

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS February 25, 2014 – BOARD AGENDA**

- 9:00 1) **J. Mark Wedel, County Board Chairperson**  
A) **Call to Order**  
B) **Pledge of Allegiance**  
C) **Board of Commissioners Meeting Procedure**  
D) **Approval of Agenda**
- 9:05 E) **Health & Human Services (see separate HHS agenda)**
- 9:45 **Break**
- 10:00 F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File February 11, 2014 – February 24, 2014**  
B) **Approve 2/11/14 County Board Minutes**  
C) **Accept \$50 Donation to STS**  
D) **Approve Cooperative Service Agreement between County of Aitkin and County of Mille Lacs for County Administrator Services**  
E) **Approve Auditor Warrants – January Sales & Use Tax**  
F) **Approve Commissioner Warrants**  
G) **Approve Equipment Purchase, Trailer – Road & Bridge**  
H) **Approve Equipment Purchase, Pickup Truck – Road & Bridge**  
I) **Schedule Public Comment Period for Proposed SSTS Ordinance**
- 10:02 3) **Mike Dangers, County Assessor**  
A) **Approve Resolution – Repeal or Modify MN Assessor Licensure Mandate**
- 10:15 4) **Kirk Peysar, County Auditor**  
A) **Adopt Assembly Ordinance**
- 10:25 5) **Bobbie Danielson, Human Resources Manager**  
A) **Approve Personnel Committee Recommendations**  
1. **FT Forestry/Parks Technician – Land Dept.**  
2. **FT Correctional Officer – Sheriff's Dept.**
- 10:35 6) **Roxy Traxler, Interim County Administrator**  
A) **Update - County Administrator Position**

**10:45 7) Board Discussion**

**Mark Wedel – CMCC, Historical Society, Sobriety Court, TZD**

**Laurie Westerlund – H&HS Advisory, CHS, CMCC, HRA**

**Don Niemi – ARDC, AEOA**

**Brian Napstad – Ordinance, MHB, JCNRB**

**Anne Marcotte – ACA, FAC, H&HS Advisory**

**11:30 Adjourn**

# AITKIN COUNTY BOARD

February 11, 2014

The Aitkin County Board of Commissioners met this 11<sup>th</sup> day of February at 9:04 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, Interim County Administrator Roxy Traxler, and Administrative Assistant Sue Bingham.

CALL TO ORDER

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the February 11, 2014 agenda.

APPROVED  
AGENDA

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: January 28, 2014 – February 10, 2014; B) Approve County Board Minutes: January 28, 2014; C) Approve Consumption & Display Permit – Minnewawa Sportsmen’s Club; D) Approve Resolution – Exempt Permit LG220 NWTF Dead Moose River Longbeards; E) Approve Request to Fill Forest Advisory Committee Vacancy; F) Approve Fire Protection Contract with City of McGrath; G) Approve Resolution – Publication Alternatives; H) Approve SSTS Inspection Contract; I) Approve January Manual Warrants: General Fund \$108,786.02, Road & Bridge \$51,862.68, Health & Human Services \$417.50, State \$114,253.84, Trust \$20,005.50, Taxes & Penalties \$1,652.08, Long Lake Conservation Center \$519.98, Parks \$378.44 for a total of \$297,876.04; J) Approve Commissioner Warrants: General Fund \$114,483.13, Road & Bridge \$33,265.74, Health & Human Services \$9,909.06, State \$180.00, Trust \$1,293.79, Forest Development \$5,015.87, Long Lake Conservation Center \$9,018.96, Parks \$2,957.85 for a total of \$176,124.40; K) Approve Updating Aitkin County Credit Card Purchasing Policy; L) Approve Resolution – Central Minnesota Housing Partnership; M) Approve Equipment Purchase – Road & Bridge; N) Authorize Sale of Surplus Equipment – Road & Bridge; O) Approve County Board Workshop Minutes: February 5, 2014

CONSENT  
AGENDA

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the following Renewal of Consumption & Display (Set Up) Permit:

CONSUMPTION &  
DISPLAY PERMIT  
– MINNEWAWA  
SPORTSMEN’S  
CLUB

Minnewawa Sportsmen’s Club Inc., d/b/a **Minnewawa Sportsmen’s Club** – Shamrock Township

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Exempt Permit LG220 NWTF Dead Moose River Longbeards

RESOLUTION  
021114-012  
EXEMPT PERMIT  
LG220 NWTF  
DEAD MOOSE  
RIVER  
LONGBEARDS

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the NWTF Dead Moose River Longbeards, at the following location – Jackson’s Hole, which has an address of 36232 Kestrel Ave., McGregor, MN 55760 – Salo Township. (Note: Date of activity for Raffle – March 22, 2014)

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to appoint Robert Palmer District 3 representative on the Forest Advisory Committee.

FOREST  
ADVISORY  
COMMITTEE

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by

# AITKIN COUNTY BOARD

February 11, 2014

Commissioner Niemi and carried, all members voting yes to approve resolution – Publication Alternatives:

**WHEREAS**, counties are currently required by law to publish public notices in a designated official newspaper for the county (Minn. Stat. § 331A); and

**WHEREAS**, counties are committed to providing information to citizens and increasing access to information about county operations and business; and

**WHEREAS**, citizens expect and demand information in an immediate format; and

**WHEREAS**, counties have limited resources and must utilize tax dollars in the most efficient way possible; and

**WHEREAS**, counties should have the authority to determine the best and most efficient method of communicating information to citizens based on citizen expectations; and

**WHEREAS**, counties are continuously improving and investing in technology to reach more citizens in a timely manner; and

**WHEREAS**, utilizing county websites to publish public notices would eliminate the time and costly burden of publishing in newspapers; and

**WHEREAS**, county websites are increasingly the first place citizens look for information about their counties; and

**WHEREAS**, the ability of county websites to provide citizens with up-to-date, detailed information exceeds that of print media

**NOW THEREFORE BE IT RESOLVED**, that the Aitkin County Board of Commissioners supports HF 1286 and SF 1152, legislation now before the 2014 legislature that would allow counties to publish certain public notices on their websites instead of, or in addition to, in an official newspaper.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve 2014 SSTS Inspector Contract with Martin Joyce Septic Service LLCC at a rate of \$325.00 per day.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve updating Aitkin County Credit Card Purchasing Policy to reflect Treasurer's Office, not Central Services, is responsible for the Credit Card program, and to authorize County Treasurer sign Request for Credit Card in the County Administrator's absence.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Central Minnesota Housing Partnership:

**WHEREAS**, Aitkin County has made significant progress in meeting the need for housing rehabilitation in the cities and rural areas of the county, and

**RESOLUTION  
021114-013  
PUBLICATION  
ALTERNATIVES**

**SSTS INSPECTOR  
CONTRACT**

**CREDIT CARD  
PURCHASING  
POLICY UPDATE**

**RESOLUTION  
021114-014**

**WHEREAS**, an unmet need remains for the repair and rehabilitation of rental housing units, and

**WHEREAS**, the Rental Rehabilitation Deferred Loan program sponsored by Minnesota Housing (MHFA) may provide a means for rehabilitating rental housing units in Aitkin County.

**NOW THEREFORE BE IT RESOLVED**, that the Central Minnesota Housing Partnership is hereby authorized to submit an "Application for Administrative Authority" to MHFA for participation in the Rental Rehabilitation Deferred Loan program, and the Central Minnesota Housing Partnership is designated as the administrative body for implementing this program in Aitkin County.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve Road & Bridge Dept. purchase of Felling FT 45 deck-over trailer at a cost of \$20,585.00 from Felling Trailers, Inc. of Sauk Rapids.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve sale of the following Road & Bridge equipment: V-Plow for recently traded Cat 140 Motor Grader, and Unit #31 trailer (or other fleet trailer if in worse condition).

Beth Leaf, Executive Director CARE provided an update to the Board on CARE initiatives and flood recovery.

Marilyn Ocepek, Service Provider AEOA discussed the Meals on Wheels program with the Board.

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve resolution – Continued Support of SFIA:

**WHEREAS**, healthy forests benefit wildlife, air quality, water quality, tourism, and jobs; and

**WHEREAS**, forest management is best performed on parcels that are 20 acres in size or larger; and

**WHEREAS**, the Sustainable Forest Incentive Act (SFIA) offers a small monetary incentive for landowners to follow their Forest Stewardship Plans and retain their forested property; and

**WHEREAS**, Local SWCD's could be contracted to annually ensure compliance with SFIA covenants.

**THEREFORE, BE IT RESOLVED**, that the MASWCD lobby for and support the continuation of SFIA by the State of MN.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and

**CENTRAL MINNESOTA HOUSING PARTNERSHIP**

**ROAD & BRIDGE EQUIPMENT PURCHASE**

**AUTHORIZE SALE OF ROAD & BRIDGE EQUIPMENT**

**CARE UPDATE**

**MEALS ON WHEELS**

**RESOLUTION 021114-015 CONTINUED SUPPORT OF SFIA**

carried, all members voting yes to approve resolution – 2012 Local Road & Bridge Disaster Relief Agreement:

**For Agreement to State Transportation Fund  
Local Road and Bridge Disaster Relief (LRBDR), Account 267  
SP 001-601-019, SP 001-603-013, SP 001-603-015, SP 001-604-011, SP 001-606-016,  
SP 001-606-018, SP 001-612-015, SP 001-612-017, SP 001-614-013, SP 001-622-008  
Grant Terms and Conditions**

**WHEREAS**, the County of Aitkin has applied to the Commissioner of Transportation for a Grant from the Minnesota State Transportation Fund for construction of the following projects: SP 001-601-019, SP 001-603-013, SP 001-603-015, SP 001-604-011, SP 001-606-016, SP 001-606-018, SP 001-612-015, SP 001-612-017, SP 001-614-013, SP 001-622-008; and

**WHEREAS**, the Commissioner of Transportation has given notice that funding for this local road and bridge disaster projects are available; and

**WHEREAS**, the amount of the Grant has been determined to be \$87,238.79.

**NOW, THEREFORE BE IT RESOLVED**, that the County of Aitkin does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.52 and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the road project, but not required.

**NOW, THEREFORE BE IT RESOLVED**, that the Aitkin County Engineer is authorized to execute the Agreement and any amendments to the Agreement.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve John Welle, County Engineer’s out-of-state travel request to National Association of County Engineers (NACE) Conference in Baton Rouge, Louisiana from April 12 through April 17, 2014. Cost is \$575 for conference registration, \$645 plus taxes and fees for lodging, and approximately \$600 for airfare and/or car rental.

Kirk Peysar, County Auditor held a Public Hearing for Assembly Ordinance changes. No public comment was received. The Board remanded this to the Ordinance Committee for modifications. It will be brought before the Board at a future date for final approval.

Lori Grams, County Treasurer reviewed the 4<sup>th</sup> Quarter Investment Report with the Board.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve 2014 Aitkin County Tourism and Promotions budget.

Bill Thompson, Building Maintenance Supervisor reviewed the 2013 Motor Pool Report with the Board.

Roxy Traxler, Interim County Administrator and the Board discussed MRCC priorities.

**RESOLUTION  
021114-016  
2012 LOCAL  
ROAD & BRIDGE  
DISASTER  
RELIEF  
AGREEMENT**

**OUT-OF-STATE  
TRAVEL  
REQUEST –  
ROAD & BRIDGE**

**PUBLIC HEARING  
ASSEMBLY  
ORDINANCE**

**4<sup>th</sup> QUARTER  
INVESTMENT  
REPORT**

**2014 TOURISM &  
PROMOTIONS  
BUDGET**

**2013 MOTOR  
POOL REPORT**

**MRCC  
PRIORITIES**

The Board reported on the following:

Commissioner Brian Napstad had no Committee updates.

Commissioner Don Niemi

- **ECRL**

Commissioner Anne Marcotte

- **MRCC**
- **Economic Development**

Commissioner Laurie Westerlund

- **Mille Lacs Watershed**

Commissioner J. Mark Wedel had no Committee updates.

Roxy Traxler, Interim County Administrator and the Board discussed differences between Mille Lacs County and Aitkin County Board meetings.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to adjourn the meeting at 12:27 p.m. until Tuesday, February 25, 2014 at 9:00 a.m.

**BOARD  
DISCUSSION**

**COUNTY  
COMPARISONS**

**ADJOURN**

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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Roxy Traxler, Interim County Administrator

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 02/11/14

From: Sheriff Scott Turner

Title of Item: STS Donation

Requested Meeting Date: 02/25/2014 Est. Presentation Time: \_\_\_\_\_

Presenter: Sheriff Scott Turner

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Routine Business
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) **Consent Agenda**

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this? \_\_\_\_\_ Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list)

**Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)**

**SCOTT A. TURNER**  
**SHERIFF OF AITKIN COUNTY**

217 Second Street NW, Room 185  
Aitkin, MN 56431

218-927-7435 Emergency 911  
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887  
TOLL FREE 1-888-900-2138

**MEMO**

TO: Board of Commissioners      DATE: February 11, 2014  
FROM: Sheriff Scott Turner      RE: STS Donation

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Aitkin County resident Elaine Kienitz has made a generous donation of \$50 to the Aitkin County STS program.

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 2-12-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Cooperative Service Agreement between County of Aitkin and County of Mille Lacs for County Administrator Services

Requested Meeting Date: 2-25-14 Estimated Presentation Time: n/a

Presenter: \_\_\_\_\_

**Type of Action Requested** (check all that apply)

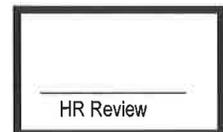
- For info only, no action requested
- Approve under Consent Agenda
- For discussion with possible action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Other (please list) \_\_\_\_\_
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes \_\_\_\_\_ No \_\_\_\_\_ (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**

# AITKIN COUNTY ADMINISTRATION

**Aitkin County Courthouse**  
217 Second Street N.W. Room 130  
Aitkin, MN 56431  
218-927-7276  
Fax: 218-927-7374

**TO: Aitkin County Board of Commissioners**

**FROM: Roxy Traxler, Interim County Administrator**

**RE: Cooperative Service Agreement between County of Aitkin and  
County of Mille Lacs for County Administrator Services**

**DATE: February 12, 2014**

Attached is the Cooperative Service Agreement between County of Aitkin and County of Mille Lacs for County Administrator Services. Both County Attorneys have approved of this contract.

Staff is asking for Board approval, and for County Board Chair's signature.

## Sue Bingham

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**From:** Roxy Traxler [Roxy.Traxler@co.mille-lacs.mn.us]  
**Sent:** Monday, February 10, 2014 5:09 PM  
**To:** Sue Bingham  
**Cc:** 'Bobbie Danielson'; Kirk Peysar; 'Jim Ratz'  
**Subject:** RE: Draft contract  
**Attachments:** County Administrator Contract - Aitkin County.doc

We accepted all the changes.

Roxy

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**From:** Sue Bingham [mailto:sue.bingham@co.aitkin.mn.us]  
**Sent:** Monday, February 10, 2014 8:02 AM  
**To:** Roxy Traxler  
**Cc:** 'Bobbie Danielson'; Kirk Peysar; 'Jim Ratz'  
**Subject:** FW: Draft contract

Roxy ~

Attached is your draft contract with changes suggested by our County Attorney.

Thank you.

*Sue Bingham  
Administrative Assistant  
Aitkin County Administration  
217 - 2nd Street NW, Room 134  
Aitkin, MN 56431  
218-927-7276*

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**From:** Jim Ratz [mailto:jratz@co.aitkin.mn.us]  
**Sent:** Friday, February 07, 2014 4:11 PM  
**To:** Sue Bingham  
**Cc:** 'Kirk Peysar'; 'Bobbie Danielson'  
**Subject:** FW: Draft contract

Hi Sue,

Please see the attached Agreement for my suggested edits and additions.

Thanks,  
Jim

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**From:** Sue Bingham [mailto:sue.bingham@co.aitkin.mn.us]  
**Sent:** Friday, February 07, 2014 12:49 PM  
**To:** 'Jim Ratz'; 'Bobbie Danielson'; Kirk Peysar  
**Cc:** 'Patrick Wussow'  
**Subject:** FW: Draft contract

Please see below, from Patrick

Sue Bingham  
Administrative Assistant  
Aitkin County Administration  
217 - 2nd Street NW, Room 134  
Aitkin, MN 56431  
218-927-7276

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**From:** Patrick Wussow [<mailto:patrick.wussow@co.aitkin.mn.us>]  
**Sent:** Friday, February 07, 2014 11:05 AM  
**To:** Sue Bingham  
**Cc:** Roxy Traxler  
**Subject:** Fwd: Draft contract

Sue please forward to Jim Ratz, Kirk, and Bobbie.

Jim

Please review and provide any comments.

Thanks

Patrick

Sent from my iPad

Begin forwarded message:

**From:** Roxy Traxler <[Roxy.Traxler@co.mille-lacs.mn.us](mailto:Roxy.Traxler@co.mille-lacs.mn.us)>  
**Date:** February 7, 2014 10:47:37 AM CST  
**To:** Patrick Wussow <[Patrick.Wussow@co.aitkin.mn.us](mailto:Patrick.Wussow@co.aitkin.mn.us)>  
**Subject:** Draft contract

Pat

I will be back in the office around 1:00, and will attempt to call after 1:30 as I have another meeting at 1:00. I will be checking email periodically between now and 1:00.

Attached is the draft contract with what would be attachment A.

Roxy

Roxy Traxler  
County Administrator  
Mille Lacs County

Click [here](#) to report this email as spam.

**COOPERATIVE SERVICE AGREEMENT BETWEEN COUNTY OF AITKIN AND COUNTY OF MILLE LACS FOR COUNTY ADMINISTRATOR SERVICES**

**WHEREAS**, Aitkin County desires to have Mille Lacs County Administrator Roxy Traxler provide county administrator services to Aitkin County on a contract basis; and

**WHEREAS**, Aitkin County will pay Mille Lacs County for county administrator services as set forth herein as attached; and

**NOW, THEREFORE**, Aitkin County and Mille Lacs County agree as follows:

**MILLE LACS COUNTY DUTIES**

1. **EMPLOYEE STATUS.** Mille Lacs County employee Roxy Traxler (hereinafter County Administrator) shall remain an employee of Mille Lacs County and shall not be deemed an employee of Aitkin County for any purpose. Mille Lacs County shall maintain liability on its employee at all times in amounts not less than the tort liability limitations set out in Minn. Stat. section 466.04, and shall maintain all required workers' compensation insurance on said employee.
2. **MEETINGS.** The County Administrator shall be available to attend Aitkin County Board meetings and other meetings upon request of the Aitkin County Board. These shall not interfere with scheduled Mille Lacs County Board meetings.
3. **INDEMNIFICATION.** Mille Lacs County agrees to defend and indemnify Aitkin County and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the contracted employee's negligence or omissions related to the performance or failure to perform her duties under this Agreement except where such claim, action, damage, loss or expense is attributable to a specific direction from Aitkin County or its employees, officials, agents or representatives. Notwithstanding the foregoing, (i) Mille Lacs County's defense and indemnity agreement herein is limited to the tort liability caps set forth in Minn. Stat. Section 466.04 or to the amount of liability and errors and omissions insurance coverage maintained by Mille Lacs County, whichever is applicable; and (ii) Mille Lacs County does not waive and expressly preserves, any and all statutory and common law defenses, including without limitation governmental immunities such as discretionary immunity, and all applicable statutory and common law liability limits.

Aitkin County agrees to defend and indemnify Mille Lacs County and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the negligence or omissions of its officials, agents or representatives related to the work that is the subject of this Agreement. Notwithstanding the foregoing, (i) Aitkin County's defense and indemnity agreement herein is limited to the tort liability caps set forth in Minn. Stat. Section 466.04 or to the amount of liability and errors and omissions insurance coverage

maintained by Aitkin County, whichever is applicable; and (ii) Aitkin County does not waive and expressly preserves, any and all statutory and common law defenses, including without limitation governmental immunities such as discretionary immunity, and all applicable statutory and common law liability limits.

#### **AITKIN COUNTY DUTIES**

4. **COUNTY ADMINISTRATOR DUTIES** – see attached Exhibit A for duties to be performed under this contract by the County Administrator as defined by Aitkin County.
5. **OFFICE FACILITIES.** Aitkin County shall make available to the County Administrator sufficient office space, computer, copy machine and other customary and usual office equipment necessary to carry out its obligations under this Agreement from the Aitkin County Courthouse. Aitkin County shall not be required to provide a car or transportation. The County Administrator shall use either her own car or a car provided by Mille Lacs County when administering services in Aitkin County.
6. **PAYMENT FOR SERVICES.** Aitkin County shall pay Mille Lacs County for Administrator services provided under this Agreement under the following formula: \$4,767 per month for a total of 20 hours of service per week, of which 16 hours shall be on-site in Aitkin County, unless otherwise agreed upon with the Aitkin County Board of Commissioners.
7. **TIMING OF PAYMENT.** Payments due under this Agreement shall be calculated on a monthly basis. For the initial and final months of the Agreement, the monthly amount shall be calculated on a pro rata basis according to the percentage of the month for which services were provided. Payments from Aitkin County to Mille Lacs County shall occur at the end of each month. Mille Lacs County shall invoice Aitkin County monthly.
8. **EFFECTIVE DATE OF AGREEMENT.** This Agreement shall be effective for all administrator services provided to Aitkin County by Mille Lacs County after February 11, 2014 and shall continue in effect until such time as this Agreement is properly terminated.

#### **GENERAL CONDITIONS**

9. **DISPUTE RESOLUTION.** The parties shall cooperate and use their best efforts to ensure that the various provisions of this Agreement are fulfilled. The parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this Agreement. If disputes cannot be resolved informally by the parties, the following procedures shall be used:

- a. **Mediation.** Whenever there is a failure between the parties to resolve a dispute on their own, the parties shall first attempt to mediate the dispute. The

parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Mille Lacs County District Court Administrator and select a mediator by alternately striking names until one remains. Mille Lacs County shall strike the first name followed by Aitkin County, and shall continue in that order until one name remains.

**b. Litigation.** If the dispute is not resolved within 30 days after the end of mediation proceedings, the parties may litigate the matter. Each party will be responsible for all of their own costs associated with such litigation.

**c. Termination.** Mediation shall not act as a bar to termination of this Agreement by either party in accordance with the provisions of Paragraph 12 of this Agreement.

10. **TERMINATION.** This Agreement may be terminated by the party desiring that the Agreement be terminated by providing 15 days written prior notice to the other party at any time. Cause is not required for such termination. Payment for services rendered will be through the date of termination as identified in the written notification. If necessary, an audit may be conducted pursuant to Minn. Stat. 16.05, s. 5. If the County Administrator ceases to be employed by Mille Lacs County, this Agreement shall automatically terminate upon the conclusion of her employment with Mille Lacs County, but nothing shall prevent Aitkin County from entering into a separate agreement directly with the County Administrator.
11. **DOCUMENTS.** All documents relating to administrator services in Aitkin County, including electronic data prepared under this Agreement, shall be the property of Aitkin County and will be collected and maintained in a manner as deemed appropriate by Aitkin County consistent with its records retention schedule. The laws of Minnesota apply and all parties agree to comply with Minn. Stat. 13 Data Practices Act.
12. **ENTIRE AGREEMENT.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the parties and contains the entire agreement of the parties related to county administrator services.
13. **AMENDMENTS.** Any modification or amendment to this Agreement shall require a written agreement signed by all parties.
14. **NOTICE.** Any notice, statement or other written documents required to be given under this Agreement shall be considered served and received if delivered personally to the other party, or if deposited in the U.S. First Class mail, postage prepaid, as follows:

- i. Notice to: Mille Lacs County  
County Administrator  
635 2<sup>nd</sup> Street SE

Milaca, MN 56353

ii. Notice to: Aitkin County  
217 Second St. NW, Rm 134  
Aitkin, MN 56431

15. **CAPTIONS.** Captions or headings contained in this Agreement are included for convenience only and form no part of this Agreement between the parties.

16. **WAIVER.** The wavier by any party of any breach or failure to comply with any provision of this Agreement by another party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

17. **SUCCESSORS AND ASSIGNS.** Mille Lacs County shall not have the right to assign, transfer, or sublet its interest or obligations hereunder without the written consent of Aitkin County. Mille Lacs County may not substitute for the incumbent County Administrator in the event of absence or separation.

IN WITNESS WHEREOF, the undersigned counties, by action of their governing bodies, have caused this Agreement to be duly executed.

This Agreement is Accepted by  
Mille Lacs County

This Agreement is Accepted by  
Aitkin County

BY: \_\_\_\_\_  
County Board Chairperson

BY: \_\_\_\_\_  
County Board Chairperson

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
County Administrator

BY: \_\_\_\_\_  
Auditor

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

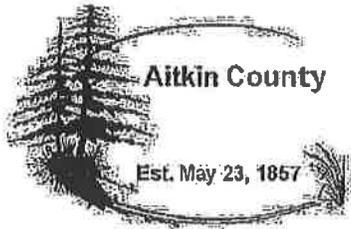
APPROVED AS TO FORM & EXECUTION

BY: \_\_\_\_\_  
Mille Lacs County Attorney

BY: \_\_\_\_\_  
Aitkin County Attorney

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_



## INTERIM COUNTY ADMINISTRATOR

**Department** Administration  
**Reports to** County Board  
**FLSA Status** Exempt  
**Union Status** Non-union Position, ~~Individual Contract~~

### Final Appointing Authority

This is an interim assignment that will be for less than 6 months in duration, likely 3-4 months. This position shall not be filled until final approval of the County Board. All offers of interim employment are made in writing.

### Job Summary

The Interim County Administrator is responsible for the administration of all County Board ordinances, regulations, resolutions and policies and for the administration and direction of all programs and functions of government under the jurisdiction of the Board of County Commissioners. The County Administrator is charged with leading the organization and building an organizational culture that supports and implements the County Mission. All non-elected department heads report to the County Administrator. Works under broad policy direction of the County Board. The Administrator has wide latitude for the exercise of independent judgment and decision making over county government functions.

The Interim County Administrator is not assigned HR/personnel management responsibilities, recruitments, grievance processing, internal investigations, contract negotiations, mediation, arbitration, discipline, hiring, or firing. HR/personnel activities shall be retained and administered by the HR Manager.

### Supervision Received

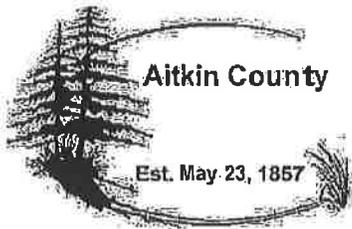
Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

### Supervision Exercised

Manages all department heads, in addition to the Building Maintenance Supervisor, Veterans Services Officer, and clerical support. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

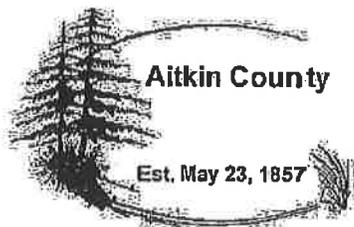
### Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.



## Position Description

1. Prepares and recommends policy to the County Board regarding county government operations. Advises the County Board regarding short and long range goals and recommends appropriate programs to attain them. Provides direction for the overall operation of county government and coordination with elected and state appointed offices.
2. Provides supervision and direction to subordinate staff and department heads in developing policy recommendations and programs and in clarifying and delegating County Board directives and policies.
3. Directs and coordinates county central services including human resources, safety and risk management, motor pool, purchasing, information services, public information, property maintenance and budgeting.
4. Oversees preparation of the annual budget and long range capital expenditure program. Prepares reports, analysis and recommendations regarding the county's current and future financial position. Implements, monitors and enforces the provisions of the approved budget.
5. Represents the county and communicates on behalf of the county to individuals, groups, organizations, other units of government, and media.
6. Strategic planning: continually evaluates the organization, administration and services provided by county government. Advises in the formulation of legislative proposals.
- ~~7. Establish goals and evaluates performance for appointed department heads. Authority to discipline all appointed department heads. Authority to hire and fire all appointed department heads with county board authorization.~~
8. Leads the County-wide management team and conducts management team meetings and communications. Establishes effective team relations with county administrative elected officials.
- ~~9. Represents the County concerning intergovernmental relationships and initiatives at local, State, regional and federal levels. Creates and implements a program of positive and cooperative intergovernmental relations with local cities and townships and with neighboring counties.~~
10. Prepares County Board agendas and minutes, attends all Board meetings, certifies Board actions. Approves and signs off on legal documents, etc. as Chief Administrative Officer of the county.
- ~~11. Spearheads and coordinates economic development programs and initiatives in close cooperation with business community and county cities and townships.~~
12. Attends professional meetings and keeps informed of new developments in government operation and management.
- ~~13. Responsible for management and long range planning for county buildings and infrastructure.~~
14. Serves as Official spokesperson for the county.
15. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. ~~Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.~~
16. Conducts business in accordance with the Open Meeting law.
17. Serves as the Minnesota Government Data Practices Act Responsible Authority. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
18. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.



19. Attend seminars and workshops as needed.

- Performs other related duties as assigned or apparent.

**Minimum Qualifications**

Bachelor's degree in Public Administration, Business Administration, Public Finance, Political Science or a related field, and minimum of eight years progressively responsible work experience, five of which must be served in an administrative or managerial capacity in a multi-function service organization. Master's degree preferred.

Exceptional oral and written communication skills are required as well as advanced skill in planning, organizing and coordinating diverse functions. Training or experience in budget and financial analysis is highly desirable.

Valid Minnesota driver's license required. U.S. Citizenship required. ~~Employment reference checks and a criminal background check will be performed as part of the pre-employment process.~~

**Knowledge, Skills, and Abilities Required**

**Knowledge of:**

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including data practices, the open meeting law, accounting, purchasing, information technology, OSHA, and employee and labor relations.
3. Financial management with experience in the preparation and presentation of budgets and fund accrual accounting.
4. Roberts Rules of Order.
5. Principles, practices and legal aspects of public administration as they relate to local government.
6. Organizational theory and effective management practices.
7. Public budgeting preparation, presentation and analysis.
8. Governmental accounting and reporting and the relationships of local, state and federal funding.
9. Minnesota property tax law, impact of levies to property and their calculation.
10. Governmental structure, laws, organization and interdependency of levels of government.

**Skill in:**

1. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Preparing and making presentations to groups.
4. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
5. Effectively organizing, prioritizing, and delegating workload.

**Ability to:**

DKB1  
2/13/14 11:45AM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

*January Sales & Use Tax*

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
2/13/14 11:45AM  
1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
40	DEPT			Auditor		
	89991 Bremer Bank					
1	01-040-000-0000-5840		0.06	Receipt Nbr 1048 01/10/2014		Misc Receipts
2	01-040-021-0000-5840		0.64	Receipt Nbr 905 01/06/2014		Misc Receipts
3	01-040-021-0000-5840		0.19	Receipt Nbr 905 01/06/2014		Misc Receipts
4	01-040-021-0000-5840		0.13	Receipt Nbr 905 01/06/2014		Misc Receipts
5	01-040-021-0000-5840		1.90	Receipt Nbr 907 01/13/2014		Misc Receipts
	89991 Bremer Bank		2.92	5 Transactions		
40	DEPT Total:		2.92	Auditor	1 Vendors	5 Transactions
42	DEPT			Treasurer		
	89991 Bremer Bank					
6	01-042-000-0000-5840		12.87	Receipt Nbr 3239 01/16/2014		Misc Receipts
7	01-042-000-0000-5840		0.06	Receipt Nbr 3241 01/24/2014		Misc Receipts
8	01-042-000-0000-5840		0.06	Receipt Nbr 3242 01/24/2014		Misc Receipts
9	01-042-000-0000-5840		0.06	Receipt Nbr 3246 01/30/2014		Misc Receipts
	89991 Bremer Bank		13.05	4 Transactions		
42	DEPT Total:		13.05	Treasurer	1 Vendors	4 Transactions
43	DEPT			Assessor		
	89991 Bremer Bank					
10	01-043-000-0000-5840		0.06	Receipt Nbr 762 01/14/2014		Misc Receipts
11	01-043-000-0000-5840		0.98	Receipt Nbr 762 01/14/2014		Misc Receipts
	89991 Bremer Bank		1.04	2 Transactions		
43	DEPT Total:		1.04	Assessor	1 Vendors	2 Transactions
44	DEPT			Central Services		
	89991 Bremer Bank					
12	01-044-000-0000-5840		0.12	Receipt Nbr 730 01/03/2014		Misc Receipts
13	01-044-000-0000-5840		0.04	Receipt Nbr 732 01/15/2014		Misc Receipts
	89991 Bremer Bank		0.16	2 Transactions		
44	DEPT Total:		0.16	Central Services	1 Vendors	2 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
2/13/14 11:45AM  
1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
			<u>Amount</u>		
49	DEPT				Information Technologies
	89991 Bremer Bank				
40	01-049-000-0000-6208		10.31		Warr Nbr 965 01/02/2014
	89991 Bremer Bank		10.31	1 Transactions	Training/Education
49	DEPT Total:		10.31	1 Vendors	1 Transactions
90	DEPT				Attorney
	89991 Bremer Bank				
14	01-090-000-0000-5840		1.93		Receipt Nbr 1362 01/06/2014
15	01-090-000-0000-5840		0.64		Receipt Nbr 1363 01/06/2014
16	01-090-000-0000-5840		1.93		Receipt Nbr 1366 01/15/2014
17	01-090-000-0000-5840		0.03		Receipt Nbr 1369 01/21/2014
18	01-090-000-0000-5840		1.93		Receipt Nbr 1372 01/29/2014
33	01-090-000-0000-6406		15.48		Warr Nbr 57444 01/17/2014
41	01-090-000-0000-6625		2.28		Warr Nbr 965 01/02/2014
42	01-090-000-0000-6625		8.74		Warr Nbr 965 01/02/2014
	89991 Bremer Bank		32.96	8 Transactions	Misc Receipts
90	DEPT Total:		32.96	1 Vendors	8 Transactions
100	DEPT				Recorder
	89991 Bremer Bank				
50	01-100-000-0000-6311		74.67		January Sales Tax
51	01-100-000-0000-6312		0.33		Jan. Sales tax adjustment
	89991 Bremer Bank		75.00	2 Transactions	Sales Tax
100	DEPT Total:		75.00	1 Vendors	2 Transactions
111	DEPT				Buildings
	89991 Bremer Bank				
43	01-111-000-0000-6605		73.34		Warr Nbr 965 01/02/2014
	89991 Bremer Bank		73.34	1 Transactions	Building & Structures
111	DEPT Total:		73.34	1 Vendors	1 Transactions
120	DEPT				Service Officer
	89991 Bremer Bank				

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
2/13/14 11:45AM  
1 General Fund

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>
44	01-120-000-0000-6625		Warr Nbr 965 01/02/2014		Office Equipment
45	01-120-000-0000-6625		Warr Nbr 965 01/02/2014		Office Equipment
89991	Bremer Bank	19.17		2 Transactions	
120	DEPT Total:	19.17	Service Officer	1 Vendors	2 Transactions
200	DEPT		Enforcement		
89991	Bremer Bank				
34	01-200-000-0000-6409	10.49	Warr Nbr 57504 01/17/2014		Deputy Supplies
30	01-200-000-0000-6610	25.58	Warr Nbr 57363 01/03/2014		Equipment & Radios
89991	Bremer Bank	36.07		2 Transactions	
200	DEPT Total:	36.07	Enforcement	1 Vendors	2 Transactions
252	DEPT		Corrections		
89991	Bremer Bank				
31	01-252-000-0000-6405	1.98	Warr Nbr 57363 01/03/2014		Office & Computer Supplies
19	01-252-252-0000-5872	185.05	Receipt Nbr 2339 01/24/2014		Phone Card Prisoner Welfare(Taxable)
20	01-252-252-0000-5885	30.27	Receipt Nbr 2327 01/03/2014		Commissary Sales Taxable
21	01-252-252-0000-5885	22.66	Receipt Nbr 2336 01/21/2014		Commissary Sales Taxable
89991	Bremer Bank	239.96		4 Transactions	
252	DEPT Total:	239.96	Corrections	1 Vendors	4 Transactions
253	DEPT		Aitkin Co Community Corrections		
89991	Bremer Bank				
35	01-253-000-0000-6231	1.72	Warr Nbr 57379 01/17/2014		Services, Labor, Contracts
36	01-253-000-0000-6405	1.28	Warr Nbr 57503 01/17/2014		Operating Supplies
89991	Bremer Bank	3.00		2 Transactions	
253	DEPT Total:	3.00	Aitkin Co Community Corrections	1 Vendors	2 Transactions
1	Fund Total:	506.98	General Fund		35 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
2/13/14 11:45AM  
3 Road & Bridge

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT		Undesignated		
	89991 Bremer Bank				
22	03-000-000-0000-5855		1.93	Receipt Nbr 1789 01/03/2014	Charges- Individuals
23	03-000-000-0000-5855		1.93	Receipt Nbr 1806 01/22/2014	Charges- Individuals
24	03-000-000-0000-5855		1.93	Receipt Nbr 747 01/24/2014	Charges- Individuals
25	03-000-000-0000-5855		1.93	Receipt Nbr 1811 01/28/2014	Charges- Individuals
	89991 Bremer Bank		7.72	4 Transactions	
0	DEPT Total:		7.72	Undesignated	1 Vendors 4 Transactions
301	DEPT		R&B Administration		
	89991 Bremer Bank				
32	03-301-000-0000-6400		1.38	Warr Nbr 57241 01/03/2014	Supplies And Materials
	89991 Bremer Bank		1.38	1 Transactions	
301	DEPT Total:		1.38	R&B Administration	1 Vendors 1 Transactions
303	DEPT		R&B Highway Maintenance		
	8410 Bremer Bank				
52	03-303-000-0000-6513		1,639.04	January diesel tax	Motor Fuel & Lubricants
	8410 Bremer Bank		1,639.04	1 Transactions	
	89991 Bremer Bank				
39	03-303-000-0000-6523		1.24	Warr Nbr 57721 01/31/2014	Misc Bldg & Shop Supplies
	89991 Bremer Bank		1.24	1 Transactions	
303	DEPT Total:		1,640.28	R&B Highway Maintenance	2 Vendors 2 Transactions
3	Fund Total:		1,649.38	Road & Bridge	7 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
2/13/14 11:45AM  
5 Health & Human Services

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
430	DEPT		Social Services		
	89991 Bremer Bank				
46	05- 430- 700- 4800- 6405		Warr Nbr 965 01/02/2014		Supplies- Computer/Office/Meeting
47	05- 430- 700- 4800- 6405		Warr Nbr 965 01/02/2014		Supplies- Computer/Office/Meeting
	89991 Bremer Bank		2 Transactions		
430	DEPT Total:		Social Services	1 Vendors	2 Transactions
5	Fund Total:		Health & Human Services		2 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
2/13/14 11:45AM  
9 State

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
0	DEPT			Undesignated	
	4580 Mn Dept Of Finance				
53	09-000-000-0000-2022		124.00	January Birth	Birth/Death Surcharges
54	09-000-000-0000-2022		292.00	January Death	Birth/Death Surcharges
55	09-000-000-0000-2024		93.00	January Children's	St Share Of Birth Cert.- Children
56	09-000-000-0000-2031		9.00	January Torrens	Real Estate Assurance (Was 5874 And 627
57	09-000-000-0000-2036		3,612.00	January State General Fund	Recording Surcharges (Was 5871 & 6281)
58	09-000-000-0000-2036		310.00	Jan. State Gen Fund surcharge	Recording Surcharges (Was 5871 & 6281)
	4580 Mn Dept Of Finance		4,440.00	6 Transactions	
	3375 Mn Dept Of Health				
59	09-000-000-0000-2027		467.50	January State Well	State Well Cert Fees (Was 5097 & 6203)
	3375 Mn Dept Of Health		467.50	1 Transactions	
0	DEPT Total:		4,907.50	Undesignated	2 Vendors 7 Transactions
9	Fund Total:		4,907.50	State	7 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
2/13/14 11:45AM  
10 Trust

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
921 DEPT			Co. Development	
89991 Bremer Bank				
26 10-921-000-0000-5840		7.53	Receipt Nbr 1794 01/03/2014	Misc Receipts
89991 Bremer Bank		7.53	1 Transactions	
921 DEPT Total:		7.53	Co. Development	1 Vendors 1 Transactions
923 DEPT			Forfeited Tax Sales	
89991 Bremer Bank				
48 10-923-000-0000-6311		5.38	January Sales Tax	Sales Tax
89991 Bremer Bank		5.38	1 Transactions	
923 DEPT Total:		5.38	Forfeited Tax Sales	1 Vendors 1 Transactions
10 Fund Total:		12.91	Trust	2 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
2/13/14 11:45AM  
11 Forest Development

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
925	DEPT			Reforestation	
	89991 Bremer Bank				
49	11- 925- 000- 0000- 6312		0.38-	January Sales Tax	Sales Tax Adjustment
	89991 Bremer Bank		0.38-	1 Transactions	
925	DEPT Total:		0.38-	Reforestation	1 Vendors 1 Transactions
11	Fund Total:		0.38-	Forest Development	1 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
2/13/14 11:45AM  
19 Long Lake Conservation C

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
521	DEPT		LLCC Administration		
	89991 Bremer Bank				
27	19- 521- 000- 0000- 5885		72.83 Receipt Nbr 917 01/22/2014		Commissary Sales Taxable
28	19- 521- 000- 0000- 5885		32.64 Receipt Nbr 919 01/28/2014		Commissary Sales Taxable
	89991 Bremer Bank		105.47		2 Transactions
521	DEPT Total:		105.47	LLCC Administration	1 Vendors 2 Transactions
19	Fund Total:		105.47	Long Lake Conservation Center	2 Transactions

DKB1  
 2/13/14 11:45AM  
 21 Parks

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
	89991 Bremer Bank				
29	21- 520- 000- 0000- 5510		7.40 Receipt Nbr 1796 01/06/2014		Co. Parks Campground Fees
37	21- 520- 000- 0000- 6590		0.47 Warr Nbr 57407 01/17/2014		Repair & Maintenance Supplies
38	21- 520- 000- 0000- 6590		2.82 Warr Nbr 57533 01/17/2014		Repair & Maintenance Supplies
	89991 Bremer Bank		10.69		
				3 Transactions	
520	DEPT Total:		10.69 Parks	1 Vendors	3 Transactions
21	Fund Total:		10.69 Parks		3 Transactions
	Final Total:		7,220.54	24 Vendors	59 Transactions

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	506.98	General Fund
	3	1,649.38	Road & Bridge
	5	27.99	Health & Human Services
	9	4,907.50	State
	10	12.91	Trust
	11	-0.38	Forest Development
	19	105.47	Long Lake Conservation Center
	21	10.69	Parks
	All Funds	7,220.54	Total

Approved by, .....  
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DKB1  
2/24/14 11:58AM

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	DEPT			Commissioners		
86222	Aitkin Independent Age 01-001-000-0000-6230		132.00	Synopsis 12/17	1479	Printing, Publishing & Adv
	01-001-000-0000-6230		109.40	Synopsis 1/7	1479	Printing, Publishing & Adv
86222	Aitkin Independent Age		241.40	2 Transactions		
8175	Centurylink 01-001-000-0000-6250		7.42	Local phone	313645966	Telephone
8175	Centurylink		7.42	1 Transactions		
5247	MRCC 01-001-000-0000-6241		35.00	annual meeting-(A.Marcotte)	MTG-1	Registration Fee
5247	MRCC		35.00	1 Transactions		
9048	Napstad/Brian 01-001-000-0000-6250	P	50.95	Internet 4/16/13-5/15/13 04/16/2013 05/15/2013		Telephone
	01-001-000-0000-6250	P	50.95	Internet 5/16/13-6/15/13 05/16/2013 06/15/2013		Telephone
	01-001-000-0000-6250	P	50.95	Internet 6/16/13-7/15/13 06/16/2013 07/15/2013		Telephone
	01-001-000-0000-6250	P	50.95	Internet 7/16/13-8/15/13 07/16/2013 08/15/2013		Telephone
	01-001-000-0000-6250	P	50.95	Internet 8/16/13-9/15/13 08/16/2013 09/15/2013		Telephone
	01-001-000-0000-6250	P	50.95	Internet 9/16/13-10/15/13 09/16/2013 10/15/2013		Telephone
	01-001-000-0000-6250	P	50.95	Internet 10/16/13-11/15/13 10/16/2013 11/15/2013		Telephone
	01-001-000-0000-6250	P	50.95	Internet 12/16/13-01/15/14 12/16/2013 01/15/2014		Telephone
	01-001-000-0000-6250	P	50.95	Internet 01/16/14-02/15/14 01/16/2014 02/15/2014		Telephone
	01-001-000-0000-6330		80.64	ADD'L JANUARY MILEAGE	144@.56	Transportation & Travel & Parking
	01-001-000-0000-6330	P	148.03	JULY MILEAGE	262@.565	Transportation & Travel & Parking
	01-001-000-0000-6330	P	205.66	APRIL MILEAGE	364@.565	Transportation & Travel & Parking
	01-001-000-0000-6330	P	233.35	DECEMBER MILEAGE	413@.565	Transportation & Travel & Parking
	01-001-000-0000-6330	P	250.86	MAY MILEAGE	444@.565	Transportation & Travel & Parking
	01-001-000-0000-6330	P	313.01	JUNE MILEAGE	444@.565	Transportation & Travel & Parking

# 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
		01-001-000-0000-6330	P		271.20	SEPTEMBER MILEAGE		480@.565		Transportation & Travel & Parking	
		01-001-000-0000-6330	P		297.19	AUGUST MILEAGE		526@.565		Transportation & Travel & Parking	
		01-001-000-0000-6330	P		356.52	OCTOBER MILEAGE		631@.565		Transportation & Travel & Parking	
9048	Napstad/Brian				2,615.01		18 Transactions				
3590	Niemi/Donald										
		01-001-000-0000-6330			56.00	1/27/14 mileage		100@.56		Transportation & Travel & Parking	
3590	Niemi/Donald				56.00		1 Transactions				
86235	The Office Shop Inc										
		01-001-000-0000-6405			69.99	climate control footrest		953374-0		Office & Computer Supplies	
86235	The Office Shop Inc				69.99		1 Transactions				
6097	Verizon Wireless										
		01-001-000-0000-6250			31.03	cell phone chgs-Commissioner		286287802		Telephone	
		01-001-000-0000-6250			26.04	Mifi Charges-January		786663881		Telephone	
						01/05/2014	02/04/2014				
		01-001-000-0000-6250			26.02	iPad Charges-January		786663881		Telephone	
						01/05/2014	02/04/2014				
6097	Verizon Wireless				83.09		3 Transactions				
1	DEPT Total:				3,107.91	Commissioners		7 Vendors			27 Transactions
12	DEPT					Court Administration					
8175	Centurylink										
		01-012-000-0000-6250			118.72	Local phone Q1		313645966		Telephone	
8175	Centurylink				118.72		1 Transactions				
10185	Centurylink Communications Inc										
		01-012-000-0000-6250			45.49	LD PHONE-Q 1		320146217		Telephone	
10185	Centurylink Communications Inc				45.49		1 Transactions				
10138	Frey Law Offices, Ltd										
		01-012-000-0000-6232			225.00	Attorney Fees-01-JV-12-1229		1312		Attorney Services	
		01-012-000-0000-6232			33.60	MILEAGE-01-JV-12-1229		1312		Attorney Services	
		01-012-000-0000-6232			15.00	Attorney Fees-01-FA-08-478		1313		Attorney Services	
10138	Frey Law Offices, Ltd				273.60		3 Transactions				
11634	Gammello,Qualley & Pearson PLLC										

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
	01-012-000-0000-6232	P	30.00	Attorney Fees-01-JV-09-1134	36302 Attorney Services
	01-012-000-0000-6232		217.50	Attorney Fees-01-JV-09-1134	40607 Attorney Services
	01-012-000-0000-6232		35.84	COSTS-01-JV-09-1134	40607 Attorney Services
11634	Gammello,Qualley & Pearson PLLC		283.34	3 Transactions	
1976	Haberkorn Law Offices,Ltd				
	01-012-000-0000-6232		153.76	FEES-01-FX-06-000690	Attorney Services
				11/13/2013 01/06/2014	
	01-012-000-0000-6232		300.00	FEES-01-JV-13-1117	Attorney Services
				12/03/2013 01/20/2014	
	01-012-000-0000-6232		4.12	COSTS-01-JV-13-1117	Attorney Services
				12/03/2013 01/20/2014	
	01-012-000-0000-6232		0.12	COSTS-01-FX-06-000690	Attorney Services
				11/13/2013 01/06/2014	
	01-012-000-0000-6232		712.50	FEES-01-JV-13-1237	Attorney Services
				12/24/2013 01/30/2014	
	01-012-000-0000-6232		45.00	FEES-01-FA-13-522	Attorney Services
				12/11/2013 01/13/2014	
1976	Haberkorn Law Offices,Ltd		1,215.50	6 Transactions	
3699	O'Hara Jr., Ltd./William D.				
	01-012-000-0000-6232		45.00	FEES PR-13-687	18426 Attorney Services
3699	O'Hara Jr., Ltd./William D.		45.00	1 Transactions	
5176	Wetzel Law Firm				
	01-012-000-0000-6232		60.00	Attorney Fees 01PX-99-99	2014-0054 Attorney Services
5176	Wetzel Law Firm		60.00	1 Transactions	
12	DEPT Total:		2,041.65	Court Administration	7 Vendors 16 Transactions
40	DEPT			Auditor	
	783 Canon Financial Services, Inc				
	01-040-000-0000-6231		174.82	Contract charge-026	13522897 Services, Labor, Contracts
	783 Canon Financial Services, Inc		174.82	1 Transactions	
8175	Centurylink				
	01-040-000-0000-6250		51.94	Local phone	313645966 Telephone
	01-040-021-0000-6250		309.80	Local phone	314154028 License Center-Phone

# 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
8175	Centurylink		361.74		2 Transactions	
10185	Centurylink Communications Inc 01-040-000-0000-6250		9.25	LD PHONE	320146217	Telephone
10185	Centurylink Communications Inc		9.25		1 Transactions	
2214	Holder/Maryann 01-040-021-0000-6301		750.00	March rent License Center		Rentals
2214	Holder/Maryann		750.00		1 Transactions	
86235	The Office Shop Inc 01-040-021-0000-6405		6.00	GRB RIBBON CANON	270523-0	Office & Computer Supplies
86235	The Office Shop Inc		6.00		1 Transactions	
40	DEPT Total:		1,301.81	Auditor	5 Vendors	6 Transactions
41	DEPT			Internal Audit		
3358	Minnesota State Auditor 01-041-000-0000-6231	P	10,032.88	Audit Services yr end 12/31/13 10/09/2013 12/31/2013	64145	Services, Labor, Etc
3358	Minnesota State Auditor		10,032.88		1 Transactions	
41	DEPT Total:		10,032.88	Internal Audit	1 Vendors	1 Transactions
42	DEPT			Treasurer		
8175	Centurylink 01-042-000-0000-6250		29.68	Local phone	313645966	Telephone
8175	Centurylink		29.68		1 Transactions	
10185	Centurylink Communications Inc 01-042-000-0000-6250		3.23	LD PHONE	320146217	Telephone
10185	Centurylink Communications Inc		3.23		1 Transactions	
88880	Datacomm Computers & Networks Inc 01-042-000-0000-6625		2,715.00	3 computers/mice/keyboards	7153	Office Equipment
88880	Datacomm Computers & Networks Inc		2,715.00		1 Transactions	
4233	S & T Office Products Inc					

# 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
	01-042-000-0000-6405		9.06	ink refills, markers	01QF4682	Office & Computer Supplies
4233	S & T Office Products Inc		9.06	1 Transactions		
42	DEPT Total:		2,756.97	Treasurer	4 Vendors	4 Transactions
43	DEPT			Assessor		
783	Canon Financial Services, Inc 01-043-000-0000-6231		182.87	copier contract-021	13480133	Services, Labor, Contracts
	01-043-000-0000-6231		12.83	Accessories/Print Kit-024	13480135	Services, Labor, Contracts
783	Canon Financial Services, Inc		195.70	2 Transactions		
8175	Centurylink 01-043-000-0000-6250		81.62	Local phone	313645966	Telephone
8175	Centurylink		81.62	1 Transactions		
10185	Centurylink Communications Inc 01-043-000-0000-6250		22.57	LD PHONE	320146217	Telephone
10185	Centurylink Communications Inc		22.57	1 Transactions		
10330	Dangers/Mike 01-043-000-0000-6330		47.84	mileage-Forest Mtg-Grnd Rapids	104@.46	Transportation & Travel & Parking
10330	Dangers/Mike		47.84	1 Transactions		
1570	Erickson Oil Products Inc 01-043-000-0000-6511		505.58	January fuel	11347	Gas And Oil
1570	Erickson Oil Products Inc		505.58	1 Transactions		
86235	The Office Shop Inc 01-043-000-0000-6405		191.96	binders/toner	953356-0	Office, Film & Computer Supplies
	01-043-000-0000-6405		11.88	pencil lead	953376-0	Office, Film & Computer Supplies
86235	The Office Shop Inc		203.84	2 Transactions		
6097	Verizon Wireless 01-043-000-0000-6250		79.18	cell phone bill	680690882	Telephone
6097	Verizon Wireless		79.18	1 Transactions		
43	DEPT Total:		1,136.33	Assessor	7 Vendors	9 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
44	DEPT			Central Services		
783	Canon Financial Services, Inc 01-044-000-0000-6231		350.60	Contract charge-019	13522894	Services, Labor, Contracts
783	Canon Financial Services, Inc		350.60	1 Transactions		
10185	Centurylink Communications Inc 01-044-000-0000-6250		2.59	LD PHONE	320146217	Telephone
	01-044-000-0000-6250		0.22	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		2.81	2 Transactions		
5247	MRCC 01-044-000-0000-6240		2,100.00	2014 Dues	MR2014-1	Central Svcs Dues
5247	MRCC		2,100.00	1 Transactions		
3336	Office Of Enterprise Technology 01-044-000-0000-6231		1,300.00	JANUARY USEAGE	DV14010349	Services, Labor, Contracts
3336	Office Of Enterprise Technology		1,300.00	1 Transactions		
5748	Purchase Power 01-044-048-0000-6205		5,000.00	Postage	80009090017180	Postage
5748	Purchase Power		5,000.00	1 Transactions		
4233	S & T Office Products Inc 01-044-196-0000-6625		179.99	HP CARTRIDGE	01QF4679	Recorders Equip Fund Exp. 357.18 Subd 4
4233	S & T Office Products Inc		179.99	1 Transactions		
6101	West Central Indexing, Llc 01-044-196-0000-6625		2,770.00	2014 Product Support	1115	Recorders Equip Fund Exp. 357.18 Subd 4
6101	West Central Indexing, Llc		2,770.00	1 Transactions		
44	DEPT Total:		11,703.40	Central Services	7 Vendors	8 Transactions
45	DEPT			Motor Pool		
12445	BrandI Chevrolet, Buick, GM 01-045-000-0000-6302		642.80	Repairs Car #34	206237	Car Maintenance
12445	BrandI Chevrolet, Buick, GM		642.80	1 Transactions		
2340	Hyytinen Hardware Hank 01-045-000-0000-6512		97.99	battery charger	1163215	Car Equipment

# 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
2340	Hyytinen Hardware Hank		97.99		1 Transactions	
45	DEPT Total:		740.79	Motor Pool	2 Vendors	2 Transactions
49	DEPT			Information Technologies		
675	Bistodeau/Cindy A. 01-049-000-0000-6330		50.60	Assessor Mtg. Grand Rapids	110@.46	Transportation & Travel & Parking
	01-049-000-0000-6330		31.28	Aud/Tres meeting Brainerd	68@.46	Transportation & Travel & Parking
675	Bistodeau/Cindy A.		81.88		2 Transactions	
710	Brainerd Dispatch 01-049-000-0000-6230		295.00	ad for computer position	104718	Printing & Advertising
710	Brainerd Dispatch		295.00		1 Transactions	
8175	Centurylink 01-049-000-0000-6250		37.10	Local phone	313645966	Telephone
8175	Centurylink		37.10		1 Transactions	
10185	Centurylink Communications Inc 01-049-000-0000-6250		7.46	LD PHONE	320146217	Telephone
10185	Centurylink Communications Inc		7.46		1 Transactions	
6097	Verizon Wireless 01-049-000-0000-6231		26.02	renewal	386695110	Programming, Services, Contracts
6097	Verizon Wireless		26.02		1 Transactions	
49	DEPT Total:		447.46	Information Technologies	5 Vendors	6 Transactions
52	DEPT			Administration/Personnel Dept		
10293	Aitkin Co Human Resources 01-052-000-0000-6234	P	219.00	Background check reimbursement	2013	Background Check Fee
	01-052-000-0000-6234		140.75	Background check reimbursement	2014	Background Check Fee
10293	Aitkin Co Human Resources		359.75		2 Transactions	
8175	Centurylink 01-052-000-0000-6250		44.51	Local phone	313645966	Telephone
8175	Centurylink		44.51		1 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
10185	Centurylink Communications Inc 01-052-000-0000-6250		21.87	LD PHONE	320146217	Telephone
10185	Centurylink Communications Inc		21.87		1 Transactions	
11303	Danielson/Bobbie 01-052-000-0000-6330		107.74	Mileage NPELRA/MPELRA	234.22@.46	Transportation & Travel & Parking
	01-052-000-0000-6330		120.35	Mileage Health Fund/NESC	261.62@.46	Transportation & Travel & Parking
11303	Danielson/Bobbie		228.09		2 Transactions	
2946	Madden Galanter Hansen,LLP 01-052-000-0000-6232		2,436.00	Labor Relation Services-Januar 01/01/2014 01/31/2014		Attorney Services
	01-052-000-0000-6232		0.24	LD Phone Charges 01/01/2014 01/31/2014		Attorney Services
	01-052-000-0000-6232		134.40	January Mileage	240@.56	Attorney Services
2946	Madden Galanter Hansen,LLP		2,570.64		3 Transactions	
86235	The Office Shop Inc 01-052-000-0000-6405		333.85	toner for Bobbie's & shared pr	950991-0	Office & Computer Supplies
	01-052-000-0000-6405		350.73	toner for Bobbie's & shared pr	951219-0	Office & Computer Supplies
	01-052-000-0000-6405		328.17	toner for Bobbie's & shared pr	954010-0	Office & Computer Supplies
	01-052-000-0000-6405		319.56-	return chair bought for Bobbie	C949187-0	Office & Computer Supplies
	01-052-000-0000-6405		333.85-	return toner-wrong cartridge	C950991-0	Office & Computer Supplies
	01-052-000-0000-6405		350.73-	toner-included tax	C951219-0	Office & Computer Supplies
86235	The Office Shop Inc		8.61		6 Transactions	
6097	Verizon Wireless 01-052-000-0000-6250		31.03	cell phone chgs-Admin	286287802	Telephone
	01-052-000-0000-6250		26.02	Mifi Charges-January 01/05/2014 02/04/2014	786663881	Telephone
6097	Verizon Wireless		57.05		2 Transactions	
52	DEPT Total:		3,290.52	Administration/Personnel Dept	7 Vendors	17 Transactions
90	DEPT			Attorney		
8175	Centurylink 01-090-000-0000-6250		66.78	Local phone	313645966	Telephone
8175	Centurylink		66.78		1 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
10185	Centurylink Communications Inc 01-090-000-0000-6250		29.23	LD PHONE	320146217	Telephone
	01-090-000-0000-6250		0.89	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		30.12	2 Transactions		
1180	Crow Wing Co Sheriff's Office 01-090-000-0000-6234		75.00	Subpoena 01-CR-12-800	118	Co Sheriff Services
	01-090-000-0000-6234		75.00	Subpoena 01-CR-12-800	122	Co Sheriff Services
	01-090-000-0000-6234		75.00	Subpoena 01-CR-12-800	126	Co Sheriff Services
	01-090-000-0000-6234		75.00	Subpoena 01-CR-12-800	131	Co Sheriff Services
1180	Crow Wing Co Sheriff's Office		300.00	4 Transactions		
10855	Culligan 01-090-000-0000-6213		19.80	Monthly Water Supply	150X00677005	Drug & Forfeiture Ms387.213
10855	Culligan		19.80	1 Transactions		
3150	Mille Lacs Co Sheriff 01-090-000-0000-6234		69.20	SUBPOENA-01CR13413	5475	Co Sheriff Services
3150	Mille Lacs Co Sheriff		69.20	1 Transactions		
5970	Pine County Sheriff's Office 01-090-000-0000-6234		55.00	SUBPOENA 01CR13536	1410195	Co Sheriff Services
5970	Pine County Sheriff's Office		55.00	1 Transactions		
9489	Redwood Toxicology Laboratory, Inc 01-090-000-0000-6213		30.00	UA Reimbursement	12289120141	Drug & Forfeiture Ms387.213
9489	Redwood Toxicology Laboratory, Inc		30.00	1 Transactions		
4260	St Louis Co Sheriff's Office 01-090-000-0000-6234		50.00	SUBPOENA 01CR12800	1400534	Co Sheriff Services
4260	St Louis Co Sheriff's Office		50.00	1 Transactions		
86235	The Office Shop Inc 01-090-000-0000-6405		32.98	invisible tape, 9x12 envelopes	953888-0	Office & Computer Supplies
86235	The Office Shop Inc		32.98	1 Transactions		
5173	West Payment Center 01-090-000-0000-6406		1,159.92	January Information charges	828922304	Law Publ. & Subscriptions

# 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
5173	West Payment Center		1,159.92		1 Transactions	
90	DEPT Total:		1,813.80	Attorney	10 Vendors	14 Transactions
100	DEPT			Recorder		
86222	Aitkin Independent Age 01-100-000-0000-6230		32.00	1 year subscription	1481	Printing, Publishing & Adv
86222	Aitkin Independent Age		32.00		1 Transactions	
8175	Centurylink 01-100-000-0000-6250		22.26	Local phone	313645966	Telephone
8175	Centurylink		22.26		1 Transactions	
10185	Centurylink Communications Inc 01-100-000-0000-6250		9.30	LD PHONE	320146217	Telephone
10185	Centurylink Communications Inc		9.30		1 Transactions	
100	DEPT Total:		63.56	Recorder	3 Vendors	3 Transactions
110	DEPT			Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services 01-110-000-0000-6422		45.93	Tissue, towels, soap, mop	2200475292	Janitorial Supplies
	01-110-000-0000-6422		45.93	tissue, towels, soap, mop	2200480432	Janitorial Supplies
8239	Ameripride Linen & Apparel Services		91.86		2 Transactions	
8175	Centurylink 01-110-000-0000-6250		14.84	Local phone	313645966	Phone
8175	Centurylink		14.84		1 Transactions	
10185	Centurylink Communications Inc 01-110-000-0000-6250		4.37	LD PHONE	320146217	Phone
10185	Centurylink Communications Inc		4.37		1 Transactions	
1570	Erickson Oil Products Inc 01-110-000-0000-6511		83.51	January fuel	20559	Gas And Oil
1570	Erickson Oil Products Inc		83.51		1 Transactions	
1754	Garrison Disposal Company, Inc					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
1754 Garrison Disposal Company, Inc		566.83	January waste/recycling 1 Transactions	Garbage
2186 Hillyard Inc - Kansas City		271.27	Cleaner, towels, shine 1 Transactions	Janitorial Supplies
2186 Hillyard Inc - Kansas City		271.27		
4641 Holiday Credit Office		71.15	gas for snowplowing 1 Transactions	Gas And Oil
4641 Holiday Credit Office		71.15		
2340 Hyytinen Hardware Hank				
01-110-000-0000-6590		19.35	Anchors, MAS FS, Air deflector	Repair & Maintenance
01-110-000-0000-6590		14.57	Screw covers, plugs, connector	Repair & Maintenance
01-110-000-0000-6590		50.95	Fence posts, snow fence	Repair & Maintenance
01-110-000-0000-6422		23.37	Earplugs, batteries	Janitorial Supplies
01-110-000-0000-6590		13.00-	A/brass, lock Abrass tulip ent	Repair & Maintenance
01-110-000-0000-6590		4.29	Allboard joint compound	Repair & Maintenance
01-110-000-0000-6590		10.48	Putty, tub & tile seal	Repair & Maintenance
01-110-000-0000-6590		2.26	Snap rings, bushings	Repair & Maintenance
2340 Hyytinen Hardware Hank		112.27	8 Transactions	
7932 Martin Communications Inc		403.90	Motorola portable raidios 1 Transactions	Janitorial Supplies
7932 Martin Communications Inc		403.90		
89765 Minnesota Elevator, Inc		156.13	Feb Service Billing 1 Transactions	Services, Labor, Contracts
89765 Minnesota Elevator, Inc		156.13		
9692 Minnesota Energy Resources Corporation		2,702.26	Gas-Courthouse 2 Transactions	Utilities & Heating
01-110-000-0000-6254		18.21	Gas-LA Tool	Utilities & Heating
9692 Minnesota Energy Resources Corporation		2,720.47		
4010 Rasley Oil Company		32.18	FUEL FOR UNIT 445 1 Transactions	Gas And Oil
4010 Rasley Oil Company		32.18		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
6097 Verizon Wireless				
01-110-000-0000-6250		31.05	cell phone chgs-Maintenance	286287802 Phone
6097 Verizon Wireless		31.05	1 Transactions	
110 DEPT Total:		4,559.83	Courthouse Maintenance	13 Vendors 22 Transactions
111 DEPT			Buildings	
1491 Dutch's Electric, Inc				
01-111-000-0000-6605		475.26	P&Z new counter electric work	21675 Building & Structures
1491 Dutch's Electric, Inc		475.26	1 Transactions	
111 DEPT Total:		475.26	Buildings	1 Vendors 1 Transactions
120 DEPT			Service Officer	
8175 Centurylink				
01-120-000-0000-6250		7.42	Local phone	313645966 Telephone
8175 Centurylink		7.42	1 Transactions	
10185 Centurylink Communications Inc				
01-120-000-0000-6250		27.64	LD PHONE	320146217 Telephone
01-120-000-0000-6250		4.41	Toll Free Phone	320295974 Telephone
10185 Centurylink Communications Inc		32.05	2 Transactions	
10097 Harms Monroe/Penny				
01-120-000-0000-6330		87.40	CVSO meeting St Cloud	190@.46 Transportation & Travel
01-120-000-0000-6330		44.62	McGregor/McGrath mileage	97@.46 Transportation & Travel
			02/20/2014 02/20/2014	
10097 Harms Monroe/Penny		132.02	2 Transactions	
4641 Holiday Credit Office				
01-120-000-0000-6511		478.67	Jan gas - vet's van	1400000136034 Gas And Oil
4641 Holiday Credit Office		478.67	1 Transactions	
10567 Lake Country Auto Center Of Aitkin				
01-120-000-0000-6302		55.32	oil change/tire rotate-Caravan	16591 Car Maintenance
10567 Lake Country Auto Center Of Aitkin		55.32	1 Transactions	
86235 The Office Shop Inc				

# 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
		01-120-000-0000-6405		15.00	SSD Quality Park 6x9 env.		953585-0	Office & Computer Supplies
		01-120-000-0000-6405		122.99	HEW Toner, Lsr		954121-0	Office & Computer Supplies
86235	The Office Shop Inc			137.99		2 Transactions		
3518	Voyageur Press Of Mcgregor/The							
		01-120-000-0000-6230		162.00	Ad-Proud to be a Veteran		27416	Printing, Publishing & Adv
3518	Voyageur Press Of Mcgregor/The			162.00		1 Transactions		
120	DEPT Total:			1,005.47	Service Officer		7 Vendors	10 Transactions
122	DEPT				Planning & Zoning			
86222	Aitkin Independent Age							
		01-122-000-0000-6230		96.61	Notice of PC / BOA hearings		1482	Printing, Publishing & Adv
86222	Aitkin Independent Age			96.61		1 Transactions		
734	Bright/Irene							
		01-122-000-0000-6350		35.00	BOA Meeting		2/5/2014	Per Diem
		01-122-038-0000-6330		43.68	BOA mileage		78@.56	Boa/Pc Mileage
		01-122-000-0000-6350		10.00	BOA Onsite		Eschweiler	Per Diem
734	Bright/Irene			88.68		3 Transactions		
8175	Centurylink							
		01-122-000-0000-6250		51.94	Local phone		313645966	Telephone
8175	Centurylink			51.94		1 Transactions		
10185	Centurylink Communications Inc							
		01-122-000-0000-6250		17.25	LD PHONE		320146217	Telephone
10185	Centurylink Communications Inc			17.25		1 Transactions		
4641	Holiday Credit Office							
		01-122-000-0000-6511		55.84	P&Z fuel		1400000135321	Gas And Oil
4641	Holiday Credit Office			55.84		1 Transactions		
5516	Paquette/Jeremy M							
		01-122-000-0000-6350		35.00	BOA Meeting		2/5/14	Per Diem
		01-122-038-0000-6330		34.72	BOA Mileage		62@.56	Boa/Pc Mileage
		01-122-000-0000-6350		10.00	Onsite 40134V		Eschweiler	Per Diem
5516	Paquette/Jeremy M			79.72		3 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
9261	RTVision, Inc. 01-122-000-0000-6231		2,349.00	annual support/ePermitting 04/01/2014 04/01/2015	11672	Services, Labor, Contracts, Programming
9261	RTVision, Inc.		2,349.00		1 Transactions	
3479	Sovde/Becky 01-122-000-0000-6405		28.47	file boxes for vehicles	Target-2/7/14	Office, Computer, Film, & Field Supplies
3479	Sovde/Becky		28.47		1 Transactions	
10028	Spiel/Edward 01-122-000-0000-6350		35.00	BOA Meeting	2/5/14	Per Diem
	01-122-038-0000-6330		21.62	BOA/Onsites mileage	38.6@.56	Boa/Pc Mileage
	01-122-000-0000-6350		10.00	Onsite 40134V	Eschweiler	Per Diem
	01-122-000-0000-6350		10.00	Onsite 40131V	Smith	Per Diem
10028	Spiel/Edward		76.62		4 Transactions	
10017	Tveit/Galen 01-122-038-0000-6330		83.44	BOA & Onsites Mileage	149@.56	Boa/Pc Mileage
	01-122-000-0000-6350		35.00	BOA Meeting	2/5/14	Per Diem
	01-122-000-0000-6350		10.00	Onsite	Eschweiler	Per Diem
	01-122-000-0000-6350		10.00	Onsite	Smith	Per Diem
10017	Tveit/Galen		138.44		4 Transactions	
122	DEPT Total:		2,982.57	Planning & Zoning	10 Vendors	20 Transactions
123	DEPT			Coroner		
988	Hennepin Co Medical Centers 01-123-000-0000-6260	P	300.00	AUTOPSY FEES	ME 13-2996	Autopsies--Pathologist, Xrays, Etc
988	Hennepin Co Medical Centers		300.00		1 Transactions	
6105	National Medical Services 01-123-000-0000-6260	P	116.00	AUTOPSY FEES	ME 13-2996	Autopsies--Pathologist, Xrays, Etc
6105	National Medical Services		116.00		1 Transactions	
3987	Ramsey County Medical Examiner 01-123-000-0000-6260	P	1,400.00	AUTOPSY FEES	ME 13-2996	Autopsies--Pathologist, Xrays, Etc
3987	Ramsey County Medical Examiner		1,400.00		1 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
123	DEPT Total:		1,816.00	Coroner	3 Vendors	3 Transactions
200	DEPT			Enforcement		
8175	Centurylink 01-200-000-0000-6250		192.92	Local phone	313645966	Telephone
	01-200-000-0000-6250		59.36	Local phone-PROBATION	313645966	Telephone
8175	Centurylink		252.28			2 Transactions
10185	Centurylink Communications Inc 01-200-000-0000-6250		63.93	LD PHONE	320146217	Telephone
	01-200-000-0000-6250		53.89	LD PHONE-probation	320146217	Telephone
	01-200-000-0000-6250		10.80	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		128.62			3 Transactions
964	Chief Supply Corp 01-200-000-0000-6405		235.63	gloves	384499	Office Supplies
	01-200-000-0000-6405		37.57-	return gloves	CM-024063	Office Supplies
964	Chief Supply Corp		198.06			2 Transactions
1339	Dennis Auto Body & Auto Sales 01-200-000-0000-6359		296.00	tow Yukon-13-0457	2/10/14	Wrecker Service
1339	Dennis Auto Body & Auto Sales		296.00			1 Transactions
9642	Fleet Services 01-200-000-0000-6511		6,092.50	squad fuel purchases	0424007043961	Gas And Oil
9642	Fleet Services		6,092.50			1 Transactions
2736	Kustom Signals Inc 01-200-000-0000-6314		95.00	antenna cables #225	493519	Radio Maint
2736	Kustom Signals Inc		95.00			1 Transactions
10567	Lake Country Auto Center Of Aitkin 01-200-000-0000-6302		69.29	oil change/tire rotate #208	16584	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		69.29			1 Transactions
3160	Mille Lacs Energy Coop-Albert Lea 01-200-000-0000-6254		91.01	FLEMING TOWER	271300302	Utilities
	01-200-000-0000-6254		277.07	SHELTER TOWER	345401501	Utilities
	01-200-000-0000-6254		29.50	SEAVEY TOWER	552100201	Utilities

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
3160 Mille Lacs Energy Coop-Albert Lea		397.58	3 Transactions	
3371 Minnesota Sheriffs' Association				
01-200-039-0000-6425		110.00	permits to aquire	046020 Gun Permit Expenses
01-200-003-0000-6241		200.00	Adv.Civil process class-Exsted	047020 Registration Fee
3371 Minnesota Sheriffs' Association		310.00	2 Transactions	
3927 Post Board				
01-200-000-0000-6240		90.00	Renew POST license #13273	Lenk Dues
01-200-000-0000-6240		90.00	Renew POST license #13946	Mathis Dues
3927 Post Board		180.00	2 Transactions	
4010 Rasley Oil Company				
01-200-000-0000-6511		175.15	January Gas	AITCOSHERS Gas And Oil
4010 Rasley Oil Company		175.15	1 Transactions	
13006 Ray Allen Manufacturing, LLC				
01-200-019-0000-6409		135.98	CANINE AGITATION MUZZLE	300715-3 Supplies
13006 Ray Allen Manufacturing, LLC		135.98	1 Transactions	
4233 S & T Office Products Inc				
01-200-000-0000-6405		15.39	OFFICE SUPPLIES	01QF2084 Office Supplies
01-200-000-0000-6405		33.09	OFFICE SUPPLIES	01QF5208 Office Supplies
4233 S & T Office Products Inc		48.48	2 Transactions	
86235 The Office Shop Inc				
01-200-000-0000-6231		855.00	admin-annual maint.contract	270325-0 Services & Labor (Incl Contracts)
01-200-000-0000-6405		140.78	toner admin	953584-1 Office Supplies
86235 The Office Shop Inc		995.78	2 Transactions	
6128 Tire Barn				
01-200-000-0000-6302		53.94	oil change #219	26854 Car Maintenance
6128 Tire Barn		53.94	1 Transactions	
6097 Verizon Wireless				
01-200-000-0000-6250		260.38	cellular squad connections	786663881 Telephone
6097 Verizon Wireless		260.38	1 Transactions	
5066 Visa				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>
01-200-000-0000-6240		NRA dues-Derksen-armorers lic.	#3074 Card 1	Dues
01-200-000-0000-6405		wheeled cart	#3074 Card 1	Office Supplies
01-200-000-0000-6405		wireless mouse (2)	#3090 Card 3	Office Supplies
01-200-000-0000-6405		hand cart to be returned	#3090 Card 3	Office Supplies
01-200-000-0000-6405		returned hand cart	#3090 Card 3	Office Supplies
01-200-003-0000-6332		hotel/Smartphone forensics trn	Everson	Hotels / Motels
01-200-003-0000-6340		meals/Smartphone forensics trn	Everson	Meals
5066 Visa		7 Transactions		
5173 West Payment Center				
01-200-000-0000-6409		MN Crim.Law Handbooks (3)	828996918	Deputy Supplies
5173 West Payment Center		1 Transactions		
13014 WorldScout Corporation				
01-200-000-0000-6409		2 portable stacking devices	11914	Deputy Supplies
13014 WorldScout Corporation		1 Transactions		
200 DEPT Total:		13,550.56 Enforcement	19 Vendors	35 Transactions
203 DEPT		Snowmobile		
9642 Fleet Services				
01-203-000-0000-6511		squad fuel purchases	0424007043961	Gas And Oil
9642 Fleet Services		1 Transactions		
203 DEPT Total:		492.26 Snowmobile	1 Vendors	1 Transactions
252 DEPT		Corrections		
89064 Aitkin Furniture & Carpet Co				
01-252-000-0000-6590		tile for jail gym	2/7/14	Repair & Maintenance Supplies
89064 Aitkin Furniture & Carpet Co		1 Transactions		
783 Canon Financial Services, Inc				
01-252-000-0000-6231		contract - Dispatch copier-016	13522891	Services & Labor (Incl Contracts)
783 Canon Financial Services, Inc		1 Transactions		
8175 Centurylink				
01-252-000-0000-6250		Local phone	313645966	Telephone

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
8175 Centurylink		118.72	1 Transactions	
10185 Centurylink Communications Inc				
01-252-000-0000-6250		72.83	LD PHONE	320146217 Telephone
01-252-000-0000-6250		10.80	Toll Free Phone	320295974 Telephone
10185 Centurylink Communications Inc		83.63	2 Transactions	
964 Chief Supply Corp				
01-252-000-0000-6405		235.62	gloves	384499 Office & Computer Supplies
01-252-000-0000-6405		37.56-	return gloves	CM-024063 Office & Computer Supplies
964 Chief Supply Corp		198.06	2 Transactions	
5583 Crawford Supply Company				
01-252-252-0000-6408		141.96	supplies	369476 Commissary Supplies
01-252-252-0000-6408		22.20	supplies	369959 Commissary Supplies
5583 Crawford Supply Company		164.16	2 Transactions	
88880 Datacomm Computers & Networks Inc				
01-252-000-0000-6610		175.00	replacement battery	7177 Equipment
88880 Datacomm Computers & Networks Inc		175.00	1 Transactions	
1570 Erickson Oil Products Inc				
01-252-000-0000-6330		36.07	gasoline	9334 Prisoner Transportation & Travel
01-252-003-0000-6330		7.72	gasoline	9334 School Tran & Travel & Parking
1570 Erickson Oil Products Inc		43.79	2 Transactions	
9642 Fleet Services				
01-252-000-0000-6330		324.66	squad fuel purchases	0424007043961 Prisoner Transportation & Travel
9642 Fleet Services		324.66	1 Transactions	
2186 Hillyard Inc - Kansas City				
01-252-000-0000-6422		425.28	janitorial	601022318 Janitorial Supplies
2186 Hillyard Inc - Kansas City		425.28	1 Transactions	
5503 Keefe Supply Company				
01-252-252-0000-6405		58.08	supplies	369272 Prisoner Welfare
01-252-252-0000-6405		135.60	supplies	369500 Prisoner Welfare
01-252-252-0000-6405		43.20	supplies	369975 Prisoner Welfare

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
5503 Keefe Supply Company		236.88	3 Transactions	
91187 Lake Country Power 01-252-000-0000-6254		115.70	Quadna Tower 01/03/2014 02/03/2014	1501827050 Utilities & Heating
91187 Lake Country Power		115.70	1 Transactions	
89765 Minnesota Elevator, Inc 01-252-000-0000-6231		156.13	February Billing	301618 Services & Labor (Incl Contracts)
89765 Minnesota Elevator, Inc		156.13	1 Transactions	
3371 Minnesota Sheriffs' Association 01-252-003-0000-6241		495.00	PSAP 911 Conf.-White & Mowers	045450 School Registration Fee
3371 Minnesota Sheriffs' Association		495.00	1 Transactions	
3255 Mn Counties Intergovernmental Trust 01-252-000-0000-6352		2,500.00	Vogal claim deductible	10LE0022 Insurance
3255 Mn Counties Intergovernmental Trust		2,500.00	1 Transactions	
3638 Northern Air Plumbing & Heating, Inc 01-252-000-0000-6590		157.50	attempt to locate water leak	20581 Repair & Maintenance Supplies
3638 Northern Air Plumbing & Heating, Inc		157.50	1 Transactions	
3712 Office Depot 01-252-000-0000-6405		498.31	toner/printer cartridges	691651582001 Office & Computer Supplies
01-252-000-0000-6405		273.96	toner/printer cartridges	691651582001 Office & Computer Supplies
01-252-000-0000-6405		49.68-	sales tax credited back	698080257-001 Office & Computer Supplies
3712 Office Depot		722.59	3 Transactions	
3789 Pan-O-Gold Baking Company 01-252-000-0000-6418		134.73	GROCERIES	010024403709 Groceries
01-252-000-0000-6418		134.89	GROCERIES	010024404417 Groceries
3789 Pan-O-Gold Baking Company		269.62	2 Transactions	
11538 RCB Collections Range Credit Bureau Inc 01-252-000-0000-6231		15.13	JAN. CREDIT REPORTS	Services & Labor (Incl Contracts)
11538 RCB Collections Range Credit Bureau Inc		15.13	1 Transactions	
9499 Reliance Telephone Systems, Inc				

# 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
	01-252-252-0000-6406		340.00-	cards returned	CM-8387	Phone Card Prisoner Welfare
	01-252-252-0000-6406		1,500.00	phone cards	D-12141	Phone Card Prisoner Welfare
9499	Reliance Telephone Systems, Inc		1,160.00		2 Transactions	
84172	Riverwood Healthcare Center					
	01-252-000-0000-6262		161.50	inmate care-S.Murdock	V6670533	Medical Expenses & Supplies - Inmates
84172	Riverwood Healthcare Center		161.50		1 Transactions	
4233	S & T Office Products Inc					
	01-252-000-0000-6405		15.39	OFFICE SUPPLIES	01QF2084	Office & Computer Supplies
	01-252-000-0000-6405		33.09	OFFICE SUPPLIES	01QF5208	Office & Computer Supplies
4233	S & T Office Products Inc		48.48		2 Transactions	
4761	Sysco Minnesota Inc					
	01-252-000-0000-6418		25.23-	CREDIT	311270378	Groceries
	01-252-000-0000-6418		14.67-	CREDIT	312190254	Groceries
	01-252-000-0000-6420		75.25	KITCHEN SUPPLIES	401161452	Kitchen Supplies
	01-252-252-0000-6405		107.48	commissary items	402060204	Prisoner Welfare
	01-252-000-0000-6418		2,251.85	GROCERIES	402060206	Groceries
	01-252-000-0000-6420		10.75	COFFEE FILTERS	402130208	Kitchen Supplies
	01-252-000-0000-6418		1,822.02	GROCERIES	402130209	Groceries
	01-252-000-0000-6420		32.45	COFFEE DECANTER,FILTERS	402130432	Kitchen Supplies
	01-252-000-0000-6420		60.51	KITCHEN TOOLS	402131574	Kitchen Supplies
4761	Sysco Minnesota Inc		4,320.41		9 Transactions	
86235	The Office Shop Inc					
	01-252-000-0000-6231		324.00	dispatch-annual maint.contract	270325-0	Services & Labor (Incl Contracts)
86235	The Office Shop Inc		324.00		1 Transactions	
6097	Verizon Wireless					
	01-252-000-0000-6250		26.04	Pat Scollard Cell	786663881	Telephone
6097	Verizon Wireless		26.04		1 Transactions	
252	DEPT Total:		12,575.28	Corrections	25 Vendors	44 Transactions
253	DEPT			Aitkin Co Community Corrections		
88879	Central Mn Community Corrections-DT					
	01-253-000-0000-6823		10,724.08	2014 Appropriation-March		County Allocation

# 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
88879	Central Mn Community Corrections-DT		10,724.08		1 Transactions	
8175	Centurylink 01-253-000-0000-6250		7.42	Local phone	313645966	Telephone
8175	Centurylink		7.42		1 Transactions	
10185	Centurylink Communications Inc 01-253-000-0000-6250		1.44	LD PHONE	320146217	Telephone
10185	Centurylink Communications Inc		1.44		1 Transactions	
2925	L & M Supply, Inc. 01-253-000-0000-6405		43.98	pickaroons	6341260	Operating Supplies
2925	L & M Supply, Inc.		43.98		1 Transactions	
10567	Lake Country Auto Center Of Aitkin 01-253-000-0000-6302		104.98	left hub assembly/seals-traile	16528	Car Maintenance
	01-253-000-0000-6302		109.49	new tire	16539	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		214.47		2 Transactions	
12927	Midwest Machinery Co. 01-253-000-0000-6405		30.58	chainsaw bar oil	797242	Operating Supplies
	01-253-000-0000-6405		7.98	chainsaw brake strap	797549	Operating Supplies
	01-253-000-0000-6405		38.90	CHAIN FOR CHAINSAW	798790	Operating Supplies
12927	Midwest Machinery Co.		77.46		3 Transactions	
6072	North Homes - Treatment Foster Care 01-253-000-0000-6204		475.48	SHELTER 01/01/2014	IJC16482 01/02/2014	Juvenile Detention
	01-253-000-0000-6204		6,657.25	SECURE 01/01/2014	IJC16483 01/31/2014	Juvenile Detention
6072	North Homes - Treatment Foster Care		7,132.73		2 Transactions	
4010	Rasley Oil Company 01-253-000-0000-6511		352.92	January Gas	AITCOSHERS	Gas And Oil
4010	Rasley Oil Company		352.92		1 Transactions	
4761	Sysco Minnesota Inc 01-253-000-0000-6405		10.75	STS coffee filters	402060205	Operating Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
4761	Sysco Minnesota Inc		10.75		1 Transactions	
86235	The Office Shop Inc 01-253-000-0000-6405		98.19	toner for STS	953584-0	Operating Supplies
86235	The Office Shop Inc		98.19		1 Transactions	
5551	Unclaimed Freight North 01-253-000-0000-6405		12.67	light bulbs, carb cleaner	2/18/14	Operating Supplies
5551	Unclaimed Freight North		12.67		1 Transactions	
5066	Visa 01-253-000-0000-6405		314.65	winter boots for STS workers	#3090 Card 3	Operating Supplies
	01-253-000-0000-6405		215.88	winter boots for STS workers	#3090 Card 3	Operating Supplies
	01-253-000-0000-6405		44.95-	return one pair boots	#3090 Card 3	Operating Supplies
	01-253-000-0000-6405		119.95	battery charger-Fleet Farm	2/6/14	Operating Supplies
5066	Visa		605.53		4 Transactions	
253	DEPT Total:		19,281.64	Aitkin Co Community Corrections	12 Vendors	19 Transactions
255	DEPT			General Crime Victim Grant		
8175	Centurylink 01-255-000-0000-6250		7.42	Local phone	313645966	Telephone
8175	Centurylink		7.42		1 Transactions	
10185	Centurylink Communications Inc 01-255-000-0000-6250		3.93	LD PHONE	320146217	Telephone
10185	Centurylink Communications Inc		3.93		1 Transactions	
255	DEPT Total:		11.35	General Crime Victim Grant	2 Vendors	2 Transactions
257	DEPT			Sobriety Court		
8175	Centurylink 01-257-000-0000-6250		7.42	Local Phone	313645966	Telephone
8175	Centurylink		7.42		1 Transactions	
5714	K&J C-Stores Inc 01-257-022-0000-6406		25.00	(5) \$5.00 Gift Cards	104047	Sobriety Crt Expenses

# 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
5714	K&J C-Stores Inc		25.00		1 Transactions	
3810	Paulbeck's County Market					
	01-257-022-0000-6406		25.00	(5) \$5 Gift Cards	9277299	Sobriety Crt Expenses
	01-257-022-0000-6406		3.99	1 box thank you cards	9277299	Sobriety Crt Expenses
	01-257-022-0000-6406		8.91	9 Birthday Cards	9277299	Sobriety Crt Expenses
3810	Paulbeck's County Market		37.90		3 Transactions	
257	DEPT Total:		70.32	Sobriety Court	3 Vendors	5 Transactions
280	DEPT			Emergency Management		
8175	Centurylink					
	01-280-000-0000-6250		14.84	Local phone	313645966	Telephone
8175	Centurylink		14.84		1 Transactions	
10185	Centurylink Communications Inc					
	01-280-000-0000-6250		1.88	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		1.88		1 Transactions	
4870	Turner/Scott A.					
	01-280-003-0000-6330		123.28	mileage-Governer's EM Conf. 02/10/2014 02/12/2014	268@.46	Transporation
	01-280-003-0000-6340		30.87	mileage-Governer's EM Conf. 02/10/2014 02/11/2014	Twin Cities	Meals-Schooling
4870	Turner/Scott A.		154.15		2 Transactions	
280	DEPT Total:		170.87	Emergency Management	3 Vendors	4 Transactions
390	DEPT			Environmental Health (FBL)		
405	A.W. Research Laboratories, Inc.					
	01-390-000-0000-6231		40.00	water tests	10321	Services, Labor, Contracts
	01-390-000-0000-6231		40.00	water tests	10322	Services, Labor, Contracts
405	A.W. Research Laboratories, Inc.		80.00		2 Transactions	
8175	Centurylink					
	01-390-000-0000-6250		14.84	Local phone	313645966	Telephone
8175	Centurylink		14.84		1 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
10185	Centurylink Communications Inc 01-390-000-0000-6250		9.94	LD PHONE	320146217	Telephone
10185	Centurylink Communications Inc		9.94	1 Transactions		
4641	Holiday Credit Office 01-390-000-0000-6511		90.84	FBL Fuel	1400000135321	Gas And Oil
4641	Holiday Credit Office		90.84	1 Transactions		
390	DEPT Total:		195.62	Environmental Health (FBL)	4 Vendors	5 Transactions
391	DEPT			Solid Waste		
783	Canon Financial Services, Inc 01-391-000-0000-6231		338.92	contract charges-017	13522892	Services, Labor, & Minor Contracts
783	Canon Financial Services, Inc		338.92	1 Transactions		
8175	Centurylink 01-391-000-0000-6250		7.42	Local phone	313645966	Telephone
8175	Centurylink		7.42	1 Transactions		
10185	Centurylink Communications Inc 01-391-000-0000-6250		3.88	LD PHONE	320146217	Telephone
10185	Centurylink Communications Inc		3.88	1 Transactions		
2763	J & H Transfer Station-Lakes Sanitary 01-391-060-0000-6360		706.95	January Recycling		Recycling Contract
2763	J & H Transfer Station-Lakes Sanitary		706.95	1 Transactions		
3155	MEHA 01-391-000-0000-6240		35.00	Neff membership renewal	01125	Dues
3155	MEHA		35.00	1 Transactions		
6097	Verizon Wireless 01-391-000-0000-6250		48.43	cell phone bill	286252299	Telephone
6097	Verizon Wireless		48.43	1 Transactions		
391	DEPT Total:		1,140.60	Solid Waste	6 Vendors	6 Transactions
600	DEPT			Ag Society, Soil & Water, Ag Inspect		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
2557 Kanabec County Auditor 01-600-552-0000-6836		10,079.00	2014 Appropriation	Soil & Water Snake River Watershed
2557 Kanabec County Auditor		10,079.00	1 Transactions	
600 DEPT Total:		10,079.00	Ag Society, Soil & Water, Ag Inspect	1 Vendors 1 Transactions
601 DEPT			Extension	
8175 Centurylink 01-601-000-0000-6250		14.84	Local phone	313645966 Telephone
8175 Centurylink		14.84	1 Transactions	
10185 Centurylink Communications Inc 01-601-000-0000-6250		1.34	LD PHONE	320146217 Telephone
10185 Centurylink Communications Inc		1.34	1 Transactions	
86235 The Office Shop Inc 01-601-000-0000-6405		11.79	#10 envelopes	953469-0 Office Supplies
86235 The Office Shop Inc		11.79	1 Transactions	
601 DEPT Total:		27.97	Extension	3 Vendors 3 Transactions
700 DEPT			Promotion,AEOA Tran,Airport,RC&D,Tot	
3229 Mille Lacs Area Tourism Council 01-700-909-0000-6801		1,000.00	Tourism Grant	2/11/14 board Appropriations-Grant
3229 Mille Lacs Area Tourism Council		1,000.00	1 Transactions	
700 DEPT Total:		1,000.00	Promotion,AEOA Tran,Airport,RC&D,T	1 Vendors 1 Transactions
711 DEPT			Economic Development	
8175 Centurylink 01-711-000-0000-6250		7.42	Local phone	313645966 Telephone
8175 Centurylink		7.42	1 Transactions	
10185 Centurylink Communications Inc 01-711-000-0000-6250		4.72	LD PHONE	320146217 Telephone
10185 Centurylink Communications Inc		4.72	1 Transactions	

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
711	DEPT Total:		Economic Development	2 Vendors	2 Transactions
1	Fund Total:		General Fund		297 Transactions

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3 Road & Bridge

# 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
301	DEPT			R&B Administration		
783	Canon Financial Services, Inc 03-301-000-0000-6300		226.85	contract charge 021414	13522896	Service Contracts
783	Canon Financial Services, Inc		226.85	1 Transactions		
10185	Centurylink Communications Inc 03-301-000-0000-6250		27.39	LD PHONE	320146217	Telephone
10185	Centurylink Communications Inc		27.39	1 Transactions		
11411	Charter Business 03-301-000-0000-6250		149.87	phone - hwy office 020914		Telephone
11411	Charter Business		149.87	1 Transactions		
10855	Culligan 03-301-000-0000-6400		51.30	water bottle 021014		Supplies And Materials
10855	Culligan		51.30	1 Transactions		
11406	Innovative Office Solutions 03-301-000-0000-6400		101.32	books 021914	470448	Supplies And Materials
11406	Innovative Office Solutions		101.32	1 Transactions		
10431	Verizon Business 03-301-000-0000-6250		33.35	hwy office 021414	42279481814	Telephone
10431	Verizon Business		33.35	1 Transactions		
6097	Verizon Wireless 03-301-000-0000-6250		264.96	cells 021014	9719350285	Telephone
6097	Verizon Wireless		264.96	1 Transactions		
301	DEPT Total:		855.04	R&B Administration	7 Vendors	7 Transactions
302	DEPT			R&B Engineering/Construction		
12496	Cervantez/Eric 03-302-000-0000-6296		20.74	meals 020414 02/05/2014 02/06/2014		Meeting Expense/Physicals
12496	Cervantez/Eric 03-302-000-0000-6296		59.80	mileage 020414	130@.46	Meeting Expense/Physicals
12496	Cervantez/Eric		80.54	2 Transactions		
3703	Frontier Precision, Inc					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
3703 Frontier Precision, Inc		repair 021914	123235	Rd/Br Engr. Supplies
		1 Transactions		
3355 Mn Pollution Control Agency		gun lake pit 021214	4400113425	Meeting Expense/Physicals
3355 Mn Pollution Control Agency		1 Transactions		
11019 Swenson/Bradley		mileage 020614		Meeting Expense/Physicals
11019 Swenson/Bradley		1 Transactions		
302 DEPT Total:		R&B Engineering/Construction	4 Vendors	5 Transactions
303 DEPT		R&B Highway Maintenance		
195 Aitkin Tire Shop		tires 011814	52976	Repair & Maintenance Supplies
195 Aitkin Tire Shop		tire mounting 011714	52978	Repair & Maintenance Supplies
195 Aitkin Tire Shop		mounting 021814	53052	Repair & Maintenance Supplies
		3 Transactions		
8239 Ameripride Linen & Apparel Services		shop laundry 012114	2200470208	Misc Bldg & Shop Supplies
8239 Ameripride Linen & Apparel Services		shop laundry 012814	2200472727	Misc Bldg & Shop Supplies
8239 Ameripride Linen & Apparel Services		shop laundry 020414	2200475319	Misc Bldg & Shop Supplies
8239 Ameripride Linen & Apparel Services		shop laundry 021114	2200477968	Misc Bldg & Shop Supplies
		4 Transactions		
12106 Antoine Electric		lights 021114	13450	Shop Maintenance
12106 Antoine Electric		door 021114	13455	Shop Maintenance
12106 Antoine Electric		lights 011614	14021	Shop Maintenance
		3 Transactions		
8674 Boyer Trucks		cylinder 021114	821740	Repair & Maintenance Supplies
8674 Boyer Trucks		cylinder 021114	821740X1	Repair & Maintenance Supplies
8674 Boyer Trucks		kit 021114	824531	Repair & Maintenance Supplies
8674 Boyer Trucks		kit 021114	824531	Repair & Maintenance Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8674 Boyer Trucks		448.86	4 Transactions		
12445 BrandI Chevrolet, Buick, GM 03-303-000-0000-6590		23.20	switch 013114	3707	Repair & Maintenance Supplies
12445 BrandI Chevrolet, Buick, GM		23.20	1 Transactions		
8265 Centurylink 03-303-000-0000-6250		47.76	phone - hill city 021014	301226554	Telephone
8265 Centurylink		47.76	1 Transactions		
1200 Cummings Oil, Inc 03-303-000-0000-6513		769.80	swatara 012314	33584	Motor Fuel & Lubricants
03-303-000-0000-6513		2,533.30	palisade 012314	33585	Motor Fuel & Lubricants
03-303-000-0000-6513		723.80	jacobson 012314	33585	Motor Fuel & Lubricants
03-303-000-0000-6523		116.85	nozzle 012414	34173	Misc Bldg & Shop Supplies
1200 Cummings Oil, Inc		4,143.75	4 Transactions		
7935 East Central Energy 03-303-000-0000-6254		189.77	power - mcgrath 021014	70415419	Utilities
7935 East Central Energy		189.77	1 Transactions		
1570 Erickson Oil Products Inc 03-303-000-0000-6513		14.17-	discount 021014		Motor Fuel & Lubricants
03-303-000-0000-6513		2.83-	discount 021014		Motor Fuel & Lubricants
03-303-000-0000-6513		856.87	gasoline 021014	366689	Motor Fuel & Lubricants
1570 Erickson Oil Products Inc		839.87	3 Transactions		
1754 Garrison Disposal Company, Inc 03-303-000-0000-6254		75.88	mcgregor shop 022814	8177386	Utilities
1754 Garrison Disposal Company, Inc		75.88	1 Transactions		
8169 Kenway Engineering, Inc. 03-303-000-0000-6590		32.51	resistor 020414	137706	Repair & Maintenance Supplies
03-303-000-0000-6590		32.52	resistor 020414	137706	Repair & Maintenance Supplies
8169 Kenway Engineering, Inc.		65.03	2 Transactions		
8101 Kris Engineering Inc 03-303-000-0000-6590		788.38	tooth 020514	23268	Repair & Maintenance Supplies
03-303-000-0000-6590		2,921.68	cutting edges 020614	23281	Repair & Maintenance Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
8101 Kris Engineering Inc		2,439.76 6,149.82	cutting edges 020614 3 Transactions	23281 Repair & Maintenance Supplies
91187 Lake Country Power				
03-303-000-0000-6254		79.23	Jacobson 021014	1400073000 Utilities
03-303-000-0000-6254		972.17	swatara 021014	140946401 Utilities
91187 Lake Country Power		1,051.40	2 Transactions	
12626 Lubrication Technologies, Inc.				
03-303-000-0000-6523		1,819.27	fuel additive 011314	2316975 Misc Bldg & Shop Supplies
12626 Lubrication Technologies, Inc.		1,819.27	1 Transactions	
2941 M R Sign Co Inc				
03-303-000-0000-6516		626.84	county route marker 020714	180079 Signs & Posts
2941 M R Sign Co Inc		626.84	1 Transactions	
2991 Malmo Market				
03-303-000-0000-6513		62.18	gasoline 013114	27879 Motor Fuel & Lubricants
03-303-000-0000-6513		43.07	gasoline 013114	30422 Motor Fuel & Lubricants
03-303-000-0000-6513		67.84	gasoline 013114	30989 Motor Fuel & Lubricants
03-303-000-0000-6513		47.12	gasoline 013114	31797 Motor Fuel & Lubricants
03-303-000-0000-6513		57.48	gasoline 013114	31958 Motor Fuel & Lubricants
03-303-000-0000-6513		71.60	gasoline 013114	32005 Motor Fuel & Lubricants
03-303-000-0000-6513		63.59	gasoline 013114	32756 Motor Fuel & Lubricants
03-303-000-0000-6513		70.69	gasoline 013114	38970 Motor Fuel & Lubricants
03-303-000-0000-6513		77.15	gasoline 013114	39273 Motor Fuel & Lubricants
03-303-000-0000-6513		48.54	gasoline 011314	39287 Motor Fuel & Lubricants
03-303-000-0000-6513		62.20	gasoline 013114	39506 Motor Fuel & Lubricants
03-303-000-0000-6513		56.56	gasoline 013114	39784 Motor Fuel & Lubricants
2991 Malmo Market		728.02	12 Transactions	
10824 Maney International Inc				
03-303-000-0000-6590		339.10	adjuster 020414	656058 Repair & Maintenance Supplies
10824 Maney International Inc		339.10	1 Transactions	
3100 McGregor Oil				
03-303-000-0000-6513		62.26	gasoline 013114	39391 Motor Fuel & Lubricants
03-303-000-0000-6513		96.38	gasoline 013114	49388 Motor Fuel & Lubricants
03-303-000-0000-6513		44.26	gasoline 013114	49389 Motor Fuel & Lubricants

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6513		28.87	gasoline 013114	49390	Motor Fuel & Lubricants
	03-303-000-0000-6513		38.89	gasoline 013114	49392	Motor Fuel & Lubricants
	03-303-000-0000-6513		50.82	gasoline 013114	49393	Motor Fuel & Lubricants
	03-303-000-0000-6513		27.23	gasoline 013114	49394	Motor Fuel & Lubricants
	03-303-000-0000-6513		47.28	gasoline 013114	49395	Motor Fuel & Lubricants
	03-303-000-0000-6513		42.54	gasoline 013114	49396	Motor Fuel & Lubricants
3100	McGregor Oil		438.53			9 Transactions
5917	Mike's Bobcat Service					
	03-303-000-0000-6825		300.00	plowing 020514		Maintenance Agreements
5917	Mike's Bobcat Service		300.00			1 Transactions
3160	Mille Lacs Energy Coop-Albert Lea					
	03-303-000-0000-6254		1,516.51	power - Palisade 021314	185202601	Utilities
	03-303-000-0000-6254		61.33	hwy 169 and csah 3 021314	192301001	Utilities
	03-303-000-0000-6254		25.00	Gun lake 021314	275602903	Utilities
	03-303-000-0000-6254		310.84	power - mcgregor 021314	295300301	Utilities
	03-303-000-0000-6254		2,260.76	power - aitkin 021314	335200702	Utilities
	03-303-000-0000-6254		63.75	hwy 169 and csah 28 021314	396202201	Utilities
	03-303-000-0000-6254		65.28	hwy 47 and csah 2 021314	545110401	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		4,303.47			7 Transactions
9692	Minnesota Energy Resources Corporation					
	03-303-000-0000-6297		1,666.59	natural gas - aitkin sh 021314	42552174	Shop Fuel
9692	Minnesota Energy Resources Corporation		1,666.59			1 Transactions
10864	Nistler Contruction Landscapes/Tim					
	03-303-000-0000-6825		765.00	plowing 012414	223	Maintenance Agreements
10864	Nistler Contruction Landscapes/Tim		765.00			1 Transactions
8618	North American Salt Co					
	03-303-000-0000-6518		2,011.04	de-icing salt 020314	71118571	De-Icing Salt
8618	North American Salt Co		2,011.04			1 Transactions
3760	Palisade Cooperative Oil Assoc					
	03-303-000-0000-6513		47.17	gasoline 013114	273181	Motor Fuel & Lubricants
	03-303-000-0000-6513		92.83	gasoline 013114	273786	Motor Fuel & Lubricants
	03-303-000-0000-6513		35.85	gasoline 013114	273923	Motor Fuel & Lubricants
	03-303-000-0000-6513		56.60	gasoline 013114	274491	Motor Fuel & Lubricants

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
	03-303-000-0000-6513		47.20	gasoline 013114	274690 Motor Fuel & Lubricants
	03-303-000-0000-6513		100.00	gasoline 013114	275156 Motor Fuel & Lubricants
	03-303-000-0000-6513		7.59	hydraulic fluid 013114	275157 Motor Fuel & Lubricants
3760	Palisade Cooperative Oil Assoc		387.24		7 Transactions
4095	Ritter & Ritter,Inc				
	03-303-000-0000-6523		165.00	cleaning 021114	25597 Misc Bldg & Shop Supplies
4095	Ritter & Ritter,Inc		165.00		1 Transactions
4711	Sunnys Citgo				
	03-303-000-0000-6513		71.15	gasoline 012914	29567 Motor Fuel & Lubricants
	03-303-000-0000-6513		68.56	gasoline 012914	29568 Motor Fuel & Lubricants
	03-303-000-0000-6513		73.30	gasoline 012914	29569 Motor Fuel & Lubricants
	03-303-000-0000-6513		90.65	gasoline 012914	29570 Motor Fuel & Lubricants
4711	Sunnys Citgo		303.66		4 Transactions
90805	Temco				
	03-303-000-0000-6590		22.50	round 021414	16884 Repair & Maintenance Supplies
	03-303-000-0000-6590		77.70	round 021414	16897 Repair & Maintenance Supplies
	03-303-000-0000-6590		30.00	labor 021414	16898 Repair & Maintenance Supplies
90805	Temco		130.20		3 Transactions
5295	Ziegler Inc				
	03-303-000-0000-6590		992.65	strip 020614	190034687 Repair & Maintenance Supplies
	03-303-000-0000-6590		192.36	filters 021214	190034798 Repair & Maintenance Supplies
5295	Ziegler Inc		1,185.01		2 Transactions
303	DEPT Total:		30,547.08	R&B Highway Maintenance	28 Vendors 84 Transactions
307	DEPT			R&B Capital Infrastructure	
5556	Board Of Water & Soil Resources				
	03-307-000-0000-6260		500.00	wetland credits 020514	Professional Services
5556	Board Of Water & Soil Resources		500.00		1 Transactions
7561	Tegantvoort/Gary				
	03-307-000-0000-6362		3,774.00	land right of way 021414	parcels 17/25 Right Of Way
	03-307-000-0000-6362		1,726.00	damages right of way 021414	parcels 17/25 Right Of Way
7561	Tegantvoort/Gary		5,500.00		2 Transactions

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
307	DEPT Total:		R&B Capital Infrastructure	2 Vendors	3 Transactions
3	Fund Total:		Road & Bridge		99 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
400	DEPT			Public Health Department		
8175	Centurylink 05-400-440-0410-6250		66.78	Local phone -PH	313645966	Telephone
	05-400-440-0410-6250		12.24	Local phone -HHS/Accting	313645966	Telephone
8175	Centurylink		79.02	2 Transactions		
10185	Centurylink Communications Inc 05-400-440-0410-6250		23.96	LD PHONE-PH	320146217	Telephone
	05-400-440-0410-6250		0.66	LD PHONE-ACCTING	320146217	Telephone
	05-400-440-0410-6250		5.19	LD PHONE-HHS	320146217	Telephone
	05-400-440-0410-6250		9.61	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		39.42	4 Transactions		
400	DEPT Total:		118.44	Public Health Department	2 Vendors	6 Transactions
420	DEPT			Income Maintenance		
8175	Centurylink 05-420-600-4800-6250		74.20	Local phone -IM	313645966	Telephone
	05-420-600-4800-6250		31.83	Local phone -HHS/Accting	313645966	Telephone
	05-420-640-4800-6250		51.94	Local phone -CS	313645966	Telephone
8175	Centurylink		157.97	3 Transactions		
10185	Centurylink Communications Inc 05-420-600-4800-6250		131.69	LD PHONE-IM	320146217	Telephone
	05-420-600-4800-6250		1.70	LD PHONE-ACCTING	320146217	Telephone
	05-420-600-4800-6250		13.49	LD PHONE-HHS	320146217	Telephone
	05-420-640-4800-6250		39.67	LD PHONE-CS	320146217	Telephone
	05-420-600-4800-6250		24.98	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		211.53	5 Transactions		
420	DEPT Total:		369.50	Income Maintenance	2 Vendors	8 Transactions
430	DEPT			Social Services		
8175	Centurylink 05-430-700-4800-6250		37.55	Local phone -HHS/Accting	313645966	Telephone
	05-430-700-4800-6250		185.50	Local phone -SS	313645966	Telephone
8175	Centurylink		223.05	2 Transactions		

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5 Health & Human Services

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10185	Centurylink Communications Inc				
	05-430-700-4800-6250		LD PHONE-ACCTING	320146217	Telephone
	05-430-700-4800-6250		LD PHONE-HHS	320146217	Telephone
	05-430-700-4800-6250		LD PHONE-SS	320146217	Telephone
	05-430-700-4800-6250		Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc				
		271.45		4 Transactions	
430	DEPT Total:	494.50	Social Services	2 Vendors	6 Transactions
5	Fund Total:	982.44	Health & Human Services		20 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
900	DEPT			Timber Permit Bonds		
11922	Guertin/Ron 10-900-000-0000-2300		595.20	bond refund R1722	13474	Timber Permit Bonds
11922	Guertin/Ron		595.20	1 Transactions		
3605	North Shore Forest Prod Inc 10-900-000-0000-2300		1,559.88	bond refund R.1516	13341	Timber Permit Bonds
3605	North Shore Forest Prod Inc		1,559.88	1 Transactions		
11574	Timber Transport-Curt Raveill 10-900-000-0000-2300		902.60	bond refund R.1343	12809	Timber Permit Bonds
11574	Timber Transport-Curt Raveill		902.60	1 Transactions		
900	DEPT Total:		3,057.68	Timber Permit Bonds	3 Vendors	3 Transactions
921	DEPT			Co. Development		
8175	Centurylink 10-921-000-0000-6250		7.42	Local phone -surveyor	313645966	Telephone
	10-921-000-0000-6250		7.42	Local phone -GIS	313645966	Telephone
8175	Centurylink		14.84	2 Transactions		
10185	Centurylink Communications Inc 10-921-000-0000-6250		0.80	LD PHONE-SURVEYOR	320146217	Telephone
	10-921-000-0000-6250		1.24	LD PHONE-GIS	320146217	Telephone
10185	Centurylink Communications Inc		2.04	2 Transactions		
921	DEPT Total:		16.88	Co. Development	2 Vendors	4 Transactions
923	DEPT			Forfeited Tax Sales		
783	Canon Financial Services, Inc 10-923-000-0000-6231		417.82	contract charges-Lobby 022	13480134	Services, Labor, Contracts
783	Canon Financial Services, Inc		417.82	1 Transactions		
8175	Centurylink 10-923-000-0000-6250		59.36	Local phone	313645966	Telephone
8175	Centurylink		59.36	1 Transactions		
10185	Centurylink Communications Inc					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		10-923-000-0000-6250			3.03	LD PHONE		320146217		Telephone	
10185	Centurylink Communications Inc				3.03		1 Transactions				
4233	S & T Office Products Inc	10-923-000-0000-6405			11.76	tape		01QF3881		Office Supplies	
4233	S & T Office Products Inc				11.76		1 Transactions				
86235	The Office Shop Inc	10-923-000-0000-6405			15.00	envelopes		953565-0		Office Supplies	
86235	The Office Shop Inc				15.00		1 Transactions				
6128	Tire Barn	10-923-000-0000-6590			43.80	LOF		26770		Repair & Maintenance Supplies	
6128	Tire Barn				43.80		1 Transactions				
6097	Verizon Wireless	10-923-000-0000-6254			34.14-	cell phone credit		580683827		Utilities	
6097	Verizon Wireless				34.14-		1 Transactions				
923	DEPT Total:				516.63	Forfeited Tax Sales		7 Vendors		7 Transactions	
926	DEPT					Law Library					
8175	Centurylink	10-926-000-0000-6250			7.42	Local phone		313645966		Telephone	
8175	Centurylink				7.42		1 Transactions				
3201	Minnesota State Law Library	10-926-000-0000-6408			250.00	Annual subscrip Co Law Project		14-8		Law Books	
3201	Minnesota State Law Library				250.00		1 Transactions				
5173	West Payment Center	10-926-000-0000-6408			1,055.92	January Information charges		828922306		Law Books	
		10-926-000-0000-6408			582.23	Library Plan Charges		829001526		Law Books	
						01/05/2014	02/04/2014				
5173	West Payment Center				1,638.15		2 Transactions				
926	DEPT Total:				1,895.57	Law Library		3 Vendors		4 Transactions	

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10 Trust

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
10 Fund Total:		5,486.76	Trust	18 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
924	DEPT			Forest Resource		
12526	Bixby/James 11-924-000-0000-6350		35.00	FAC Meeting	2/18/14	Per Diem
	11-924-000-0000-6330		29.68	FAC Mileage	53@.56	Transportation & Travel
12526	Bixby/James		64.68	2 Transactions		
91022	Courtemanche/Richard 11-924-000-0000-6330		17.94	FAC miles 2/18/14	39@.46	Transportation & Travel
91022	Courtemanche/Richard		17.94	1 Transactions		
3703	Frontier Precision, Inc 11-924-000-0000-6590		20.00	hand strap for trimble	122969	Repair & Maintenance Supplies
	11-924-000-0000-6406		456.38	batteries for survey units	123203	Field Supplies
3703	Frontier Precision, Inc		476.38	2 Transactions		
2270	Hoppe/Russell Peter 11-924-000-0000-6350		35.00	FAC MEETING	2/18/14	Per Diem
	11-924-000-0000-6330		11.20	FAC MILEAGE	20@.56	Transportation & Travel
2270	Hoppe/Russell Peter		46.20	2 Transactions		
10890	Insley/Kevin 11-924-000-0000-6350		35.00	FAC MEETING	2/18/14	Per Diem
	11-924-000-0000-6330		3.36	FAC MILEAGE 2/18/14	6@.56	Transportation & Travel
10890	Insley/Kevin		38.36	2 Transactions		
9036	Neary/William F 11-924-000-0000-6350		35.00	Parks meeting	2/18/14	Per Diem
	11-924-000-0000-6330		39.20	FAC mileage 2/18/14	70@.56	Transportation & Travel
9036	Neary/William F		74.20	2 Transactions		
13015	Palmer/Bob 11-924-000-0000-6330		59.36	FAC mileage	106@.56	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC Meeting	2/18/14	Per Diem
13015	Palmer/Bob		94.36	2 Transactions		
13016	Pedersen/Steven 11-924-000-0000-6350	P	35.00	FAC meeting	12/16/13	Per Diem
	11-924-000-0000-6350		35.00	FAC Meeting	2/18/14	Per Diem
	11-924-000-0000-6330		44.80	FAC mileage	80@.56	Transportation & Travel

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
11-924-000-0000-6330	P	FAC mileage 12/16/13	80@.56	Transportation & Travel
13016 Pedersen/Steven		4 Transactions		
10906 Shipp/Dale				
11-924-000-0000-6350		FAC MEETING	2/18/14	Per Diem
11-924-000-0000-6330		FAC MILEAGE 2/18/14	32@.56	Transportation & Travel
10906 Shipp/Dale		2 Transactions		
10017 Tveit/Galen				
11-924-000-0000-6350		FAC meeting	2/18/14	Per Diem
11-924-000-0000-6330		FAC miles	32@.56	Transportation & Travel
10017 Tveit/Galen		2 Transactions		
6097 Verizon Wireless				
11-924-000-0000-6250		January cell phone		Telephone
6097 Verizon Wireless		1 Transactions		
924 DEPT Total:		1,340.13 Forest Resource	11 Vendors	22 Transactions
925 DEPT		Reforestation		
11925 Specialty Embroidery				
11-925-000-0000-6406		22 patches w/ land dept logo	22@7	Field Supplies
11925 Specialty Embroidery		1 Transactions		
10100 University Of Minnesota				
11-925-000-0000-6208		hardwoods sympos.-Parkin	65044342	Training/Education
11-925-000-0000-6208		hardwoods sympos.-Courtemanche	65044365	Training/Education
11-925-000-0000-6208		hardwoods sympos.-Thornbloom	65044395	Training/Education
11-925-000-0000-6208		hardwoods sympos.-Gordon	65044423	Training/Education
11-925-000-0000-6208		hardwoods sympos.-Kangas	65044459	Training/Education
11-925-000-0000-6208		hardwoods sympos.-Powers	65044545	Training/Education
10100 University Of Minnesota		6 Transactions		
925 DEPT Total:		604.00 Reforestation	2 Vendors	7 Transactions
935 DEPT		Forest Road		
6097 Verizon Wireless				
11-935-000-0000-6250		cell phone credit	580683827	Telephone

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 11 Forest Development

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
6097	Verizon Wireless		64.01-	1 Transactions	
935	DEPT Total:		64.01- Forest Road	1 Vendors	1 Transactions
11	Fund Total:		1,880.12 Forest Development		30 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
521	DEPT			LLCC Administration		
12710	Adventure Publications 19-521-000-0000-6400		174.46	32 journals & 12 playing cards	377456	Commissary Items
12710	Adventure Publications		174.46	1 Transactions		
5998	Appert's Foodservice 19-521-000-0000-6400		84.00	Groceries	2065562	Commissary Items
5998	Appert's Foodservice		84.00	1 Transactions		
783	Canon Financial Services, Inc 19-521-000-0000-6231		135.16	contract charges-020	13480136	Services, Labor, Contracts
783	Canon Financial Services, Inc		135.16	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254		70.61	Electricity	271300401	Utilities
	19-521-000-0000-6254		3,209.07	Electricity	271300502	Utilities
	19-521-000-0000-6254		737.06	Electricity	271300601	Utilities
	19-521-000-0000-6254		633.76	Electricity	271300703	Utilities
	19-521-000-0000-6254		100.92	Electricity	271300801	Utilities
	19-521-000-0000-6254		135.70	Electricity	271300901	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		4,887.12	6 Transactions		
3478	Nasco 19-521-000-0000-6400		83.13	CRITTER KIT SUPPLIES	673944	Commissary Items
3478	Nasco		83.13	1 Transactions		
5729	National Pen 19-521-000-0000-6400		329.95	500 pens for commissary	107263949	Commissary Items
	19-521-000-0000-6400		349.95	500 mechanical pencils	500352716	Commissary Items
5729	National Pen		679.90	2 Transactions		
9463	NMN,Inc 19-521-000-0000-6400		117.50	72 packs playing cards	10047712	Commissary Items
9463	NMN,Inc		117.50	1 Transactions		
521	DEPT Total:		6,161.27	LLCC Administration	7 Vendors	13 Transactions
522	DEPT			LLCC Education		
2340	Hyytinen Hardware Hank					

# 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
	19-522-000-0000-6416		3.00	SPRAY PAINT	1161299	Education Supplies
2340	Hyytinen Hardware Hank		3.00			
				1 Transactions		
522	DEPT Total:		3.00	LLCC Education	1 Vendors	1 Transactions
523	DEPT			LLCC Food		
5998	Appert's Foodservice 19-523-000-0000-6418		697.96	Groceries	2065562	Groceries-Students
5998	Appert's Foodservice		697.96			
				1 Transactions		
5662	McGregor Dairy, Inc 19-523-000-0000-6418		268.75	Groceries	21900	Groceries-Students
5662	McGregor Dairy, Inc		268.75			
				1 Transactions		
4968	Upper Lakes Foods, Inc 19-523-000-0000-6420		15.15	kitchen supplies	280117-00	Food Service Supplies
	19-523-000-0000-6418		531.14	Groceries	285731-00	Groceries-Students
	19-523-000-0000-6420		77.83	kitchen supplies	286029-00	Food Service Supplies
	19-523-000-0000-6418		1,108.48	Groceries	288819-00	Groceries-Students
4968	Upper Lakes Foods, Inc		1,732.60			
				4 Transactions		
523	DEPT Total:		2,699.31	LLCC Food	3 Vendors	6 Transactions
524	DEPT			LLCC Maintenance		
2340	Hyytinen Hardware Hank 19-524-000-0000-6422		81.86	MAINT.SUPPLIES	1158380	Janitorial Services/Supplies
	19-524-000-0000-6422		5.70	MAINT.SUPPLIES	1158555	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		76.16			
				2 Transactions		
90926	J.L. Auto 19-524-000-0000-6302	P	2,393.18	Chev. truck plow mount	12/15/13	Vehicle Maintenance
90926	J.L. Auto		2,393.18			
				1 Transactions		
3760	Palisade Cooperative Oil Assoc 19-524-000-0000-6511		29.24	fuel for Chevy truck	LONGLAK	Gas And Oil
3760	Palisade Cooperative Oil Assoc		29.24			
				1 Transactions		
4968	Upper Lakes Foods, Inc					

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 19 Long Lake Conservation C

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	19-524-000-0000-6422		Supplies	285731-00	Janitorial Services/Supplies
	4968 Upper Lakes Foods, Inc				
				1 Transactions	
524	DEPT Total:		LLCC Maintenance	4 Vendors	5 Transactions
		2,559.92			
19	Fund Total:		Long Lake Conservation Center		25 Transactions
		11,423.50			

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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
520	DEPT			Parks		
90628	Aitkin Co Environmental Services					
	21-520-000-0000-6243		227.25	License-Aitkin Campground	110004	License Fee
	21-520-000-0000-6243		240.75	License-Berglund Park	110005	License Fee
	21-520-000-0000-6243		263.75	License-Jacobson Park	110006	License Fee
	21-520-000-0000-6243		267.75	License-Snake River Campground	110007	License Fee
90628	Aitkin Co Environmental Services		999.50	4 Transactions		
589	Blomberg/Judith					
	21-520-000-0000-6350		35.00	Parks meeting	2/10/14	Per Diem
	21-520-000-0000-6330		17.92	mileage to Parks meeting	32@.56	Transportation & Travel
589	Blomberg/Judith		52.92	2 Transactions		
8175	Centurylink					
	21-520-000-0000-6250		7.42	Local phone	313645966	Telephone
8175	Centurylink		7.42	1 Transactions		
1570	Erickson Oil Products Inc					
	21-520-000-0000-6511		967.44	January gas purchases	9423	Gas & Oil
1570	Erickson Oil Products Inc		967.44	1 Transactions		
4641	Holiday Credit Office					
	21-520-000-0000-6511		122.53	GAS CHARGES	1400000134961	Gas & Oil
4641	Holiday Credit Office		122.53	1 Transactions		
5759	Kitzrow/Donald					
	21-520-000-0000-6350		35.00	Parks meeting	2/10/14	Per Diem
	21-520-000-0000-6330		36.96	Parks mileage	66@.56	Transportation & Travel
5759	Kitzrow/Donald		71.96	2 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea					
	21-520-000-0000-6254		38.05	Electricity	185110602	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		38.05	1 Transactions		
9692	Minnesota Energy Resources Corporation					
	21-520-000-0000-6254		831.40	January shop gas	4162495-8	Utilities
9692	Minnesota Energy Resources Corporation		831.40	1 Transactions		
90805	Temco					

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 21 Parks

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	21-520-000-0000-6590		WELD DRAG LIFTER	16885	Repair & Maintenance Supplies
90805	Temco				
		132.00			
		132.00	1 Transactions		
4927	Turnock/Franklin Allen				
	21-520-000-0000-6350		PARKS MEETING	2/10/14	Per Diem
	21-520-000-0000-6330	35.00	mileage for PARKS mtg	60@.56	Transportation & Travel
4927	Turnock/Franklin Allen				
		33.60			
		68.60	2 Transactions		
6097	Verizon Wireless				
	21-520-000-0000-6250		cell phone credit	580683827	Telephone
6097	Verizon Wireless				
		21.34-			
		21.34-	1 Transactions		
12065	Warnest/Timothy				
	21-520-000-0000-6350		Parks meeting	2/10/14	Per Diem
	21-520-000-0000-6330	35.00	Parks mtg mileage	63@.56	Transportation & Travel
12065	Warnest/Timothy				
		35.28			
		70.28	2 Transactions		
520	DEPT Total:		Parks	12 Vendors	19 Transactions
		3,340.76			
21	Fund Total:		Parks		19 Transactions
		3,340.76			
	Final Total:		284 Vendors	508 Transactions	
		168,974.97			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	107,883.82	General Fund	
	3	37,977.57	Road & Bridge	
	5	982.44	Health & Human Services	
	10	5,486.76	Trust	
	11	1,880.12	Forest Development	
	19	11,423.50	Long Lake Conservation Center	
	21	3,340.76	Parks	
	All Funds	168,974.97	Total	Approved by, .....
				.....
				.....

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 2-19-14

Via: Roxy Traxler, Interim County Administrator

From: John Welle

Title of Item:

Equipment Purchase - Trailer

Requested Meeting Date: 2-25-14 Estimated Presentation Time: (consent agenda)

Presenter: John Welle

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes  No \_\_\_\_\_ (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: 5001
- Expenditure line account # for this item is: 6600

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**

## AITKIN COUNTY COMMISSIONER'S MEMO

**TO:** Aitkin County Commissioners  
Patrick Wussow, County Administrator

**FROM:** John Welle

**DATE:** February 19, 2014

### **Consent Agenda Item:**

Equipment Purchase - Trailer

#### **Summary:**

As part of the 2-11-14 Consent Agenda, purchase of a Felling FT 45 trailer was authorized at a price of \$20,585 from Felling Trailers, Inc. of Sauk Centre, MN.

Upon trying to place the order for this trailer, Felling Trailers informed us that their state bid sheets contained an error in listing airbrakes as an option on the Felling FT 45 trailer. To get trailer air brakes, we would need to acquire the Felling FT-50.

The revised enclosed bid comparison sheet shows that Towmaster T-50 trailer is now the lowest cost trailer at a cost of \$22,157.25. Authorization is therefore requested to rescind the previous board action authorizing purchase of the Felling FT 45 trailer and to authorize purchase of the Towmaster T-50 trailer from Towmaster in Litchfield, MN. Although this purchase is approximately \$4,200 over the budgeted amount of \$18,000, approximately \$3,000 to \$4,000 of revenue is expected from sale of the existing trailer.

**Deck -over trailer price comparisons.**

<b>Vendor</b>	<b>Felling Trailer Sauk Centre, MN</b>	<b>Towmaster Litchfield, MN</b>	<b>Ziegler, Inc Bloomington, MN</b>
	Felling FT 50	Towmaster T50	Trail King TK 50
Base Price	\$22,141.00	\$21,237.25	\$29,793.60
Capacity #	59,000 lbs.	50,000 lbs.	50,000 lbs
Deck length	24 feet	24 feet	25 feet
Deck width	104 inches	104 inches	104 inches
Beavertail	5 feet	5 feet	5 feet
# of axles	3	3	3
Tire size	215/75R 17.5	215/75R 17.5	215/75R 17.5
Deck mat'l	Wood	Wood	Wood
Options:			
Air brake	Stan.	Stan.	Stan.
Dual jacks	\$356.00	\$395.00	N/A
wired to county	\$0	Stan.	Stan.
Spare tire	\$553.00	\$525.00	\$410.00
Total	\$23,050.00	\$22,157.25	\$30,203.60

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 2-19-14

Via: Roxy Traxler, Interim County Administrator

From: John Welle

Title of Item:

Equipment Purchase - Pickup Truck

Requested Meeting Date: 2-25-14 Estimated Presentation Time: (consent agenda)

Presenter: John Welle

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes  No \_\_\_\_\_ (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: 5001
- Expenditure line account # for this item is: 6600

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
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## AITKIN COUNTY COMMISSIONER'S MEMO

**TO:** Aitkin County Commissioners  
Patrick Wussow, County Administrator

**FROM:** John Welle

**DATE:** February 19, 2014

### **Consent Agenda Item:**

Equipment Purchase – Pickup Truck

#### **Summary:**

\$22,000 is budgeted in the 2014 Capital Equipment and Facilities Budget to replace an existing pickup truck, Unit #444. Quotes were requested from Aitkin Motor and Brandl Chevrolet, Buick and GMC, for a 2014 ½ ton four wheel drive extended/double cab pickup truck.

Brandl Chevrolet Buick GMC quoted a price of \$28,488.85 for a Chevrolet 1500 Double Cab truck. Aitkin Motor quoted a price of \$23,996 for a Ford F150 Extended Cab truck.

Based on the pricing, authorization is requested to purchase the Ford F-150 Extended Cab pickup truck from Aitkin Motor for the quoted price of \$23,996. Authorization is also requested to sell Unit #444 through an online auction service. Although this purchase is approximately \$2,000 over the budgeted amount, another recent 2014 capital equipment purchase authorized by the County Administrator resulted in an expenditure of just less than \$7,000 to replace Unit 047, steam cleaner, which was budgeted at \$10,000.

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: February 19, 2014

Via: Roxy Traxler, Interim County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Schedule Proposed Public Comment Period for the Proposed SSTS Ordinance

Requested Meeting Date: February 25, 2014 Estimated Presentation Time: N/A

Presenter: Consent Agenda

**Type of Action Requested** (check all that apply)

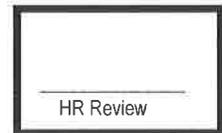
- For info only, no action requested
- Approve under Consent Agenda
- For discussion with possible action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Other (please list) \_\_\_\_\_
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes \_\_\_\_\_ No \_\_\_\_\_ (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
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**Aitkin County Environmental Services Planning and Zoning**  
**209 Second Street NW**  
**Room 100**  
**Aitkin, MN 56431**  
Phone: 218-927-7342  
Fax: 218-927-4372



**MEMORANDUM**

**DATE:** February 19, 2014

**TO:** Aitkin County Board of Commissioners  
Roxy Traxler, Interim County Administrator

**FROM:** Terry Neff, Environmental Services Director 

**RE:** Schedule Proposed Public Comment for the Proposed Subsurface Sewage Treatment System (SSTS) Ordinance

The Ordinance Committee met on February 11, 2014 and February 18, 2014, to review drafts of a proposed SSTS Ordinance (see attached). The proposed SSTS Ordinance is a result of legislation and rule making that requires all counties to have an approved SSTS Ordinance that meets minimum state requirements by February 4, 2014. Although the February 4, 2014 date has passed, having the proposed SSTS Ordinance adopted prior to the construction season will meet the intent of the legislation.

The Ordinance Committee recommends the proposed SSTS Ordinance be submitted for public comment. If approved by the County Board of Commissioners, I will have the proposed SSTS Ordinance published in the Aitkin Independent Age on March 5, 2014 to begin the 30-day public comment period. The comment period will end on April 4, 2014. A public hearing will be scheduled on April 7, 2014, before the Aitkin County Planning Commission. Following the public hearing I will try to have a final draft ready for final adoption by the County Board on April 23, 2014.

If you have any questions, please contact me at 218-927-7342 or by e-mail at [tneff@co.aitkin.mn.us](mailto:tneff@co.aitkin.mn.us).

c:\ctybrd\ctybrd2014

# SUBSURFACE SEWAGE TREATMENT SYSTEM ORDINANCE

Aitkin County

(Effective Date)

Draft

2/19/14

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# AITKIN COUNTY SUBSURFACE SEWAGE TREATMENT ORDINANCE

## SECTION 1 PURPOSE, INTENT AND SCOPE

### 1.1 Purpose

The purpose of the Subsurface Sewage Treatment System (SSTS) Ordinance is to provide minimum standards for and regulation of Individual Sewage Treatment Systems (ISTS) and Midsized Sewage Treatment Systems (MSTS) including the proper location, design and construction; their necessary modification and reconstruction; their operation, maintenance and repair to protect surface water and groundwater from contamination by human sewage and waterborne household and commercial wastes within the applicable jurisdiction of the County; to protect the public's health and safety, and eliminate or prevent the development of public nuisances pursuant to the authority granted under Minnesota Statutes, Sections 115.55, 145A.05, 375.51, 394.21-394.37, and 471.82, the County Comprehensive Plan, and the County Zoning Ordinance , Shoreland Management Ordinance and the Flood Plain Management Ordinance.

### 1.2 Intent

It is intended by the County that this Ordinance will promote the following:

- A. The protection of lakes, rivers and streams, wetlands, and groundwater in Aitkin County essential to the promotion of public health, safety, welfare, socioeconomic growth and development of the County .
- B. The regulation of proper SSTS construction, reconstruction, repair, maintenance, and location of SSTS to prevent the entry and migration of contaminants, thereby preventing the degradation of surface water and groundwater quality.
- C. The establishment of minimum standards for SSTS placement, design, construction, reconstruction, repair, maintenance and to prevent contamination and, if contamination is discovered, the identification and control of its consequences and the abatement of its source and migration.
- D. The appropriate utilization of privy vaults and other non-water carried sewage collection and storage facilities.
- E. The provision of technical assistance and education, SSTS permitting, inspections, and enforcement to prevent and control water-borne diseases, lake and stream degradation, groundwater-related hazards, and public nuisance conditions.

### 1.3 Scope

This Ordinance regulates the siting, design, installation, alterations, operation, maintenance, monitoring, and management of all SSTS within the County's applicable jurisdiction including, but not necessarily limited to individual SSTS and cluster or community SSTS, privy vaults, and other non-water carried SSTS. All sewage generated in unsewered areas of the County shall be treated and dispersed by an approved SSTS that is sited, designed, installed, operated, and maintained in accordance with the provisions of this Ordinance or by a system that has been permitted by the MPCA.

## **SECTION 2 GENERAL PROVISIONS**

### **2.1 Authority**

This Ordinance is adopted pursuant to MN Statutes, Section 115.55; MN Statutes, Sections 145A.01 through 145A.08; MN Statutes, Section 375.51; or successor statutes, MN Rules 2006, Chapter 7080, and elements of 2011 Rules from Chapters 7080, 7081, 7082, and 7083; or successor Rules.

### **2.2 Jurisdiction**

The jurisdiction of this Ordinance shall include all lands of the County except for incorporated areas that administer a (SSTS) program by Ordinance within their incorporated jurisdiction, which is at least as strict as this Ordinance.

### **2.3 Interpretation**

In their interpretation and application, the provisions of this Ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the County and shall not be deemed a limitation or repeal of any other powers granted by MN Statutes.

### **2.4 Severability**

If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this Ordinance shall not be affected and shall remain in full force.

### **2.5 Liability**

The County's involvement in administration of this Ordinance does not create a special duty to any person and, further liability or responsibility shall not be imposed upon the County or any of its officials, employees, or other contract agents, for damage resulting from the defective construction, operation, or abandonment of any onsite or cluster SSTS regulated under this Ordinance or by reason of any standards, requirements, or inspections authorized by this Ordinance hereunder.

### **2.6 Abrogation and Greater Restrictions**

It is not intended by this Ordinance to repeal, abrogate, or impair any other existing County Ordinance, easements, covenants, or deed restrictions. However, where this Ordinance imposes greater restrictions, the provisions of this Ordinance shall prevail. All other Ordinances inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency only.

## **SECTION 3 ADMINISTRATION**

### **3.1 County Administration**

- A. The Aitkin County Environmental Services Department shall administer the SSTS program and all provisions of this Ordinance.
- B. The County's duties and responsibilities include, but are not be limited to, the following;
  1. Review all applications for SSTS.
  2. Issue all permits required in this Ordinance.
  3. Inspect all work regulated in this Ordinance.
  4. Investigate all complaints regarding SSTS.

5. Issue certificates of installation, certificates of compliance or notices of noncompliance where applicable.
6. Enact enforcement provisions of this Ordinance as necessary.
7. Refer unresolved violations of this Ordinance to the County Attorney.
8. Maintain current records for each permitted SSTS including all site evaluation documents, design documents, inspection documents, and other applicable documents.
9. The County shall employ or retain under contract qualified and appropriately licensed professionals to administer and operate the SSTS program.
10. Submit annual reports to MPCA as required.

### 3.11 References to Rule

References to Minnesota (MN) Rules Chapter 7080 are referencing the 2011 Rules. References to the 2006 Rules will be specifically indicated as 2006 Minnesota (MN) Rules Chapter 7080.

### 3.2 State of Minnesota

Where a single SSTS or group of SSTS under single ownership within one-half mile of each other, have a design flow greater than 10,000 gallons per day, the owner or owners shall make application for and obtain a State Disposal System permit from MPCA. For any SSTS that has a measured daily flow for a consecutive seven-day period, as determined according to 7081.0110, which equals or exceeds 10,000 gallons per day, a State Disposal System permit is required.

SSTS serving establishments or facilities licensed or otherwise regulated by the State shall conform to the requirements of this Ordinance.

### 3.3 Cities and Township

Any jurisdiction within the County that regulates SSTS must comply with the standards and requirements of this Ordinance. The standards and ordinance of the jurisdiction may be administratively and technically more restrictive than this Ordinance.

## SECTION 4 DEFINITIONS

The following words and phrases shall have the meanings ascribed to them in this Section. If not specifically defined in this Section, terms used in this Ordinance shall have the same meaning as provided in the standards adopted by reference. For purposes of this Ordinance, the words “must” and “shall” are mandatory and the words “may” and “should” are permissive.

**Absorption Area:** means the area below a mound that is designed to absorb sewage tank effluent. This area is determined by multiplying the rockbed length by the required absorption width. The absorption area shall be the minimum clean sand area under the mound.

**Absorption Width-** is determined by using (2006 MN Rules Chapter 7080) Part 7080.0170, Subp. 5 (B), subitems 4 and 5, or by calculating the berm widths by using the berm slope multipliers found on the Mound Design Worksheet (see appendix A), whichever is greater.

**Alternative Local Standards (ALS):** ALS are individual sewage treatment system standards that are less restrictive than the State’s technical standards and criteria. ALS contains the adopted standards from the 2006 MN Rules for systems using less than 2,500 gallons of water per day.

**As-Built:** Drawings and documentation specifying the final in-place location, size, and type of all system components. These records identify the results of materials testing and describe conditions during construction. Information provided must be verified by a certified statement.

**Authorized Representative:** An employee or agent of the Environmental Services Department.

**Bedroom:** Any room or unfinished area within a dwelling that is designed or might reasonably be used for sleeping. An all purpose room, den, study, or office will be considered a bedroom if it has an egress window and closet.

**County:** Aitkin County, Minnesota.

**County Board:** The Aitkin County Board of Commissioners.

**Department:** The Aitkin County Environmental Services Department.

**Failing System:** At a minimum, an SSTS that discharges sewage to a seepage pit, cesspool, drywell, leaching pit, or other pit; and any SSTS with less than the required vertical separation distance as described in Chapter 7080.0150, Subp. 4(D & E). The determination of the threat to groundwater for other conditions shall be made by a Qualified Employee or State licensed inspection business.

**Grey water:** Sewage that does not contain toilet wastes.

**Imminent Threat to Public Health or Safety (ITPH):** A SSTS that creates the potential to immediately and adversely affect or threaten public health and safety as described in Chapter 7080.0150, Subp. 4(A). At a minimum a SSTS with a discharge of sewage or sewage effluent to the ground surface, drainage systems, ditches, or storm water drains or directly to surface water; SSTS that cause a reoccurring sewage backup into a dwelling or other establishment; SSTS with electrical hazards; or sewage tanks with unsecured, or weak maintenance access covers. The determination of protectiveness for other conditions must be made by a Qualified Employee or a State licensed inspection business.

**Mottling:** As applied to soils, means a zone of chemical and reduction activity, appearing as splotchy patches of red, brown or grey in the soil. In sub soils with a color value of four or more, the term mottling also includes soil having matrix colors with a chroma of two or less as described in "Keys to Soil Taxonomy": 11<sup>th</sup> Edition, 2010.

**MPCA:** Minnesota Pollution Control Agency.

**MSTS:** A system that is designed to treat more than 5,000 gallons per day to a maximum of 10,000 gallons per day. These systems require an operating permit.

**Qualified Employee:** A State or Local Unit of Government employee who designs, installs, maintains, pumps, or inspects SSTS as part of the individual's employment duties.

**Running water:** as it pertains to structures, means when a faucet or other device is opened and water drains out whether by pressure or gravity flow.

**Sewage:** Waste from toilets, bathing, laundry, or culinary activities or operations or floor drains associated with these sources, including household cleaners and other constituents in amounts normally used for domestic purposes.

**Subsurface Sewage Treatment System or SSTS:** Subsurface Sewage Treatment System including an ISTS, MSTS or LSTS.

**Soil Dispersal System:** A system where sewage effluent is dispersed into the soil for treatment by absorption and filtration and includes, but is not limited to, trenches, seepage beds, at-grade systems, mound systems and drip dispersal systems.

**State:** The State of Minnesota.

**SWF:** Shoreland, wellhead protection areas, food, beverage, lodging establishments.

**Toilet Waste Treatment Device:** Incinerating and composting toilets. Chemical, biological and holding toilets are not included in this definition.

**Type I System (Standard):** A SSTS that is designed according to Parts 7080.2200 to 7080.2240. These standard systems utilize trenches, beds, mounds, at-grades, chambers, dual fields or grey water systems. Standard systems must be placed on natural, undisturbed soils and installed in a manner that allows for at least thirty-six (36) inches of vertical separation between the bottom of the systems distribution media and periodically saturated soils or bedrock.

**Type II System:** A SSTS that is designed according to Parts 7080.2270 to 7080.2290. These systems are designed as holding tanks, privies, toilet waste treatment devices and septic systems installed in the flood plain.

**Type III System:** A SSTS that deviates from the requirements in Parts 7080.2210 to 7080.2240. These systems include systems built on fill or disturbed soil, systems constructed on sites with less than twelve (12) inches of natural soil above the periodically saturated soil or bedrock, and reduced size systems with timed dosing. These systems require operating permits.

**Type IV System:** A SSTS that is designed according to Part 7080.2350. These systems utilizes registered treatment or pretreatment technologies in order to meet various treatment requirements that a standard systems may not accomplish. These systems require operating permits.

**Type V System:** A SSTS that is designed according to Part 7080.2400. These systems are designed by a professional engineer and do not meet the prescriptive designs for Types I-IV. These systems require operating permits.

**Zoning/Land Use/Building Permit.** "Zoning permit" means a document issued by the zoning office to use land as designated in this ordinance. In addition to specific instances provided for herein, and unless otherwise provided for herein, a permit shall be required before beginning any construction, moving, rebuilding or material alteration of a structure or septic system.

## **SECTION 5 GENERAL REQUIREMENTS**

### **5.1 Retroactivity**

#### **5.11 Existing Permits**

Unexpired permits which were issued prior to the effective date of this Ordinance shall remain valid under the terms and conditions of the original permit until the original expiration date.

#### **5.12 Existing SSTS**

A SSTS installed prior to the effective date of this Ordinance and meeting the minimum requirements at the time it was installed, shall be allowed to continue in use except if it is determined as a failure to protect ground water or an Imminent Threat to Public Health or Safety.

#### **5.13 SSTS on Lots Created After January 21, 1992 and January 23, 1996**

Lots created after January 21, 1992, through the subdivision/platting process must have two (2) septic system sites capable of supporting standard/Type I individual sewage treatment systems. Lots created after January 23, 1996, through metes and bounds descriptions must have two (2) septic system sites each capable of supporting

standard/Type I individual sewage treatment systems. Lots that would require use of holding tanks will not be approved.

## **5.2 Upgrade, Repair, Replacement, and Abandonment**

### **5.21 SSTS Capacity Expansions**

Expansion of an existing SSTS must include any system upgrades that are necessary to bring the entire system into compliance with the provisions of this Ordinance at the time of the expansion. Expansions may include addition of bedrooms, water using appliances and mobile home replacement with a larger home.

### **5.22 Bedroom Additions**

Any addition to a structure that includes bedroom(s) that require a zoning permit from the County shall require that the SSTS meet the required design flow according to MN Rule 7080.1860.

### **5.23 Failure to Protect Groundwater**

An SSTS that is determined not to be protective of groundwater in accordance with MN Rule 7080.1500, Subp. 4(B) shall be upgraded, repaired, replaced or abandoned by the owner in accordance with the provisions of this Ordinance within twelve (12) months upon receipt of a Notice of Noncompliance.

### **5.24 Imminent Threat to Public Health or Safety**

An SSTS posing an Imminent Threat to Public Health or Safety shall be pumped within 24 hours and managed as a holding tank in accordance with MN Rule 7080.1500, Subp. 4(A) and said SSTS shall be upgraded, repaired, replaced or abandoned by the owner in accordance with the provisions of this Ordinance within ten (10) months upon receipt of a Notice of Noncompliance.

### **5.25 Abandonment of SSTS**

Any SSTS, or any component thereof, which is no longer intended to be used, must be abandoned in accordance with MN Rule 7080.2500.

## **5.3 SSTS Located in Floodplain**

SSTS shall not be located in a floodway and wherever possible, location within any part of a floodplain should be avoided. If no option exists to locate a SSTS outside of a floodplain, location within the flood fringe is allowed if the requirements in MN Rule 7080.2270 and all relevant local requirements are met. For existing structures within the floodway that are served by an SSTS, holding tanks will be allowed as a replacement system but the ground elevation where the tank is placed shall not be raised above its existing elevation.

## **5.4 Class V Injection Wells**

All owners of new or replacement SSTS that are considered to be Class V injection wells, as defined in the Code of Federal Regulations, Title 40, Part 144, are required by the Federal Government to submit an UIC Class 5 Inventory Form to the Environmental Protection Agency as

described in CFR40, Part 144. Further, owners are required to identify all Class V injection wells in property transfer disclosures.

## **5.5 SSTS Practitioner Licensing**

### **5.51 License Required**

No person shall engage in site evaluation, inspection, design, installation, construction, alteration, extension, repair, maintenance, or pumping of SSTS in Aitkin County without an appropriate and valid license issued by MPCA in accordance with MN Rules Chapter 7083 except as exempted in Rule 7083.0700.

### **5.52 License Exemption**

A MPCA license is not required of an individual who is constructing a SSTS on land that is owned by the individual and functions solely as a dwelling for that individual pursuant to MN Rule 7083.0700. Installation of the system shall be based upon a design by a licensed designer. The system shall be inspected before it is covered and a twenty-four (24)-hour notification to the Department for inspection is required.

## **5.6 Prohibitions**

### **5.61 Sewage Discharge to Ground Surface or Surface Water**

It is unlawful for any person to construct, maintain, or use any SSTS system regulated under this Ordinance that results in raw or partially treated wastewater seeping to the ground surface or flowing into any surface water. Any surface discharging system must be permitted under the National Pollutant Discharge Elimination System program by the MPCA.

### **5.62 Sewage Discharge to a Well or Boring**

It is unlawful for any person to discharge raw or treated wastewater into any well or boring as described in MN Rules Chapter 4725.2050, or any other excavation in the ground that is not in compliance with this Ordinance.

### **5.63 Discharge of Hazardous or Deleterious Materials**

It is unlawful for any person to discharge into any treatment system, regulated under this Ordinance, any hazardous or deleterious material that adversely affects the treatment or dispersal performance of the system or groundwater quality.

### **5.64 Occupancy or Use of a Building without a Compliant SSTS**

It is unlawful for any person to maintain, occupy, or use any building intended for habitation or that contains one or more of the following – sleeping areas, bathtub, shower, toilet facilities, sink, or any other feature that would make the structure more oriented towards a dwelling unit than an accessory structure, that is not provided with a wastewater treatment system or that disposes of wastewater in a manner that does not comply with the provisions of this Ordinance.

### **5.65 Holding Tanks**

Holding tanks are not allowed as a means of sewage treatment for new construction on lots created after January 21, 1992 within the shoreland district and January 10, 1995 outside the shoreland district. Holding tanks may be allowed as replacements for existing failing septic systems, systems which pose an Imminent Threat to Public Health or Safety, and

only when it can be conclusively shown that a standard/Type I (Classification I or II, MN Rules Chapter 7080.1860) SSTS cannot be feasibly installed.

#### **5.66 Toilet Waste Treatment Devices**

Toilet waste treatment devices are not allowed as the only method of sewage treatment for structures with running water. For structures without running water a composting toilet or an incinerating toilet would be allowed as an only method of sewage treatment.

Specifications on type of toilet waste treatment device must be submitted at the time of permit application. Photos and receipts must be submitted to the Department as evidence of compliance. Toilet waste treatment devices must meet 7080.2450, Subp. 4(A).

## **SECTION 6 SSTS STANDARDS**

### **6.1 Alternative Local Standards Adopted By Reference**

#### **6.11 Alternative Local Standards for New and Existing SSTS**

The County hereby adopts by reference the 2006 version of MN Rules Chapter 7080 effective April 3, 2006 as the alternative local standards for new and existing residential SSTS with flows of less than 2,500 gallons per day, and SSTS that serve Food, Beverage and Lodging Establishments with a flow of less than 2,500 gallons per day provided the effluent discharge does not exceed the standards in MN Rules 7080.2150, Subp. 3(K).

#### **6.12 Adoption of Rule by Reference**

The County hereby adopts by reference the 2011 MN Rules Chapters 7080 and 7081 for new and replacement systems using greater than 2,500 gallons per day. Specific elements that are required by the 2011 Rules for all sizes of systems are listed in Section 6.7 of this Ordinance. This adoption does not supersede the County's right or ability to adopt local standards that are in compliance with MN Statute 115.55.

### **6.2 Compliance Criteria for Existing SSTS**

For an SSTS built before April 1, 1996, and outside of areas designated as "SWF" – Systems in shoreland areas, wellhead protection areas, or systems serving food, beverage, or lodging establishments – there must be at least two feet of vertical separation between the bottom of the dispersal system and seasonal saturation or bedrock.

### **6.3 Dispute Resolution**

Resolution of disputes between SSTS Certified Individuals regarding conflicting compliance inspections, determination of seasonally saturation of soils and other technical issues shall follow MNRule7082.0700, Subp. 5.

### **6.4 Holding Tanks**

Holding tanks may be allowed as replacements for existing failing SSTS, SSTS which pose an Imminent Threat to Public Health or Safety, and only when it can be conclusively shown that a standard/Type I (Classification I or II as per MN Rules Chapter 7080.1860) SSTS cannot be feasibly installed as determined by the Department.

### **6.5 Pumping Agreements**

Pumping agreements are required for all permits issued for holding tanks, privies and outhouses.

## **6.6 SSTS for Recreational Vehicles (RV)/Fish Houses used as RV's**

RV's, that have a manufactured built in holding tanks for grey and black water, that are on a parcel of land without a principle dwelling unit for more than 60 days in a calendar year must comply with the following:

If there is running water from a well to the RV a standard/Type I SSTS must be installed. Where there is no running water from a well to the RV, at a minimum an outhouse/privy must be installed, or a toilet waste treatment device as in Section 5.66 of this Ordinance would be allowed. Holding tanks will be considered only if a Type I (Classification I or II as per MN Rules Chapter 7080.1860) system can't be installed.

## **6.7 Differences in Standards**

- 6.71** Alternative Local Standards as per Section 6.11 of this Ordinance.
- 6.72** All SSTS shall be sized on a Classification I (Type I) Dwellings as indicated in 2006 MN Rules Chapter 7080.0125 Table I. On lots created prior to January 21, 1992 within shoreland areas and January 10, 1995 outside the shoreland area, if the lot area does not permit for a Type I SSTS, a Type II or III SSTS may be allowed with conditions.
- 6.73** Mound septic systems with percolation rates between thirty (30) mpi and one hundred twenty (120) mpi, shall not be located on slopes in excess of twelve (12)%.
- 6.74** The absorption width of mounds shall be calculated using dike (Berm) slope multiplier ratios of 3:1 or flatter. If the lot area or setback distances don't allow for the use of these multipliers, the Department may consider the use of steeper dike slopes.
- 6.75** A maximum of two ten-foot wide beds may be installed side by side in a single mound if the original soil percolation rate is between five (5) and sixty (60) mpi to a depth of at least twenty four (24) inches below the sand layer. The beds must be separated by at least four (4) feet of clean sand. The absorption area under the sand layer must equal or exceed that of a similar sized mound with one rockbed. It is preferred that the separation between the rockbeds is the same as a downslope dike width.
- 6.76** The entire construction of a mound must take place and continue through the entire construction process when the upper twelve (12) inches of soil has a moisture content of less than the plastic limit. If a mound gets rained on prior to covering, construction of the mound shall not continue until the upper twelve (12) inches of soil under the absorption area and around the perimeter of the sand base has a moisture content less than the plastic limit.
- 6.77** Setback distances from mound septic systems to buildings, lakes, property lines, wells, rivers, creeks, streams, road right-of-ways, etc., will be taken from five (5) feet beyond the upslope of the rockbed and five (5) feet beyond the ends of the rockbed and from the end of the downslope dike or from the outer limits of the absorption area as defined in this Section, whichever is greater.
- 6.78** All SSTS in sandy soils, shall be sized on a soil sizing factor of 1.27 sq.ft./gallon/day unless the sandy soil meets the special requirements in 2006 MN Rules Chapter 7080.0170, Subp. 2(C), Table V - Fine Sand, which would require a soil sizing factor of 1.67 sq.ft./gallon/day.
- 6.79** Each drainfield line must be connected separately to drop boxes and distribution boxes and must not be subdivided.

## **6.8 2011 MN Rule Elements included in this Ordinance**

### **6.81 Sewage Tanks**

Tank Strength Requirements, 7080.1910

Septic Tank Design, 7080.1920

Multiple Septic Tanks, 7080.1940

Compartmentalization of Single Tanks, 7080.1950

Septic Tank Baffles, 7080.1960

Sewage Tank Access, 7080.1970

Tank Construction, 7080.1980

Tank Storage, Transport and Use, 7080.1990

Location and Installation of Tanks, 7080.2000, excluding Floodways in D, H.

**Tank sizing shall meet 2006 MN Rules Chapter 7080.0130, Subp. 3 A-D.**

### **6.82 Registered Products**

Final Treatment and Dispersal, MN Rules Chapter 7080.2150 is hereby adopted by reference.

### **6.83 Vertical Separation Flexibility**

MN Rule 7080.1500, Subp. 4(D) is hereby adopted allowing a fifteen (15) %reduction in vertical separation distance for settling of sand or soil, normal variation of measurements and interpretations of the limiting layer for existing SSTs. This provision does not apply to Section 6.2.

### **6.84 Trench and Seepage Bed Design, 7080.2210, Subp. 4(D)**

The minimum depth of soil cover, including topsoil borrow, over the distribution medium is twelve (12) inches.

## **SECTION 7 VARIANCES**

### **7.1 Variance Requests**

A property owner may request a variance from the standards as specified in this Ordinance pursuant to the Aitkin County Zoning Ordinance, Section 10.

### **7.2 State Agency Variance Requests**

Variances that pertain to the standards and requirements of the State of MN must be approved by the affected State Agency pursuant to the requirements of the State Agency. No permits will be issued by the County until all required State Agency variances have been approved.

### **7.3 Board of Adjustment Decisions**

The Board of Adjustment shall have the authority only to consider variances to horizontal setbacks from property lines, rights of way, structures, or buildings and other standards and criteria per 2006 MN Rules Chapter 7080.0030, Subp. 3. Variances to wells and water supply lines, MN Statutes 4720, 4725, 6105, and 6120 must be approved by the MN Department of Health.

## **7.4 Department Decisions**

Variations may be waived by the Department for reduced setback distances to structures when an application is accompanied by an approval from a Registered Engineer of the State of Minnesota approving of the reduced setback distance. The report must address, among other considerations, any impacts to the structural integrity of the structure and septic/pump/holding tank, and contamination from the effluent to the interior of the structure.

Variations may be waived by the Department for reduced setback distances to road right-of-ways and easements when an application is accompanied by a letter from the road authority or easement holder(s) approving of the reduced setback distance.

## **SECTION 8 SSTS PERMITS AND PLANS**

### **8.1 SSTS Permits Required**

A SSTS Permit shall be obtained by the property owner or an agent of the property owner from the Department prior to the installation, construction, replacement, modification, alteration, or capacity expansion including the use of advanced treatment components of a SSTS. It is unlawful for any person to construct, install, modify or replace a SSTS without the appropriate permit from the Department including repair or replacement of components that will alter the original function of the system, change the treatment capacity of the system, change the location of the system, or otherwise change the original system's design, layout, or function. The issuing of any permit, variance, or conditional use under the provisions of this Ordinance shall not absolve the applicant of responsibility to obtain any other required permit.

No Zoning/Land Use/Building Permit, where an SSTS is required, shall be issued until after the SSTS permit is approved and issued.

No dwelling, commercial, business, institutional or industrial unit shall be redesigned or enlarged if such redesign or enlargement results in exceeding the design capacity of the SSTS unless a permit has been granted by the Department to redesign or enlarge the SSTS to accommodate the expected increase in sewage.

### **8.2 Activities Requiring a SSTS Permit**

All contractors, property owners or other persons having charge of the SSTS construction, replacement (including tanks and dispersal systems), repair, or modification of components of SSTS, shall obtain a SSTS Permit from the Department prior to starting construction. Permits shall be granted upon receipt of a completed application with design and the appropriate fee.

### **8.3 Activities Not Requiring a SSTS Permit**

A SSTS construction permit is not required for minor repairs or replacements of system components that do not alter the original function of the system, change the treatment capacity of the system, change the location of the system, or otherwise change the original system's design, layout, or function. Examples are, crushed pipe, pumps, floats, or other electrical devices of the pump, maintenance hole risers and cover, baffles and effluent filters.

## **8.4 SSTS Permit Applications**

SSTS construction permit applications shall be made on forms provided by the Department and signed by the applicant or an authorized agent. The application shall include but is not limited to the information and documents listed in items A through D below. Completed application shall be examined and approved or denied by the Department.

- A. Name, mailing address, telephone number, (and email address if available.)
- B. Property Identification Number, property address and legal description of property location.
- C. Site evaluations shall contain all the information in 2006 MN Rules Chapter 7080.0110. A minimum of two (2) soil observations per SSTS site shall be conducted. Two (2) SSTS sites shall be identified on each property, if the land area exists.
- D. Design Reports, operating permits if applicable, and any documents described in MN Rules Chapter 7080.0110-7080.0115. Design reports shall be made on forms required or approved by the Department.

## **8.5 Incomplete Application**

If after consideration of the application for a permit, the Department shall be satisfied that the work contemplated will not conform to or comply with the provisions of this Ordinance, the Department shall deny the application for a permit. Notice of such denial shall be served by mail or in person on the applicant or permittee. The notice shall state the reason for denial. The permit application may be revised or corrected and resubmitted to the Department at any reasonable time for reconsideration.

## **8.6 Property Owners Doing Own Work**

No SSTS for a commercial establishment can be constructed by anyone other than a MPCA Licensed Installer. Property owners who may be permitted to construct or repair SSTS on their own properties shall be exempted from providing proof of a MPCA License but shall be required to execute a signed indemnification agreement pursuant to Subsection 8.61. Property owners doing their own work must comply with Sections 8.1 thru 8.4, as well as other applicable provisions of this Ordinance. A property owner shall have a current license issued by the MPCA for a Designer, Intermediate Designer or Advanced Designer if they wish to perform the site evaluation or design their own SSTS. Every phase of the installation must be inspected by the Department at such stages and times as the Department determines. There shall be a reinspection fee for each additional inspection required to ensure compliance with this Ordinance. If the homeowner arranges for, hires, or subcontracts for services or assistance installing the SSTS, a person or entity providing such assistance or services must be fully licensed by the MPCA.

### **8.61 Indemnification Agreement**

The permittee in Section 8.6 shall provide a signed agreement to the Department which indemnifies and saves the County, holding it harmless from all losses, damages, costs and charges that may be incurred by the County due to the failure of the permittee to conform to and comply with the provisions of this Ordinance. A copy of a signed agreement will be provided by the Department.

## **8.7 SSTS Permit Expiration**

The SSTS Permit is valid for a period of one (1) year from its date of issue. An extension of the permit may be granted at the discretion of the Department for up to three (3) additional months.

## 8.8 Transferability

A SSTS Permit is not transferable from one parcel to another.

## 8.9 Operating Permits

Operating Permits must be submitted on forms approved by the Department.

A. An Operating Permit shall be required for the following SSTS:

1. SSTS with high strength waste effluent standards that exceed MN Rule 7080.2150, Subp. 3(K).
2. SSTS serving three or more connections.
3. Type III, Type IV and Type V SSTS.
4. SSTS that exceed a daily flow of 2,500 gallons per day.
5. MSTs designed under MN Rules Chapter 7081.

B. Operating Permits shall be a signed agreement between the Department and the property owner and shall include monitoring, performance, mitigation, and reporting requirements.

C. Operating permits are not transferable as to person or place.

D. Operating Permits shall be valid for the specific term stated on the permit as determined by the Department.

E. An Operating Permit must be renewed prior to its expiration. If not renewed, the Department may require the system to be removed from service or operated as a holding tank until the permit is renewed. If not renewed within ninety (90) calendar days of the expiration date, the Department may require that the system be abandoned in accordance with Section 5.25.

F. Operating Permits do not transfer to new property owners. New owners shall apply for an Operating Permit in accordance with Section 8.9. The Department shall not terminate the current permit until ninety (90) calendar days after the date of sale unless an Imminent Threat to Public Health and Safety exists. To consider the new owner's application, the Department may require an inspection of the treatment system certified by a licensed service provider or inspector.

G. A report shall be prepared and certified by the licensed inspection business or licensed service provider. The report shall be submitted to the Department on or before the compliance reporting date stipulated in the operating permit as required. The report shall contain a description of all maintenance and servicing activities performed since the last compliance monitoring report as described in the Operating Permit.

H. The Department may suspend or revoke any Operating Permit issued under this Section for any false statements or misrepresentations of facts on which the Operating Permit was issued.

I. If suspended or revoked, the Department may require that the system be removed from service, operated as a holding tank, or abandoned.

J. At the Department's sole discretion, the Operating Permit may be reinstated or renewed upon the owner taking appropriate corrective actions.

## 8.10 Management Plans

Management Plans for all new or replacement Type IV, Type V and MSTs shall be provided by the licensed designer. The plans shall include operating, monitoring and maintenance requirements for the new or replacement system. Homeowners are required every three (3) years to maintain their sewage tank per instructions in 7080.2450, Subp. 2 and 3.

For those SSTS without a Management Plan or Operating Permit according to the provisions of this Ordinance, must follow the provisions of 7080.2450, Subp. 2 and 3.

## 8.11 Suspension or Revocation

The Department may suspend or revoke a SSTS Permit issued under this Section for any false statements, misrepresentations of facts on which the SSTS Permit was issued, or unauthorized changes to the system design that alter the original function of the system, change the treatment capacity of the system, change the location of the system, or otherwise change the original system design, layout, or function. A notice of suspension or revocation and the reasons for the suspension or revocation shall be conveyed in writing to the permit holder. If suspended or revoked, installation or modification of a treatment system may not commence or continue until a valid STS Permit is obtained.

## SECTION 9 COMPLIANCE INSPECTIONS

### 9.1 Compliance Inspection Program

- A. SSTS Compliance Inspections are performed:
  1. To ensure compliance with applicable requirements.
  2. To ensure system compliance before issuance of a Zoning/Land Use/Building Permit, not to include land alteration permits.
  3. For all new SSTS construction or replacement.
  4. When a construction permit is required to repair, modify, or upgrade an existing system.
  5. Prior to the Transfer of Title to Real Estate with a dwelling unit, mobile home or any other building served by or required to have a SSTS, whether by warranty deed, quit claim deed or any other method of transfer including the lease of a term of three (3) years or more.
  6. To ensure compliance before issuance of a permit for the addition of a bedroom on properties served by a SSTS.
  7. Any time the Department deems appropriate, such as upon receiving a complaint or other information of system failure.
- B. It is the responsibility of the Department, or its agent, to perform installation inspections of new SSTS or upgrades of SSTS to assure that the requirements of this Ordinance are met.
- C. All Compliance Inspections must be performed and signed by licensed inspection businesses or Qualified Employees certified as inspectors.
- D. The Department shall be given access to enter a property at any reasonable time to inspect and/or monitor the SSTS system. As used in this paragraph, "property" does not include a residence or private building.
- E. No person shall hinder or otherwise interfere with the Department's employees in the performance of their duties and responsibilities pursuant to this Ordinance. Refusal to allow reasonable access to the property by the Department shall be deemed a separate and distinct offense.
- F. A signed Winter Release of Compliance Inspection form may be accepted in lieu of a Compliance Inspection for property transfers between November 1 and April 30, at the Department's sole discretion, provided the compliance inspection is submitted to the Department by the following June 1, a certificate of compliance is completed by the following

September 30, and an escrow agreement, as per Section 9.9, is submitted to the Department. During these months, the signed winter release of compliance inspection form may only be used when frost conditions will not permit for an inspection. Failure to fulfill all of the obligations of the winter release of compliance inspection form shall be a violation of this Ordinance. A copy of the "Winter Release of Compliance Inspection Form" can be obtained from the Department.

## 9.2 New Construction or Replacement

- A. New installation inspections must be performed on new or replacement SSTS to determine compliance with this Ordinance and MN Rules Chapters 7080 or 7081. SSTS found to be noncompliant with other applicable requirements must be repaired or replaced according to the Department's requirements.
- B. All SSTS, in whole or in part, shall be inspected by the Department. No system shall be covered, in whole or in part, prior to inspection by the Department unless prior approval has been given by the Department. Failure to obtain approval from the Department shall cause the system to be exposed for inspection. The amount of SSTS exposed for inspection shall be determined by the Department at the time of inspection. The permittee shall notify the Department prior to the completion and covering of the SSTS. The installation and construction of the SSTS shall be in accordance with the permit requirements and application design. Proposals to alter the permitted design shall be reviewed and the proposed change accepted by the Department prior to construction. Inspections shall be conducted up to two (2) times for a drainfield trench system (prior to final cover and after final cover) and up to three (3) times for a mound or at-grade system (scarification, prior to final cover and after final cover) or at other such times as to assure that the system has been constructed per submitted and approved design.
- C. It is the responsibility of the SSTS owner or the owner's agent to notify the Department twenty-four (24) hours prior to the installation inspection.
- D. If the installer provides proper notice and the Department does not provide an inspection within two (2) hours after an inspection time was set, the installer may complete the construction per the following:
  - The installer shall submit photographs of the entire uncovered system and complete an as-built form with a certified statement that the installation of the SSTS met the design and permit conditions and it is free from defects. The as-built form and photographs must be submitted to the Department within five (5) working days of the installation. The as-built form will be supplied by the Department.
- E. A Certificate of Installation for new SSTS construction or replacement shall be issued by the Department within thirty (30) days of inspection if the Department has reasonable assurance that the system was built in accordance with the applicable requirements as specified in the construction permit.
- F. The Certificate of Installation must include a certified statement by the Licensed Inspector or Qualified Employee who conducted the inspection that the SSTS is or is not in compliance with the Ordinance requirements. If the SSTS is determined not to be in compliance with the applicable requirements, a notice of noncompliance must be issued to the owner which includes a statement specifying those Ordinance provisions with which the SSTS does not comply.
- G. No SSTS shall be placed into operation until a valid Certificate of Installation has been issued.

- H. Certificates of Installation for new construction or replacement shall remain valid for five (5) years from the date of issuance unless the Department finds evidence of noncompliance.

### 9.3 Existing Systems

- A. Compliance inspections shall be required when any of the following conditions occur:
1. When a construction permit is required to repair, modify, or upgrade an existing system.
  2. Anytime there is an expansion of use of the building being served by an existing SSTS which may impact the performance of the system.
  3. Anytime there is a change in use of the property being served by an existing SSTS which may impact the performance of the system.
  4. When applying for a zoning permit, minor subdivision, plat, land use map amendment, conditional use permit or variance and the original installation Certificate of Compliance is more than five (5) years old or the Certificate of Compliance is more than three (3) years old.
  5. Prior to the Transfer of Title to Real Estate with a dwelling unit, mobile home or any other building served by or required to have an SSTS, whether by warranty deed, quit claim deed or any other method of transfer including the lease of a term of three (3) years or more.
  6. At anytime as required by this Ordinance or the Department deems appropriate such as upon receipt of a complaint or other notice of a system malfunction.
- B. Compliance Inspections of existing SSTS shall be reported on the inspection report forms provided by MPCA.
- C. Soil borings for Compliance Inspections of existing systems must be done off the ends of trenches, beds and mounds, and outside the area of influence of the absorption area. If topography or other conditions don't allow for a representative soil sample in these areas the inspector shall use their best judgment in locating a representative soil sample.
- D. The Certificate of Compliance must include a certified statement by a Qualified Employee or licensed inspection business, indicating whether the SSTS is in compliance with the requirements of this Ordinance. If the SSTS is determined not to be in compliance with the applicable requirements, a notice of noncompliance must include a statement specifying those ordinance provisions with which the SSTS does not comply. A construction permit application must be submitted to the Department if the required corrective action is not a minor repair under Section 8.3.
- E. The Certificate of Compliance or notice of noncompliance must be submitted by the inspector to the Department no later than -fifteen (15) calendar days after the date the inspection was performed.
- F. Certificates of Compliance for existing SSTS shall remain valid for three (3) years from the date of issuance unless the Department finds evidence of noncompliance.

### 9.4 Failing SSTS

- A. A SSTS that is found to be failing shall be upgraded, replaced or repaired in compliance with this Ordinance, as applicable within one (1) year.

**B.** A SSTS that is found to be an Imminent Threat to Public Health or Safety shall abate the Imminent Threat to Public Health or Safety within ten (10) days and the SSTS shall be upgraded, replaced or repaired within ten (10) months.

**C.** Any SSTS, irrespective of the date of original installation, which is found to be in violation of this Ordinance, shall be relocated, reconstructed or reinstalled so as to be in compliance with this Ordinance.

## **9.5 Transfer of Property**

**A.** A Certificate of Compliance shall be provided by the seller or transferor to the buyer or transferee before the Transfer of Title to Real Estate with a dwelling unit, mobile home or any other building served by or required to have a SSTS, or, before the Transfer of Title by Deed, contract or lease of a term of three (3) years or more.

**B.** If the seller fails to provide a Certificate of Compliance, the seller shall provide the buyer with a site evaluation report, approved septic system design and approved Zoning Permit from the Department for the installation of a SSTS, or an Escrow Agreement, as per Section 9.9, is submitted to the Department.

**C.** The Certificate of Compliance shall be completed by an Inspector licensed by the State of Minnesota and shall indicate that said SSTS is in compliance with MN Rule Chapter 7080 and this Ordinance.

**D.** In the event that one of the exemptions listed in Section 9.6 of this Ordinance applies, the Sworn Affidavit must be completed and accompany the deed for recording. A copy of the Sworn Affidavit can be obtained from the Department.

**E.** The Certificate of Compliance, Winter Release Form, Sworn Affidavit and Escrow Agreement shall be filed with the Department.

**F.** A Certificate of Compliance, Winter Release Form, Sworn Affidavit, and/or Escrow Agreement shall accompany the deed for recording. The County Recorder shall note on a copy of each deed when the required forms are not submitted. Nothing in this Section precludes the County Recorder from recording a deed.

## **9.6 Exempt Transactions** The Certificate of Compliance need not be completed if the sale or transfer involves the following circumstances:

**A.** The tract of land is without buildings or contains no dwellings or other buildings with plumbing fixtures.

**B.** No Certificate of Real Estate Value need be filed with the County Auditor, as per Minnesota Statutes, Chapter 272.115.

**C.** The sale or transfer completes a contract for deed entered into prior to June 30, 1998. This subsection applies only to the original vendor and vendee on such a contract.

**D.** Any dwellings or other buildings with running water are connected to a municipal wastewater treatment system.

**E.** Documents dated prior to June 30, 1998.

## **9.7 Transactions Occurring Between November 1 and April 30**

A signed Winter Release of Compliance Inspection Form may be accepted in lieu of a Compliance Inspection for property transfers between November 1 and April 30, at the Department's sole discretion, provided the Compliance Inspection is submitted to the Department by the following June 1, a Certificate of Compliance is completed by the following September 30, and an Escrow Agreement is submitted to the Department. During these months, the signed Winter Release of Compliance Inspection Form may only be used when frost conditions will not permit for an inspection. Failure to fulfill all of the obligations of the Winter Release of Compliance Inspection Form shall be a violation of this Ordinance. A copy of the Winter Release of Compliance Inspection Form can be obtained from the Department. The forms and documents listed above must be brought to the Department for approval.

## **9.8 Disclaimer**

Neither the issuance of permits, Certificates of Compliance, nor Notices of Noncompliance as requested or issued shall be construed to represent a guarantee or warranty of the system's operation or effectiveness. Such certificates signify that the system in question is or has been designed and installed in compliance or non-compliance with the provisions of these standards and regulations.

## **9.9 Escrow**

If the seller fails to provide a Certificate of Compliance, or if a compliance inspection indicates a Notice of Noncompliance or if the seller is unable to complete a compliance inspection due to frozen soil conditions, the seller shall provide the buyer sufficient security in the form of an Escrow Agreement to assure the installation of the complying SSTS. The security shall be placed in an escrow with a licensed real estate closer, licensed attorney at law, or federal or state-chartered financial institution. The amount escrowed shall be equal to 125% of a written estimate to install a complying SSTS provided by a Licensed Installation business or Licensed Installer or if a written estimate cannot be completed due to frozen soil conditions, the amount escrowed shall be equal to 150% of the annual average cost of a mound system as determined by the Department. The Escrow Agreement shall list Aitkin County as having the "release authority" of the escrow monies which shall not be released until a Certificate of Compliance is issued by the Department or its agent. After a complying SSTS has been installed and a Certificate of Compliance issued, the Department shall provide the escrow agent a copy of the Certificate of Compliance which shall cause the escrow to be released. A copy of the Escrow Agreement and written estimate must be submitted to the Department.

# **SECTION 10 ENFORCEMENT**

## **10.1 Violations**

### **10.11 Cause to Issue a Notice of Violation**

Any person, firm, agent, or corporation who violates any of the provisions of this Ordinance, or who fails, neglects, or refuses to comply with the provisions of this Ordinance, including violations of conditions and safeguards, or who knowingly makes any material false statement or knowing omission in any document required to be submitted under the provisions hereof, shall be guilty of a misdemeanor and upon conviction thereof, shall be punishable as defined by MN Statutes.

## **10.12 Notice of Violation**

The Department shall serve, in person or by mail, a notice of violation to any person determined to be violating provisions of this Ordinance. The notice of violation shall contain:

- A. A statement documenting the findings of fact determined through observations, inspections, reinspections or investigations.
- B. A list of specific violation(s) of this Ordinance.
- C. Specific requirements for correction or removal of the specified violation(s).
- D. A mandatory time schedule for correction, removal and compliance with this Ordinance.
- E. Specific enforcement actions that will be taken if corrective action is not completed.

## **10.13 Cease and Desist Orders**

Cease and Desist Orders may be issued when the Department has probable cause that an activity regulated by this or any other County Ordinance is being or has been conducted without a permit or in violation of a permit. When work has been stopped by a Cease and Desist Order, the work shall not resume until the reason for the work stoppage has been completely satisfied, administrative fees paid, and the Cease and Desist Order lifted.

## **10.14 Administrative Fees**

Any application for a permit that is made after the work has commenced and which requires a permit or is done in violation of a permit shall be charged an “after-the-fact” administrative fee of five (5) times the original permit fee.

## **10.15 Reimbursements for Restoration**

The Department may require correction and/or restoration of the property to its original state should the application for a permit be denied or if the action permitted does not include all or part of the work commenced prior to approval of said permit. The Department may recover the cost incurred in removal or abatement in a civil action; or at the discretion of the County Board, the cost of an enforcement action under this Ordinance may be assessed and charged against the real property on which the public health nuisance was located. The County Auditor may extend the cost as assessed and charged on the tax roll against said real property.

## **10.2 Prosecution**

- A. In the event of a violation or a threatened violation of this Ordinance, Aitkin County, in addition to other remedies, may institute appropriate actions or proceedings to prevent, restrain, or abate such violations or threatened violations. The Department may and is empowered to issue Citations and/or Cease and Desist Orders to halt the progress of any on-going violation. When the work has been stopped by the Department for any valid reason whatsoever, it shall not again be resumed until the reason for the work stoppage has been completely satisfied and the Cease and Desist Order lifted.
- B. Any person with standing, may institute mandamus proceedings in the District Court to compel specific performance by the proper official or officials of any duty required by this Ordinance.

- C. Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with, or who resists the enforcement of any other provisions of this Ordinance shall be guilty of a misdemeanor, punishable by \$1,000.00 and/or ninety (90) days imprisonment or both. Each day that a violation is permitted to exist shall constitute a separate offense. The County Attorney shall have the authority to prosecute any and all violations of this Ordinance.
- D. After two or more attempts to achieve compliance, the Department may charge for the enforcement of violations of this Ordinance to recover actual costs for staff time, mileage and supplies. This cost shall be above and beyond any other fee imposed by this Ordinance.

**SECTION 11 FEES**

From time to time, the County Board shall establish fees for activities undertaken by the Department pursuant to this Ordinance. Fees shall be due and payable at a time and in a manner to be determined by the Department.

**SECTION 12 ADOPTION**

The Aitkin County Subsurface Sewage Treatment System Ordinance is hereby adopted by Aitkin County Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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**Chairperson, Aitkin County Board of Commissioners**

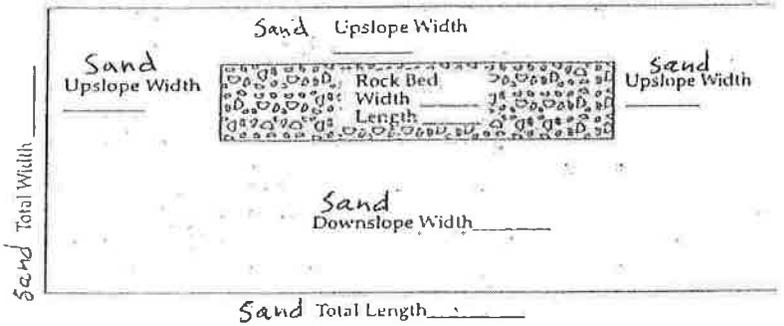
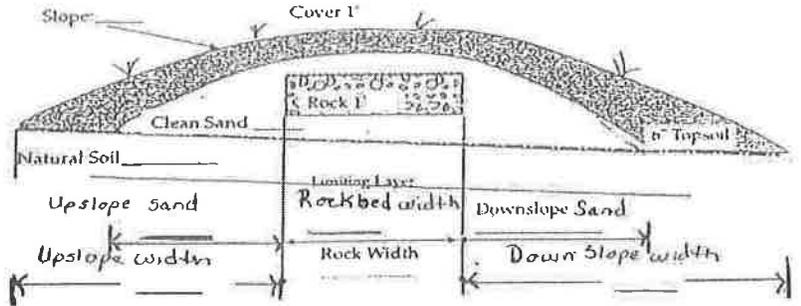
**ATTEST:**

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**EFFECTIVE DATE:** \_\_\_\_\_, 20\_\_

**MINIMUM MOUND SIZE**

1. Subtract rock layer width from absorption width to obtain minimum downslope berm toe  
 $\text{_____ ft} - \text{_____ ft} = \text{_____ feet}$
2. Determine depth of clean sand fill at upslope edge of rock layer:  
 Separation 3' -  $\text{_____ ft} = \text{_____ feet}$
3. Add depth of clean sand for separation (2) at upslope edge, depth of rock layer (1 ft) to depth of cover (1 ft) to find the mound height at upslope edge of rock layer:  
 $\text{_____ ft} + 1 \text{ ft} + 1 \text{ ft} = \text{_____ feet}$
4. Enter table with landslope and upslope berm ratio. Select berm multiplier  $\text{_____}$ .
5. Multiply berm multiplier by upslope mound height to find upslope berm width:  
 $\text{_____} \times \text{_____} = \text{_____ feet}$
6. Multiply rock layer width (K) by landslope to determine drop in elevation:  
 $\text{_____} \times \text{_____} \% \div 100 = \text{_____ feet}$
7. Add depth of clean sand for slope difference (6) at downslope edge to the mound height at the upslope edge of rock layer (3) to find the downslope height:  
 $\text{_____ ft} + \text{_____ ft} = \text{_____ feet}$
8. Enter table with landslope and downslope berm ratio. Select berm multiplier of  $\text{_____}$ .
9. Multiply berm multiplier by downslope mound height to get downslope berm width:  
 $\text{_____} \times \text{_____} = \text{_____ feet}$
10. Compare the values of Step (1)  $\text{_____}$  and Step(9)  $\text{_____}$ . Select the greater of the two values as the downslope berm width:  $\text{_____ feet}$
11. Total mound width is the sum of upslope berm (5): width plus rock layer width (K) plus downslope berm width (9):  
 $\text{_____ ft} + \text{_____ ft} + \text{_____ ft} = \text{_____ feet}$
12. Total mound length is the sum of upslope berm width (5) plus rock layer length (L) plus upslope berm width (5):  
 $\text{_____ ft} + \text{_____ ft} + \text{_____ ft} = \text{_____ feet}$



Final Cover Dimension  
  
 $\text{_____}$   
 $\text{X}$

**BERM SLOPE MULTIPLIERS**

Land Slope, in %	DOWNSLOPE berm multipliers for various berm slope ratios					UPSLOPE berm multipliers for various berm slope ratios					
	3:1	4:1	5:1	6:1	7:1	3:1	4:1	5:1	6:1	7:1	8:1
0	3.0	4.0	5.0	6.0	7.0	3.0	4.0	5.0	6.0	7.0	8.0
1	3.09	4.17	5.26	6.38	7.53	2.91	3.85	4.76	5.66	6.54	7.41
2	3.19	4.35	5.56	6.82	8.14	2.83	3.70	4.54	5.36	6.14	6.90
3	3.30	4.54	5.88	7.32	8.86	2.75	3.57	4.35	5.08	5.79	6.43
4	3.41	4.76	6.25	7.89	9.72	2.68	3.45	4.17	4.84	5.46	6.06
5	3.53	5.00	6.67	8.57	10.77	2.61	3.33	4.00	4.62	5.19	5.71
6	3.66	5.26	7.14	9.38	12.07	2.54	3.23	3.85	4.41	4.93	5.41
7	3.80	5.56	7.69	10.34	13.73	2.48	3.12	3.70	4.23	4.70	5.13
8	3.95	5.88	8.33	11.54	15.91	2.42	3.03	3.57	4.05	4.49	4.88
9	4.11	6.25	9.09	13.04	18.92	2.36	2.94	3.45	3.90	4.30	4.65
10	4.29	6.67	10.00	15.00	23.33	2.31	2.86	3.33	3.75	4.12	4.44
11	4.48	7.14	11.11	17.65	30.43	2.26	2.78	3.23	3.61	3.95	4.26
12	4.69	7.69	12.50	21.43	43.75	2.21	2.70	3.12	3.49	3.80	4.08

Note: The product of the multiplier and the height results in the horizontal distance to where the berm meets the original land slope. Example: Height at upper edge of rock layer is 3.0 feet, rock layer is 10 feet wide, land slope is 6% and berm slope ratio is 3:1. Upslope berm width is  $3.23 \times 3.0 = 9.7$  ft, height at lower edge of rock layer is  $3.0 + 10 \times 0.06 = 3.6$  ft and downslope berm width is  $5.26 \times 3.6 = 18.9$  ft.



Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 2/18/14

Via: Roxy Traxler, Interim County Administrator

From: Mike Dangers, County Assessor

Title of Item:

Approve Resolution for Assessor Licensure

Requested Meeting Date: 2/25/14 Estimated Presentation Time: 10 Minutes

Presenter: Mike Dangers

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes \_\_\_\_\_ No \_\_\_\_\_ (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**



**OFFICE OF  
AITKIN COUNTY ASSESSOR**  
209 2<sup>nd</sup> ST N.W. Room 111  
AITKIN, MINNESOTA 56431  
Phone: 218/927-7327 – Fax: 218/927-7379  
**assessor@co.aitkin.mn.us**

## **MEMO**

February 18, 2014

**To:** County Board of Commissioners  
Roxy Traxler, Interim County Administrator

**From:** Mike Dangers, County Assessor

**Re:** Approve Resolution to Repeal or Modify Minnesota Statute 270C.9901

Attached to this memo is a draft resolution for the Board's consideration. Also attached is a copy of Minnesota Statute 270C.9901 and a copy of a page from the Association of Minnesota Counties 2014 legislative policy document.

The resolution is intended to clearly communicate the Board's position on the matter of Assessor Accreditation. It is my intent to send a final copy of this resolution to Senator Ruud and Representative Radinovich as soon as possible.

Please advise me on any necessary modifications to this resolution. While the education of assessment personnel is important, the State mandate of such education is unnecessary, especially in a rural Minnesota county like ours.

## Draft Resolution for Assessor Accreditation

**WHEREAS**, Minnesota Statute 270C.9901 was enacted during the 2013 legislative session; and

**WHEREAS**, this Statute requires all licensed assessment personnel to attain the Accredited Minnesota Assessor license if they conduct field inspections of property; and

**WHEREAS**, the field assessment of many properties throughout Minnesota and Aitkin County does not require the level of expertise needed to attain the Accredited Minnesota Assessor license; and

**WHEREAS**, many assessment field personnel throughout the State and Aitkin County do not currently hold the Accredited Minnesota Assessor license; and

**WHEREAS**, this provision places a financial burden on local governments throughout Minnesota; and

**WHEREAS**, there are no State funds appropriated for this provision.

**NOW THEREFORE, BE IT RESOLVED**, that the Aitkin County Board of Commissioners supports the repeal of Minnesota Statute 270C.9901.

**270C.9901 ASSESSOR ACCREDITATION.**

Every individual who appraises or physically inspects real property for the purpose of determining its valuation or classification for property tax purposes must obtain licensure as an accredited Minnesota assessor from the State Board of Assessors by July 1, 2019, or within four years of that person having become licensed as a certified Minnesota assessor, whichever is later.

**History:** 2013 c 143 art 4 s 11

# Tax and Finance

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AMC supports the authority delegated to democratically elected officials to make budget decisions for the unit of government for which they were duly elected. **AMC supports the current constitutional requirement that the state to adopt a balanced biennial budget and opposes any efforts to alter the constitution on this matter such as a constitutional amendment to authorize continuing resolutions or allowing an expiring biennial budget to continue without legislative action.**

## Aggregate Tax

- AMC supports allowing eligible counties to set their local aggregate tax at a level deemed appropriate by the county board, and supports raising or eliminating statutory maximums on the tax.

## Assessment

- AMC supports repealing the mandate that every individual who appraises property for tax purposes be licensed as an accredited assessor. If the mandate remains in effect, AMC believes the state should provide additional funding to counties to offset the additional training costs of this mandate.
- AMC supports allowing assessors alternative methods of verifying property information, other than actually viewing a property, when certain conditions are met regarding the historical site visits and existing county records.

## Dedicated State Funding/Constitution

- AMC opposes constitutional amendments that artificially establish guaranteed, perpetual revenue streams for any government programs or spending categories.

## Delinquencies

- AMC supports eliminating the statutory minimum and maximum on the interest rate charged on delinquent property taxes and penalties, and supports annually adjusting those interest rates based on a set level above the U.S. Prime rate.

## Fees

- AMC supports the use of local fee revenue as an alternative revenue source and as a tool to finance their intended purposes. Statutory fee minimum amounts must be sufficient to cover local program and administrative costs and provide for local discretion for adjustment.

## Homestead Benefits

- AMC believes that property tax homestead benefits should be provided through a direct credit or refund to homeowners, rather than market value exclusions or credits.

## Local Government Revenues and Expenditures

- AMC supports greater flexibility for counties to diversify their sources of revenue in order to reduce the reliance on the property tax to fund county operations and state mandated services.
- AMC believes that any sales tax revenues raised for the purposes of funding state financial commitments to counties, including grants, aids and credits, should be enacted in a uniform basis on the state level and responsibility for those budget decisions should not be transferred to local governments.

## Payment in Lieu of Taxes

- Private lands acquired outside of a city should not be in conflict with the county's comprehensive plan.
- Private land acquisitions must emphasize the greatest level of public value that can be obtained in order to achieve the maximum statewide public benefit.
- AMC strongly supports full funding, including inflationary adjustment, of PILT payments to affected local governments to reduce the financial burden to property tax payers created by a reduced tax base in a county, city or town.

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: February 18, 2014

Via: Roxey Traxler, Interim County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

Adoption of Assembly Ordinance changes

Requested Meeting Date: Feb 25th Estimated Presentation Time:

Presenter: Kirk Peysar

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) amended proposed ordinance

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this?  Operating  Other (attach explanation)
- Revenue line account # that funds this item is:
- Expenditure line account # for this item is:

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) memo

Provide eleven (11) copies of supporting documentation **NO LATER THAN Wednesday at 8:00am** to make the Board's agenda for the following Tuesday. Items **WILL NOT** be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

**Kirk Peysar**  
**Aitkin County Auditor**  
Aitkin County Courthouse  
209 2<sup>nd</sup> Street NW – Room 202  
Aitkin, MN 56431  
Phone: (218) 927-7354  
Email: kpeysar@co.aitkin.mn.us

Date: February 19, 2014

To: Aitkin County Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: Public Hearing for Assembly Ordinance changes (M.S. 375.40)

Attached is the amended draft Assembly Ordinance with changes as discussed at the February 11<sup>th</sup>, 2014 public hearing.

If there are no further concerns with the changes or other changes, I request the Board consider adoption.

If you have any questions prior to Tuesday's meeting, please give me a call.

Thank you.

# AITKIN COUNTY ASSEMBLY ORDINANCE

February 11, 2014

WHEREAS, the assembly within unincorporated areas of Aitkin County of large number of people for extended periods of time creates special problems in maintaining order, the enforcement of law, and the protection of public health, safety and welfare;

WHEREAS, these problems place extraordinary burdens upon the health, fire, police, transportation, and utility services provided in the ordinary and usual course of events, and upon the citizens and taxpayers of Aitkin County;

WHEREAS, it is accordingly necessary that provisions be made for the regulation, control and planning of such assemblies; and

WHEREAS, pursuant to the authority vested in it by Minnesota Statutes section 375.40, the Aitkin County Board of Commissioners desires to permit and regulate the assemblage of large numbers of persons not held within the incorporated limits of a city;

NOW, THEREFORE, the County Board of Aitkin County, Minnesota, hereby ordains:

1. No person or persons, partnership, company, association, society, group, firm or corporation shall conduct, permit, maintain, operate, promote, organize, manage, or advertise, nor sell or give tickets of admission to, a show, exhibition or assembly of any nature (hereinafter called assembly) for which it is planned or may reasonably be expected that 300 or more persons attending the assembly may remain, or may be permitted to remain, upon the site, lot, field, lake, or tract of land (hereinafter called premises) upon which the exhibition, show, or assembly is conducted ~~for more than eight consecutive hours~~ excluding events permitted by the Sheriff pursuant to Minnesota Statute section 86B.121, unless specifically excepted by this Ordinance.
2. The applicant for permit shall make application in writing, or, if a corporation, or any other formally and legally established entity, is the applicant, by its president, chief executive officer, or secretary, filed with the County Auditor not less than thirty (30) days prior to the proposed beginning date of the assembly and shall set forth (see Appendix A for the plan guidance form):
  - (a) The full name, age, residence, and mailing address of the applicant, or names and addresses of all the partners if applicant is a partnership, or the names and addresses of the officers and all persons owning more than ten percent (10%) of the stock of the corporation if the applicant is a corporation.
  - (b) A legal description of the premises upon which it is proposed to conduct the assembly, with the names and addresses of all persons owning an interest in the premises, stating the nature of the interest.
  - (c) The nature and purpose of the assembly, the proposed beginning date and the period during which the assembly will be conducted, and a detailed statement of the manner in which it will be conducted.
  - (d) The maximum number of persons which the applicant will permit to assemble on the premises at any time during the assembly, which number shall be stated as a condition of any permit which may be issued.

(e) The plans of the applicant to limit and control admission to the premises to the maximum number of persons stated in the permit and for controlling and parking vehicles of persons assembling on the premises.

(f) Description of existing facilities, and plans for proposed construction and alteration of, sewage, garbage and waste disposal systems, toilets, urinals, sinks, wash basins, drains; the source of water supply and plans for water distribution on the premises and methods of fire protection to be used during such assembly (see Appendix A for guidance).

(g) The proposed method of lighting the structures and premises during the assembly.

(h) The number, location, and power of amplifiers and speakers, and the plans for sound control during the assembly, if applicable. No event shall utilize amplified sound between the hours of 1:00 AM and 8:00 AM. No event shall utilize fireworks between the hours of 12:01 AM and 8:00 AM. **The County Board or Sheriff may set more restrictive hours as condition of the permit issuance.**

(i) Plans for maintenance of security and order on the premises, including the proposed number, deployment, and hours of availability of security guards upon the premises prior to, during, and immediately after the close of the assembly. The plan must be approved by the Aitkin County Sheriff and or designee. (see Appendix A, item #8 for guidance).

(j) Plans for the preparation and distribution of food and refreshments upon the premises.

(k) Plans for medical services, including buildings therefore, the names and hours of availability of physicians and nurses, and provisions for ambulance and other emergency services (see Appendix A, item 9 for guidance).

3. The application shall be accompanied by a permit fee in the amount of \$500.00, together with bond in the penal sum of \$25,000.00 with sureties to be approved by the County of Aitkin conditioned that the permittee:

(a) carries out all of the plans and keeps and performs all of the conditions of the application and permit,

(b) maintain order on the premises,

(c) leave the premises in neat and respectable condition,

(d) indemnify and hold harmless the County of Aitkin, its officers, agents, and employees, from any liability or causes of action arising in any way from the conduct of the assembly, evidenced by a certificate of insurance in the minimum amounts of municipal tort limits and a named additional insured.

(e) the bond shall provide that any person damaged by the breach of any condition of the bond may maintain an action within ninety (90) days after the event concludes in his own name to recover his damage, after first giving written notice to the County of Aitkin, or the County of Aitkin may maintain an action in its own name for the benefit of the persons damaged. In the event that approval of the application shall be denied by the County Board of Commissioners, the fee shall be returned.

(f) if no action has been filed, the bond shall be released ninety (90) days after the event concludes.

4. Within ten days of filing of application, the county shall consider the application:

(a) If the application is denied the County shall inform the applicant in writing of the reasons for denying the applications; if the objection can be corrected or

cured, the applicant may amend the application and resubmit it for approval.

(b) If the application is approved, the applicant shall be given an approval report which shall permit the applicant to proceed according to the plans stated in the application, provided, however, that such approval shall not relieve the applicant from compliance with all applicable statutes, ordinances, and regulations.

(c) Plans and written statements submitted in an approved application shall be deemed a condition of the approval report and of any permit issued pursuant thereto, whether or not stated in the report or permit.

5. Not less than ten days prior to the start of the assembly the applicant shall file with the County Auditor the following:
  - (a) A report showing completion of all requirements necessary to comply with the application for permit, or in the event that such remain incomplete, evidence satisfactory to the County that completion will be had prior to the scheduled commencement of the assembly. Upon receipt of such report and after making such investigation and inspection of the premises as it may deem proper, and finding that all plans and requirement stated in the application have been or will be complied with, the County shall issue a permit. The permit shall at all times permit law enforcement officers and agents and officers of the County to enter upon the premises upon which the assembly is to be, or is being, conducted.
6. No permittee shall sell tickets to, nor permit to assemble, more than the number of persons stated in the permit.
7. The permit may be revoked at any time if any of the conditions of the approval report or permit are not performed or complied with, or cease to be performed or complied with. The County shall forthwith upon revocation serve upon the permittee notice they have failed to comply with the permit; upon satisfactory proof of compliance, the County Board, may, in its discretion, reinstate said permit.
8. If the permit shall be denied or revoked, the applicant and all persons under the applicant's direction and control shall forthwith cease and desist from all acts for the promotion, advertisement, organization, and operation of the assembly, and shall do all things necessary to advise persons who may intend to assemble of the refusal or revocation of permit, and shall do all things necessary to disperse persons who may have assembled upon the premises.
9. In considering applications for a permit, the county board shall consider the character of the applicant, the nature of the assembly, the place thereof, the length of time during which it is to be conducted, and the adequacy of facilities for the protection of the public peace, health, safety, and welfare to be provided on the premises and in the area of the assembly, and plans to secure compliance with the conditions of the permit.
10. This ordinance shall not require a permit for assembly at an established and permanent stadium, auditorium, arena, Aitkin County licensed food, beverage and lodging facility, or place of worship where the reasonably anticipated assembly does not exceed the maximum seating capacity of the structure by more than 250 persons. The County Board of Commissioners may waive any of the requirements of subdivision 3 of this ordinance for applications from a Town proposing to conduct a community festival. The provisions of this ordinance shall not apply to any show or exhibition held in

connection with the Aitkin County Fair.

11. Any person, partnership, company, society, group, firm, corporation or association, and any entity's individual officers, partners, or members, violating or failing to comply with the provisions of this Ordinance shall be guilty of a misdemeanor for each and every violation, and for each and every day a violation is permitted to exist, it shall be deemed a separate offense. The County Attorney may institute in the name of the county any appropriate actions or proceedings for the enforcement of this ordinance and the conditions of permits issued pursuant to it. The promotion, conduct, operation or maintenance of an assembly in violation of this ordinance or any permit issued pursuant to it is hereby declared a public nuisance.
12. If any section or part of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions hereof.
13. This ordinance shall become effective upon its adoption and publication according to law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ by the County Board of Commissioners, County of Aitkin, Minnesota

Chairperson of the Board \_\_\_\_\_

Attest: \_\_\_\_\_  
Kirk Peysar  
Aitkin County Auditor

Approved as to Form: \_\_\_\_\_  
James Ratz  
Aitkin County Attorney

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

## APPENDIX A

### AITKIN COUNTY SUPPLEMENTAL ASSEMBLY GUIDANCE FORM

This form is to assist the applicant in completing the application. The following guidelines will be used by County Staff in reviewing the application to ensure the assembly is protecting the public health, safety and general welfare, and meeting minimum county standards.

1. General liability insurance, naming Aitkin County as an additional insured under the policy, covering any injury or damage caused by or resulting from the conducting of the assembly permitted under this ordinance, in the minimum amount of five hundred thousand dollars (\$500,000.00) for injuries to, damages to and/or death of any one person and one million five hundred thousand dollars (\$1,500,000.00) for total injuries and/or damages arising from any one occurrence. The Board has the authority to require higher liability limits (including the MCIT recommended general aggregate liability insurance minimum of \$3,000,000.00) or waive the insurance requirements.
2. The plan for potable water must meet all federal state and local requirements for sanitary quality, sufficient to provide drinking water for the maximum number of people to be assembled at the rate of at least one gallon per person per day.
3. The sewage plan must describe the existing onsite facilities (septic systems, latrines, toilets, urinals, sinks, etc.). Separate enclosed toilets for males and females at a minimum ratio of 2 per 100 people. Toilets are to be conveniently located throughout the grounds. Indicate who will be providing and maintaining the toilets.
4. The plan for solid waste disposal must be sufficient to dispose of the solid waste at the rate of at least 2.5 lbs. of solid waste per person per day, which is equivalent to 1 cubic yard per 140 people per day. Indicate locations of containers and method of collecting each day.
5. The plan for food preparation and distribution must list the names of the food vendors along with their telephone number. All food vendors must obtain a license from the Aitkin County Environmental Services Department.
6. The parking plan must have sufficient onsite parking for the maximum number of persons permitted to assemble at a minimum rate of 1 parking space per 5 people.
7. The plan to limit and control admission must show the location and describe the barrier or fence that will be used, which must be sufficient in height and strength to prevent people in excess of the maximum number from gaining access to the assembly.
8. The plan for security must be approved by the Aitkin County Sheriff or designee. This may include having the appropriate security staffing levels for the anticipated attendance and/or paying for extra law enforcement services due to the increased calls for service.
9. The plan for medical services shall be, at a minimum, the following:

300 to 499 persons	1 licensed practical nurse (LPN) and, 1 properly equipped on-call ambulance
500 to 4999	1 registered nurse (RN), and 1 properly equipped on-call ambulance
*5000 or more	1 physician, 1 RN, 1 properly equipped on-call ambulance

together with an enclosed, covered structure where adequate medical treatment may be rendered, containing separately enclosed treatment rooms for each physician.

\*increments of 5,000 persons or fractions thereof above 5000 persons require said personnel for each increment.

c:\ordnance\draftassembly2011

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 2-13-2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:

Personnel Committee Recommendations: Forestry/Parks Technician and Correctional Officer

Requested Meeting Date: 2/25/2014 Estimated Presentation Time: 5 minutes

Presenter: Bobbie Danielson, HR Manager

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: NA
- Expenditure line account # for this item is: Salaries & Wages, Fringe Benefits

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Job descriptions and wage scale

**Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)**

# AITKIN COUNTY HUMAN RESOURCES

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**Bobbie Danielson, HR Manager**  
bobbie.danielson@co.aitkin.mn.us  
**Nicole Visnovec, HR Specialist**  
nicole.visnovec@co.aitkin.mn.us

Phone 218-927-7306  
Job Hotline 218-927-7393  
Fax 218-927-7374  
www.co.aitkin.mn.us

To: County Commissioners and Interim County Administrator Roxy Traxler  
From: Bobbie Danielson, HR Manager   
Date: February 11, 2014  
Subject: Personnel Committee Recommendations: Forestry/Parks Technician, Land Department, and Correctional Officer, Sheriff's Office

## **Background**

The Personnel Committee met on February 11, 2014, and unanimously recommends the following:

- 1) Fill one full-time Forestry/Parks Technician position (Grade P). This replaces the Park Foreman position (Grade P) that is currently vacant following Rich Hejny's retirement.
- 2) Fill one full-time Correctional Officer position (Grade O). This position is vacant following an employee's voluntary resignation. If the position is filled by an internal candidate, most likely a part-time CO, the request includes authorization to refill that corresponding vacancy as well.

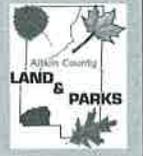
## **Action Requested**

Motion to fill one full-time Forestry/Parks Technician position.

Motion to fill one full-time Correctional Officer position and any corresponding vacancy.

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

Mark Jacobs  
Aitkin County  
Land Commissioner



**To: County Board**  
**CC: County Administrator**  
**Date: 2/14/2014**  
**Re: Forestry/Parks Technician**

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Richard Hejny - Aitkin County Park Foreman retired on 11/12/2013; and my intent was to use the opportunity to evaluate our needs and fill the position based on the best option prior to spring.

Since that time the Recreation Specialist has been out with an anticipated return prior to spring. Our two Forestry/Parks Technicians were slated to cover workload over the winter, but now one of them is out and will likely not return for an extended period of time. So, we are currently down 3-FT positions out of 12 (our entire parks staff). In light of these issues, I would like to hire another Forestry/Parks Technician so that we are able to address the current workload and train someone as it increases during the busiest recreation seasons (spring-summer-fall).

The Park Foreman position was a job class "P" as is the Forestry/Parks Technician position. Mr. Hejny was at the upper end of the scale (based on 42-years experience) and his position was in my 2014 approved budget; so we will gain some budgetary advantage by hiring lower on the same scale.

I would like to start the process of filling this position so someone is in-place prior to the spring for the upcoming recreation season.

Thank you.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the left.

# Aitkin County

	2014 Start	6 Mnths	1 Year	2Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
	2014 Minimum	+6 Mnths Step 1	+6 Mnths Step 2	+1 yr Step 3	+1 yr Step 4	+1 yr Step 5	+2 yr Step 6	+2 yr Step 7	+2 yr Step 8	+2 yr Step 9	+4 yr Step 10	+4 yr Step 11	+4 yr Step 12	+4 yr Step 13
G	\$ 33.14	\$ 34.67	\$ 36.25	\$ 37.91	\$ 39.65	\$ 41.47	\$ 43.37	\$ 45.37	\$ 47.45	\$ 49.63	\$ 51.92	\$ 54.30	\$ 56.79	\$ 59.42
H	\$ 31.05	\$ 32.46	\$ 33.95	\$ 35.50	\$ 37.14	\$ 38.84	\$ 40.62	\$ 42.47	\$ 44.43	\$ 46.48	\$ 48.61	\$ 50.86	\$ 53.20	\$ 55.65
I	\$ 27.57	\$ 28.82	\$ 30.14	\$ 31.54	\$ 32.97	\$ 34.46	\$ 36.08	\$ 37.71	\$ 39.44	\$ 41.25	\$ 43.14	\$ 45.13	\$ 47.20	\$ 49.36
J	\$ 24.13	\$ 25.21	\$ 26.34	\$ 27.57	\$ 28.82	\$ 30.11	\$ 31.51	\$ 32.96	\$ 34.46	\$ 36.06	\$ 37.69	\$ 39.43	\$ 41.24	\$ 43.13
K	\$ 21.46	\$ 22.42	\$ 23.45	\$ 24.53	\$ 25.64	\$ 26.82	\$ 28.03	\$ 29.29	\$ 30.64	\$ 32.04	\$ 33.50	\$ 35.04	\$ 36.63	\$ 38.32
L	\$ 19.45	\$ 20.34	\$ 21.27	\$ 22.24	\$ 23.24	\$ 24.29	\$ 25.42	\$ 26.57	\$ 27.79	\$ 29.06	\$ 30.39	\$ 31.77	\$ 33.22	\$ 34.75
M	\$ 17.64	\$ 18.44	\$ 19.28	\$ 20.14	\$ 21.07	\$ 22.01	\$ 23.02	\$ 24.06	\$ 25.16	\$ 26.30	\$ 27.49	\$ 28.76	\$ 30.07	\$ 31.45
N	\$ 16.16	\$ 16.88	\$ 17.64	\$ 18.44	\$ 19.28	\$ 20.14	\$ 21.07	\$ 22.01	\$ 23.02	\$ 24.07	\$ 25.16	\$ 26.30	\$ 27.49	\$ 28.76
O	\$ 14.93	\$ 15.58	\$ 16.28	\$ 17.03	\$ 17.80	\$ 18.60	\$ 19.43	\$ 20.32	\$ 21.24	\$ 22.22	\$ 23.22	\$ 24.27	\$ 25.40	\$ 26.55
P	\$ 13.79	\$ 14.40	\$ 15.03	\$ 15.72	\$ 16.43	\$ 17.15	\$ 17.93	\$ 18.75	\$ 19.61	\$ 20.49	\$ 21.43	\$ 22.39	\$ 23.41	\$ 24.47
Q	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.78	\$ 15.47	\$ 16.17	\$ 16.88	\$ 17.65	\$ 18.45	\$ 19.29	\$ 20.16	\$ 21.08	\$ 22.03	\$ 23.04
R	\$ 12.42	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.76	\$ 15.46	\$ 16.16	\$ 16.88	\$ 17.64	\$ 18.43	\$ 19.27	\$ 20.14	\$ 21.06	\$ 22.01
S	\$ 11.82	\$ 12.37	\$ 12.90	\$ 13.48	\$ 14.09	\$ 14.71	\$ 15.39	\$ 16.10	\$ 16.81	\$ 17.55	\$ 18.36	\$ 19.19	\$ 20.05	\$ 20.96
T	\$ 11.30	\$ 11.78	\$ 12.35	\$ 12.87	\$ 13.45	\$ 14.05	\$ 14.67	\$ 15.35	\$ 16.05	\$ 16.77	\$ 17.53	\$ 18.34	\$ 19.17	\$ 20.03
U	\$ 10.83	\$ 11.31	\$ 11.81	\$ 12.36	\$ 12.89	\$ 13.47	\$ 14.08	\$ 14.69	\$ 15.37	\$ 16.08	\$ 16.81	\$ 17.55	\$ 18.36	\$ 19.19
V	\$ 10.42	\$ 10.89	\$ 11.38	\$ 11.87	\$ 12.43	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.78	\$ 15.44	\$ 16.14	\$ 16.87	\$ 17.63	\$ 18.42
W	\$ 10.16	\$ 10.61	\$ 11.08	\$ 11.59	\$ 12.09	\$ 12.61	\$ 13.20	\$ 13.80	\$ 14.41	\$ 15.07	\$ 15.75	\$ 16.47	\$ 17.20	\$ 17.98

County Board adopted 4/9/2013



## *Position Description*

### **FORESTRY / PARKS TECHNICIAN**

**Department** Land Department

**DBM/Grade** To be determined

**Reports to** Land Commissioner (for Parks) and Assistant Land Commissioner (for Forestry)

**FLSA Status** To be determined by Fox Lawson

**Union Status** AFSCME Courthouse Unit

#### **Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

#### **Job Summary**

To assist land department staff in performing land, forest and recreational management of county tax-forfeited lands and county park facilities. To assist with the management of county tax-forfeited lands and county park facilities to ensure optimum economic benefits to local taxing districts and to benefit wildlife, recreation, water quality and public safety. To assist with reviewing and recording department statistics and collecting payments.

#### **Supervision Received**

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

This position reports to the Land Commissioner for parks activities, but may also receive limited work direction from the Parks Foreman and Recreation Specialist. Likewise, this position reports to the Assistant Land Commissioner for forestry activities, but may also receive limited work direction from the Foresters.

#### **Supervision Exercised**

Serves as a work leader for seasonal park laborers. Elements of direct control over these positions include assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, and providing input into supervisor's actions.

#### **Essential Functions**

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Assists in the set-up, appraisal, and scaling of timber harvesting on county lands, to ensure optimum yields of forest products on a sustainable basis and provides benefits to non-timber benefits/forest



## *Position Description*

- values (i.e. recreational opportunities, wildlife habitat, etc.) On rare occasions, may also assist in the supervision of contractors harvesting timber on county lands.
2. Assists in performing forest inventory on specific forest stands to update or expand land department data on the attributes of county forest lands.
  3. Assists in boundary determinations related to activities on or affecting county lands, using established surveying techniques.
  4. Assists in the set-up, supervision and maintenance of county forest development projects including, site preparation, reforestation, timber stand improvement, pesticide application, forest roads, gravel pits, beaver control, wildlife habitat or water quality projects to protect or enhance the economic and environmental viability of county lands.
  5. Assists in maintenance and development of county recreation facilities including parks, campgrounds, public accesses or trails to provide a safe and clean environment for users of the facilities.
  6. Serves as a work leader over seasonal, part time, and/or temporary employees to assist in the timely accomplishment of workloads related to department activities.
  7. Reviews and records through accurate data entry department statistics, such as allocation of employee and equipment time, mileage, invoices, project reimbursements, and summaries of project costs.
  8. Collects and issues payment receipts for timber permits, contract for deed payments, overruns, land sales, leases, easements, campground receipts, and aerial photo sales.
  9. Provides public and office assistance by performing receptionist duties, facilitating communication via the radio with foresters, and providing information both in person and over the phone.
  10. Assists in appraisals of timber volume and value, and in determining the location and boundaries of tax-forfeited land.
  11. Attends workshops and seminars, approved by the land commissioner, to keep up-to-date on current practices, procedures, laws, ordinances or issues related to the natural resources field.
  12. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Associate's degree or higher in Forestry, Parks and Recreation, Natural Resources, or a related field, plus two or more years related experience performing land, forestry, or recreational management activities.

Pesticide Applicator license issued by the State of MN Department of Agriculture preferred.

Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks, a criminal background check, and pre-employment physical will be performed as part of the pre-employment process.



## ***Position Description***

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Knowledge of the latest silvicultural methods and soil and site productivity and the ability to administer proper silvicultural methods for each timber species, to ensure maximum yield of timber and to benefit wildlife, water quality, and recreation.
3. State and local laws, rules, and regulations relevant to the work performed in this position.
4. Habitat needs of wildlife and plants.
5. Knowledge and understanding of soils, forest pests, and herbicides.
6. Different plant and tree species.
7. General office work such as telephone etiquette, filing, and data entry.
8. Surveying techniques and instruments, topography and forest management, and ability to use proper terminology and technical forms.
9. Knowledge of proper procedures and safety rules when using and applying herbicides, pesticides and assisting with explosives.

Skill in:

1. Written and oral communication skills sufficient to communicate the policies and procedures of the department to, contractors, other agencies, customers and the public.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Operating light equipment (tractors, bobcats, etc.), light machinery, spraying equipment, forestry tools and other small hand and power tools.
4. Proficient GPS and compass orienteering.
5. Strong computer skills.
6. Reading, writing, and speaking English proficiently.
7. Effectively organizing and prioritizing workload.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers and supervisors with respect, honesty, and consideration.
2. Consistently perform accurate data entry.
3. Precisely follow oral and written instructions, develop and follow detailed work plans, maintain a safe work environment, and promote county resources.
4. Read and understand legal descriptions and several different types of maps.
5. Establish and maintain effective working relationships with supervisors, co-workers, other county employees, loggers, contractors, individuals, special interest groups, government agencies and the general public.
6. Work in all types of weather and conditions
7. Physically traverse in treacherous conditions.
8. Demonstrate a high degree of self-motivation and the ability to work independently
9. Endure hazardous insect, animals, and plants.
10. Maintain accurate daily logs.
11. Motivate and direct seasonal staff as they work.
12. Safely operate chainsaws, brush axes, ATVs, snowmobiles and pickup trucks.



## ***Position Description***

### **Language Skills**

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as percentages, acres, feet, square feet, area, circumference, diameter, and radius. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply sampling theory.

### **Reasoning Skills**

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Inventory Management Software: TAppr (access integration with GIS), RTVision reservation Program, GIS, Arc Map, Arc View, GPS (Terra Sync) and other job-related software.

### **Ability to Travel**

Daily travel required, approximately 100 miles per day on highways and forest roads.

### **Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

### **Work Environment**

The noise level in the work environment is usually moderate.

This position requires some work indoors and outdoor activity for the majority of the day using, operating, and maintaining small tools, heavy equipment, light machinery and other specialized instruments, keeping them in safe working condition. Manual dexterity and motor coordination are required for the majority of the duties.



## ***Position Description***

The work may be dirty and hazardous at times; subject to chemicals and pesticides and annoying and hazardous insects and animals.

### **Equipment and Tools**

Personal protective equipment, computer, copier, fax, telephone, printer, power tools, hand tools, surveying equipment, 10-key calculators, measuring and metering devices, laser levels, construction calculators, specific forest related tools such as prisms, clinometer, Biltmore sticks, statistical charts specific to forestry (i.e. stocking tables), handheld GPS units, motor graders, bobcats, and county-owned vehicles.

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds. May occasionally perform heavy work, exerting up to 100 pounds of force to move objects.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Position requires walking long distances in sometimes difficult terrain.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

### **Disclaimer**

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

### **Reasonable Accommodation Notice**

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/2013

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*"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."*



## **CORRECTIONAL OFFICER**

**Department** Sheriff's Office  
**DBM/Grade** To be determined  
**Reports to** Assistant Jail Administrator  
**FLSA Status** To be determined  
**Union Status** Teamsters Non-licensed Essential Unit

### **Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

### **Job Summary**

To maintain jail security by supervising inmates in accordance with established policies and procedures.

### **Supervision Received**

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Ensures security of the jail for staff and inmate safety.
2. Implements and coordinates procedures for consistent and efficient operation of the jail and dispatch functions.
3. Maintains safety and security of the jail by enforcing rules and regulations, maintaining order, conducting on-site inspections, disciplining rule violations, intervening in altercations and incidents, and preventing escapes.
4. Performs bookings of prisoners, including fingerprinting, taking photos, booking sheet information, medical information and verification, property inventories, and storing of clothing and valuables.
5. Supervises and documents inmates' daily activities and care for the inmates physical needs.
6. Escorts inmates to and from cells. Prepares and serves breakfast, lunch and supper meals, assures proper clothing and bedding standards, directs cleanliness of the facility.
7. Ensures that inmates' medical needs are met by documenting medical requests and complaints, referring them to the proper medical facility and dispensing medications.



## *Position Description*

8. Maintains ledgers for inmates' accounts, fees, fines, bail and insurance monies and issue receipts.
  9. Operates jail control center telephones, intercoms, two-way radios, doors and security elevators. Receives and documents all calls for public services or information.
  10. Maintains proper documentation and communication of all inmates and the jail.
  11. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

### Jailer(s) assigned to perform Transports

Jailers assigned to perform Transport Officer duties will transport prisoners of all security classifications to various locations within, and outside, of the county, including to courts, jails, medical centers, and other specified locations. Examples of transport officer duties include:

1. Escorts prisoners into surroundings requiring contact with judges, prosecuting attorneys, and other court personnel; hospital personnel such as physicians, nurses, and other medical staff; and the public.
2. Plans and executes all aspects of the trip/run including: inspection/exchanging information, search of the vehicle and security items, determination of amount and types of restraints, planning special security precautions, emergency and escape procedures, timing and routing of the trip, accommodation of needs of prisoners, inspection and storage of prisoner's personal property, and the assurance of a safe and controlled travel environment.
3. Observes prisoners' activities to detect unusual or prohibited behavior that might be a threat to the security and safety of fellow employees, other prisoners and the public.
4. Observes and immediately responds to all incidents such as assaults on employees or prisoners, prisoner disturbances, or other situations threatening the security of the transport. Controls and restrains disruptive prisoner(s) to prevent possible escapes. Protects the public from harm or danger. Minimizes contact between the public and prisoner to lessen the danger.
5. Performs counts of prisoners and conducts thorough searches of prisoners and their property for prohibited contraband items.
6. Follows departmental security policies and procedures. Maintains vigilant adherence to all departmental procedures.
7. Communicates with correctional facilities and other law enforcement agencies where prisoners are being housed, giving instructions for their departure and approximate time of arrival.
8. During necessary stops, inspects restrooms or other areas where a prisoner may be waiting or housed, for possible escape routes.
9. Maintains proper court security coverage and prevents escapes.
10. Shakes down courtroom and lock-up areas.
11. Places restraining devices on the prisoner(s) for security purposes while transporting and assures secure environment when devices are removed.
12. Verifies prisoners' identification with picture ID cards and other methods to be certain a prisoner is assigned the proper detail.
13. Reviews, handles, and distributes all related travel and court documents.



## ***Position Description***

14. Assists the prisoner in filling out any necessary forms, such as medical forms required for treatment.
15. Determines proper, shortest, and safest, travel route.
16. Trains and instructs new Jailers assigned to transport officer duties.
17. Prepares written records and reports related to the work.
18. May take part in searches for escaped prisoners.
19. May dispense prescribed medication to prisoners as directed.
20. May administer first aid.

### Jailer(s) assigned to lead the STS Crew

Jailers assigned to perform STS Crew Leader duties will coordinate the Sentencing to Service (STS) Program to meet the service obligations ordered by the court in a safe, secure, and orderly manner. Jailers assigned to this responsibility must be able to perform all tasks expected of the crew. Work sites include the jail facility and other extension sites throughout Aitkin County. Examples of STS Crew Leader responsibilities include:

1. Trains and supervises adult/juvenile STS crews at assigned work sites so that projects are completed safely:
  - a. Becomes informed on backgrounds of crew members and learns their individual supervision needs;
  - b. Provides crew members with needed information concerning report times, nature of assignment, apparel and equipment needs, performance levels expected, and rules of the program. Ensures that inmates obey rules and regulations of the facility;
  - c. Trains crew members in the safe use of hand tools, power equipment, and cleaning agents;
  - d. Instructs crew members in how to perform tasks, demonstrating and leading by example;
  - e. Assigns tasks to individual crew members;
  - f. Resolves interpersonal conflicts between crew members; removes uncooperative members from a project and returns them to their appropriate location for disciplinary action;
  - g. Evaluates crew members' performances, and recommends credit for work hours performed;
  - h. Observes and reports crew members' behavior patterns to correctional and probation staff, as appropriate;
  - i. Responds to emergency situations and provides emergency first aid, if needed; completes necessary paperwork when crew members are injured, and follows up as necessary;
  - j. Works with crew members, performing skilled and non-skilled labor tasks essential to the completion of any given project. Cutting firewood at LLCC is a typical responsibility.
2. Completes mandatory training along with other Jailers in the facility and performs transports, jailer duties, and other duties and responsibilities as assigned or apparent, including maintaining secure facility and maintaining the security, safety, health, treatment, discipline and recreation for persons detained or confined.



## ***Position Description***

3. Performs custodial duties in areas of the jail where inmates are not allowed; supervises crew in performance of custodial services in all areas of the Sheriff's Office, including the basement and top floor.
4. May perform lawn care and grounds maintenance, including snow removal from sidewalks, for main County campus and other areas as assigned. Coordinates and oversees STS crews in completion of work.
5. Determines eligibility of submitted project and agency requests to meet STS guidelines. Coordinates projects with internal County departments, and external agencies within the County; develops and organizes additional projects as needed.
6. Performs work projects so that the benefits are distributed equitably among eligible entities;
  - a. Schedules and executes project work plans;
  - b. Provides transportation for inmates from pick-up points to work sites and back;
  - c. Elicits project evaluations from recipient work sites.
7. Maintains, repairs, and accounts for equipment so that equipment life is maximized;
  - a. Performs or ensures preventative maintenance on equipment is completed;
  - b. Repairs broken tools, or assures equipment is sent away for repair;
  - c. Inventories and secures all equipment;
  - d. Transports equipment according to OSHA safety regulations.
8. Performs recordkeeping duties.
9. Coordinates and communicates with Sheriff's Office, Courts, Probation, and community entities so that available STS workers are efficiently utilized and inmates complete their assigned work hours in a timely manner.

### **Additional Jailer Responsibilities**

1. Use physical restraints, mace and other measures as needed for inmate control.
  2. Participate in on-going training and meetings.
  3. Act in a professional manner at all times, including maintaining a neat appearance and communicating effectively, both orally and in writing, with inmates, coworkers, administration, and the public.
  4. Provide back-up assistance for dispatchers as needed.
  5. Maintain information in accordance with MN Data Practices.
  6. Maintain a high level retention of policies and procedures.
  7. Assist in new employee training as directed.
- Perform other duties as assigned/required.

### **Minimum Qualifications**

High school diploma or general education degree (GED) required. Prior training or experience in corrections is desirable, but not required. Must have excellent verbal communication skills, ability to hear normal range of radio and speech, and ability to visually observe persons and conditions. Must have ability to work independently, maintain a calm and professional manner at all times, and have the ability to physically restrain inmates if necessary. Must be able to work rotating shifts, including days, nights, weekends, and holidays as assigned.

Must pass a tuberculosis screening and receive a certificate in medication passing and Certificates of Training in CPR, First Aid, and AED within 6 months of hire.



## *Position Description*

When advertising for vacancies, Aitkin County will state whether a bona fide occupational qualification (BFOQ) exists. For example, a BFOQ may exist related to gender for Correctional Officers to comply with DOC staffing regulations.

Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks, a criminal background check, and pre-employment physical will be performed as part of the pre-employment process.

Additional requirements for Transport Officer assignment: Must have a minimum of 6 months work experience in the corrections field. Must have considerable knowledge of security procedures and techniques, departmental rules, regulations, policies and procedures. Must have knowledge of self-defense techniques, restraint application, escape, radio communication and emergency procedures.

Additional requirements for STS Crew Leader assignment: Must have a minimum of 3 years work experience in the corrections field. Prior experience coordinating STS crews is highly preferred including some knowledge and understanding of the criminal justice system, and prior experience using a variety of hand and power tools, supplies, and equipment, and considerable technical knowledge of construction, forestry, maintenance, grounds keeping, environmental cleanup and wildlife preservation. Must have knowledge of chainsaw safety and considerable experience in cutting firewood with a chainsaw. (The STS Crew cuts numerous cords of firewood per year for Long Lake Conservation Center, a county-owned conservation and environmental education center.)

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.

Skill in:

1. Computer and typing skills sufficient to complete 30 net words per minute without errors.
2. Reading, writing, and speaking English proficiently.
3. Accurate record keeping and attention to detail; operations of complex communications equipment; computer operations; operation of intercom and security lock systems; operation of various office equipment.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Manage time and workload effectively.
3. Maintain confidentiality.



## ***Position Description***

4. Supervise the activities of inmates, analyze and react calmly and quickly in emergency situations; remain alert to security needs in the jail by performing pat searches, contraband inspections, and handcuffing of inmates for court appearances; follow orders as directed.

### **Language Skills**

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Basic Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Skills**

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, Microsoft Word, Microsoft Excel, Microsoft Outlook, Jail or Dispatch Software, Internet, and other job-related software.

### **Ability to Travel**

Occasional travel is required to attend trainings and meetings in and out of Aitkin County.

### **Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

### **Work Environment**

The noise level in the work environment is usually moderate.



## ***Position Description***

### **Equipment and Tools**

Computer, telephone, radios, fax, copier, printer, calculator, shredder and other job-related tools and equipment, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

### **Disclaimer**

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

### **Reasonable Accommodation Notice**

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/2013

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*“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”*

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 2-19-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Update – County Administrator Position

Requested Meeting Date: 2-25-14 Estimated Presentation Time: \_\_\_\_\_

Presenter: Roxy Traxler, Interim County Administrator

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes \_\_\_\_\_ No \_\_\_\_\_ (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**

# AITKIN COUNTY ADMINISTRATION

**Aitkin County Courthouse**  
217 Second Street N.W. Room 130  
Aitkin, MN 56431  
218-927-7276  
Fax: 218-927-7374

**TO: Aitkin County Board of Commissioners**

**FROM: Roxy Traxler, Interim County Administrator**

**RE: County Administrator Hiring Process Update**

**DATE: February 19, 2014**

The Personnel Committee met on February 19, 2014 to approve the final draft (attached) of the County Administrator Position Profile. The position will be posted on Friday February 21, with the first review of resumes starting on March 24, 2014.

# Aitkin County, Minnesota

## County Administrator Position Profile



***Our Mission is to Provide Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.***

Entity	Aitkin County
Population	16,000
Position	County Administrator
Salary Range	\$83,200 to \$123,594

### Demographics

Aitkin County is strategically located between the northern Minnesota centers of Brainerd, Grand Rapids and Duluth. We are two hours from the Twin Cities metropolitan area. The County has 365 lakes, 123,000 acres of water (not counting rivers) and 95 miles of Mississippi River runs throughout the County. The highest point in the County is Quadna Mountain which is 1,589 feet above sea level. Residents enjoy visiting the [Jaques Art Center](#) which was incorporated in 1996 and is located in the Carnegie Library building. The Jaques Gallery was added in 2004; with the addition of this space the Art Center doubled its space. The County is famous for its recreational assets, it boasts an abundance of trails and lakes including Mille Lacs one of the States most popular and prolific fishing destinations. The Northwoods Regional ATV Trail System runs throughout Aitkin County, residents use these trails all year long. Some of the most beautiful landscapes can be found along these trails. Residents also visit the [Long Lake Conservation Center](#) which offers a variety of environmental learning experiences for schools and residents alike. The Center offers hiking trails, ski trails and special school programs so that students are aware of the natural environment surrounding the County and State. Forest land is managed for timber harvest. The County is identified as having more than 80% of pre-settlement wetlands.

*Welcome to the Aitkin County Position Profile.*

*We have a lot of pride in our community and we are excited about the recruitment process. Our County is blessed with an abundance of natural resources, lakes, waterways and recreational opportunities.*

*Thank you for your consideration and we look forward to your interest in the county and our organization.*

*Aitkin County Board of Commissioners*

## Education & Healthcare

Recognizing that a first-class education system is the cornerstone of a strong community, the public schools in the area provide a comprehensive education for over 1,200 learners. The [Aitkin School District](#) serves students kindergarten through high school; students are presented with a multitude of opportunities

The [Riverwood Healthcare Center](#) has been providing Aitkin County and nearby communities since 1955. Riverwood has a 25 bed critical access hospital. This includes a Level III Trauma Center, Level I Heart Attack program with a strong focus on health and wellness. Riverwood offers community health education seminars, support groups and clinics on several different topics. There is also an urgent care facility and other specialty care services at the Hospital and Clinic.

## The Organization

The County is served by a five member County Board. The Commissioners are elected by districts on staggered four year terms. The County Administrator reports directly to the County Board. Aitkin County employs approximately 205 full time employees with a 2014 budget of \$28,904,275. Aitkin County is a full service County providing extensive services for a wide range of community needs. A *sample* of those services includes: environmental services/planning and zoning, extension, health and human services, highway, land and parks, public health, veteran's services and economic development. A full list of services is available on the County's web site. The County has five elected department heads: Attorney, Auditor, Recorder, Sheriff and Treasurer.



## Aitkin County Opportunities

**Demographic Changes** – The County is undergoing an aging of the population. It is important to understand and learn how these changes will impact County programs and services. Develop ideas and solutions to address the anticipated changes occurring in our population.

**County Land Department** – The Land Department manages the natural resources on approximately 222,000 acres. The County's goal is to manage these lands so they contribute to the quality of life in terms of economic, ecological and social benefits. This is an important County priority and among Minnesota counties Aitkin offers a unique opportunity for the Administrator.

**Strategic Planning** – The demands of the position require that the Administrator balance day to day operations with strategic planning. The County is interested in engaging in long term planning and visioning. Understanding how to balance short term needs with long term plans is an important prerequisite of the Administrator.

**Invest in the Community** – Aitkin County is a small rural community. The Administrator will be encouraged to volunteer and engage in community activities. Reach out to build relations and strong connections with citizens, public agencies, businesses and stakeholders. Participate in local organizations and/or service clubs.



## Leadership Qualities

**Partnership with all Elected Officials** – The ability to build strong relationships and trust by helping to define and articulate roles and responsibilities. Provide effective policy guidance and encourage a collaborative consensus based decision making culture. Support a strong partnership with elected department heads.

**Financial Management** – Aitkin County prides itself on being fiscally prudent and financially conservative. The position requires financial management skills that brings added value in financial analysis, budgeting, forecasting and bonded indebtedness. Provide leadership and direction in financing facility and capital improvements, including highway funding and in preparing for the 2015 County budget.

**Team Leader** – Continue to build and develop a strong staff team. Encourage and stimulate staff to focus on personal growth and professional development. Lead by example through continuous learning. Motivate and encourage employee involvement through participatory leadership.

**Effective Services** – Partner with the County Board and staff to analyze operations and plan for all County programs and services, balancing fiscal realities with customer service and efficient delivery system models. Understand concept of shared services and coordination and consolidation of offices.

**Community Pride** – Recognize the unique challenges of a small community; fits in and adapts; solidifies County strengths; willing to introduce positive and productive change to enhance outcomes and public services.

**Buildings and Facilities** – Timing is right for the County to review and evaluate space and facility needs. Understand the connection between staffing, services and space and provide leadership and direction for a space and facility study.

## Position Summary

The County Administrator is responsible for the administration of all County Board ordinances, regulations, resolutions and policies and for the administration and direction of all programs and functions of government under the jurisdiction of the Board of County Commissioners. The County Administrator is charged with leading the organization and building an organizational culture that supports and implements the County Mission. All non-elected department heads report to the County Administrator. The Administrator works under broad policy direction of the County Board. The Administrator has wide latitude for the exercise of independent judgment and decision making over County government functions.

## Position Requirements

Qualified candidates shall possess a Bachelor's degree in public administration, business administration, public finance, political science or a related field. A minimum of **four** years



*Aitkin County Courthouse*

of progressively responsible work experience; **three** of which must be served in an administrative or managerial capacity in a multi-function service organization is required. Master's degree preferred. The County Board is interested in creating a dynamic and strong pool of candidates and retains the right to substitute experience for education that provides equivalent knowledge, skills, and abilities.

Exceptional oral and written communication skills are required as well as advanced skill in planning, organizing and coordinating diverse functions. Ability to reach out to and communicate with other local governments is desired.

Training and experience in budget and financial analysis is desirable. Familiarity with the distinct operations and functions of County government or the ability to learn them is important. Ability to successfully partner with independent elected department heads is essential.



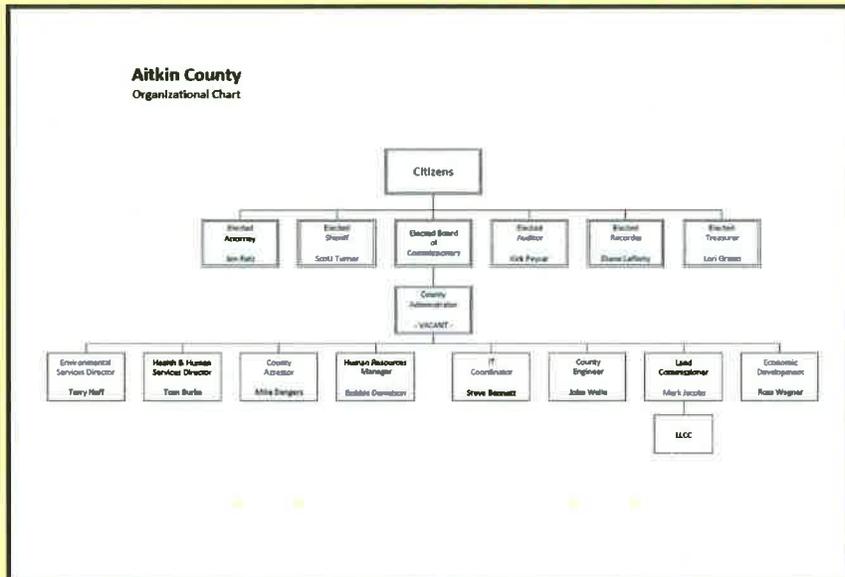
## Compensation and Benefits

The salary range is \$83,200 to \$123,594. Starting salary is commensurate with experience. The County provides competitive benefit package.

## Application and Selection Process

To apply, submit a resume, salary history and four work-related references to [aitkinco@springsted.com](mailto:aitkinco@springsted.com) or to David Unmacht, Senior Vice President, Springsted Incorporated, 380 Jackson Street; Suite 300, Saint Paul, Minnesota, 55101. For more information call 651-223-3047. The position is open until filled. Review of resumes begins on March 24, 2014.

For more information on the position and the County visit their website by clicking [here](#).



### Aitkin County is an Equal Opportunity Employer

Springsted Incorporated  
380 Jackson Street, Suite 300  
Saint Paul, MN55101-2887



Tel: 651-223-3000  
Fax: 651-223-3002  
[www.springsted.com](http://www.springsted.com)