day as well as future customers. Gift certificates and prizes promote local businesses for future spending in Aitkin County.

List target audience:

Motorcycle and classic car enthusiasts in Minnesota, Wisconsin and North Dakota. Local citizens who will come along to participate and meet the bikers. Volunteers from various organizations and Habitat for Humanity partner families all from Aitkin County.

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

Category	Grant Funds	Applicant Funds	Total
Aitkin County	1200		1200
Cash sponsors	2200		2200
Donations of goods, services	4000		4000
Registration fees and rider donations	2400		2400
TOTALS	\$9,800		\$9,800

Contact Signature:

Name Ann M Schwartz Date: January 22, 2024

#4



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

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

APPLICANT INFORMATION

PROGRAM INFORMATION

Project Name: 2024 Aitkin High School Career Fair

Date(s) of Program: September 26, 2024

Location of Program: Aitkin High School

Organization/Community Name: JET – Northeast Minnesota Office of Job Training

Person in Charge of Project: Amanda Voller

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

20 Third Street N.E., Aitkin, MN 56431

Contact Person’s Phone #: 218-735-6120

Contact Person’s Email: amanda.voller@nemojt.org

Description/focus/purpose of your organization: Bringing together local employers with our high school youth for them to have hands on experiences with the different trades.

FUNDING:

Amount requested from Aitkin County \$ 2000.00

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

Amount of your organization’s match \$ 2000.00

Total projected budget \$ 4000.00(e)

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

We are creating an Interactive Career Fair for our youth at the high school, we will have employers/vendors set up throughout the school as well as the parking lot with their equipment so that students can get up close and experience many occupations and trades from excavating, medical, electrical, construction, plumbing and heating, finance, DNR, etc...



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

We hope to bring between 30-40 employers/vendors to the Aitkin High school and they must have hands on experiences that our local Aitkin County youth can try. We want to give our youth the opportunity to try their hand at different jobs and maybe give them insight into future job opportunities in the trades. Being able to try operating certain equipment and experiencing firsthand how things are done might give them some direction of where they could see themselves working in the future.

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

This will bring 30-40 employers/vendors to our area from all over the region for an all-day event that impacts our 7-12 students at Aitkin High School. Then, we will invite our McGregor and Hill City schools to join us so we are serving Aitkin County as a whole.

List target audience:

7-12 grade Aitkin High School students. As well as students from McGregor and Hill City public schools, where they will bring 1 -2 grades with to our event. If we are able to provide a time for Crosby – Ironton school, then they will bring 1 grade over for this event.

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

Category	Grant Funds	Applicant Funds	Total
Meals/drinks, snacks for vendors	2000	1500	2500
Swag/door prizes		500	500



TOTALS			4000

Contact Signature:

Name Amanda Voller Date: 02/06/2024



Board of County Commissioners Agenda Request

3B

Agenda Item #

Requested Meeting Date: March 12, 2024

Title of Item: Award Grant: Naturally Better Signage Request, Hill City

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 5 minutes
Summary of Issue: <p>The Aitkin County Economic Development Committee has received a request to use Naturally Better on a new sign for the City of Hill City.</p> <p>The Committee developed a marketing incentive: Signage Guidelines: 1. Funding Limits: A maximum of \$1,000 per City request will be awarded. The Aitkin County Board of Commissioners grants the final approval for funding. 2. County-Wide Distribution: The intent is to provide assistance throughout Aitkin County. 3. Funds are intended for incremental outside signage placement in prominent areas of visibility to the public. 4. All use of the Naturally Better logo and/or wording on signage must be pre-approved by the Economic Development Coordinator with final approval by the County Board. 5. The Naturally Better logo and/or wording must follow color and font design specifications. 6. Signage must be considered permanent placement visible to the public. 7. The Naturally Better logo and/or wording must represent at least 25% of total signage space. 8. Eligible Examples: • City Welcome signs 9. Eligible organizations: • Local Governments</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Economic Development requests approval of a motion to award Hill City \$1,000 for the new signage.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> This funding is budgeted through the ARPA funding.		



Approved By Alex
2/28/2024
[Signature]

Request form for Aitkin County Naturally Better Signage

APPLICANT INFORMATION

PROGRAM INFORMATION

Organization Name: City of Hill City

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

125 Lake Avenue, PO Box 160, Hill City, MN 55748

Contact person in charge of project: Tami Meyer or Lisa Randall, CEDA

Contact person's phone #: Tami: 218-697-2301 or Lisa 218-259-0326

Contact person's Email: cityhall@hillcity-mn.com or lisa.randall@cedausa.com

Signage Project description: Be concise and complete; attach supporting signage design and rendering information.

The community of Hill City has been working for several years towards installing an electronic message reader board as a method to keep the community informed on local events and announcements. The time has finally come.

The City of Hill City and the Hill City School are partnering to collaboratively install and use the electronic message reader board for community use. The sign (design attached) will be prominently located on Highway 169 right in the center of Hill City in the city-owned Bear Park. Announcements and events hosted by the City, the Events Committee, Hill City School activities and sporting events will be posted. Announcements and events by local nonprofits will be considered on a case-by-case basis based on guidelines established by the City and the School prior to installation. Programming the message board will use a web-based software, accessible remotely via username and password. The City and the School will each name a representative, who will work together to schedule announcement as appropriate.

*** Does the signage design follow Naturally Better logo and wording design specifications? Yes

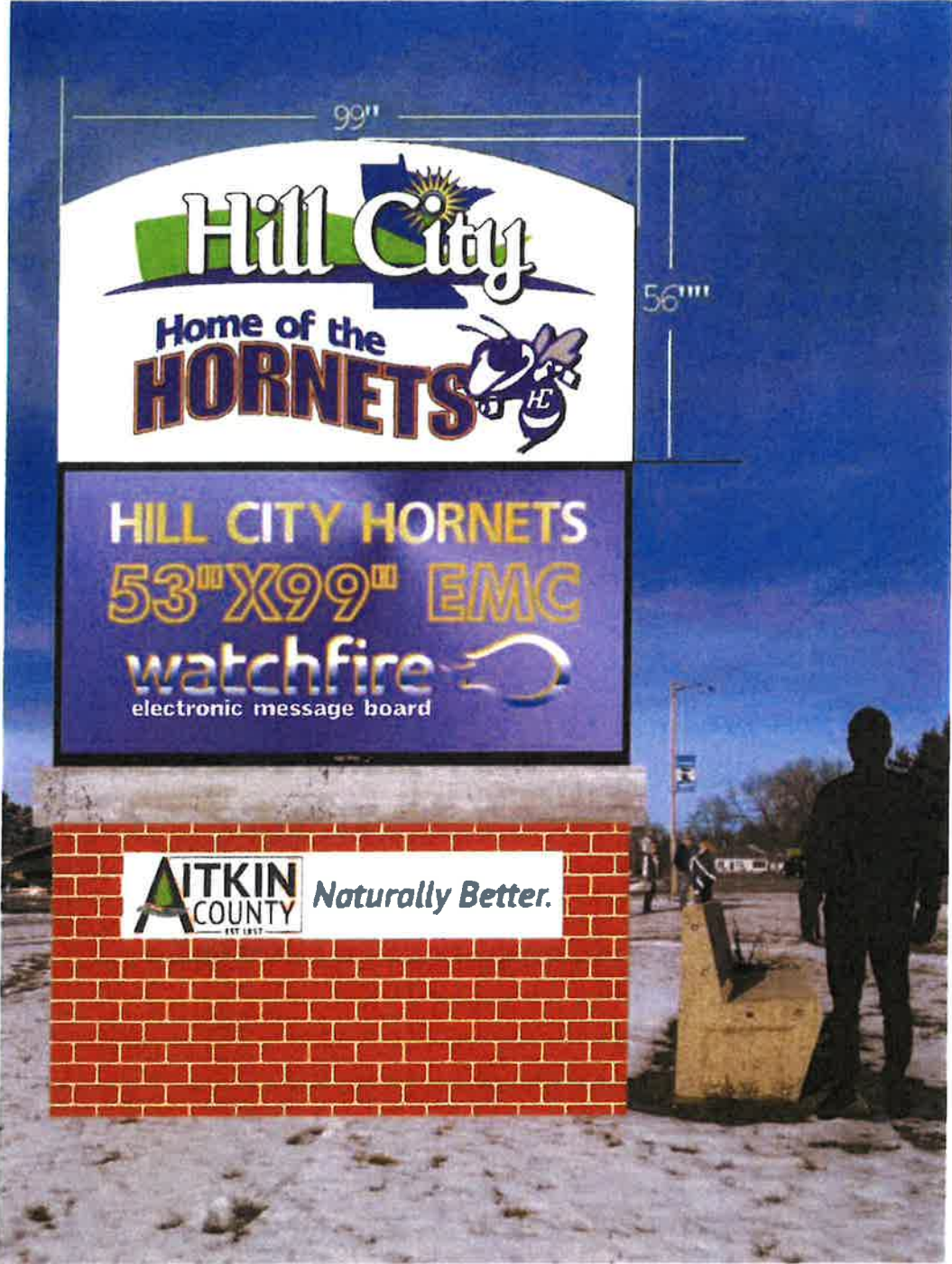
*** Does the Naturally Better logo and/or wording represent a minimum of 25% of the signage space? Yes

Tami Meyer
Signature and Date

2/20/2024

Hill City electronic reader/message board design Feb 5, 2024

Ross Lewis Signs



All bills must be properly itemized and verified. Warrants cannot be delivered by County Auditor until expiration of three (3) days from date allowed by County Board. Chapter 673, Laws of 1969.

AITKIN COUNTY

REVENUE FUND

SEND TO:
Aitkin County Auditor
209-2nd St. N.W.
Aitkin, MN 56431

Vendor No. 2/29/2024
 To: City of Hill City
 ADDRESS: 125 Lake Ave PO Box 160
Hill City, MN 55748

warrant NO. _____

INV. DATE	DESCRIPTION FOR IFS	INVOICE	(for capital insure brand, model, SN#, etc.)
2/29/2024	Naturally Better signage incentive		\$1,000.00
Board Authorized Date:			Total:
Projected Pay Date:			\$1,000.00

(For Official Use Only)

FUND	DEPT.	PROJ.	OBJECT	\$

 Audited and Allowed

 Chairman County Board

I declare under the penalties of perjury that I am the person making the within claim; that I have examined said claim and that the same is just and true; that the services therein charged were actually rendered and were of the value therein charged; that the fees therein charged are official and are such as are allowed by law; and that no part of said claim has been paid.

 Signature of Claimant



AITKIN COUNTY NATURALLY BETTER SIGNAGE GUIDELINES

The purpose of this document is to inform and support using the Naturally Better logo on permanent signage. The Aitkin County Board of Commissioners have approved funding to be used to directly impact the Community of Aitkin County by executing the Naturally Better Signage Guidelines

Signage Guidelines:

1. Funding Limits: A maximum of \$1,000 per City request will be awarded. The Aitkin County Board of Commissioners grants the final approval for funding.
2. County-Wide Distribution: The intent is to provide assistance throughout Aitkin County.
3. Funds are intended for incremental outside signage placement in prominent areas of visibility to the public.
4. All use of the Naturally Better logo and/or wording on signage must be pre-approved by the Economic Development Coordinator with final approval by the County Board.
5. The Naturally Better logo and/or wording must follow color and font design specifications.
6. Signage must be considered permanent placement visible to the public.
7. The Naturally Better logo and/or wording must represent at least 25% of total signage space.
8. Eligible Examples:
 - City Welcome signs
9. Eligible organizations:
 - Local Governments

Application Procedure:

1. Funding requests should be submitted by EMAIL to: mark.jeffers@co.aitkin.mn.us, subject line: Naturally Better Signage
Or by mail to:
Mark Jeffers
Aitkin County Government Center,
307 2nd Street NW, Room 316,
Aitkin, MN 56431
2. Funding requests will be considered at the regularly scheduled monthly meeting of the Aitkin County Economic Development Committee. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

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

Mark Jeffers
Aitkin County Economic Development Coordinator
218-531-6188
mark.jeffers@co.aitkin.mn.us



Board of County Commissioners Agenda Request



Requested Meeting Date: March 12, 2024

Title of Item: Discretionary EAW - Gun Lake Family Campground

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input 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*
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Submitted by: Andrew Carlstrom	Department: Environmental Services
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Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director	Estimated Time Needed: 10 Minutes
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Summary of Issue:

On February 12, 2024, the Minnesota Environmental Quality Board (EQB) received a Citizen's Petition requesting an Environmental Assessment Worksheet (EAW) for the proposed 9 camping site expansion for the Gun Lake Family Campground (GLFC). On February 13, 2024, the EQB determined that Aitkin County is the appropriate governmental unit to decide the need for an EAW. When a petition is filed, MN Rules 4410.1100 Subpart 5 directs EQB to designate a Responsible Government Unit (RGU) pursuant to MN Rules 4410.0500.

The EAW Review Committee (which is an internal working group with no authority to decide or take action) met on February 20, 27 and March 6, 2024. The Committee reviewed and discussed the EAW Citizen Petition in order to determine and make a recommendation as to if the Gun Lake Family Campground 9 camping site expansion will create "significant environmental effect." At the March 6, 2024 EAW Review Committee Meeting the group discussed the findings of facts, reviewed the proposal, with finally the majority of the Committee recommending to "deny" the Citizen's Petition requesting GLFC complete an EAW. Upon approval or denial of County Board today, it will again go before the Planning Commission on March 18, 2024.

Attached are the Findings of Fact and Resolution.

Alternatives, Options, Effects on Others/Comments:

Motion to disregard EAW Review Committee recommendation and approve request for EAW.

Recommended Action/Motion:

Motion to approve denial of request for EAW and adopt resolution.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

RESOLUTION TO DENY A CITIZEN'S PETITION REQUESTING AN EAW FOR THE PROPOSED GUN LAKE FAMILY CAMPGROUND

WHEREAS, a citizens petition requesting the preparation for an Environmental Assessment Worksheet (EAW) for the proposed commercial planned unit development of "Gun Lake Family Campground" was submitted by Nicole Massey with the Gun Lake Environmental Alliance on February 12, 2024 with 160 signatures. The petition was verified by the Minnesota Environmental Quality Board (EQB) and assigned to Aitkin County as the Responsible Governmental Unit (RGU) to decide on the need for an EAW on February 13, 2024; and

WHEREAS, no governmental approvals may be given to the project named in the petition, nor construction initiated, until the need for an EAW has been determined. Construction includes any activities which directly affect the environment, including the preparation of land. If the decision is to prepare an EAW, approval must be withheld until either a Negative Declaration of the need for an Environmental Impact Statement (EIS) is issued or an EIS is completed (per MN Rules 4410.3100); and

WHEREAS, Gun Lake Family Campground is a commercial planned unit development consisting of 22 recreational camping vehicle sites located in Tier 1 shoreland zoning on Gun Lake, which is classified as a Recreation Development Lake within Fleming Township, Aitkin County. The property address is listed as 43016 328th Place, Palisade MN (PID 08-0-027400). The developers, Mike and Jennifer Hagel, are proposing to expand the campground with 9 additional dependent campsites into Tier 2 and Tier 3 shoreland and add a toilet/shower facility, a children's playground, a volleyball court, a fenced dog park, and planting of new vegetation; and

WHEREAS, the project, as currently proposed, does not meet the mandatory threshold for an EAW according to MN Rules 4410.4300, and therefore the decision on the need for an EAW is subject to the discretion of the Responsible Government Unit (RGU) as per MN Rules 4410.1000 subpart 3, Item B.

Significant Environmental Impact Findings of the Aitkin County EAW Committee:

Findings against a Discretionary EAW:

Drastic Altering of Land Surfaces. According to the Site Plan received on March 5, 2024 from the proposer, the proposed total impervious surface coverage will be 9.43% of an allowed 25% and will have little or no significant environmental impact to Gun Lake. No material evidence has been presented to support the concern regarding impervious coverage and there is nothing unique about this project or this concern that cannot be addressed in the typical zoning process, by ongoing public regulatory authority, where environmental effects can be anticipated or controlled.

Permanent Conversion. In accordance with MN Rules 4410.0200 Subp. 57 it is the RGU's determination whether the proposal fits the definition. "Permanent conversion" means a change in use of agricultural, naturally vegetated, or forest lands that impairs the ability to convert the land back to its agricultural, natural, or forest capacity in the future. It does not include changes in management practices, such as conversion to parklands, open space, or natural areas. The revised site plan received on March 5, 2024 designates and permanently preserves a total of 50.2% open space and proposer has met this requirement. If warranted, this

proposed commercial campground could be converted and restored, and nothing impairs the ability to do this in the future.

Conversion of Forestland. During the creation of the campground and the alteration of the forest within Tier 1 shoreland, the owner complied within the regulations of the conditional use permit. The proposer has made every effort to retain the maximum amount of pine trees within original Tier 1-22 site campground, and as evidenced within the denial of the 2023 variance in which owner removed internal roadway in lieu of removing more trees. There is no alteration of forests within the current plan as proposal is located within Tier 2 and Tier 3 pasture lands. No material evidence has been presented that suggests that conversion of forestland to 22 campground sites will have potential for significant environmental effects or would impact the type, extent, or reversibility of environmental effects or have any cumulative potential effect on Gun Lake.

Potential Lake Users. Aitkin County Assessor's Office reports 150 parcels on Gun Lake with building values over zero. Expanding the current campground by 9 sites for a total of 31 seasonal sites could bring potential lake users to an overall increase of 21%, which is not a substantial increase to the users of Gun Lake. As part of the Conditional Use Permit process, the Aitkin County Planning Commission has the authority to attach conditions they deem necessary to protect health, safety and general welfare of the people and environment. Conditions regarding vegetation removal along the shoreline, number of mooring sites, solid waste disposal, sewage treatment, etc, can be placed on the permit if approved.

Impact of Additional 31 Users to Lake. The current campground entails approximately 1130 feet of a total 1610 feet of shoreline and total impervious surface coverage with 9 site expansion will be approximately 9.43% of an allowable 25% impervious surface coverage. Gun Lake has 292 acres of littoral (or shallow waters of 15 feet or less) of a total 711.9 total lake acres. Gun Lake has 8.68 miles of shoreline with an average depth of 18 feet and maximum depth of 44 feet. The summer seasonal impact of 31 additional users will have little or no significant environmental effects to Gun Lake, and the DNR Public Access is evidence of this. Insufficient material evidence exists that the lake users from a total of 31 campsites, may have potential for significant environmental effects.

Road. Fleming Township Board and the Palisade Fire Chief have expressed no concerns with the existence of the Gun Lake Family Campground in relation to this township road. There is nothing unique about the road concerns presented in the EAW Petition, and no material evidence has been provided that cannot be addressed in the typical zoning process, by ongoing public regulatory authority, where environmental effects can be anticipated and controlled, and by requirements established or conditions imposed in the CUP and PUD application process.

Water Quality. There is noted but minimal concern as to a significant environmental effect, as the proposed area is flat in elevation to lake, with ample vegetation to act as a buffer, minimizing water run-off. Concern has also been noted regarding the project obtaining, constructing, and complying with the required NPDES (National Pollutant Discharge Elimination System) permit due to the project location and topography. While there is no evidence that this concern is valid, obtaining, constructing, and complying with the NPDES permit will be a condition of the CUP. The Committee recommends the project proposer immediately engage with an engineering firm to determine location and size of the permanent storm water runoff facilities as it may impact the proposed project and the CUP (if issued). The project proposer has stated that "upon approval of the conditional permit, a Stormwater Pollution Protection Plan (SWPPP) will be made, and a NPDES will be applied for the MPCA. The NPDES permit will be followed, and the construction site will be inspected by the County and/or the MPCA."

Effect on Wildlife. State agencies such as the DNR and MPCA participate in the zoning process, and the typical zoning process will give these agencies an opportunity to comment or raise concerns. The argument that wildlife species will be disturbed, displaced, and destroyed is unfounded. The potential habitat loss due to the project is minimal, and no different than during select logging operations when timber is trimmed or removed. There is no material evidence that this project is likely to have significant adverse effects on the overall population of any animal species.

Effect on Fish. No material evidence has been provided in support of impact to fish on Gun Lake. The DNR commented: Changes to the size structure of the Bluegill population occurred between 1990 and 2013 and were not influenced positively from the loss of the former resort on the lake. The likely driver of changes in fish populations are due to a lack of dissolved oxygen levels at deeper depths in the water column as a result of excess nutrient loading from the surrounding watershed areas, including especially agricultural sources. Ways to mitigate potential future losses of fish populations includes focusing on maintaining water quality by reducing nutrient loading through the implementation of sound stormwater management strategies and reducing any disturbances in the Shore Impact Zone (SIZ) through the use of shoreline buffers and stormwater management practices. Other strategies to mitigate impacts includes ensuring that proposed dockage and mooring locations are consolidated, centralized and dock access is in deep enough water to limit removal of emergent aquatic vegetation and turbidity (suspended sediments) increases.

Invasive Species. No material evidence has been provided in support of Gun Lake Family Campground contributing to the increase of the Aquatic Invasive Species (AIS) Curly-leaf Pondweed (CLP) on Gun Lake. The DNR commented: In general, the DNR has, and continues to, support efforts to control the spread of aquatic invasive species (AIS) such as curlyleaf pondweed and other species so long as its removal is consistent with approved permits for its removal through state-DNR processes. Efforts to reduce the spread of AIS in water bodies include following the practices outlined on this MN DNR webpage resource: [What you should do | Minnesota DNR \(state.mn.us\)](https://www.dnr.state.mn.us/aquatics/whatyoushoulddo/).

Mooring Sites. No material evidence that moorage has potential for significant environmental impacts has been presented, which would impact the type, extent or reversibility of environmental effects or have any cumulative potential effect on Gun Lake. Lakeshore ownership includes the riparian right of an owner of shore land property to wharf a boat or install a dock, and the typical zoning process will adequately address any dock concerns. The owner is limited to a maximum of 22 mooring sites and shall work with the DNR and Aitkin County on the placement of mooring sites 13-22 and actions shall be in accordance with Section 7.84 of the Shoreland Management Ordinance. The DNR commented: The placement of docks and mooring spaces in general may result in removal of floating leaf vegetation as well as rushes and other emergent vegetation near the shoreline through boat/propeller action. Shoreline vegetation tends to filter out nutrients from runoff and so the least amount of removal would be ideal in this situation. Any emergent vegetation removal requires an aquatic plant management (APM) permit from Minnesota DNR and as of yet, none has been issued (approved). After conferring with relevant specialists within MN DNR, the existing dock location appears to be an area that minimizes disturbances to both aquatic vegetation as well as wildlife that depend on riparian and near-shore habitat for breeding and survival. This is in comparison to the other available shoreline areas available to the campground and assuming the mooring spaces are concentrated, centralized, and are placed in deep enough water to avoid increased turbidity and emergent vegetation removal near-shore.

Sewer. The installation of septic holding tanks is an acceptable method for handling sewage. Not installing a drain field further protects groundwater. No evidence has been provided that this method of handling sewage has the potential environmental effects. Concerns regarding proposed infrastructure can be addressed in the typical zoning process, by ongoing public regulatory authority, where environmental effects can be anticipated and controlled, and by requirements established or conditions imposed in the CUP and PUD application process.

DNR Classified Sensitive Shoreland. As stated within the March 1, 2022 adopted Aitkin County Board Resolution to “Deny a Citizen’s Petition Requesting an EAW for the Proposed Gun Lake Family Campground”, Aitkin County has never designated Gun Lake as a “Sensitive Shoreland Area”. Thus, we have determined that Gun Lake shorelands are “nonsensitive shorelands”. DNR commented: Sensitive shoreline areas are places that contain unique or critical ecological habitat, and they provide important habitat for a variety of species, including species of greatest conservation need. When conducting a sensitive shoreline assessment for Gun Lake, areas that were identified as sensitive included sections of whole shoreline or whole bays were put into a more protective category should local governments (i.e., counties) wish to re-zone these areas into a more protective land use category with increased protections. While there are certainly features of sensitive shoreline attributes along the campground shoreline, the results of the sensitive shoreline study for Gun Lake

reveal (attached) that the shoreline of the campground is not located in designated/classified Sensitive Lakeshore. Nor is that particular shoreline proposed by DNR to be included in a more restrictive zoning classification with increased protections.

Impact to Wetlands. A wetland delineation completed in 2021 identified all wetland boundaries and all proposed expansions are outside the delineated wetlands. The property owner, Stormwater Pollution Prevention Plan (SWPPP) Designer, and Aitkin County shall ensure that any hydrological effects are addressed and that the project is in compliance with the Minnesota Wetland Conservation Act.

Lichen Habitat. DNR commented: While the benefits of lichen do indeed include, among other items, environmental filtering, there are no known rare threatened or endangered species of lichen known within the campground area. According to a plant ecologist within MN who reviewed the petition and map (exhibit 19) provided, any lichen populations present that may be impacted by the campground are unlikely to be of such a substantial size or concentration where its decline would result in a reduction in water quality or habitat loss for other wildlife.

NOW, THEREFORE BE IT RESOLVED, based on information submitted in the project application, on the written submissions, and given all of the above findings, the project will not have the potential for significant environmental effects. Therefore Aitkin County, as the responsible government unit, denies the citizen’s petition for an EAW for the proposed commercial planned unit development of “Gun Lake Family Campground.”

FIVE MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 12th day of March 2024 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of March 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: March 12, 2024

Title of Item: Administrator Updates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 5 minutes
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Summary of Issue:
Administrator Updates.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Discussion only.

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



Aitkin County Board of Commissioners Committee Reports Forms



Committee	Freq	Scheduled	Representative
Association of MN Counties (AMC)			
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)	Monthly	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	5-6x yr	4th Thursday	Leiviska (Sheriff Guida Alt.)
Northeast Waste Advisory Council	Quarterly	2nd Monday	Sample, Alt. Westerlund
Northern Counties Coalition	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



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: March 12, 2024

Title of Item: Closed Session per MN Statute 13D.05, Subd. 3

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: HR
Presenter (Name and Title): Jessica Seibert and Bobbie Danielson		Estimated Time Needed:
Summary of Issue: To be discussed. Data Classified as Not Public per statute.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Seeking County Board direction.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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