

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS August 25, 2015 – 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)**
- 10:00 **Break**
- 10:15 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 August 11, 2015 – August 24, 2015**
B) **Approve August 11, 2015 County Board Minutes**
C) **Approve Commissioner Warrants**
D) **Approve Auditor Warrants - July Sales & Use Tax**
E) **Accept \$75 Donation to STS from Ms. Deloris Goetzke**
F) **Accept \$500 Donation to STS from Garrison Commercial Club**
G) **Adopt Resolution – White Pine Logging & Threshing Show**
H) **Approve Tobacco License – Jen's Hill City Liquor**
I) **Adopt Resolution – County VSO Operational Enhancement Grant Program**
- 10:17 3) **Ross Wagner, Economic Development & Forest Industry Coordinator**
A) **Approve Broadband Development Fund**
- 10:45 4) **John Welle, County Engineer**
A) **Adopt Resolution – Award SAP 001-030-005, etc.**
B) **2014 Annual Report**
C) **2016-2020 Capital Road Improvement Plan**
- 11:30 5) **Nathan Burkett, County Administrator**
A) **AMC Annual Conference & 2016 Budget Hearing**
B) **Adoption of New Internal Commissioner Committee Structure**
- 12:00 6) **Committee Updates**
- 12:45 **Adjourn**

AITKIN COUNTY BOARD

August 11, 2015

The Aitkin County Board of Commissioners met this 11th day of August, 2015 at 9:03 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Nathan Burkett, and Administrative Assistant Sue Bingham.

Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members voting yes to approve the August 11, 2015 agenda.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: July 28, 2015 to August 10, 2015; B) Approve County Board Minutes: July 28, 2015; C) Approve Commissioner Warrants: General Fund \$58,215.00, Road & Bridge \$16,998.35, State \$870.00, Trust \$15,326.39, Forest Development \$6,648.17, Long Lake Conservation Center \$1,852.39, Parks \$21,525.84 for a total of \$121,436.14; D) Approve July Manual Warrants: General Fund \$11,657.43, Road & Bridge \$864,898.26, Health & Human Services \$4,849.69, State \$10,522.11, Agency \$62,694.00, Taxes & Penalties \$1,070.00, Long Lake Conservation Center \$282.40, Parks \$317.89 for a total of \$956,291.78; E) Adopt Resolution – Road Easement 34-51-23 Rochel; F) Adopt Resolution – Road Easement 34-51-23 Viebrock; G) Authorize Agreement for Prosecution Services between the City of Aitkin and the Aitkin County Attorney's Office; H) Approve Jail Nursing Services Contract; I) Approve New FT Social Worker Position

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – Road Easement 34-51-23 Rochel:

WHEREAS, Kevin Rochel 24969 St Croix Tr. N. of Shafer, Mn 55074 has made application for a residential easement to his property, as follows:

See attached Tract B

over and across the following tax forfeited land to wit:

LEGAL DESCRIPTION – Access easement across part of the Southeast Quarter of the Southwest Quarter and part of the Southwest Quarter of the Southeast Quarter of Section 34, Township 51, Range 23, Aitkin County, Minnesota

A private easement for access purposes, being 33 feet in width, and lying 16.5 feet on each side of the following described centerline, said centerline being on an existing roadway, over and across part of the Southeast Quarter of the Southwest Quarter and part of the Southwest Quarter of the Southeast Quarter of Section 34, Township 51, Range 23, Aitkin County, Minnesota, the approximate centerline of said existing roadway is described as follows: Commencing at the southwest corner of the Southeast Quarter of Section 34 (S ¼ corner) in said Township 51, Range 23; thence North 89 degrees 14 minutes 02 seconds West, assumed bearing, 1307.63 feet along the south line of said Southeast Quarter of the Southwest Quarter to the southwest corner thereof; thence North 00 degrees 23 minutes 55 seconds East 654.61 feet along the west line thereof to the centerline of said existing roadway, said point being the point of beginning of the access easement to be described; thence along the centerline of said existing roadway on the following described courses: South 59 degrees 33 minutes 20 seconds East 73.60 feet; South 81 degrees 46 minutes 55 seconds East 383.27 feet; North 71 degrees 11 minutes 55 seconds East 186.40 feet; South 89 degrees 33 minutes 10 seconds East 157.97 feet; South 38 degrees 14 minutes 06

CALL TO ORDER

**APPROVED
AGENDA**

**CONSENT
AGENDA**

**RESOLUTION
20150811-042
ROAD
EASEMENT
34-51-23
ROCHEL**

seconds East 154.02 feet; South 87 degrees 45 minutes 30 seconds East 288.25 feet; South 50 degrees 54 minutes 40 seconds East 231.75 feet; South 80 degrees 24 minutes 10 seconds East 155.87 feet; South 61 degrees 36 minutes 40 seconds East 258.74 feet; South 88 degrees 40 minutes 00 seconds East 356.54 feet; South 72 degrees 57 minutes 40 seconds East 67.16 feet; South 34 degrees 05 minutes 49 seconds West 61.23 feet; South 34 degrees 05 minutes 49 seconds West 100.20 feet; South 59 degrees 09 minutes 30 seconds East 95.20 feet; South 83 degrees 30 minutes 15 seconds West 73.91 feet, more or less, to its intersection with the south line of said Southwest Quarter of the Southeast Quarter of said Section 34, and said centerline there terminating. It is intended that the side line of said easement be extended or shortened so as to terminate at the preceding or succeeding course and also to terminate at the west line of said Southeast Quarter of the Southwest Quarter and at the south line of said Southwest Quarter of the Southeast Quarter of said Section 34.

WHEREAS, said applicant will be charged \$2,831.42 for the easement as appraised by the County Land Commissioner, and

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

NOW THEREFORE, BE IT RESOLVED, that pursuant to Minnesota Statutes, Section 282.04, Subdivision 4, the County Auditor is hereby authorized to issue a recreational easement to use said strip of land for a recreational easement into their properties, if consistent with the law, and the special conditions set forth on the recorded easement, over and across the above described property.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – Road Easement 34-51-23 Viebrock:

WHEREAS, Michael and Sue Viebrock of 577 210th St Osceola, Wi 54020 has made application for a residential easement to their property, as follows:

See attached Tract D

over and across the following tax forfeited land to wit:

LEGAL DESCRIPTION – Access easement across part of the Southeast Quarter of the Southwest Quarter and part of the Southwest Quarter of the Southeast Quarter of Section 34, Township 51, Range 23, Aitkin County, Minnesota

A private easement for access purposes, being 33 feet in width, and lying 16.5 feet on each side of the following described centerline, said centerline being on an existing roadway, over and across part of the Southeast Quarter of the Southwest Quarter and part of the Southwest Quarter of the Southeast Quarter of Section 34, Township 51, Range 23, Aitkin County, Minnesota, the approximate centerline of said existing roadway is described as follows: Commencing at the southwest corner of the Southeast Quarter of Section 34 (S ¼ corner) in said Township 51, Range 23; thence North 89 degrees 14 minutes 02 seconds West, assumed bearing, 1307.63 feet along the south line of said Southeast Quarter of the Southwest Quarter to the southwest corner thereof; thence North 00 degrees 23 minutes 55 seconds East 654.61 feet along the west line thereof to the centerline of said existing roadway, said point being the point of beginning of the access easement to be described; thence along the centerline of said existing roadway on the following described courses: South 59 degrees 33 minutes 20 seconds East 73.60 feet; South 81 degrees 46 minutes 55

**RESOLUTION
20150811-043
ROAD
EASEMENT
34-51-23
VIEBROCK**

seconds East 383.27 feet; North 71 degrees 11 minutes 55 seconds East 186.40 feet; South 89 degrees 33 minutes 10 seconds East 157.97 feet; South 38 degrees 14 minutes 06 seconds East 154.02 feet; South 87 degrees 45 minutes 30 seconds East 288.25 feet; South 50 degrees 54 minutes 40 seconds East 231.75 feet; South 80 degrees 24 minutes 10 seconds East 155.87 feet; South 61 degrees 36 minutes 40 seconds East 258.74 feet; South 88 degrees 40 minutes 00 seconds East 356.54 feet; South 72 degrees 57 minutes 40 seconds East 67.16 feet; South 34 degrees 05 minutes 49 seconds West 61.23 feet; South 34 degrees 05 minutes 49 seconds West 100.20 feet; South 59 degrees 09 minutes 30 seconds East 95.20 feet; South 83 degrees 30 minutes 15 seconds West 73.91 feet, more or less, to its intersection with the south line of said Southwest Quarter of the Southeast Quarter of said Section 34, and said centerline there terminating. It is intended that the side line of said easement be extended or shortened so as to terminate at the preceding or succeeding course and also to terminate at the west line of said Southeast Quarter of the Southwest Quarter and at the south line of said Southwest Quarter of the Southeast Quarter of said Section 34.

WHEREAS, said applicant will be charged \$2,831.42 for the easement as appraised by the County Land Commissioner, and

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

NOW THEREFORE, BE IT RESOLVED, that pursuant to Minnesota Statutes, Section 282.04, Subdivision 4, the County Auditor is hereby authorized to issue a recreational easement to use said strip of land for a recreational easement into their properties, if consistent with the law, and the special conditions set forth on the recorded easement, over and across the above described property.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to authorize Jail Nursing Services Contract with MEnD Correctional Care, PLLC at a cost of \$65,900 annually, as recommended by the Personnel Committee, and approved by the County Attorney (with modifications).

**MEnD
CORRECTIONAL
CARE
CONTRACT**

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to authorize the request to hire one full time social worker for child protection, as recommended by the Personnel Committee.

**FT SOCIAL
WORKER FOR
CHILD
PROTECTION**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – Repurchase Tax-Forfeited Property 11-49-26 Rhodes:

WHEREAS, Bradley C. Rhodes, former owner of 414 ½ 2nd St NW Aitkin, Mn. 56431 has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel.... of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Aitkin, Minnesota, and described as follows, to-wit:

**RESOLUTION
20150811-044
REPURCHASE
TAX-FORFEITED
PROPERTY
11-49-26
RHODES**

Lot Eighteen (18) of the Plat of Waukenabo Beach, and

WHEREAS, said applicant has set forth in his application that

- a) Hardship and injustice has resulted because of forfeiture of said land, for the following reasons: to-wit:
Financial reverses and the death of my mother Ardele M. Kimball left me without resources.

- b) The repurchase of said land by me will promote and best serve the public interest, because:
My cousin Terry Rhodes owns the adjacent 50' lot. We would like to keep the property in the family. Additionally keeping the properties together is important to us as the property has been in the Rhodes family since 1917, and

WHEREAS, this Board is of the opinion that said application should be granted for such reasons.

NOW THEREFORE BE IT RESOLVED, that the application of Bradley C. Rhodes for the purchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

The Board reported on the following: Lakes & Pines, Library, Governor Dayton's visit to Isle, MN, NCLUCB, Ordinance Committee, McGregor Airport Commission, MHB, Personnel Committee, Economic Development, Hill City Expo, HRA, Parks Commission, Aitkin Airport, AIS, and Lake Mille Lacs.

BOARD DISCUSSION

Representative Dale Lueck, Economic Development and Forest Industry Coordinator Ross Wagner, and the Board discussed the economic situation of Lake Mille Lacs area businesses due to the status of the walleye fishery. Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to remand to the County Administrator the task of composing a letter from the Board Chair to Governor Dayton, outlining Aitkin County Board's short and long term concepts for financial relief to area businesses.

LAKE MILLE LACS

Break: 10:49 a.m. to 11:08 a.m.

BREAK

Dennis Martin and Gloria Johnson, Department of Natural Resources Lands and Mineral Division updated the Board on the proposed state mineral lease sale and mineral activities in Aitkin County.

DNR LANDS AND MINERAL DIVISION

Commissioner Marcotte left at 12:42 p.m.

MARCOTTE LEFT

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0 Marcotte absent), all members voting yes to adjourn the meeting at 12:58 p.m. until Tuesday, August 25, 2015 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Nathan Burkett, County Administrator

DKB1
8/21/15 3:00PM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	DEPT			Commissioners		
86222	Aitkin Independent Age 01-001-000-0000-6230		54.00	SYNOPSIS 6/9/15	1479	Printing, Publishing & Adv
	01-001-000-0000-6230		112.50	SYNOPSIS 6/16/15 BAE	1479	Printing, Publishing & Adv
	01-001-000-0000-6230		83.25	SYNOPSIS 6/23/15	1479	Printing, Publishing & Adv
86222	Aitkin Independent Age		249.75	3 Transactions		
3590	Niemi/Donald 01-001-000-0000-6330		198.38	MILEAGE 07/15/2015 07/27/2015	345@.575	Transportation & Travel & Parking
3590	Niemi/Donald		198.38	1 Transactions		
6097	Verizon Wireless 01-001-000-0000-6250		33.12	Cell phone Charges 07/07/2015 08/06/2015	286287802	Telephone
	01-001-000-0000-6250		26.02	monthly Mifi charge 07/05/2015 08/04/2015	786663881	Telephone
6097	Verizon Wireless		59.14	2 Transactions		
1	DEPT Total:		507.27	Commissioners	3 Vendors	6 Transactions
12	DEPT			Court Administration		
10185	Centurylink Communications Inc 01-012-000-0000-6250		37.38	LD Phone Q3	320146217	Telephone
10185	Centurylink Communications Inc		37.38	1 Transactions		
11634	Gammello,Qualley & Pearson PLLC 01-012-000-0000-6232		165.00	Fees	01JV-15-337	Attorney Services
	01-012-000-0000-6232		46.00	Costs	01JV-15-337	Attorney Services
11634	Gammello,Qualley & Pearson PLLC		211.00	2 Transactions		
5851	Gustafson Attorney at Law/Jean M. 01-012-000-0000-6232		802.50	ATTORNEY SERVICES 05/10/2015 07/09/2015	01P2-06-330	Attorney Services
5851	Gustafson Attorney at Law/Jean M.		802.50	1 Transactions		
2650	Kingsley/Marlene E 01-012-000-0000-6252		40.00	COURT VISITOR FEES	PR 15 650	Witnesses
	01-012-000-0000-6252		30.00	MILEAGE	PR 15 650	Witnesses

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
2650	Kingsley/Marlene E		70.00		2 Transactions	
2810	Larson/Shari S 01-012-000-0000-6232		1,793.75	FEES 07/29/2015 07/30/2015		Attorney Services
	01-012-000-0000-6232		409.40	COSTS 07/29/2015 07/30/2015		Attorney Services
2810	Larson/Shari S		2,203.15		2 Transactions	
12	DEPT Total:		3,324.03	Court Administration	5 Vendors	8 Transactions
40	DEPT			Auditor		
88012	Aitkin Co Auditor 01-040-021-0000-6205		200.00	POSTAGE		Postage
88012	Aitkin Co Auditor		200.00		1 Transactions	
86222	Aitkin Independent Age 01-040-000-0000-6230		58.50	Public Hrg-On Sale/Wine	1014	Printing, Publishing & Adv
	01-040-021-0000-6230		40.00	SER/DIR	1014	Printing, Publishing & Adv
86222	Aitkin Independent Age		98.50		2 Transactions	
783	Canon Financial Services, Inc 01-040-000-0000-6231		220.24	CONTRACT CHARGES-026	15183224	Services, Labor, Contracts
783	Canon Financial Services, Inc		220.24		1 Transactions	
10185	Centurylink Communications Inc 01-040-000-0000-6250		9.93	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		9.93		1 Transactions	
2214	Holder/Maryann 01-040-021-0000-6301		750.00	SEPTEMBER RENT		Rentals
2214	Holder/Maryann		750.00		1 Transactions	
3267	Peysar/Kirk 01-040-000-0000-6330		59.80	Mileage-MCIS Mtg 08/12/2015 08/12/2015	104@.575	Transportation & Travel
3267	Peysar/Kirk		59.80		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
	01-040-021-0000-6405		1.79	PEN REFILLS	987590-1	Office & Computer Supplies
86235	The Office Shop Inc		1.79	1 Transactions		
40	DEPT Total:		1,340.26	Auditor	7 Vendors	8 Transactions
41	DEPT			Internal Audit		
3358	Minnesota State Auditor 01-041-000-0000-6231		17,217.18	Audit Services 03/11/2015	66131 07/28/2015	Services, Labor, Etc
3358	Minnesota State Auditor		17,217.18	1 Transactions		
41	DEPT Total:		17,217.18	Internal Audit	1 Vendors	1 Transactions
42	DEPT			Treasurer		
10185	Centurylink Communications Inc 01-042-000-0000-6250		5.77	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		5.77	1 Transactions		
13651	Cummins-Allison Corp 01-042-000-0000-6625		2,221.71	Jetscan i101	4771577	Office Equipment
13651	Cummins-Allison Corp		2,221.71	1 Transactions		
86235	The Office Shop Inc 01-042-000-0000-6405		47.98	FOOTREST	988008-0	Office & Computer Supplies
86235	The Office Shop Inc		47.98	1 Transactions		
42	DEPT Total:		2,275.46	Treasurer	3 Vendors	3 Transactions
43	DEPT			Assessor		
816	Burman/Tom 01-043-000-0000-6340		105.43	Meals/Income Course 08/09/2015	08/13/2015	Meals (Overnight)
	01-043-000-0000-6330		134.90	mileage/Income Course	284@.475	Transportation & Travel & Parking
816	Burman/Tom		240.33	2 Transactions		
783	Canon Financial Services, Inc 01-043-000-0000-6231		171.11	COPIER CONTRACT-021	15151091	Services, Labor, Contracts
	01-043-000-0000-6231		12.00	PRINT KIT-024	15151903	Services, Labor, Contracts

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
783	Canon Financial Services, Inc		183.11		2 Transactions	
10185	Centurylink Communications Inc 01-043-000-0000-6250		12.14	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		12.14		1 Transactions	
1570	Freedom Valu Centers, Inc 01-043-000-0000-6511		465.66	JULY FUEL	11347	Gas And Oil
1570	Freedom Valu Centers, Inc		465.66		1 Transactions	
86235	The Office Shop Inc 01-043-000-0000-6405		188.49	Toner	987325-1	Office, Film & Computer Supplies
	01-043-000-0000-6405		69.99	Calculator	987610-0	Office, Film & Computer Supplies
86235	The Office Shop Inc		258.48		2 Transactions	
6097	Verizon Wireless 01-043-000-0000-6250		79.61	monthly cell phone bill 07/02/2015 08/01/2015	680690882	Telephone
6097	Verizon Wireless		79.61		1 Transactions	
43	DEPT Total:		1,239.33	Assessor	6 Vendors	9 Transactions
44	DEPT			Central Services		
783	Canon Financial Services, Inc 01-044-000-0000-6231		326.43	CONTRACT CHARGES-031	15183228	Services, Labor, Contracts
783	Canon Financial Services, Inc		326.43		1 Transactions	
10185	Centurylink Communications Inc 01-044-000-0000-6250		0.92	LD Phone	320146217	Telephone
	01-044-000-0000-6250		0.75	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc		1.67		2 Transactions	
1010	City Of Aitkin 01-044-100-0000-6800		7,430.50	1/2 tax abatement Cnty Mkt		Tax Abatements
1010	City Of Aitkin		7,430.50		1 Transactions	
86235	The Office Shop Inc 01-044-000-0000-6405		2,076.00	80 cases paper @ 25.95	987979-0	Office & Computer Supplies

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
86235	The Office Shop Inc		2,076.00		1 Transactions	
44	DEPT Total:		9,834.60	Central Services	4 Vendors	5 Transactions
45	DEPT			Motor Pool		
170	Aitkin Motor Company					
	01-045-000-0000-6302		46.44	Oil Change/Rotate #18 Escape	05834	Car Maintenance
	01-045-000-0000-6302		46.44	Oil Change/Rotate #47 Escape	05975	Car Maintenance
170	Aitkin Motor Company		92.88		2 Transactions	
45	DEPT Total:		92.88	Motor Pool	1 Vendors	2 Transactions
49	DEPT			Information Technologies		
5398	CDW Government, Inc					
	01-049-000-0000-6402		223.19	24" ViewSonic Monitor	WW31013	Computer Supplies & Software
5398	CDW Government, Inc		223.19		1 Transactions	
10185	Centurylink Communications Inc					
	01-049-000-0000-6250		5.50	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		5.50		1 Transactions	
49	DEPT Total:		228.69	Information Technologies	2 Vendors	2 Transactions
52	DEPT			Administration/Personnel Dept		
86222	Aitkin Independent Age					
	01-052-000-0000-6230		76.99	VACANCIES 7/8/15	1483	Printing, Publishing & Adv
	01-052-000-0000-6230		79.29	VACANCIES 7/15/15	1483	Printing, Publishing & Adv
86222	Aitkin Independent Age		156.28		2 Transactions	
13170	Burkett/Nathan					
	01-052-000-0000-6340		32.58	Meals-AMC & Mille Lacs Mtg		Meals(Overnight)
				08/12/2015 08/13/2015		
13170	Burkett/Nathan		32.58		1 Transactions	
10185	Centurylink Communications Inc					
	01-052-000-0000-6250		25.09	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		25.09		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
11303	Danielson/Bobbie 01-052-000-0000-6330		80.29	Mileage-Insurance Meeting 07/22/2015 07/22/2015	169.04@.475	Transportation & Travel & Parking
	01-052-000-0000-6330		81.44	Mileage-MPELRA conf. 08/05/2015 08/07/2015	171.46@.475	Transportation & Travel & Parking
	01-052-000-0000-6330		88.43	Mileage-MCIT ST CLOUD MTG 06/18/2015 06/18/2015	186.16@.475	Transportation & Travel & Parking
	01-052-000-0000-6330		124.72	Mileage-Data Trends Meeting 07/17/2015 07/17/2015	262.56@.475	Transportation & Travel & Parking
	01-052-000-0000-6330		17.93	MILEAGE-LLCC 05/29/2015 05/29/2015	37.74@.475	Transportation & Travel & Parking
11303	Danielson/Bobbie		392.81	5 Transactions		
4641	Holiday Credit Office 01-052-000-0000-6511		9.12	GAS	1400000135194	Gas And Oil
4641	Holiday Credit Office		9.12	1 Transactions		
12048	McDowell Agency, Inc./The 01-052-000-0000-6234		87.00	Background screening	66368	Background Check Fee
12048	McDowell Agency, Inc./The		87.00	1 Transactions		
13412	Pemberton, Sorlie, Rufer & Kershner PLLC 01-052-000-0000-6232		34.00	Partner attorney services	.2@170.00	Attorney Services
	01-052-000-0000-6232		31.50	Legal Assistant Services	.3@105.00	Attorney Services
13412	Pemberton, Sorlie, Rufer & Kershner PLLC		65.50	2 Transactions		
6097	Verizon Wireless 01-052-000-0000-6250		26.02	monthly Mifi charge 07/05/2015 08/04/2015	786663881	Telephone
6097	Verizon Wireless		26.02	1 Transactions		
52	DEPT Total:		794.40	Administration/Personnel Dept	8 Vendors	14 Transactions
90	DEPT			Attorney		
783	Canon Financial Services, Inc 01-090-000-0000-6625		355.45	CONTRACT CHARGES-028	15199181	Office Equipment
783	Canon Financial Services, Inc		355.45	1 Transactions		
10185	Centurylink Communications 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	Paid On Bhf #	On Behalf of Name
01-090-000-0000-6250		20.17	LD Phone	320146217	Telephone
01-090-000-0000-6250		2.81	TOLL FREE PHONE CHARGES	320295974	Telephone
10185 Centurylink Communications Inc		22.98		2 Transactions	
10855 Culligan					
01-090-000-0000-6213		44.20	Monthly water supply	150x00767103	Drug & Forfeiture Ms387.213
10855 Culligan		44.20		1 Transactions	
2140 Hennepin County Sheriff's Office					
01-090-000-0000-6234		70.00	subpoena-01CR14929	71610	Co Sheriff Services
2140 Hennepin County Sheriff's Office		70.00		1 Transactions	
5892 McGregor Printing & Graphics, Inc					
01-090-000-0000-6230		49.00	BUSINESS CARDS NATHAN	17935	Printing, Publishing & Adv
01-090-000-0000-6230		129.00	#10 ENVELOPES	17935	Printing, Publishing & Adv
5892 McGregor Printing & Graphics, Inc		178.00		2 Transactions	
3273 Mn Co Attorneys Assn					
01-090-000-0000-6208		50.00	legal training-Swanson	18180100	Training/Education
01-090-000-0000-6208		50.00	legal training-Motherway	18180100	Training/Education
01-090-000-0000-6208		195.00	new prosecutor training-Benusa	18180120	Training/Education
3273 Mn Co Attorneys Assn		295.00		3 Transactions	
4036 Ratz/James					
01-090-000-0000-6333		34.50	mileage-State vs Chapel-Brd	60@.575	Crt.Related Travel Expenses
4036 Ratz/James		34.50		1 Transactions	
9489 Redwood Toxicology Laboratory, Inc					
01-090-000-0000-6213		43.09	UA Reimbursement	12289120153	Drug & Forfeiture Ms387.213
01-090-000-0000-6213		34.08	UA Reimbursement	12289120154	Drug & Forfeiture Ms387.213
01-090-000-0000-6213		122.73	UA Reimbursement	12289120155	Drug & Forfeiture Ms387.213
01-090-000-0000-6213		17.24	UA Reimbursement	12289120156	Drug & Forfeiture Ms387.213
01-090-000-0000-6213		63.08	UA Reimbursement	12289120157	Drug & Forfeiture Ms387.213
9489 Redwood Toxicology Laboratory, Inc		280.22		5 Transactions	
11949 Swanson/Sondra					
01-090-000-0000-6205		13.05	postage for file to AG	8/17/15	Postage
11949 Swanson/Sondra		13.05		1 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5173	West Payment Center 01-090-000-0000-6406		1,118.83	Information Charges 07/01/2015 07/31/2015	832268184	Law Publ. & Subscriptions
	01-090-000-0000-6406		29.39	MN Practice Series V11	832376169	Law Publ. & Subscriptions
5173	West Payment Center		1,148.22	2 Transactions		
90	DEPT Total:		2,441.62	Attorney	10 Vendors	19 Transactions
100	DEPT			Recorder		
10185	Centurylink Communications Inc 01-100-000-0000-6250		12.24	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		12.24	1 Transactions		
100	DEPT Total:		12.24	Recorder	1 Vendors	1 Transactions
110	DEPT			Courthouse Maintenance		
10185	Centurylink Communications Inc 01-110-000-0000-6250		4.80	LD Phone	320146217	Phone
10185	Centurylink Communications Inc		4.80	1 Transactions		
88628	Dalco 01-110-000-0000-6422		225.14	Hard roll towels, toilet tissu	2918436	Janitorial Supplies
88628	Dalco		225.14	1 Transactions		
1491	Dutch's Electric, Inc 01-110-000-0000-6231		68.00	Repair power-Motor Pool Garage	23563	Services, Labor, Contracts
1491	Dutch's Electric, Inc		68.00	1 Transactions		
1598	Ferrara's Htg Air Cond & Refrig Inc 01-110-000-0000-6231		105.00	back up a/c unit-Court Admin	7748	Services, Labor, Contracts
1598	Ferrara's Htg Air Cond & Refrig Inc		105.00	1 Transactions		
1754	Garrison Disposal Company, Inc 01-110-000-0000-6255		522.63	WASTE REMOVAL SERVICES	8204512	Garbage
1754	Garrison Disposal Company, Inc		522.63	1 Transactions		
2186	Hillyard Inc - Kansas City 01-110-000-0000-6422		319.84	Liners, soap	601729471	Janitorial 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	Invoice #	Account/Formula Description	On Behalf of Name
2186 Hillyard Inc - Kansas City		319.84	1 Transactions			
11428 Horizon Roofing, INC. 01-110-000-0000-6231		643.00	repair roof leak over Library	BE2762		Services, Labor, Contracts
11428 Horizon Roofing, INC.		643.00	1 Transactions			
2340 Hyytinen Hardware Hank 01-110-000-0000-6422		4.95	tape measure, hardware	1268327		Janitorial Supplies
01-110-000-0000-6422		25.48	ceiling patch popcorn, batteri	1268675		Janitorial Supplies
01-110-000-0000-6422		50.37	EXTENSION CORD,TROUBLE LIGHT	1270303		Janitorial Supplies
01-110-000-0000-6422		13.96	BATTERIES	1270608		Janitorial Supplies
01-110-000-0000-6422		1.99	SUPER GRIP	1270611		Janitorial Supplies
01-110-000-0000-6422		4.29	JOINT COMP	1270651		Janitorial Supplies
01-110-000-0000-6422		25.25	VACUUM BAGS, KORKY CLASSICS	1272146		Janitorial Supplies
01-110-000-0000-6422		26.98	TAPE SEAL W/DESP	1274159		Janitorial Supplies
01-110-000-0000-6422		16.11	HANDY BOXES, CONNECTORS	1274345		Janitorial Supplies
01-110-000-0000-6422		3.49	PICK UP TOOL	1275367		Janitorial Supplies
01-110-000-0000-6422		170.99	HOT WATER HEATER	1275371		Janitorial Supplies
01-110-000-0000-6422		16.99	BATTERIES	1275486		Janitorial Supplies
01-110-000-0000-6422		3.99	AERATOR	1275864		Janitorial Supplies
2340 Hyytinen Hardware Hank		364.84	13 Transactions			
12927 Midwest Machinery Co. 01-110-000-0000-6231		315.01	HYDRAULIC LEAK REPAIRS	1115699		Services, Labor, Contracts
12927 Midwest Machinery Co.		315.01	1 Transactions			
89765 Minnesota Elevator, Inc 01-110-000-0000-6231		160.63	AUGUST SERVICE	632858		Services, Labor, Contracts
89765 Minnesota Elevator, Inc		160.63	1 Transactions			
9692 Minnesota Energy Resources Corporation 01-110-000-0000-6254		45.00	Gas-Courthouse	4323328-7		Utilities & Heating
01-110-000-0000-6254		5.63	reverse credit	4911601-5		Utilities & Heating
9692 Minnesota Energy Resources Corporation		50.63	2 Transactions			
10948 MN Dept of Labor & Industry 01-110-000-0000-6271		100.00	Elevator Annual oper.permit	00793		Inspection Fees
10948 MN Dept of Labor & Industry		100.00	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
1652	Northland Fire Protection 01-110-000-0000-6231		688.05	fire extingui.recerts/maintenan	18674	Services, Labor, Contracts
1652	Northland Fire Protection		688.05	1 Transactions		
6097	Verizon Wireless 01-110-000-0000-6250		33.12	Cell phone Charges 07/07/2015 08/06/2015	286287802	Phone
6097	Verizon Wireless		33.12	1 Transactions		
110	DEPT Total:		3,600.69	Courthouse Maintenance	14 Vendors	27 Transactions
120	DEPT			Service Officer		
12445	Brandl Chevrolet, Buick GMC 01-120-000-0000-6302		40.72	Oil Change and Rotation	216223	Car Maintenance
12445	Brandl Chevrolet, Buick GMC		40.72	1 Transactions		
10185	Centurylink Communications Inc 01-120-000-0000-6250		33.93	LD Phone	320146217	Telephone
	01-120-000-0000-6250		4.13	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc		38.06	2 Transactions		
4641	Holiday Credit Office 01-120-000-0000-6511		286.01	JULY VET VAN GAS	1400000136034	Gas And Oil
4641	Holiday Credit Office		286.01	1 Transactions		
120	DEPT Total:		364.79	Service Officer	3 Vendors	4 Transactions
122	DEPT			Planning & Zoning		
86222	Aitkin Independent Age 01-122-000-0000-6230		29.25	Special PC Hearing 7/27/15	1482	Printing, Publishing & Adv
	01-122-000-0000-6230		81.00	Notice of BOA Hearing 8/5/15	1482	Printing, Publishing & Adv
	01-122-000-0000-6230		27.00	Notice of PC Hearing 8/17/15	1482	Printing, Publishing & Adv
86222	Aitkin Independent Age		137.25	3 Transactions		
10185	Centurylink Communications Inc 01-122-000-0000-6250		39.00	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		39.00	1 Transactions		

Aitkin County



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
			Paid On Bhf #		
13442 Hagen/Michael					
01-122-038-0000-6330		16.10	PC/ONSITE MILEAGE	25@.575	Boa/Pc Mileage
01-122-000-0000-6350		50.00	PC MEETING	8/17/15	Per Diem
01-122-000-0000-6350		10.00	ONSITE-DEEKS	8/17/15	Per Diem
13442 Hagen/Michael		76.10		3 Transactions	
13066 Hargrave/Bryan					
01-122-000-0000-6231		3,500.00	CONTRACT INSPECTIONS	10@350.00	Services, Labor, Contracts, Programming
			08/10/2015 08/21/2015		
13066 Hargrave/Bryan		3,500.00		1 Transactions	
4641 Holiday Credit Office					
01-122-000-0000-6511		144.45	May Fuel Charges	1400000135321	Gas And Oil
4641 Holiday Credit Office		144.45		1 Transactions	
2953 MACPZA					
01-122-000-0000-6241		161.00	MACPZA CONFERENCE FEE	GIANTS RIDGE	Registration Fee
			09/23/2015 09/25/2015		
2953 MACPZA		161.00		1 Transactions	
5516 Paquette/Jeremy M					
01-122-038-0000-6330		66.70	MILEAGE	116@.575	Boa/Pc Mileage
01-122-000-0000-6350		50.00	PC MEETING	8/17/15	Per Diem
01-122-000-0000-6350		10.00	ONSITE-DERKS	8/17/15	Per Diem
5516 Paquette/Jeremy M		126.70		3 Transactions	
13642 Rowe/Marlene					
01-122-000-0000-6820		25.00	Partial Refund #40447	R#199413	Refunds & Reimbursements
13642 Rowe/Marlene		25.00		1 Transactions	
9261 RTVision, Inc.					
01-122-000-0000-6231		875.00	Project Management	12069	Services, Labor, Contracts, Programming
9261 RTVision, Inc.		875.00		1 Transactions	
13424 Sonnee/Dennise J					
01-122-000-0000-6350		50.00	PC MEETING	8/17/15	Per Diem
01-122-000-0000-6350		10.00	ONSITE-41347C	8/17/15	Per Diem
01-122-038-0000-6330		49.45	MILEAGE	86@.575	Boa/Pc Mileage

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
13424	Sonnee/Dennise J		3 Transactions		
3518	Voyageur Press Of Mcgregor/The				
	01-122-000-0000-6230	66.00	2x5 b/w display ad-HHW	31995	Printing, Publishing & Adv
	01-122-000-0000-6230	72.00	3x4 b/w display ad-Clean shop	31995	Printing, Publishing & Adv
3518	Voyageur Press Of Mcgregor/The	138.00	2 Transactions		
10895	Westerlund/Laurie Ann				
	01-122-000-0000-6350	10.00	ONSITE		Per Diem
	01-122-038-0000-6330	40.25	MILEAGE	70@.575	Boa/Pc Mileage
10895	Westerlund/Laurie Ann	50.25	2 Transactions		
122	DEPT Total:	5,382.20	Planning & Zoning	12 Vendors	22 Transactions
200	DEPT		Enforcement		
11960	ASAP Towing				
	01-200-000-0000-6359	507.00	Tow Olds Alero 15-3072	2590	Wrecker Service
			08/08/2015 08/08/2015		
	01-200-000-0000-6359	150.00	pull Alero from Ditch-15-3072	2591	Wrecker Service
			08/08/2015 08/08/2015		
11960	ASAP Towing	657.00	2 Transactions		
86467	Auto Value Aitkin				
	01-200-000-0000-6302	49.98	WIPER BLADES #224	40069386	Car Maintenance
86467	Auto Value Aitkin	49.98	1 Transactions		
10185	Centurylink Communications Inc				
	01-200-000-0000-6250	74.66	LD Phone	320146217	Telephone
	01-200-000-0000-6250	76.70	LD Phone-Probation	320146217	Telephone
	01-200-000-0000-6250	9.49	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc	160.85	3 Transactions		
1339	Dennis Auto Body & Auto Sales				
	01-200-000-0000-6359	200.00	Tow Eclipse-15-2976		Wrecker Service
			08/01/2015 08/02/2015		
	01-200-000-0000-6359	185.00	Tow Ford Super Duty Pickup	15-3067	Wrecker Service
			08/09/2015 08/09/2015		
1339	Dennis Auto Body & Auto Sales	385.00	2 Transactions		

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 #	
4641 Holiday Credit Office 01-200-000-0000-6511		241.17	Holiday gas commercial account 1400000288942	Gas And Oil
4641 Holiday Credit Office		241.17	1 Transactions	
10567 Lake Country Auto Center Of Aitkin 01-200-000-0000-6302		585.96	4 tires, install #210 20901	Car Maintenance
01-200-000-0000-6302		277.99	#209 right rear hub assembly 20938	Car Maintenance
01-200-000-0000-6302		58.99	oil change, rotate tires #224 20951	Car Maintenance
01-200-000-0000-6302		77.00	mount 4 tires #209 20991	Car Maintenance
10567 Lake Country Auto Center Of Aitkin		999.94	4 Transactions	
6057 Nate's Towing 01-200-000-0000-6359		200.00	tow 4 wheelers, boat-15-3025 8/5/15	Wrecker Service
6057 Nate's Towing		200.00	1 Transactions	
1652 Northland Fire Protection 01-200-000-0000-6231		782.65	annual fire exting.testng-asco 18675	Services & Labor (Incl Contracts)
1652 Northland Fire Protection		782.65	1 Transactions	
10412 O'Reilly Auto Parts 01-200-000-0000-6302		13.33	fog light #219 1878-306387	Car Maintenance
10412 O'Reilly Auto Parts		13.33	1 Transactions	
3712 Office Depot 01-200-000-0000-6405		341.95	toner/printer cartridges 783345299001	Office Supplies
3712 Office Depot		341.95	1 Transactions	
13655 Oxygen Forensics, Inc 01-200-000-0000-6231		999.00	Suite Analyst 10/13/2015 10/13/2016 41877-01	Services & Labor (Incl Contracts)
13655 Oxygen Forensics, Inc		999.00	1 Transactions	
4010 Rasley Oil Company 01-200-000-0000-6511		182.46	JULY GAS-SHERIFF AITCOSHERS	Gas And Oil
4010 Rasley Oil Company		182.46	1 Transactions	
4681 Streichers 01-200-000-0000-6410		25.97	Nameplate #219 I1162786	Clothing Allowance
01-200-000-0000-6409		86.98	spike bag/shipping #222 I1164310	Deputy Supplies

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		01-200-000-0000-6410		169.98	#224 uniform shirt carrier		I1164368		Clothing Allowance	
		01-200-000-0000-6409		549.00	Roadway spike system #222		I1165056		Deputy Supplies	
4681	Streichers			831.93		4 Transactions				
86235	The Office Shop Inc									
		01-200-000-0000-6405		15.74	office supplies		987523-0		Office Supplies	
		01-200-000-0000-6405		171.50	office supplies		988128-0		Office Supplies	
86235	The Office Shop Inc			187.24		2 Transactions				
6128	Tire Barn									
		01-200-000-0000-6302		20.50	mount & balance tire #216		31853		Car Maintenance	
		01-200-000-0000-6302		594.80	front brakes,rotate, LOF-#219		31859		Car Maintenance	
		01-200-000-0000-6302		786.60	rear rotor/pads, LOF, hub #216		31864		Car Maintenance	
		01-200-000-0000-6302		624.16	#212 brakes, LOL, 2 tires		31955		Car Maintenance	
6128	Tire Barn			2,026.06		4 Transactions				
5066	Visa									
		01-200-000-0000-6405		11.06	Business card holder #204		3082 #2		Office Supplies	
		01-200-019-0000-6240		65.00	Membership renewal #224		3082 #2		Dues/Assoc Fees	
		01-200-019-0000-6409		27.82	Canine supplies-Home Depot		3082 #2		Supplies	
5066	Visa			103.88		3 Transactions				
200	DEPT Total:			8,162.44	Enforcement		16 Vendors		32 Transactions	
202	DEPT				Boat & Water					
1682	Fishers Resort									
		01-202-000-0000-6511		34.50	B&W GAS		7/17/15		Gas And Oil	
		01-202-000-0000-6511		58.13	B&W GAS		7/5/15		Gas And Oil	
1682	Fishers Resort			92.63		2 Transactions				
10567	Lake Country Auto Center Of Aitkin									
		01-202-000-0000-6302		20.00	remove trailer tires-re-instal		21016		B&W Maintenance	
10567	Lake Country Auto Center Of Aitkin			20.00		1 Transactions				
4010	Rasley Oil Company									
		01-202-000-0000-6511		13.44	JULY GAS-SHERIFF		AITCOSHERS		Gas And Oil	
4010	Rasley Oil Company			13.44		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
202	DEPT Total:		126.07	Boat & Water	3 Vendors	4 Transactions
252	DEPT			Corrections		
12106	Antoine Electric 01-252-000-0000-6590		86.83	replace a/c connect kitchen a/	13909	Repair & Maintenance Supplies
12106	Antoine Electric		86.83	1 Transactions		
456	Bob Barker Company, Inc. 01-252-000-0000-6424		121.38	inmate supplies	383642	Inmate Supplies
456	Bob Barker Company, Inc.		121.38	1 Transactions		
783	Canon Financial Services, Inc 01-252-000-0000-6231		96.07	CONTRACT CHARGES-032	15183221	Services & Labor (Incl Contracts)
783	Canon Financial Services, Inc		96.07	1 Transactions		
10083	Cedarbrook Lumber Comp 01-252-000-0000-6590		17.99	CEILING TILE DISPATCH	71635	Repair & Maintenance Supplies
10083	Cedarbrook Lumber Comp		17.99	1 Transactions		
10185	Centurylink Communications Inc 01-252-000-0000-6250		132.70	LD Phone	320146217	Telephone
	01-252-000-0000-6250		9.49	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc		142.19	2 Transactions		
5583	Crawford Supply Company 01-252-252-0000-6408		113.40	Commissary supplies	576696	Commissary Supplies
	01-252-252-0000-6408		409.16	Commissary Supplies	586615	Commissary Supplies
5583	Crawford Supply Company		522.56	2 Transactions		
88628	Dalco 01-252-000-0000-6422		390.31	Jail paper products	2918438	Janitorial Supplies
88628	Dalco		390.31	1 Transactions		
1491	Dutch's Electric, Inc 01-252-000-0000-6590		68.00	disconnect recessed can-dispch	23528	Repair & Maintenance Supplies
1491	Dutch's Electric, Inc		68.00	1 Transactions		
1598	Ferrara's Htg Air Cond & Refrig Inc 01-252-000-0000-6590		799.50	service jail freezer	7733	Repair & Maintenance Supplies

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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 #	
01-252-000-0000-6590		105.00	rpr leak on jail freezer line	7735 Repair & Maintenance Supplies
01-252-000-0000-6590		140.00	troubleshoot kitchen a/c	7744 Repair & Maintenance Supplies
1598 Ferrara's Htg Air Cond & Refrig Inc		1,044.50	3 Transactions	
2186 Hillyard Inc - Kansas City				
01-252-000-0000-6422		468.45	Janitorial	601729500 Janitorial Supplies
2186 Hillyard Inc - Kansas City		468.45	1 Transactions	
11889 Honeywell International Inc.				
01-252-000-0000-6590		1,447.97	replace cooling valve motor	5233628375 Repair & Maintenance Supplies
11889 Honeywell International Inc.		1,447.97	1 Transactions	
13645 Hummel/Paul				
01-252-000-0000-6330		470.00	reimb.pymt for Fargo Transport	1/22/13 Prisoner Transportation & Travel
13645 Hummel/Paul		470.00	1 Transactions	
5503 Keefe Supply Company				
01-252-252-0000-6405		242.86	Commissary Supplies	576695 Prisoner Welfare
01-252-252-0000-6405		394.48	commissary supplies	586616 Prisoner Welfare
5503 Keefe Supply Company		637.34	2 Transactions	
12777 Lammers Appliance Repair				
01-252-000-0000-6231		349.50	service drain pump commercial	1035 Services & Labor (Incl Contracts)
12777 Lammers Appliance Repair		349.50	1 Transactions	
11946 McGuire Mechanical				
01-252-000-0000-6590		360.14	repair leaking pipe	6591 Repair & Maintenance Supplies
01-252-000-0000-6590		244.32	repair leaking pipe Post 2	6601 Repair & Maintenance Supplies
01-252-000-0000-6590		75.00	repair leak dispatch ceiling	6616 Repair & Maintenance Supplies
01-252-000-0000-6590		935.00	change out basement gate valve	6638 Repair & Maintenance Supplies
11946 McGuire Mechanical		1,614.46	4 Transactions	
3160 Mille Lacs Energy Coop-Albert Lea				
01-252-000-0000-6254		764.06	Shelter/Tower	34-54-015-01 Utilities & Heating
3160 Mille Lacs Energy Coop-Albert Lea		764.06	1 Transactions	
89765 Minnesota Elevator, Inc				
01-252-000-0000-6231		160.63	AUGUST SERVICE	632860 Services & Labor (Incl Contracts)

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 #	
89765 Minnesota Elevator, Inc		160.63	1 Transactions	
9692 Minnesota Energy Resources Corporation				
01-252-000-0000-6254		18.00	Gas-STS	4058862-6 Utilities & Heating
01-252-000-0000-6254		472.70	Gas-Jail	4244670-8 Utilities & Heating
01-252-000-0000-6254		120.53	Gas-Jail	4334475-3 Utilities & Heating
9692 Minnesota Energy Resources Corporation		611.23	3 Transactions	
11120 Nardini Fire Equipment Co.,Inc				
01-252-000-0000-6231		414.80	service call alarm trouble	483199 Services & Labor (Incl Contracts)
11120 Nardini Fire Equipment Co.,Inc		414.80	1 Transactions	
1652 Northland Fire Protection				
01-252-000-0000-6231		461.75	annual fire exting.testng-jail	18673 Services & Labor (Incl Contracts)
1652 Northland Fire Protection		461.75	1 Transactions	
3712 Office Depot				
01-252-000-0000-6405		481.84	toner/printer cartridges	783345299001 Office & Computer Supplies
3712 Office Depot		481.84	1 Transactions	
3789 Pan-O-Gold Baking Company				
01-252-000-0000-6418		162.90	Groceries	010024521827 Groceries
01-252-000-0000-6418		154.18	Groceries	010024522520 Groceries
3789 Pan-O-Gold Baking Company		317.08	2 Transactions	
3810 Paulbeck's County Market				
01-252-000-0000-6418		18.34	Groceries	927210101 Groceries
01-252-000-0000-6418		27.65	GROCERIES	927210202 Groceries
3810 Paulbeck's County Market		45.99	2 Transactions	
4010 Rasley Oil Company				
01-252-000-0000-6511		798.13	July Gas	AITCOB&WS Gas And Oil
4010 Rasley Oil Company		798.13	1 Transactions	
9499 Reliance Telephone Systems, Inc				
01-252-252-0000-6406		600.00	Phone Cards	D-15661 Phone Card Prisoner Welfare
01-252-252-0000-6406		1,500.00	Phone Cards	D-15663 Phone Card Prisoner Welfare
9499 Reliance Telephone Systems, Inc		2,100.00	2 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
4681	Streichers 01-252-000-0000-6410		11.99	serving since D. Turner	11163378	Clothing Allowance
4681	Streichers		11.99	1 Transactions		
4761	Sysco Minnesota Inc 01-252-000-0000-6418		3,111.31	Groceries	508061538	Groceries
	01-252-000-0000-6418		3,564.43	Groceries	508130962	Groceries
4761	Sysco Minnesota Inc		6,675.74	2 Transactions		
86235	The Office Shop Inc 01-252-000-0000-6405		160.67	Toner dispatch copier	279982-0	Office & Computer Supplies
	01-252-000-0000-6405		15.74	office supplies	987523-0	Office & Computer Supplies
	01-252-000-0000-6405		171.50	office supplies	988128-0	Office & Computer Supplies
86235	The Office Shop Inc		347.91	3 Transactions		
11608	Thrifty White Pharmacy-Mcgregor 01-252-000-0000-6262		1,793.40	July Prescriptions	52914536063080	Medical Expenses & Supplies - Inmates
11608	Thrifty White Pharmacy-Mcgregor		1,793.40	1 Transactions		
6128	Tire Barn 01-252-000-0000-6302		52.44	oil change, tire repair-xport	31936	Car Maintenance
6128	Tire Barn		52.44	1 Transactions		
5066	Visa 01-252-000-0000-6405		114.35	DVD's	3082 #2	Office & Computer Supplies
	01-252-252-0000-6408		41.36	greeting cards commissary	3082 #2	Commissary Supplies
	01-252-252-0000-6408		179.36	commissary supplies-\$ Tree	3082 #2	Commissary Supplies
5066	Visa		335.07	3 Transactions		
252	DEPT Total:		22,849.61	Corrections	31 Vendors	49 Transactions
253	DEPT			Aitkin Co Community Corrections		
88879	Central Mn Community Corrections-DT 01-253-000-0000-6823		12,499.08	SEPTEMBER APPROPRIATION		County Allocation
88879	Central Mn Community Corrections-DT		12,499.08	1 Transactions		
10185	Centurylink Communications Inc 01-253-000-0000-6250		2.97	LD Phone	320146217	Telephone

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
10185	Centurylink Communications Inc		2.97		1 Transactions	
12927	Midwest Machinery Co. 01-253-000-0000-6405		21.64	BLADE	1112458	Operating Supplies
12927	Midwest Machinery Co.		21.64		1 Transactions	
4010	Rasley Oil Company 01-253-000-0000-6511		537.70	JULY GAS-SHERIFF	AITCOSHERS	Gas And Oil
4010	Rasley Oil Company		537.70		1 Transactions	
6128	Tire Barn 01-253-000-0000-6302		63.49	LOF, rotate-2006 Econoline	31927	Car Maintenance
6128	Tire Barn		63.49		1 Transactions	
253	DEPT Total:		13,124.88	Aitkin Co Community Corrections	5 Vendors	5 Transactions
254	DEPT			Enhanced 911 System		
13649	Aitkin Rental Center 01-254-000-0000-6231		285.00	rent excavator -Comm line spli	40385	Services, Labor, Contracts
13649	Aitkin Rental Center		285.00		1 Transactions	
254	DEPT Total:		285.00	Enhanced 911 System	1 Vendors	1 Transactions
255	DEPT			General Crime Victim Grant		
10185	Centurylink Communications Inc 01-255-000-0000-6250		3.29	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		3.29		1 Transactions	
255	DEPT Total:		3.29	General Crime Victim Grant	1 Vendors	1 Transactions
257	DEPT			Sobriety Court		
11997	Minnesota Monitoring 01-257-022-0000-6406		76.50	MONITORING	1263	Sobriety Crt Expenses
11997	Minnesota Monitoring		76.50		1 Transactions	
9489	Redwood Toxicology Laboratory, Inc 01-257-022-0000-6406		25.00	Drug testing confirmation	12645820156	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
9489	Redwood Toxicology Laboratory, Inc		25.00		1 Transactions	
257	DEPT Total:		101.50	Sobriety Court	2 Vendors	2 Transactions
280	DEPT			Emergency Management		
10185	Centurylink Communications Inc 01-280-000-0000-6250		1.65	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc		1.65		1 Transactions	
280	DEPT Total:		1.65	Emergency Management	1 Vendors	1 Transactions
390	DEPT			Environmental Health (FBL)		
10185	Centurylink Communications Inc 01-390-000-0000-6250		11.17	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		11.17		1 Transactions	
4641	Holiday Credit Office 01-390-000-0000-6511		135.54	May Fuel Charges	1400000135321	Gas And Oil
4641	Holiday Credit Office		135.54		1 Transactions	
13646	Jonas/Taylor 01-390-000-0000-6820		335.25	partial refund on FBL overpay		Refunds
13646	Jonas/Taylor		335.25		1 Transactions	
390	DEPT Total:		481.96	Environmental Health (FBL)	3 Vendors	3 Transactions
391	DEPT			Solid Waste		
783	Canon Financial Services, Inc 01-391-000-0000-6231		248.73	CONTRACT CHARGES-029	15183226	Services, Labor, & Minor Contracts
783	Canon Financial Services, Inc		248.73		1 Transactions	
10185	Centurylink Communications Inc 01-391-000-0000-6250		2.97	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		2.97		1 Transactions	
2953	MACPZA 01-391-000-0000-6241		150.00	MACPZA CONFERENCE FEE 09/23/2015 09/25/2015	GIANTS RIDGE	Registration Fee

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
2953	MACPZA		150.00		1 Transactions	
6097	Verizon Wireless 01-391-000-0000-6250		60.87	monthly cell phone bill 07/03/2015 08/02/2015	286252299	Telephone
6097	Verizon Wireless		60.87		1 Transactions	
5056	Western Lake Superior Sanitary 01-391-000-0000-6231		4,652.42	Q 1&2 County Disposal Fees	073115AITHHW	Services, Labor, & Minor Contracts
5056	Western Lake Superior Sanitary		4,652.42		1 Transactions	
391	DEPT Total:		5,114.99	Solid Waste	5 Vendors	5 Transactions
392	DEPT			Water Wells		
405	A.W. Research Laboratories, Inc. 01-392-000-0000-6231 01-392-000-0000-6231		41.00 21.00	Coliform/Nitrate sampling Arsenic Sampling	32020 32075	Services, Labor, Contracts Services, Labor, Contracts
405	A.W. Research Laboratories, Inc.		62.00		2 Transactions	
392	DEPT Total:		62.00	Water Wells	1 Vendors	2 Transactions
601	DEPT			Extension		
89471	Aitkin Co 4-H Council 01-601-551-0000-5840		400.00	bk sales Recorders R#426	4837-4846	4-H Plat Book Sales
89471	Aitkin Co 4-H Council		400.00		1 Transactions	
10185	Centurylink Communications Inc 01-601-000-0000-6250		1.29	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		1.29		1 Transactions	
601	DEPT Total:		401.29	Extension	2 Vendors	2 Transactions
711	DEPT			Economic Development		
10185	Centurylink Communications Inc 01-711-000-0000-6250		1.51	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		1.51		1 Transactions	
4641	Holiday Credit Office					

DKB1
8/21/15 3:00PM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-711-000-0000-6511		JULY GAS	1400000135895	Gas And Oil
4641	Holiday Credit Office			1 Transactions	
711	DEPT Total:		Economic Development	2 Vendors	2 Transactions
1	Fund Total:		General Fund		240 Transactions

DKB1
8/21/15 3:00PM
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
0	DEPT			Undesignated		
13643	Jack's Construction 03-000-000-0000-5857		1,000.00	DEPOSIT REFUND 081715	363RD LN	Culverts
13643	Jack's Construction		1,000.00	1 Transactions		
0	DEPT Total:		1,000.00	Undesignated	1 Vendors	1 Transactions
301	DEPT			R&B Administration		
783	Canon Financial Services, Inc 03-301-000-0000-6300		212.26	CONTRACT CHARGE 081315	15183223	Service Contracts
783	Canon Financial Services, Inc		212.26	1 Transactions		
10855	Culligan 03-301-000-0000-6400		41.40	WATER 080715	380522	Supplies And Materials
	03-301-000-0000-6400		10.50	AUGUST RENTAL FEE 073115	STATEMENT	Supplies And Materials
10855	Culligan		51.90	2 Transactions		
301	DEPT Total:		264.16	R&B Administration	2 Vendors	3 Transactions
303	DEPT			R&B Highway Maintenance		
9760	Advanced Diesel Service 03-303-000-0000-6590		267.40	REPAIR SUPPLIES 081015	21803	Repair & Maintenance Supplies
	03-303-000-0000-6590		1,608.50	LABOR 081015	21803	Repair & Maintenance Supplies
	03-303-000-0000-6590		732.90	REPAIR SUPPLIES 081015	21810	Repair & Maintenance Supplies
	03-303-000-0000-6590		1,440.50	LABOR 081015	21810	Repair & Maintenance Supplies
9760	Advanced Diesel Service		4,049.30	4 Transactions		
10185	Centurylink Communications Inc 03-303-000-0000-6254		31.66	LD Phone	320146217	Utilities
10185	Centurylink Communications Inc		31.66	1 Transactions		
11411	Charter Communications 03-303-000-0000-6254		140.25	PHONE: HWY OFFICE 080915		Utilities
11411	Charter Communications		140.25	1 Transactions		
1200	Cummings Oil, Inc 03-303-000-0000-6513		1,616.51	PALISADE 070915	4830	Motor Fuel & Lubricants
	03-303-000-0000-6513		1,330.55	PALISADE 080315	4899	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	Service Dates	Paid On Bhf #	On Behalf of Name
03-303-000-0000-6513		SWATARA 080315	4899	Motor Fuel & Lubricants
1200 Cummings Oil, Inc				3 Transactions
1570 Freedom Valu Centers, Inc				
03-303-000-0000-6513		DISCOUNT 073115		Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 070615	21603	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 070815	22302	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 070915	22641	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 071315	24011	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 071415	24492	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 071615	25312	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 072015	26717	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 072315	27472	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 070115	29687	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 070715	30268	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 072215	35025	Motor Fuel & Lubricants
1570 Freedom Valu Centers, Inc				12 Transactions
13468 G & K Services				
03-303-000-0000-6298		SHOP LAUNDRY 081015	1043257255	Shop Maintenance
03-303-000-0000-6298		SHOP LAUNDRY 081715	1043262752	Shop Maintenance
13468 G & K Services				2 Transactions
1959 H & L Mesabi Inc				
03-303-000-0000-6298		AITKIN SHOP SUPPLIES 081315	93854	Shop Maintenance
1959 H & L Mesabi Inc				1 Transactions
13228 Harddrives, Inc.				
03-303-000-0000-6517		3/8 FINES 071515	11126	Asphalt,Crackfiller,Tack Oil,Etc
03-303-000-0000-6517		3/8 FINES 071515	11126	Asphalt,Crackfiller,Tack Oil,Etc
13228 Harddrives, Inc.				2 Transactions
4641 Holiday Credit Office				
03-303-000-0000-6513		FEDERAL TAX ADJUSTMENT 073115		Motor Fuel & Lubricants
03-303-000-0000-6513		REBATE 073115		Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 072415	0-74559019	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 072415	0-80315036	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 072215	0-83713028	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 071715	0-91902044	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		36.50	GASOLINE 070715	0-95151025 Motor Fuel & Lubricants
03-303-000-0000-6513		70.50	GASOLINE 071415	0-95417068 Motor Fuel & Lubricants
03-303-000-0000-6513		85.01	GASOLINE 072315	102750042 Motor Fuel & Lubricants
03-303-000-0000-6513		53.60	GASOLINE 072415	133629119 Motor Fuel & Lubricants
4641 Holiday Credit Office		427.12		10 Transactions
8169 Kenway Engineering,Inc.				
03-303-000-0000-6590		517.35	REPAIR PARTS 080315	141901 Repair & Maintenance Supplies
8169 Kenway Engineering,Inc.		517.35		1 Transactions
91187 Lake Country Power				
03-303-000-0000-6254		59.13	JACOBSON SHOP 080415	1400073000 Utilities
03-303-000-0000-6254		77.21	SWATARA 080715	140946401 Utilities
91187 Lake Country Power		136.34		2 Transactions
12927 Midwest Machinery Co.				
03-303-000-0000-6590		227.25-	OVERPAYMENT ON PARTS 073015	1018156 Repair & Maintenance Supplies
03-303-000-0000-6590		124.34	FILTERS 071615	1100470 Repair & Maintenance Supplies
03-303-000-0000-6590		31.21	REPAIR PARTS 072115	1104408 Repair & Maintenance Supplies
03-303-000-0000-6590		11.68	REPAIR PARTS 072315	1106112 Repair & Maintenance Supplies
03-303-000-0000-6298		196.08	PALISADE SHOP 072815	1109683 Shop Maintenance
03-303-000-0000-6590		88.63	FILTERS 080615	1116175 Repair & Maintenance Supplies
03-303-000-0000-6590		53.54	FILTERS 081115	1119259 Repair & Maintenance Supplies
03-303-000-0000-6590		186.92	FILTERS 081315	1121147 Repair & Maintenance Supplies
12927 Midwest Machinery Co.		465.15		8 Transactions
5917 Mike's Bobcat Service				
03-303-000-0000-6825		200.00	BLADING 080315	Maintenance Agreements
5917 Mike's Bobcat Service		200.00		1 Transactions
3160 Mille Lacs Energy Coop-Albert Lea				
03-303-000-0000-6254		133.54	POWER: PALISADE 081015	18-52-026-01 Utilities
03-303-000-0000-6254		50.97	169 & CSAH 3 081015	19-23-010-01 Utilities
03-303-000-0000-6254		25.00	GUN LAKE 081015	27-56-029-03 Utilities
03-303-000-0000-6254		135.44	POWER: MCGREGOR 081015	29-53-003-01 Utilities
03-303-000-0000-6254		1,102.30	POWER: AITKIN 081015	33-52-007-02 Utilities
03-303-000-0000-6254		60.11	169 & CSAH 28 081015	39-62-022-01 Utilities
03-303-000-0000-6254		36.80	CSAH 12 081015	40-06-000-01 Utilities
03-303-000-0000-6254		54.92	47& CSAH 2 081015	54-51-104-01 Utilities

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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			
3160	Mille Lacs Energy Coop-Albert Lea	1,599.08			
			8 Transactions		
9692	Minnesota Energy Resources Corporation				
	03-303-000-0000-6297	10.58	NAT GAS: AITKIN SHOP 080615	4255217-4	Shop Fuel
9692	Minnesota Energy Resources Corporation	10.58			
			1 Transactions		
10720	Nuss Truck & Equipment				
	03-303-000-0000-6590	736.42	REPAIR PARTS 080715	3139690P	Repair & Maintenance Supplies
	03-303-000-0000-6590	675.31	REPAIR PARTS 080715	3139690P	Repair & Maintenance Supplies
	03-303-000-0000-6590	62.37	REPAIR PARTS 080515	3139819P	Repair & Maintenance Supplies
	03-303-000-0000-6590	62.37	REPAIR PARTS 080515	3139819P	Repair & Maintenance Supplies
	03-303-000-0000-6590	183.33	REPAIR PARTS 080715	3139992P	Repair & Maintenance Supplies
	03-303-000-0000-6590	244.44	REPAIR PARTS 080715	3139992P	Repair & Maintenance Supplies
	03-303-000-0000-6590	288.95	REPAIR PARTS 080715	3140051P	Repair & Maintenance Supplies
10720	Nuss Truck & Equipment	2,253.19			
			7 Transactions		
84172	Riverwood Healthcare Center				
	03-303-000-0000-6296	130.00	pre-empl.Steele and Smith		Meeting Expense/Physicals
84172	Riverwood Healthcare Center	130.00			
			1 Transactions		
10257	Sadie Llama Designs				
	03-303-000-0000-6516	64.00	E-911 ROAD SIGNS 081715	84470.5137	Signs & Posts
	03-303-000-0000-6516	31.90	SIGN WORKS 081715	84470.5137	Signs & Posts
10257	Sadie Llama Designs	95.90			
			2 Transactions		
4711	Sunnys Citgo				
	03-303-000-0000-6513	31.66	GASOLINE 051815	30697	Motor Fuel & Lubricants
	03-303-000-0000-6513	37.18	GASOLINE 052215	30698	Motor Fuel & Lubricants
	03-303-000-0000-6513	72.02	GASOLINE 052615	30699	Motor Fuel & Lubricants
	03-303-000-0000-6513	71.09	GASOLINE 060315	37900	Motor Fuel & Lubricants
	03-303-000-0000-6513	58.71	GASOLINE 060415	37901	Motor Fuel & Lubricants
	03-303-000-0000-6513	52.18	GASOLINE 061515	37902	Motor Fuel & Lubricants
	03-303-000-0000-6513	63.02	GASOLINE 061815	37903	Motor Fuel & Lubricants
	03-303-000-0000-6513	58.71	GASOLINE 062315	37904	Motor Fuel & Lubricants
	03-303-000-0000-6513	53.60	GASOLINE 062915	37905	Motor Fuel & Lubricants
	03-303-000-0000-6513	21.72	GASOLINE 070615	37906	Motor Fuel & Lubricants
	03-303-000-0000-6513	41.19	GASOLINE 071315	37908	Motor Fuel & Lubricants
	03-303-000-0000-6513	39.38	GASOLINE 072815	37909	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 #	
4711 Sunnys Citgo		600.46	12 Transactions	
90805 Temco				
03-303-000-0000-6521		15.40	BEAVER GATE SUPPLIES 070715	18929 Maintenance Supplies
03-303-000-0000-6298		11.00	AITKIN SHOP SUPPLIES 080715	18939 Shop Maintenance
03-303-000-0000-6521		56.00	BEAVER GATE SUPPLIES 081115	18958 Maintenance Supplies
03-303-000-0000-6521		80.40	BEAVER GATE SUPPLIES 081115	18965 Maintenance Supplies
90805 Temco		162.80	4 Transactions	
13622 TrueNorth Steel				
03-303-000-0000-6515		826.56	12" ANNULAR CULVERT 071315	BL0000003554 Culverts
03-303-000-0000-6515		4,713.80	15" ANNULAR CULVERT 071315	BL0000003554 Culverts
03-303-000-0000-6515		758.10	18" ANNULAR CULVERT 071315	BL0000003554 Culverts
03-303-000-0000-6515		1,757.60	30" ANNULAR CULVERT 071315	BL0000003554 Culverts
03-303-000-0000-6515		1,051.60	36" ANNULAR CULVERT 071315	BL0000003554 Culverts
03-303-000-0000-6515		2,147.64	48" ANNULAR CULVERT 071315	BL0000003554 Culverts
03-303-000-0000-6515		3,380.08	60" ANNULAR CULVERT 071315	BL0000003554 Culverts
03-303-000-0000-6515		93.60	15" CULVERT BAND 071315	BL0000003554 Culverts
03-303-000-0000-6515		117.12	18" CULVERT BAND 071315	BL0000003554 Culverts
13622 TrueNorth Steel		14,846.10	9 Transactions	
10431 Verizon Business				
03-303-000-0000-6254		19.18	HWY OFFICE 080115	4227948181507 Utilities
10431 Verizon Business		19.18	1 Transactions	
6097 Verizon Wireless				
03-303-000-0000-6254		283.30	DEPT CELL PHONES 080115	9749937698 Utilities
6097 Verizon Wireless		283.30	1 Transactions	
8279 Winzer Corporation				
03-303-000-0000-6298		170.43	AITKIN SHOP SUPPLIES 080415	5398477 Shop Maintenance
8279 Winzer Corporation		170.43	1 Transactions	
5295 Ziegler Inc				
03-303-000-0000-6590		509.77	REPAIR PARTS 080615	PC190048128 Repair & Maintenance Supplies
03-303-000-0000-6590		294.49	REPAIR PARTS 081315	PC190048316 Repair & Maintenance Supplies
03-303-000-0000-6590		1,412.25	8' CUTTING EDGES 081315	PC190048317 Repair & Maintenance Supplies
03-303-000-0000-6590		509.77-	REPAIR PARTS 081315	PR190004734 Repair & Maintenance Supplies

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3 Road & Bridge

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>	
No. <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>
5295 Ziegler Inc		1,706.74	4 Transactions		
303 DEPT Total:		33,950.80	R&B Highway Maintenance	25 Vendors	99 Transactions
307 DEPT			R&B Capital Infrastructure		
86222 Aitkin Independent Age					
03-307-000-0000-6230		57.38	AD FOR BID 070115		Printing & Publishing
03-307-000-0000-6230		57.37	AD FOR BID 070115		Printing & Publishing
86222 Aitkin Independent Age		114.75		2 Transactions	
8694 Department of Transportation					
03-307-000-0000-6260		137.13	JOB COST TRANSFERS 080715	P00004695	Professional Services
8694 Department of Transportation		137.13		1 Transactions	
7652 Erickson Engineering Co.					
03-307-000-0000-6260		4,268.00	BRIDGE PLANS 081015	11372	Professional Services
7652 Erickson Engineering Co.		4,268.00		1 Transactions	
10040 Ladd/Larry Lee					
03-307-000-0000-6362		8,150.00	LAND R-W 081015	PARCEL NO 6&6A	Right Of Way
03-307-000-0000-6362		4,500.00	DAMAGES R-W 081015	PARCEL NO 6&6A	Right Of Way
10040 Ladd/Larry Lee		12,650.00		2 Transactions	
13647 Orsund/Cheri					
03-307-000-0000-6362		60.00	TEMP SLOW EASEMENT 081415	PARCEL NO 40	Right Of Way
03-307-000-0000-6362		110.00	DAMAGES-SLOPE EASEMENT 081415	PARCEL NO 40	Right Of Way
13647 Orsund/Cheri		170.00		2 Transactions	
307 DEPT Total:		17,339.88	R&B Capital Infrastructure	5 Vendors	8 Transactions
3 Fund Total:		52,554.84	Road & Bridge		111 Transactions

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 5 Health & Human Services

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
400	DEPT					Public Health Department					
10185	Centurylink Communications Inc	05-400-440-0410-6250			39.59	LD Phone-PH		320146217		Telephone	
		05-400-440-0410-6250			1.43	LD Phone-ACCTING		320146217		Telephone	
		05-400-440-0410-6250			5.53	LD Phone-HHS		320146217		Telephone	
		05-400-440-0410-6250			7.95	TOLL FREE PHONE CHARGES		320295974		Telephone	
10185	Centurylink Communications Inc				54.50		4 Transactions				
400	DEPT Total:				54.50	Public Health Department		1 Vendors			4 Transactions
420	DEPT					Income Maintenance					
10185	Centurylink Communications Inc	05-420-600-4800-6250			116.46	LD Phone-IM		320146217		Telephone	
		05-420-600-4800-6250			3.34	LD Phone-ACCTING		320146217		Telephone	
		05-420-600-4800-6250			12.92	LD Phone-HHS		320146217		Telephone	
		05-420-640-4800-6250			48.33	LD Phone-CS		320146217		Telephone	
		05-420-600-4800-6250			18.55	TOLL FREE PHONE CHARGES		320295974		Telephone	
10185	Centurylink Communications Inc				199.60		5 Transactions				
420	DEPT Total:				199.60	Income Maintenance		1 Vendors			5 Transactions
430	DEPT					Social Services					
10185	Centurylink Communications Inc	05-430-700-4800-6250			214.90	LD Phone-SS		320146217		Telephone	
		05-430-700-4800-6250			4.78	LD Phone-ACCTING		320146217		Telephone	
		05-430-700-4800-6250			18.45	LD Phone-HHS		320146217		Telephone	
		05-430-700-4800-6250			26.51	TOLL FREE PHONE CHARGES		320295974		Telephone	
10185	Centurylink Communications Inc				264.64		4 Transactions				
430	DEPT Total:				264.64	Social Services		1 Vendors			4 Transactions
5	Fund Total:				518.74	Health & Human Services					13 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		
10673	Brown Trucking/Joe 10-900-000-0000-2300		247.25	BOND REFUND R#2106	13440	Timber Permit Bonds
10673	Brown Trucking/Joe		247.25	1 Transactions		
10764	Pisarek/John 10-900-000-0000-2300		478.40	Bond Refund Rec 1945	13529	Timber Permit Bonds
10764	Pisarek/John		478.40	1 Transactions		
5791	Sappi 10-900-000-0000-2300		1,126.60	Bond Refund Rec#2107	13176	Timber Permit Bonds
5791	Sappi		1,126.60	1 Transactions		
900	DEPT Total:		1,852.25	Timber Permit Bonds	3 Vendors	3 Transactions
921	DEPT			Co. Development		
10185	Centurylink Communications Inc 10-921-000-0000-6250		1.51	LD Phone-SURVEYOR	320146217	Telephone
	10-921-000-0000-6250		0.05	LD Phone-GIS	320146217	Telephone
10185	Centurylink Communications Inc		1.56	2 Transactions		
921	DEPT Total:		1.56	Co. Development	1 Vendors	2 Transactions
923	DEPT			Forfeited Tax Sales		
86222	Aitkin Independent Age 10-923-000-0000-6405		18.00	Timber auction notice	1519	Office Supplies
86222	Aitkin Independent Age		18.00	1 Transactions		
170	Aitkin Motor Company 10-923-000-0000-6590		45.26	LOF	6020	Repair & Maintenance Supplies
170	Aitkin Motor Company		45.26	1 Transactions		
783	Canon Financial Services, Inc 10-923-000-0000-6231		390.94	LOBBY CONTRACT CHGS-022	15151092	Services, Labor, Contracts
783	Canon Financial Services, Inc		390.94	1 Transactions		
10185	Centurylink Communications Inc 10-923-000-0000-6250		5.66	LD Phone	320146217	Telephone

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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	Invoice #	Account/Formula Description	On Behalf of Name
10185	Centurylink Communications Inc		5.66	1 Transactions			
1570	Freedom Valu Centers, Inc						
	10-923-000-0000-6511		648.60	July Gas Purchases	9423	Gas And Oil	
1570	Freedom Valu Centers, Inc		648.60	1 Transactions			
4641	Holiday Credit Office						
	10-923-000-0000-6511		278.49	July Billing	1400000134961	Gas And Oil	
4641	Holiday Credit Office		278.49	1 Transactions			
3100	McGregor Oil						
	10-923-000-0000-6511		22.72	July Grader Gas	AITKINLA	Gas And Oil	
3100	McGregor Oil		22.72	1 Transactions			
5774	Riverwood Healthcare Clinic						
	10-923-000-0000-6272		82.50	pre-empl. physical-C.Crawford	143014	Physical Examinations	
5774	Riverwood Healthcare Clinic		82.50	1 Transactions			
4711	Sunnys Citgo						
	10-923-000-0000-6511		175.32	July Gas		Gas And Oil	
4711	Sunnys Citgo		175.32	1 Transactions			
6128	Tire Barn						
	10-923-000-0000-6590		60.35	LOF, Tire Repair	31833	Repair & Maintenance Supplies	
6128	Tire Barn		60.35	1 Transactions			
923	DEPT Total:		1,727.84	Forfeited Tax Sales	10 Vendors	10 Transactions	
10	Fund Total:		3,581.65	Trust		15 Transactions	

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 11-924-000-0000-6330		20.70	MILEAGE	36@.575	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC MEETING	8/11/15	Per Diem
12526	Bixby/James		55.70		2 Transactions	
91022	Courtemanche/Richard 11-924-000-0000-6330		18.53	PARKS MILEAGE	39@.475	Transportation & Travel
91022	Courtemanche/Richard		18.53		1 Transactions	
2270	Hoppe/Russell Peter 11-924-000-0000-6330		11.50	FAC MILEAGE	20@.575	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC MEETING	8/11/15	Per Diem
2270	Hoppe/Russell Peter		46.50		2 Transactions	
2340	Hyytinen Hardware Hank 11-924-000-0000-6590		7.99	PAINT THINNER	1270682	Repair & Maintenance Supplies
	11-924-000-0000-6590		17.82	KEYS	1270775	Repair & Maintenance Supplies
	11-924-000-0000-6590		22.45	SPRAY PAINT	1274299	Repair & Maintenance Supplies
	11-924-000-0000-6590		21.96	SPRAY PAINT	1274564	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		70.22		4 Transactions	
10890	Insley/Kevin 11-924-000-0000-6330		6.90	FAC MILEAGE	12@.575	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC MEETING	8/11/15	Per Diem
10890	Insley/Kevin		41.90		2 Transactions	
11685	Lahoud/John 11-924-000-0000-6330		37.95	FAC MILEAGE	66@.575	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC MEETING	8/11/15	Per Diem
11685	Lahoud/John		72.95		2 Transactions	
5784	Lake/Robert 11-924-000-0000-6330		8.05	FAC MILEAGE	14@.575	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC MEETING	8/11/15	Per Diem
5784	Lake/Robert		43.05		2 Transactions	
9036	Neary/William F 11-924-000-0000-6330		34.50	FAC MILEAGE	60@.575	Transportation & Travel

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	11-924-000-0000-6350		FAC MEETING	8/11/15	Per Diem
9036	Neary/William F				
		35.00			
		69.50	2 Transactions		
5774	Riverwood Healthcare Clinic				
	11-924-000-0000-6272		pre-empl. physical-C.Crawford	143014	Physical Examinations
5774	Riverwood Healthcare Clinic				
		82.50	1 Transactions		
		82.50			
10906	Shipp/Dale				
	11-924-000-0000-6330		FAC MILEAGE	40@.575	Transportation & Travel
	11-924-000-0000-6350		FAC MEETING	8/11/15	Per Diem
10906	Shipp/Dale				
		23.00	2 Transactions		
		35.00			
		58.00			
10017	Tveit/Galen				
	11-924-000-0000-6330		FAC MILEAGE	42@.575	Transportation & Travel
	11-924-000-0000-6350		FAC MEETING	8/11/15	Per Diem
10017	Tveit/Galen				
		24.15	2 Transactions		
		35.00			
		59.15			
6097	Verizon Wireless				
	11-924-000-0000-6250		JULY CELL PHONE SERVICE	580683827	Telephone
6097	Verizon Wireless				
		31.42	1 Transactions		
		31.42			
924	DEPT Total:		Forest Resource	12 Vendors	23 Transactions
		649.42			
925	DEPT		Reforestation		
7628	Al's Welding & Sandblasting				
	11-925-000-0000-6590		repair alum. trailer	9374	Repair & Maintenance Supplies
7628	Al's Welding & Sandblasting				
		236.33	1 Transactions		
		236.33			
9354	Kangas Enterprises, Inc				
	11-925-000-0000-6231		Lawler trail head outhouse	11599	Services, Labor, Contracts
	11-925-000-0000-6231		McGregor trail head outhouse	11599	Services, Labor, Contracts
	11-925-000-0000-6231		City of McGrath/Soo Line	11599	Services, Labor, Contracts
9354	Kangas Enterprises, Inc				
		90.00	3 Transactions		
		90.00			
		90.00			
		270.00			
10248	Kay Park-Rec Corp				
	11-925-000-0000-6231		10 pedestal grills	171602	Services, Labor, Contracts
10248	Kay Park-Rec Corp				
		1,576.00	1 Transactions		
		1,576.00			
8050	Liljenquist Sewer & Excavating				

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 11 Forest Development

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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
	11-925-000-0000-6361		West Jewett Road Project	426	Road Construction Service
8050	Liljenquist Sewer & Excavating				
		3,895.50			
		3,895.50	1 Transactions		
12927	Midwest Machinery Co.				
	11-925-000-0000-6590		BLADES	1118212	Repair & Maintenance Supplies
		115.98			
12927	Midwest Machinery Co.				
		115.98	1 Transactions		
1652	Northland Fire Protection				
	11-925-000-0000-6590		Service Extinguishers	18742	Repair & Maintenance Supplies
		262.40			
1652	Northland Fire Protection				
		262.40	1 Transactions		
90805	Temco				
	11-925-000-0000-6590		Repair Ford Tractor	18967	Repair & Maintenance Supplies
		168.70			
90805	Temco				
		168.70	1 Transactions		
925	DEPT Total:	6,524.91	Reforestation	7 Vendors	9 Transactions
935	DEPT		Forest Road		
11117	Landrus Truck And Equipment Repair				
	11-935-000-0000-6590		work on Champion Rd Grader	8/5/15	Repair & Maintenance Supplies
		4,895.73	07/10/2015 08/13/2015		
11117	Landrus Truck And Equipment Repair				
		4,895.73	1 Transactions		
3100	McGregor Oil				
	11-935-000-0000-6511		July Grader Gas	AITKINLA	Gas And Oil
		177.07			
3100	McGregor Oil				
		177.07	1 Transactions		
935	DEPT Total:	5,072.80	Forest Road	2 Vendors	2 Transactions
11	Fund Total:	12,247.13	Forest Development		34 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
521	DEPT				LLCC Administration					
	783	Canon Financial Services, Inc								
		19-521-000-0000-6231		126.47	CONTRACT CHARGES-020		15151094		Services, Labor, Contracts	
	783	Canon Financial Services, Inc		126.47		1 Transactions				
	3160	Mille Lacs Energy Coop-Albert Lea								
		19-521-000-0000-6254		96.33	Director's Residence		271300401		Utilities	
		19-521-000-0000-6254		301.48	Energy Center		271300502		Utilities	
		19-521-000-0000-6254		646.82	Dining Hall		271300601		Utilities	
		19-521-000-0000-6254		547.98	North Star Lodge		271300703		Utilities	
		19-521-000-0000-6254		35.89	Parking Lot		271300801		Utilities	
	3160	Mille Lacs Energy Coop-Albert Lea		1,628.50		5 Transactions				
	3810	Paulbeck's County Market								
		19-521-000-0000-6400		12.83	POP FOR CANTEEN		7684653		Commissary Items	
		19-521-000-0000-6400		12.83	POP FOR CANTEEN		7684653		Commissary Items	
		19-521-000-0000-6400		25.66	POP FOR CANTEEN		7684653		Commissary Items	
		19-521-000-0000-6400		3.31-	SALES TAX CREDIT		7684653		Commissary Items	
		19-521-000-0000-6400		1.81-	SALES TAX CREDIT		7684653		Commissary Items	
		19-521-000-0000-6400		27.11	POP FOR CANTEEN		7684653		Commissary Items	
	3810	Paulbeck's County Market		73.31		6 Transactions				
521	DEPT Total:			1,828.28	LLCC Administration		3 Vendors		12 Transactions	
522	DEPT				LLCC Education					
	13650	Anderson/Charlie & Krista								
		19-522-000-0000-6820		50.00	refund deposit-Forkhorn camp		139		Refunds & Reimbursements	
	13650	Anderson/Charlie & Krista		50.00		1 Transactions				
	13652	Duclos/Kathleen								
		19-522-000-0000-6820		100.00	refund deposit-Forkhorn Camp		143		Refunds & Reimbursements	
	13652	Duclos/Kathleen		100.00		1 Transactions				
	13653	Franzen/Anna								
		19-522-000-0000-6820		50.00	refund deposit-Forkhorn camp		140		Refunds & Reimbursements	
	13653	Franzen/Anna		50.00		1 Transactions				
	2340	Hyytinen Hardware Hank								
		19-522-000-0000-6416		38.96	mosquito bombs, powder-camping		1272112		Education Supplies	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2340	Hyytinen Hardware Hank		38.96		1 Transactions	
13654	Janzen/Jeremy & Kellie 19-522-000-0000-6820		50.00	refund deposit -Forkhorn camp	141	Refunds & Reimbursements
13654	Janzen/Jeremy & Kellie		50.00		1 Transactions	
9273	Reichert Enterprises, Inc 19-522-000-0000-6224		560.00	forkhorn 1 to Moose-Willow 07/09/2015 07/09/2015	99058	Permits/License/Field Trips
	19-522-000-0000-6224		310.00	forkhorn 1 to Moose-Willow 07/21/2015 07/21/2015	99059	Permits/License/Field Trips
	19-522-000-0000-6224		560.00	forkhorn 1 to Moose-Willow 07/23/2015 07/23/2015	99101	Permits/License/Field Trips
	19-522-000-0000-6224		560.00	forkhorn 1 to Moose-Willow 07/30/2015 07/30/2015	99143	Permits/License/Field Trips
9273	Reichert Enterprises, Inc		1,990.00		4 Transactions	
13656	Sanford/Steve 19-522-000-0000-6820		50.00	refund deposit Forkhorn Camp	142	Refunds & Reimbursements
13656	Sanford/Steve		50.00		1 Transactions	
522	DEPT Total:		2,328.96	LLCC Education	7 Vendors	10 Transactions
523	DEPT			LLCC Food		
5998	Appert's Foodservice 19-523-000-0000-6418		765.78-	Credit for Dupe payment	504160484	Groceries-Students
	19-523-000-0000-6420		50.16-	Credit for Dupe payment	504160484	Food Service Supplies
	19-523-000-0000-6418		522.50	Groceries	508060530	Groceries-Students
	19-523-000-0000-6420		301.49	Groceries	508060530	Food Service Supplies
5998	Appert's Foodservice		8.05		4 Transactions	
3810	Paulbeck's County Market 19-523-000-0000-6418		90.25	fruit & groceries for Bahai	7684653	Groceries-Students
	19-523-000-0000-6418		36.94	pop & water for MAS	7684653	Groceries-Students
3810	Paulbeck's County Market		127.19		2 Transactions	
4968	Upper Lakes Foods, Inc 19-523-000-0000-6418		696.47	GROCERIES	549026-00	Groceries-Students
	19-523-000-0000-6418		339.78	GROCERIES	553278-00	Groceries-Students

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	19-523-000-0000-6418		623.69	GROCERIES	554182-00	Groceries-Students
	19-523-000-0000-6418		146.31	GROCERIES	556169-00	Groceries-Students
	19-523-000-0000-6418		772.29	GROCERIES	557379-00	Groceries-Students
4968	Upper Lakes Foods, Inc		2,578.54			5 Transactions
523	DEPT Total:		2,713.78	LLCC Food		3 Vendors 11 Transactions
524	DEPT			LLCC Maintenance		
13475	Carlson/Wendie					
	19-524-000-0000-6422		81.32	reimb. for sewer parts	Menards	Janitorial Services/Supplies
13475	Carlson/Wendie		81.32			1 Transactions
2340	Hyytinen Hardware Hank					
	19-524-000-0000-6302		4.99	Plug kit	1270112	Vehicle Maintenance
	19-524-000-0000-6422		25.74	yellow paint for speedbumps	1274439	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		30.73			2 Transactions
13073	Lakes Area Lock & Door Hardware Inc.					
	19-524-000-0000-6422		1,015.00	NSL Handicap Door Repair	85356	Janitorial Services/Supplies
13073	Lakes Area Lock & Door Hardware Inc.		1,015.00			1 Transactions
524	DEPT Total:		1,127.05	LLCC Maintenance		3 Vendors 4 Transactions
19	Fund Total:		7,998.07	Long Lake Conservation Center		37 Transactions

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		
85003	Aitkin County DAC					
	21-520-000-0000-6231		400.00	mow jacob. campgrd-July	4@100.00	Services, Labor, Contracts
	21-520-000-0000-6231		400.00	mow SR. campground-July	4@100.00	Services, Labor, Contracts
	21-520-000-0000-6231		500.00	mow aitkin campgrd-July	5@100.00	Services, Labor, Contracts
85003	Aitkin County DAC		1,300.00		3 Transactions	
589	Blomberg/Judith					
	21-520-000-0000-6330		29.90	PARKS MILEAGE	52@.575	Transportation & Travel
	21-520-000-0000-6350		35.00	PARKS MEETING	8/10/15	Per Diem
589	Blomberg/Judith		64.90		2 Transactions	
12124	Crow Wing Construction &Management					
	21-520-000-0000-6231		42,000.00	1st Pymt-Shower house-campgrou		Services, Labor, Contracts
12124	Crow Wing Construction &Management		42,000.00		1 Transactions	
10618	Erik's Lawn Service					
	21-520-000-0000-6231		120.00	july mowing RL swim beach	4@30.00	Services, Labor, Contracts
	21-520-000-0000-6231		368.00	july mowing Berglund Park	7@92.00	Services, Labor, Contracts
10618	Erik's Lawn Service		488.00		2 Transactions	
1829	Goble's Sewer Service Inc.					
	21-520-000-0000-6231		130.00	Dump Aitkin RV Park 07/20/2015	01222341 07/20/2015	Services, Labor, Contracts
	21-520-000-0000-6231		130.00	Dump Aitkin RV Park 07/01/2015	01223268 07/01/2015	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.		260.00		2 Transactions	
7525	Hometown Bldg Supply					
	21-520-000-0000-6590		18.00	Concrete Mix	68102	Repair & Maintenance Supplies
	21-520-000-0000-6590		43.55	Fasteners, metal blades,bits	68579	Repair & Maintenance Supplies
	21-520-000-0000-6590		36.00	Concrete Mix	68596	Repair & Maintenance Supplies
7525	Hometown Bldg Supply		97.55		3 Transactions	
2340	Hyytinen Hardware Hank					
	21-520-000-0000-6590		11.99	IN BOYS SINGLE	1268238	Repair & Maintenance Supplies
	21-520-000-0000-6590		9.98	WD40, FLAT CONNECT	1268291	Repair & Maintenance Supplies
	21-520-000-0000-6590		47.32	PAINT	1268322	Repair & Maintenance Supplies
	21-520-000-0000-6590		32.73	PAINT	1268815	Repair & Maintenance Supplies

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
		21-520-000-0000-6590		34.99	HARND CLAMP		1270632		Repair & Maintenance Supplies	
		21-520-000-0000-6590		129.12	SEED, OFF, LINKS		1271895		Repair & Maintenance Supplies	
		21-520-000-0000-6590		11.99	IN BOYS SINGLE		1271898		Repair & Maintenance Supplies	
		21-520-000-0000-6590		25.51	WASP KILLER, HARDWARE		1272156		Repair & Maintenance Supplies	
		21-520-000-0000-6590		8.00	DOWELS		1272235		Repair & Maintenance Supplies	
		21-520-000-0000-6590		3.49	CLEANER, DEGREASER		1274078		Repair & Maintenance Supplies	
		21-520-000-0000-6590		0.59	HARDWARE		1274647		Repair & Maintenance Supplies	
		21-520-000-0000-6590		22.46	STENCIL, SPRAY PAINT		1275399		Repair & Maintenance Supplies	
		21-520-000-0000-6590		0.39	HARDWARE		1275621		Repair & Maintenance Supplies	
		21-520-000-0000-6590		40.77	BRUSH, PINE SOL		1276161		Repair & Maintenance Supplies	
2340	Hyytinen Hardware Hank			379.33		14 Transactions				
11406	Innovative Office Solutions									
		21-520-000-0000-6590		614.94	GARBAGE BAGS		IN0878269		Repair & Maintenance Supplies	
11406	Innovative Office Solutions			614.94		1 Transactions				
5759	Kitzrow/Donald									
		21-520-000-0000-6330		37.84	PARKS MILEAGE		65.8@.575		Transportation & Travel	
		21-520-000-0000-6350		35.00	PARKS MEETING		8/10/15		Per Diem	
5759	Kitzrow/Donald			72.84		2 Transactions				
2880	Long Lake Conservation Ctr									
		21-520-000-0000-6208		162.00	First Aid Training		147		Training/Education	
		21-520-000-0000-6208		117.00	Safety Training		147		Training/Education	
2880	Long Lake Conservation Ctr			279.00		2 Transactions				
3160	Mille Lacs Energy Coop-Albert Lea									
		21-520-000-0000-6254		160.83	Berglund Park Electricity		185110602		Utilities	
3160	Mille Lacs Energy Coop-Albert Lea			160.83		1 Transactions				
9692	Minnesota Energy Resources Corporation									
		21-520-000-0000-6254		36.46	Heating Gas for Shop		4162495-8		Utilities	
9692	Minnesota Energy Resources Corporation			36.46		1 Transactions				
12182	Northwoods Quads									
		21-520-000-0000-6802		2,479.50	Hill City Connector		6/2/15-6/10/15		Trail Grants-State	
12182	Northwoods Quads			2,479.50		1 Transactions				
13016	Pedersen/Steven									

DKB1
8/21/15 3:00PM
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
	21-520-000-0000-6330		PARKS MILEAGE	42@.575	Transportation & Travel
	21-520-000-0000-6350		PARKS MEETING	8/10/15	Per Diem
13016	Pedersen/Steven			2 Transactions	
	21-520-000-0000-6330		PARKS MILEAGE	60@.575	Transportation & Travel
	21-520-000-0000-6350		PARKS MEETING	8/10/15	Per Diem
4927	Turnock/Franklin Allen			2 Transactions	
	21-520-000-0000-6802		Lawler ATV Reimbursement	7/29/15	Trail Grants-State
	21-520-000-0000-6802		Lawler ATV Reimbursement	7/31/15	Trail Grants-State
	21-520-000-0000-6802		Lawler ATV Reimbursement	8/4/15	Trail Grants-State
12718	Up North Riders			3 Transactions	
	21-520-000-0000-6330		PARKS MILEAGE	64@.575	Transportation & Travel
	21-520-000-0000-6350		PARKS MEETING	8/10/15	Per Diem
12065	Warnest/Timothy			2 Transactions	
	21-520-000-0000-6231		Swatara Satellite	269	Services, Labor, Contracts
	21-520-000-0000-6231		Lone Lake Satellite	269	Services, Labor, Contracts
	21-520-000-0000-6231		Round Lake Satellite	269	Services, Labor, Contracts
	21-520-000-0000-6231		Blind Lake Satellite	269	Services, Labor, Contracts
13627	Wruck Sewer and Portable Rental			4 Transactions	
520	DEPT Total:		Parks	18 Vendors	48 Transactions
21	Fund Total:		Parks		48 Transactions
	Final Total:		258 Vendors	498 Transactions	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	99,385.60	General Fund	
	3	52,554.84	Road & Bridge	
	5	518.74	Health & Human Services	
	10	3,581.65	Trust	
	11	12,247.13	Forest Development	
	19	7,998.07	Long Lake Conservation Center	
	21	49,805.64	Parks	
	All Funds	226,091.67	Total	Approved by,
			
			

DKB1
8/13/15 9:52AM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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

July 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

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
89991	Bremer Bank						
1	01-040-000-0000-5517			0.19	Receipt Nbr 1200 07/31/2015		Fees For Services
2	01-040-021-0000-5840			3.57	Receipt Nbr 1035 07/06/2015		Misc Receipts
3	01-040-021-0000-5840			0.26	Receipt Nbr 1035 07/06/2015		Misc Receipts
4	01-040-021-0000-5840			2.25	Receipt Nbr 1038 07/20/2015		Misc Receipts
5	01-042-000-0000-5840			1.93	Receipt Nbr 3769 07/02/2015		Misc Receipts
6	01-042-000-0000-5840			0.64	Receipt Nbr 3775 07/15/2015		Misc Receipts
7	01-042-000-0000-5840			12.87	Receipt Nbr 3781 07/21/2015		Misc Receipts
8	01-042-000-0000-5840			0.03	Receipt Nbr 3784 07/23/2015		Misc Receipts
9	01-043-000-0000-5840			1.03	Receipt Nbr 889 07/01/2015		Misc Receipts
10	01-043-000-0000-5840			0.26	Receipt Nbr 890 07/10/2015		Misc Receipts
11	01-043-000-0000-5840			1.54	Receipt Nbr 890 07/10/2015		Misc Receipts
12	01-043-000-0000-5840			89.46	Receipt Nbr 890 07/10/2015		Misc Receipts
13	01-043-000-0000-5840			3.64	Receipt Nbr 890 07/10/2015		Misc Receipts
14	01-043-000-0000-5840			0.42	Receipt Nbr 891 07/31/2015		Misc Receipts
15	01-043-000-0000-5840			1.61	Receipt Nbr 891 07/31/2015		Misc Receipts
16	01-090-000-0000-5840			0.64	Receipt Nbr 1589 07/01/2015		Misc Receipts
17	01-090-000-0000-5840			1.29	Receipt Nbr 1590 07/07/2015		Misc Receipts
18	01-090-000-0000-5840			0.64	Receipt Nbr 1591 07/07/2015		Misc Receipts
19	01-090-000-0000-5840			1.29	Receipt Nbr 1591 07/07/2015		Misc Receipts
20	01-090-000-0000-5840			1.29	Receipt Nbr 1591 07/07/2015		Misc Receipts
21	01-090-000-0000-5840			0.64	Receipt Nbr 1591 07/07/2015		Misc Receipts
22	01-090-000-0000-5840			1.93	Receipt Nbr 1592 07/10/2015		Misc Receipts
23	01-090-000-0000-5840			1.29	Receipt Nbr 1593 07/14/2015		Misc Receipts
24	01-090-000-0000-5840			0.64	Receipt Nbr 1594 07/14/2015		Misc Receipts
25	01-090-000-0000-5840			0.64	Receipt Nbr 1595 07/15/2015		Misc Receipts
26	01-090-000-0000-5840			2.57	Receipt Nbr 1596 07/21/2015		Misc Receipts
27	01-090-000-0000-5840			0.64	Receipt Nbr 1597 07/21/2015		Misc Receipts
28	01-090-000-0000-5840			0.64	Receipt Nbr 1598 07/23/2015		Misc Receipts
29	01-090-000-0000-5840			1.29	Receipt Nbr 1600 07/27/2015		Misc Receipts
30	01-090-000-0000-5840			1.93	Receipt Nbr 1601 07/27/2015		Misc Receipts
31	01-090-000-0000-5840			0.64	Receipt Nbr 1603 07/30/2015		Misc Receipts
32	01-090-000-0000-5840			0.64	Receipt Nbr 1603 07/30/2015		Misc Receipts
33	01-252-000-0000-5840			0.17	Receipt Nbr 2715 07/10/2015		Misc Receipts
34	01-252-252-0000-5872			169.93	Receipt Nbr 2715 07/10/2015		Phone Card Prisoner Welfare(Taxable)
35	01-252-252-0000-5872			57.32	Receipt Nbr 2721 07/16/2015		Phone Card Prisoner Welfare(Taxable)
36	01-252-252-0000-5872			153.30	Receipt Nbr 2726 07/21/2015		Phone Card Prisoner Welfare(Taxable)
37	01-252-252-0000-5872			29.01	Receipt Nbr 2734 07/30/2015		Phone Card Prisoner Welfare(Taxable)
38	01-252-252-0000-5885			30.85	Receipt Nbr 2715 07/10/2015		Commissary Sales Taxable

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
8/13/15 9:52AM
1 General Fund

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
39 01- 252- 252- 0000- 5885			12.37 Receipt Nbr 2721 07/16/2015		Commissary Sales Taxable
40 01- 252- 252- 0000- 5885			32.36 Receipt Nbr 2734 07/30/2015		Commissary Sales Taxable
101 01- 100- 000- 0000- 6311			89.95 July sales tax on copies		Sales Tax
102 01- 100- 000- 0000- 6312			0.05 July sales tax adjustment		Sales Tax Adjustment
89991 Bremer Bank			713.65		42 Transactions
1 Fund Total:			713.65	General Fund	1 Vendors 42 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
8/13/15 9:52AM
3 Road & Bridge

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
110	8410 Bremer Bank			643.25	JULY DIESEL TAX		Motor Fuel & Lubricants
	8410 Bremer Bank			643.25		1 Transactions	
	89991 Bremer Bank						
41	03-000-000-0000-5855			0.64	Receipt Nbr 869 07/06/2015		Charges- Individuals
42	03-000-000-0000-5855			1.93	Receipt Nbr 2326 07/08/2015		Charges- Individuals
43	03-000-000-0000-5855			1.93	Receipt Nbr 2327 07/08/2015		Charges- Individuals
44	03-000-000-0000-5855			1.93	Receipt Nbr 2332 07/14/2015		Charges- Individuals
45	03-000-000-0000-5855			1.93	Receipt Nbr 2333 07/14/2015		Charges- Individuals
46	03-000-000-0000-5855			1.93	Receipt Nbr 2334 07/14/2015		Charges- Individuals
47	03-000-000-0000-5855			3.86	Receipt Nbr 871 07/15/2015		Charges- Individuals
48	03-000-000-0000-5855			5.79	Receipt Nbr 871 07/15/2015		Charges- Individuals
49	03-000-000-0000-5855			13.75	Receipt Nbr 871 07/15/2015		Charges- Individuals
50	03-000-000-0000-5855			0.13	Receipt Nbr 872 07/15/2015		Charges- Individuals
51	03-000-000-0000-5855			1.93	Receipt Nbr 2354 07/27/2015		Charges- Individuals
52	03-000-000-0000-5855			3.86	Receipt Nbr 874 07/31/2015		Charges- Individuals
53	03-000-000-0000-5855			3.44	Receipt Nbr 875 07/31/2015		Charges- Individuals
54	03-000-000-0000-5855			17.19	Receipt Nbr 875 07/31/2015		Charges- Individuals
55	03-000-000-0000-5855			6.43	Receipt Nbr 875 07/31/2015		Charges- Individuals
56	03-000-000-0000-5855			0.39	Receipt Nbr 875 07/31/2015		Charges- Individuals
57	03-000-000-0000-5855			13.51	Receipt Nbr 874 07/31/2015		Charges- Individuals
58	03-000-000-0000-5857			13.76	Receipt Nbr 874 07/31/2015		Culverts
	89991 Bremer Bank			94.33		18 Transactions	
3 Fund Total:				737.58	Road & Bridge	2 Vendors	19 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
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9 State

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
No.	Account/Formula						Paid On Bhf #	On Behalf of Name
4580	Mn Dept Of Finance							
103	09-000-000-0000-2022			164.00	JULY BIRTH			Birth/Death Surcharges
104	09-000-000-0000-2022			516.00	JULY DEATH			Birth/Death Surcharges
105	09-000-000-0000-2024			123.00	JULY CHILDRENS			St Share Of Birth Cert.- Children
106	09-000-000-0000-2031			21.00	JULY TORRENS			Real Estate Assurance (Was 5874 And 627
107	09-000-000-0000-2036			5,008.50	JULY STATE GEN FUND			Recording Surcharges (Was 5871 & 6281)
108	09-000-000-0000-2036			410.00	july state gen fund surcharge			Recording Surcharges (Was 5871 & 6281)
4580	Mn Dept Of Finance			6,242.50		6 Transactions		
3375	Mn Dept Of Health							
109	09-000-000-0000-2027			1,190.00	JULY STATE WELL			State Well Cert Fees (Was 5097 & 6203)
3375	Mn Dept Of Health			1,190.00		1 Transactions		
9 Fund Total:				7,432.50	State		2 Vendors	7 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
8/13/15 9:52AM
10 Trust

<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 # On Behalf of Name</u>
89991 Bremer Bank		35.06		Sales Tax
99 10- 923- 000- 0000- 6311			July sales tax on gravel sales	
89991 Bremer Bank		35.06	1 Transactions	
10 Fund Total:		35.06	Trust	1 Vendors 1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
8/13/15 9:52AM
11 Forest Development

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
89991 Bremer Bank					
100 11- 925- 000- 0000- 6312	0.06-		July sales tax adjustment		Sales Tax Adjustment
89991 Bremer Bank	0.06-			1 Transactions	
11 Fund Total:	0.06-		Forest Development	1 Vendors	1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
 8/13/15 9:52AM
 19 Long Lake Conservation C

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank						
59 19- 521- 000- 0000- 5885			38.76	Receipt Nbr 1088 07/02/2015		Commissary Sales Taxable
60 19- 521- 000- 0000- 5885			8.67	Receipt Nbr 1090 07/15/2015		Commissary Sales Taxable
61 19- 521- 000- 0000- 5885			10.69	Receipt Nbr 1093 07/17/2015		Commissary Sales Taxable
62 19- 521- 000- 0000- 5885			8.81	Receipt Nbr 1095 07/21/2015		Commissary Sales Taxable
63 19- 521- 000- 0000- 5885			16.51	Receipt Nbr 1096 07/29/2015		Commissary Sales Taxable
64 19- 521- 000- 0000- 5885			62.24	Receipt Nbr 1097 07/29/2015		Commissary Sales Taxable
89991 Bremer Bank			145.68	6 Transactions		
19 Fund Total:			145.68	Long Lake Conservation Center	1 Vendors	6 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
8/13/15 9:52AM
21 Parks

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
89991	Bremer Bank						
65	21-520-000-0000-5510			3.47	Receipt Nbr 2321 07/02/2015		Co. Parks Campground Fees
66	21-520-000-0000-5510			1.16	Receipt Nbr 2322 07/02/2015		Co. Parks Campground Fees
67	21-520-000-0000-5510			3.86	Receipt Nbr 2322 07/02/2015		Co. Parks Campground Fees
68	21-520-000-0000-5510			1.93	Receipt Nbr 2323 07/08/2015		Co. Parks Campground Fees
69	21-520-000-0000-5510			3.86	Receipt Nbr 2324 07/08/2015		Co. Parks Campground Fees
70	21-520-000-0000-5510			1.93	Receipt Nbr 2324 07/08/2015		Co. Parks Campground Fees
71	21-520-000-0000-5510			0.96	Receipt Nbr 2324 07/08/2015		Co. Parks Campground Fees
72	21-520-000-0000-5510			0.96	Receipt Nbr 2325 07/08/2015		Co. Parks Campground Fees
73	21-520-000-0000-5510			1.93	Receipt Nbr 2329 07/09/2015		Co. Parks Campground Fees
74	21-520-000-0000-5510			3.86	Receipt Nbr 2331 07/13/2015		Co. Parks Campground Fees
75	21-520-000-0000-5510			1.93	Receipt Nbr 2331 07/13/2015		Co. Parks Campground Fees
76	21-520-000-0000-5510			4.63	Receipt Nbr 2331 07/13/2015		Co. Parks Campground Fees
77	21-520-000-0000-5510			2.57	Receipt Nbr 2335 07/15/2015		Co. Parks Campground Fees
78	21-520-000-0000-5510			1.93	Receipt Nbr 2336 07/15/2015		Co. Parks Campground Fees
79	21-520-000-0000-5510			1.93	Receipt Nbr 2336 07/15/2015		Co. Parks Campground Fees
80	21-520-000-0000-5510			2.32	Receipt Nbr 2337 07/15/2015		Co. Parks Campground Fees
81	21-520-000-0000-5510			4.63	Receipt Nbr 2344 07/22/2015		Co. Parks Campground Fees
82	21-520-000-0000-5510			1.16	Receipt Nbr 2345 07/22/2015		Co. Parks Campground Fees
83	21-520-000-0000-5510			2.57	Receipt Nbr 2346 07/22/2015		Co. Parks Campground Fees
84	21-520-000-0000-5510			2.57	Receipt Nbr 2347 07/22/2015		Co. Parks Campground Fees
85	21-520-000-0000-5510			8.21	Receipt Nbr 2348 07/22/2015		Co. Parks Campground Fees
86	21-520-000-0000-5510			26.12	Receipt Nbr 2348 07/22/2015		Co. Parks Campground Fees
87	21-520-000-0000-5510			58.54	Receipt Nbr 2348 07/22/2015		Co. Parks Campground Fees
88	21-520-000-0000-5510			32.09	Receipt Nbr 2348 07/22/2015		Co. Parks Campground Fees
89	21-520-000-0000-5510			9.01	Receipt Nbr 2348 07/22/2015		Co. Parks Campground Fees
90	21-520-000-0000-5510			1.29	Receipt Nbr 2352 07/27/2015		Co. Parks Campground Fees
91	21-520-000-0000-5510			1.93	Receipt Nbr 2352 07/27/2015		Co. Parks Campground Fees
92	21-520-000-0000-5510			1.16	Receipt Nbr 2352 07/27/2015		Co. Parks Campground Fees
93	21-520-000-0000-5510			5.79	Receipt Nbr 2356 07/27/2015		Co. Parks Campground Fees
94	21-520-000-0000-5510			1.93	Receipt Nbr 2358 07/28/2015		Co. Parks Campground Fees
95	21-520-000-0000-5510			1.16	Receipt Nbr 2358 07/28/2015		Co. Parks Campground Fees
96	21-520-000-0000-5510			2.32	Receipt Nbr 2358 07/28/2015		Co. Parks Campground Fees
97	21-520-000-0000-5510			3.47	Receipt Nbr 2359 07/31/2015		Co. Parks Campground Fees
98	21-520-000-0000-5510			1.16	Receipt Nbr 2360 07/31/2015		Co. Parks Campground Fees
89991	Bremer Bank			204.34	34 Transactions		

21 Fund Total: 204.34 Parks 1 Vendors 34 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
8/13/15 9:52AM
21 Parks

<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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
Final Total:		9,268.75	9 Vendors	110 Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	713.65	General Fund	
	3	737.58	Road & Bridge	
	9	7,432.50	State	
	10	35.06	Trust	
	11	-0.06	Forest Development	
	19	145.68	Long Lake Conservation Center	
	21	204.34	Parks	
	All Funds	9,268.75	Total	Approved by,
			
			



Board of County Commissioners Agenda Request

2E
 Agenda Item #

Requested Meeting Date: 08/25/15

Title of Item: Donation to Aitkin County Sheriff's Office

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

Submitted by: Sheriff Scott Turner	Department: Sheriff's Office
--	--

Presenter (Name and Title): Sheriff Scott Turner	Estimated Time Needed:
--	-------------------------------

Summary of Issue:
 Accept donation of \$75 to the Aitkin County Sheriff's Office from private citizen Ms. Deloris Goetzke. Ms. Goetzke's annual donation is used for children's safety and drug education materials that are distributed by the sheriff's office.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Accept donation.

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



Board of County Commissioners Agenda Request

2F

Agenda Item #

Requested Meeting Date: 08/25/15

Title of Item: STS Donation

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

Submitted by: Sheriff Scott Turner	Department: Sheriff's Office
--	--

Presenter (Name and Title): Sheriff Scott Turner	Estimated Time Needed:
--	-------------------------------

Summary of Issue:

In appreciation for their assistance, the Garrison Commercial Club has made a generous donation of \$500.00 to the Aitkin County STS program.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Accept donation.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

26

Agenda Item #

Requested Meeting Date: August 25, 2015

Title of Item: Large Assembly License - White Pine Logging

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: <p style="text-align: center;">Sally M. Huhta</p>		Department: <p style="text-align: center;">Auditor's</p>
Presenter (Name and Title): <p style="text-align: center;">N/A</p>		Estimated Time Needed: <p style="text-align: center;">N/A</p>
Summary of Issue: <p>BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Application for Large Assembly:</p> <p>White Pine Logging & Threshing Show – Williams Township. This is scheduled to take place September 5th, 6th & 7th, 2015 from 7:00 A.M. to 12:00 Midnight.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Adopt the above resolution		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

2H
Agenda Item #

Requested Meeting Date: August 25, 2015

Title of Item: Tobacco License - Jen's Hill City Liquor

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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Submitted by: Sally M. Huhta	Department: Auditor's
--	---------------------------------

Presenter (Name and Title): N/A	Estimated Time Needed: N/A
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Summary of Issue:

Request Board approval of the following:

Application for License to Sell Tobacco Products for the period ending March 31, 2016:

- # 11 B Jennifer Coffman LLC, d/b/a Jen's Hill City Liquor – Hill City

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve the Application for License to Sell Tobacco Products as outlined above.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No Please Explain:

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



Board of County Commissioners Agenda Request

21
Agenda Item #

Requested Meeting Date: August 25, 2015

Title of Item: County VSO Operational Enhancement Grant Program

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Penny Harms		Department: Veterans Service Office
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: Aitkin County Veteran Services is eligible to receive a CVSO Operational Enhancement Grant for FY16 in the amount of \$10,000 from the MN Department of Veterans Affairs. The purpose of this grant is to enhance the operations of the Aitkin County Veterans Service Office. The grant can be used for outreach, marketing, transportation, and office equipment.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt the attached resolution.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner: xx

20150825-0xx

County VSO Operational Enhancement Grant Program

BE IT RESOLVED by **Aitkin County** that the County enter into the **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following project: **County Veterans Service Office Operational Enhancement Program**. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by **Aitkin County** that the County Veterans Service Officer, **Penny Harms** be authorized to execute the Grant Contract for the above-mentioned program on behalf of the County.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 25th day of August A.D., 2015, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 25th day of August A.D. 2015

KIRK PEYSAR, County Auditor

BY _____, Deputy

**STATE OF MINNESOTA
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS**

**COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of the **MINNESOTA DEPARTMENT OF VETERANS AFFAIRS** ("State" or "MDVA") and Aitkin County, 217 2nd St. NW, Room 130, Courthouse, Aitkin, MN, 56431 ("Grantee").

Recitals

- 1 Under Minnesota Statutes §197.608, as amended by Minnesota Laws 2015, Chapter 77, Article 1, Section 37, Subdivision 2, the State is empowered to enter into this grant.
- 2 The State is in need of enhancing the operation of the County Veterans Service Offices. This grant must be used to enhance the operations of the Grantee's County Veterans Service Office under Minnesota Statutes §197.608, Subdivision 4(a), and should not be used to supplant or replace other funding.
- 3 The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1. Term of Grant agreement

- 1.1 **Effective date: July 1, 2015** or the date the State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2, whichever is later.

The Grantee must not begin work under this grant agreement until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work, except as permitted by Minnesota Statutes §16B.98, Subdivision 11.

- 1.2 **Expiration date: June 30, 2016**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2. Grantee's Duties

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

- 2.1 Comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, Subd. 4 (a) (1).
- 2.2 Conduct the County Veterans Service Office Operational Enhancement Grant Program by purchasing one, or more, of the allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved for Fiscal Year 2016, identified as Attachment A, which is attached and incorporated into this grant agreement.
- 2.3 If the Grantee wishes to purchase a good or service not listed on the approved items list of the CVSO Operational Enhancement Grant Items Approved/Disapproved for Fiscal Year 2016, Attachment A, they shall submit a written request to the State's Authorized Representative listing the item, the estimated cost, and how the item will benefit county veterans. The item may only be purchased with grant funds upon receipt of written approval from MDVA.

- 2.4 Upon the conclusion of this Project, the Grantee shall submit a Final Progress and Financial Report to MDVA, which shows all Tasks accomplished and separately accounts for all grant funds expended. If the Grantee is eligible for a grant under this Program in the following fiscal year, MDVA will not enter into a new grant agreement nor issue any payment, until the Final Progress and Financial Report for the current fiscal year has been received and approved. The Grantee must also certify compliance by completing and submitting the CVS0 Operational Enhancement Compliance Report, Attachment E which is attached and incorporated into this grant agreement.
- 2.5 In the event that any provision of the Grantee's charter or mission, incorporated into this grant agreement by reference, is not consistent with any portion of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.6 Comply with the requirements specified in the MDVA Grants Manual, Attachment F, which is attached and incorporated into this grant agreement. In the event that any provision of the MDVA Grants Manual, Attachment F is not consistent with any language of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.7 If at any time during administering the grant, a personal or professional Conflict of Interest situation becomes apparent, the Grantee shall disclose that conflict immediately to the State Authorized Representative in writing (as provided for in the MDVA Grants Manual, Attachment F, specifically the Conflict of Interest Disclosure Form, Appendix E) to determine if corrective action is necessary.
- 2.8 Allow the State, at any time, to conduct periodic site visits and inspections to ensure work progress as specified in the MDVA Grants Manual (Attachment F), including a final inspection upon program completion.

3. Time

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

4. Consideration and Payment

4.1 **Consideration.** Consideration for all services performed by Grantee pursuant to this grant agreement shall be paid by the State as follows:

- 4.1.1 **Compensation.** The Grantee will be paid an Advanced Payment lump sum of **\$10,000.00** and must utilize funds for allowable goods and services as specified in the CVS0 Operational Enhancement Grant Items Approved/Disapproved for Fiscal Year 2016, Attachment A. To ensure compliance with the duties listed in Clause 2 "Grantee's Duties," Grantee will complete provided (Microsoft Excel Spreadsheets) Work Plan and Proposed Budget Expenditure Report, identified as Attachment B which is attached and incorporated into this grant agreement, and Progress Report and Final Budget Expenditure Report, identified as Attachment C which is attached and incorporated into this grant agreement. Grantee will submit Attachments B and C to the State consistent with the requirements specified in the MDVA Grants Manual, Attachment F.
- 4.1.2 **Travel Expenses.** Travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement is an allowable expense. The Grantee will report travel and subsistence expenses on the Travel Expense Worksheet, identified as Attachment D, which is attached and incorporated into this grant agreement, or a similar worksheet as provided by the county, in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB).

Travel and subsistence expenses incurred outside Minnesota are not approved unless the Grantee has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

- 4.1.3 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed **\$10,000.00 (TEN THOUSAND DOLLARS).**

4.2 Payment

- 4.2.1 **Invoices.** The State will promptly pay the Grantee an Advance Payment lump sum payment as specified in Clause 4.1.3 upon execution of this Grant agreement.
- 4.2.2 **Eligible Project Costs.** In order to be eligible for Project Grant Funds, cost must be reasonable, necessary, and allocated to the Project, permitted by appropriate State cost principles, approved by the State and determined to be eligible pursuant to Minnesota Laws 2015, Chapter 77, Article 1, Section 37, Subdivision 2, and this Grant agreement.
- 4.2.3 **Unexpended Funds.** If the work specified in the Grantee's Duties is not completed, or is completed without expending the budgeted total of MDVA grant funds, the Grantee shall apply MDVA grant funds towards the total cost properly expended on the Tasks specified in the Grantee's Duties, and shall promptly return to the MDVA any funds not so expended. All advance payments on the grant must be reconciled within 12 months of issuance or within 60 days of the end of the grant period, whichever comes first.

4.3 Contracting and Bidding Requirements.

- 4.3.1 **Invoices.** Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- 4.3.2 Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- 4.3.3 Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- 4.3.4 Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- 4.3.5 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5. Conditions of Payment

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

6. Authorized Representative

The State's Authorized Representative is **Brad Lindsay**, Deputy Commissioner, Minnesota Department of Veterans Affairs, Veterans Services Building, 20 West 12th Street, St. Paul, Minnesota 55155, 651-757-1582, brad.lindsay@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant agreement.

The Grantee's Authorized Representative is **Penny Harms**, CVSO Aitkin County, 217 2nd St. NW, Room 130, Courthouse Aitkin, MN, 56431, (218) 927-7276, penny.harms@co.aitkin.mn.us, or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7. Assignment, Amendments, Waiver, and Grant agreement Complete

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

8. Liability

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

9. State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10. Government Data Practices and Intellectual Property

- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2 ***Intellectual Property Rights***

10.2.1 ***Intellectual Property Rights.*** The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents *created and paid for under this Grant Agreement*. The “works” means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Grant Agreement. “Works” includes documents. The “documents” are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this Grant Agreement. The documents will be the exclusive property of the State and all such documents must be immediately returned to the State by the Grantee upon completion or cancellation of this Grant Agreement. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” The Grantee assigns all right, title, and interest it may have in the works and the documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State’s ownership interest in the works and documents.

10.2.2 ***Obligations***

10.2.2.1 ***Notification.*** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this Grant agreement, the Grantee will immediately give the State’s Authorized Representative written notice thereof, and must promptly furnish the State’s Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 ***Representation.*** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee’s expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee’s or the State’s opinion is likely to arise, the Grantee must, at the State’s discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11. Workers' Compensation

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

12. Publicity and Endorsement

12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination

14.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 **Termination for Cause.** The State may immediately terminate this Grant agreement if the State finds that there has been a failure to comply with the provisions of this Grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If the Grantee does not commence the Project within six (6) months of the effective date of this Grant agreement, as evidenced by the incurrence of documented expenses for eligible grant costs, then this Grant agreement shall be reviewed by MDVA, and may be terminated and the funds returned to MDVA to be reallocated.

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this Grant Contract if:

14.3.1 It does not obtain funding from the Minnesota Legislature;

14.3.2 Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15. Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

SWIFT Contract/PO No(s): _____

2. GRANTEE: Aitkin County

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

Grantee: 

Title: Aitkin County Veterans Service Officer

Date: 8-18-15

Grantee: _____

Title: _____

Date: _____

3. STATE AGENCY: MINNESOTA DEPARTMENT OF VETERANS AFFAIRS

Signed: _____
(With delegated authority)

Title: _____

Date: _____

Distribution:

- Agency
- Grantee
- State's Authorized Representative - Photo Copy

ATTACHMENT A**CVSO Operational Enhancement Grant
Items Approved/Disapproved – FY2016**

Minnesota Statute § 197.608, as amended, provides that this grant may be utilized for the following general purposes.

- To provide outreach to the county's veterans.
- To assist in the reintegration of combat veterans into society.
- To collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.
- To reduce homelessness among veterans.
- To enhance the operations of the county veterans service office.

Only the items approved on this form are authorized for purchase using grant funds. The MDVA will seek recovery from your county for any items not on this list that have been purchased with grant funds.

EQUIPMENT & SUPPLIES	
Monitors and Dual monitor video cards	Teleconferencing equipment
Laptops/Tablet PC's/I-Pad (including accessories)	Paper shredders or shredding contracts
Personal computers - Desktop	TV /DVD combinations
Printers/Scanners	Mobile broadband data access device/Hotspot (No monthly contracts or fees.)
Cellular Phones/Smart Phones	Fax machines and installation of initial phone line (No monthly contracts or fees.)
Photo copiers (or 12 month lease) (Including user maintenance agreements.)	Digital Cameras
Digital Video Recorders	Digital Projectors – LCD/DLP
Office Supplies related to administering the CVSO grant (e.g. copy paper, toner cartridges, ink cartridges, etc.).	Office Furniture that <i>is necessary</i> and is directly related to a computerization, organization and enhancement efforts (such as required furniture for new/increased staff, computer desk, printer stand, filing cabinets, etc.).
Headsets – Phone ONLY	Label printers and supplies

SOFTWARE	
Veterans Information/Case Management Systems and Software (Including user maintenance agreements.)	

MARKETING	
Marketing expenses (Display boards, radio airtime, TV airtime and newspaper ads, billboards, CVSO shirts & jackets <i>(Must display the LinkVet logo)</i>)	Publicity Items (<i>Magnets, Brochures, Challenge Coins – must include reference to LinkVet</i>)

VETERAN SERVICES	
Expenses related to the goal of reducing Veteran homelessness <i>(Must be pre-approved)</i>	Staff expenses for new/increased staff or to fund staff that were previously hired utilizing this grant that provide direct services to veterans.
Training at local colleges – Includes all staff in CVSO Office and must relate to the position of CVSO. <i>(Must be pre-approved)</i>	Travel expenses related to MACVSO / MDVA/ USDVA sponsored training events. <i>(Including transportation, lodging and registration fees)</i>
Expenses related to the transportation of Veterans needing to access their benefits <i>(Including van/vehicle purchases for this primary purpose, maintenance, fuel, etc.)</i>	Required NACVSO Accreditation/CEU/CVA Training – Must provide a “Certificate of Completion” after training. <i>(Transportation, Lodging and Registration)</i>
Medical expenses to pay for 2 nd opinions on previously denied VA disability claims.	Expenses related to “Outreach” such as benefits fairs, town halls and seminars. <i>(Refreshments & food over \$500.00 must be pre-approved)</i>
Expenses related to the reintegration of returning service members <i>(Including travel expenses to official reintegration events)</i>	Employee Meals related to official travel for required training are allowable as specified in Chapter 15 – Expense Reimbursement per the State of Minnesota “Commissioner’s Plan” located at www.mn.gov/mmb Website.
Veteran Medallion Samples (VA Marker) <i>(three sizes) to display in the office</i>	Expenses related to the Transportation of Veterans needing to access their benefits <i>(Including van/vehicle purchases for this primary purpose, maintenance, fuel, etc.)</i>
Medical expenses to pay for 2 nd opinions on previously denied VA disability claims.	Expenses related to the collaboration with other social service agencies , educational institutions, and other community organizations for the purposes of enhancing services offered to veterans. Note: A detailed Account Activity Statement including 1) Veteran Name, 2) Total Dollars, 3) Payee info and 4) Description is required for the Final Closeout Report.

Also Approved:

- Reference materials (medical dictionaries, VA rules and regulations manuals, etc.).
- Up to one year of extended warranties/extended maintenance contracts on equipment and related software purchased during this grant cycle ONLY.

***NOTE: The maximum purchase price for certain items does NOT include tax or shipping charges.**

Items Not Approved:

- Direct assistance payments to veterans, their survivors or dependents.
- Payments made to a third party on behalf of a veteran, their survivors or their dependents, such as mortgage, rent, auto loans, insurance, credit cards, etc.

Attachment E

CVSO Operational Enhancement Grant Compliance Report

I hereby certify that the County Veterans Service Office Operational Enhancement Grant funds received from the Minnesota Department of Veterans Affairs were expended only on items/services that are authorized and specified in the Items Approved/Disapproved list of approved expenditures that has been provided to this county by the Minnesota Department of Veterans Affairs.

As verification of the proper expenditure of these funds, I have attached copies of all paid in full receipts for all purchases made with grant funds. These receipts are in the total amount of \$ _____.

Any remaining grant funds not expended are returned with this report. The check/warrant is made payable to the Minnesota Department of Veterans Affairs in the amount of \$ _____.

All original receipts and accompanying purchase orders will be retained by this county for audit purposes.

Signature of Certifying Official

Date

Print Name

County

Business Phone #

Attachment F

Minnesota Department of Veterans Affairs (MDVA)



GRANTS MANUAL

Fiscal Year 2016 (July 1, 2015 - June 30, 2016)

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I. Introduction

The Finance Division within the Minnesota Department of Veterans Affairs (MDVA) provides contract management services related to grant programs. Contract management ensures oversight of grants for program deliverables and meets the requirements of all federal and state laws and policies including the Department of Administration's Office of Grants Management (OGM) procedures. Contract management aids recipients with financial compliance and ensures program consistency with appropriation law, state statute, grants policies, and approved budgets, work plans and final reports.

The grantee is responsible for establishing and maintaining adequate internal financial control systems that follow generally accepted accounting and auditing principles. Any accounting issues not addressed in this manual are subject to state agency standards as interpreted by the State's internal auditors. All programs are subject to final audit.

The Minnesota Office of Grants Management Policy (OGM) Policy Number 08-10 requires one monitoring visit during the course of the grant period for grants valued at over at \$50,000. Monitoring will take place either at the grantee's office location, the MDVA Saint Paul Office, or via phone. Grantees will be given adequate notice prior to monitoring. The purpose of monitoring is to:

- Resolve problems
- Offer technical assistance
- Review recordkeeping (financial records and associated documentation and procedures)

Note: The MDVA Finance Division reserves the right to monitor grants valued at less than \$50,000.

This manual was developed to help grantees administer their MDVA grants and to provide instruction on reporting eligible program expenses for Advanced Payments and Reimbursement Payment Requests. However, this manual will not be able to address all issues and potential problems that may arise during the completion of the program.

For questions regarding the Grant Agreement, Amendments, Reimbursement Requests and/or Advanced Payment Requests, please contact the MDVA Grants Specialist or the State's Authorized Representative.

II. State Accounting System (SWIFT) Requirements

MDVA processes program reimbursement payments through a system managed by Minnesota Management and Budget (MMB). The preferred method of payment is through the use of an electronic funds transfer (EFT) directly into the grantee's designated bank account. Electronic transfer reimbursements provide timely payments and prevent the loss of checks either in the mail or by misdirection. In order to set up the electronic transfer payment process, please contact MMB at 651-201-8106.

The grantee will also need to request a User ID to access the SWIFT e-Supplier portal to view payment information:

- Go to <http://supplier.swift.state.mn.us>
- At the Supplier Portal - leave the User ID and Password boxes blank
- Click on the 'Vendor Registration Link'
- Enter Vendor Name, Tax Identification Number (TIN) Type & Federal Tax ID and click next
- Enter SWIFT Vendor ID and click 'find' (to find the SWIFT Vendor ID - go to <http://www.swift.state.mn.us/vendors> and enter the vendor number)
- If a user ID exists it will be displayed
- Click on the 'Create new user' button and follow the steps to create a new user password
- An email will be sent with the new User ID and password.

Questions regarding this process can be sent to efthelpline.mmb@state.mn.us.

III. GRANT PAYMENTS

In accordance with the Minnesota Office of Grants Management Policy (OGM) Policy Number 08-08, payments for MDVA grants are reimbursement based unless Advanced Payment is specified in the grantee's Grant Agreement.

A. Reimbursement Payment

When a grant agreement is reimbursement-based, grantees must pay for program expenses prior to seeking grant payment. Eligible expenses are then reimbursed, as outlined the Grant Agreement approved budget.

Reimbursement Payment Requests are submitted to the MDVA Grants Specialist or the State's Authorized Representative monthly, quarterly or as specified in the Grant Agreement.

- Monthly (June, July, August etc.)
- Quarterly (Q1 - Jul-Sep, Q2 - Oct-Dec)

1. **Reimbursement Documents to Be Submitted**

The grantee shall provide to the State the following information to receive grant reimbursement payments, (or as instructed in the Grant Agreement):

- **Program Reimbursement Payment Request Form, Appendix C**

This form must be completed and signed by an individual who is authorized by the organization to submit reimbursement requests.

- **Budget Expenditure Report, Attachment B**

The Budget Expenditure Report, Attachment B, provides the starting budget amounts, the current requested reimbursement amount, and the remaining balance of funds available. The Budget Categories are the same as those from the approved budget. Only approved budget items (expenses) will be eligible for reimbursement.

- **Grant Expense Supporting Documentation**

Expense Supporting Documentation must include all receipts, mileage logs, invoices, and payroll records. This information is required to determine the eligibility of the expenses and to ensure expenses were made within the period eligible for reimbursement.

2. **Final Grant Closeout**

- In accordance with the Minnesota Office of Grants Management Policy (OGM) Policy Number 08-09, grantees are required to submit progress reports at least annually. The Final Report and Budget Expenditure Report, Attachment C, the Veterans Service Organization Compliance Report, Attachment E, and supporting documentation must be submitted within 20 business days after the Grant Agreement Termination Date in order to allow the MDVA Finance adequate time Unit to review the paperwork, notify the grantee of any missing or incomplete documentation, and process the request.
- The final reimbursement will be paid when the State determines that the Grantee has satisfactorily fulfilled all the terms of their grant agreement.

B. **Advanced Payment**

Grantees with an Advanced Payment provision in their Grant Agreement, shall receive a grant payment at the beginning of the grant period. As the grant fund are expended, grantees shall retain their grant expenditure supporting documentation (receipts, invoices, mileage logs, payroll reports and proof of payment) on file.

1. **Advanced Payment Documentation to be Submitted**

Grantees with the provision in their Grant Agreement allowing one or more installment shall receive partial grant payments, usually 50%, at the beginning and again mid-way through of the grant period.

Grant expenditure supporting documentation is provided to the State after each payment installment has been expended, or as specified in the Grant Agreement.

Payment installments following the initial one shall be made by the State to the grantee once the supporting documentation has been reviewed and accepted by the MDVA Grants Specialist or the State's Authorized Representative.

2. Grantee Request for Payment Installment

The grantee shall provide to the State the following information to receive subsequent grant payment installments:

- **Advanced Payment Grant Expenditure Report Form, Appendix D**

Subsequent grant payments shall be made after the above documents have been reviewed and approved by the MDVA Grants Specialist or the State's Authorized Representative.

- **Budget Expenditure Report, Attachment B**

The Budget Spreadsheet provides information on the starting budget amounts, the current budget expenditure amount, and the remaining balance of funds available. The Budget Categories are the same as those from the approved budget. Only approved budget items (expenses) will be eligible for reimbursement.

- **Advanced Payment Supporting Documentation**

Program expenses must be documented with receipts, mileage logs, invoices, and payroll records. This information is required to determine the eligibility of the expenses and to ensure expenses were made within the period eligible for reimbursement.

3. Final Grant Closeout

In accordance with the Minnesota Office of Grants Management Policy (OGM) Policy Number 08-09, grantees are required to submit progress reports at least annually. The Final Report and Budget Expenditure Report, Attachment C, the Veterans Service Organization Compliance Report, Attachment E, and supporting documentation must be submitted within 20 business days after the Grant Agreement Termination Date in order to allow the MDVA Finance adequate time Unit to review the paperwork, notify the grantee of any missing or incomplete documentation, and process the request.

IV. Grant Expense Supporting Documentation

For all grant payments (Reimbursement or Advanced Payment), supporting documentation must explicitly state the date(s) that the services were performed in order to determine the date(s) fall within the period eligible for reimbursement as specified in the Grant Agreement.

Please insure that the following information is clearly indicated:

- Budget Category for the expense (e.g. Personnel, Travel, and Equipment etc.)

- If the documentation (e.g. receipt, invoice) reflects expenses for more than one Budget Category, indicate which budget items are posted to which budget category.
- If the documentation has non-program expenses on it, be sure to line-through the nonrelated expenses.
- All employees working on the grant should track the number of hours. Timesheet elements include the period worked, (date range of work performed), name of the employee, rate of pay, hours worked, and benefit rate.
 - The original time records must be available for review if requested. All vacation (paid time off), sick, and holiday benefits are eligible for reimbursement on a proportional level. Please contact the MDVA Grants Specialist or State's Authorized Representative for more information.

Please send one copy of the reimbursement request to the MDVA Grants Specialist or the State's Authorized Representative by mail, e-mail or as specified in the Grant Agreement).

V. **Documents to Be Kept on File**

The grantee must maintain all records related to the Grant Agreement including all Grant Agreements, Amendments and correspondence in a separate program file. Program records are required for monitoring/audit purposes and must be readily available for review.

1. **Proof of Payment Documentation**

It is the grantee's responsibility to maintain Proof of Payment documentation on file throughout the grant period and to make it available whenever requested by the State or as specified in the Grant Agreement.

Proof of payment documentation may include: 1) a copy of a bank statement with small photocopies of cleared checks, 2) an electronic bank statement, 3) a copy of cancelled check(s), or other certified financial records, 4) employee original time records and payroll documentation.

Note: All records related to the program must be retained for a minimum of six (6) years following the end of the grant agreement.

VI. **Grantee Errors and/or Missing Supporting Documentation**

In the event that the State Authorized Representative has questions concerning whether grant funds have been expended according to the Grant Agreement and/or the required grant supporting documentation is not available upon request, the State may place a "payment hold" on the grantee. No grant payments (Reimbursement Requests or Advanced Payment Request installments) shall be processed until the issue has been resolved to the satisfaction of the State's Authorized Representative.

- A. In the event that the State determines that an expense submitted by the grantee for reimbursement is not "allowed", the State reserves the right to disallow payment for that budget item.

B. Grantee Payment Decision Appeal

In the event a Grantee disputes a payment decision by the State, the Grantee may appeal the decision in writing within 30 days of the State's payment decision. All payment disputes shall be addressed to the MDVA Commissioner or designee.

VII. MDVA Grant Payment Schedule

Grantees may expect to be reimbursed within 30 days of MDVA receiving the complete reimbursement request. The 30-day timeframe begins when a complete and accurate reimbursement request is received by MDVA. If there are errors or if documentation is missing, the 30-day clock does not start until the missing documentation is submitted and/or the errors have been corrected. The 30-day timeframe does not apply when grantees are late, and/or submit multiple Reimbursement Payment Requests at the same time.

VIII. Commissioner's Plan (Travel and Meal Allowances)

In order for travel and meal expenses to be eligible for reimbursement, grantees must submit their mileage and meal activity using the Travel Expense Worksheet (Attachment D) according to the guidelines as stated in the Commissioner's Plan.

Website link for information on meal and mileage rates:

Commissioner's Plan Website (Select Chapter 15 – Expense Reimbursement)

Out of state travel is an ineligible expense unless prior approval is granted by the State's Authorized Representative.

IX. Contact Information

Minnesota Department of Veterans Affairs
Liz Kelly, Grants Specialist
20 West 12th Street, 2nd Floor
St. Paul, MN 55155-4010
Tel: 651-201-8225
Main: 651-296-2562
liz.kelly@state.mn.us

APPENDIX A

Reimbursement Payment Request Grant Expenditure Supporting Documentation Checklist

The checklist contains the items that must be included with the reimbursement request. Please use the checklist to ensure that the payment request is complete.

For all programs, the Grantee must submit the following:

_____ **Reimbursement Payment Request Form, Appendix C**

This document must be dated and signed by an appropriate representative for the grantee. Please complete the form and include the name of the program, the SWIFT purchase order number (300000XXXX), the sequence of the request (for example, the first request would be #1), and the period of time the request covers.

This document must be dated and signed by an appropriate grantee representative.

_____ **Budget Expenditure Spreadsheet, Attachment B and Attachment C**

The Budget Expenditure Spreadsheet is customized to reflect the grantee's individual budget items, allowable expenses and is part of the grantee's Grant Agreement. This will help track budget line items to ensure funding is being expended by budget categories.

The Budget Expenditure Spreadsheet is in Excel format and will be provided to the grantee by the State at the beginning of the grant period.

_____ **Supporting Documentation**

Submit copies of receipts, invoices, mileage logs and signed payroll records. This information is required to determine what part of the program the expenses are being directed to.

_____ **Reimbursement Supporting Documentation**

Grantees shall submit copies of receipts, invoices, mileage logs and signed payroll records when specified in the Grant Agreement. This information is required to determine what part of the program the expenses are being directed to.

_____ **Travel and Meal Logs**

Grantees shall submit a Travel Expense Worksheet, Attachment D, when specified in the Grant Agreement.

The Travel Expense Worksheet, Attachment D, is in Excel format and will be provided to the grantee by the State at the beginning of the grant period.

_____ **Final Report (submitted with the final Reimbursement Payment Request)**

The Final Report format is as specified in the grantee's Grant Agreement.

APPENDIX B

Advanced Payment Grant Expenditure Supporting Documentation Checklist

The checklist contains the items that must be submitted at the end of the grant period or after the grant fund installment has been expended. Please use the checklist to ensure that the payment request is complete.

For all programs, the Grantee must submit the following:

_____ **Advanced Payment Grant Expenditure Report Form, Appendix D**

Please complete the form and include the name of the program, the SWIFT purchase order number (300000XXXX), the sequence of the advanced payment (for example, the first payment would be #1), and the period of time the request covers.

This document must be dated and signed by an appropriate grantee representative.

_____ **Budget Expenditure Spreadsheet, Attachment B and Attachment C**

The Budget Expenditure Spreadsheet is customized to reflect the grantee's individual budget categories, allowable expenses and is part of the grantee's Grant Agreement. This will help track budget line items to ensure funding is being expended by budget categories.

The spreadsheet is an Excel format and will be provided to the grantee by the State at the beginning of the grant period.

_____ **Supporting Documentation**

Submit copies of receipts, invoices, mileage logs and signed payroll records. This information is required to determine what part of the program the expenses are being directed to.

_____ **Travel and Meal Log(s)**

Grantees shall submit a completed Travel Expense Worksheet, Attachment D, when specified in the Grant Agreement.

The Travel Expense Worksheet, Attachment D, is in Excel format and will be provided to the grantee by the State at the beginning of the grant period.

_____ **Final Report (submitted with the final Advanced Payment Request)**

The Final Report format is as specified in the grantee's Grant Agreement.

**APPENDIX C
Reimbursement Payment Request Form**

SWIFT PO Number:	Grantee:	Program Name:
Request Number _____ Period for which funds are being requested: From: _____ / _____ / _____ To: _____ / _____ / _____ Amount of Request \$ _____ Final Request: Y / N	I certify that I am authorized to request funds, and that all services rendered, materials purchased, and expenditures reported are as shown in the attached reimbursement forms. <u>I certify that the expenditures reported have been incurred, are not being reimbursed from another source, and were used exclusively for this program.</u> All original documentation is retained by the grantee in the form of receipts, invoices, proof of payment, and signed payroll records. Copies of these supporting documents are attached as required by State grant management policies.	
	_____ Signature Date	
	_____ Name, Title	
	Daytime Phone Number: _____	
	e-Mail: _____	
Remarks:		

For MDVA Use Only

I have reviewed the evidence provided by the grantee for the goods, materials and/or services presented and they satisfy State requirements for reimbursement under the pass through agreement.	
Reimbursement approved for: \$ _____	Date Received _____ _____ _____
By: _____ Title: _____ Date: _____	
2nd Review	
By: _____ Title: _____ Date: _____	

Please keep originals of invoices and evidence of payment as documentation for payments, along with a copy of this completed form. Records must be retained for six (6) fiscal years from the end of the agreement.

**APPENDIX D
Advanced Payment Grant Expenditure Report Form**

SWIFT PO Number:	Grantee:	Program Name:
Payment Number _____ Period for which advanced payment funds were expended: From: _____ / _____ / _____ To: _____ / _____ / _____ Amount of Request \$ _____ Final Request: Y / N	I certify that I am authorized to report these grant expenditures, and that all services rendered, materials purchased, and expenditures reported are as shown within the attached supporting documentation. <u>I certify that the expenditures reported have not been reimbursed from another source, and were used exclusively for this program.</u> All original documentation is retained by the grantee in the form of receipts, invoices, proof of payment, and signed payroll records. Copies of these supporting documents are attached as required by State grant management policies.	
	_____ Signature Date	
	_____ Name, Title	
	Daytime Phone Number: _____	
	e-Mail: _____	
Remarks: _____		

For MDVA Use Only

I have reviewed the evidence provided by the grantee for the goods, materials and/or services presented and they satisfy State requirements for reimbursement under the pass through agreement.	
Reimbursement approved for: \$ _____	Date Received _____ _____ _____
By: _____	
Title: _____	
Date: _____	
2nd Review	
By: _____	
Title: _____	
Date: _____	

Please keep originals of invoices and evidence of payment as documentation for payments, along with a copy of this completed form. Records must be retained for six (6) fiscal years from the end of the agreement.



APPENDIX E

Conflict of Interest Disclosure Form

This form gives grantees an opportunity to disclose any actual, potential or perceived conflicts of interest that may exist during a grant process. It is the grantee's obligation to be familiar with the Office of Grants Management (OGM) Policy 08-01, Conflict of Interest Policy for State Grant-Making and to disclose any conflicts of interest accordingly.

If the grantee believes that any actual, potential, or perceived conflicts of interest exists, the grantee must identify that an actual, potential, or perceived conflict exists, but is not required to explain the reason for the conflict of interest on this disclosure form as this form is considered public data under Minn. Statute 13.599- Grants. It is important, whenever possible, that appropriate steps be taken to avoid any actual, potential, or perceived conflicts of interest. The grantee may be asked to discuss the conflict of interest with appropriate agency or grant program personnel. Please read the definition of conflict of interest below and mark the appropriate boxes that pertain to you and your status.

Description of actual, potential, and perceived conflicts of interest:

Actual conflict of interest: An actual conflict of interest shall be deemed to exist when a review of the situation by the grantee or other agency personnel determines that a decision or action by the grantee would compromise a duty to another party.

Potential Conflict of Interest: A potential conflict of interest may exist if a grantee has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Perceived Conflict of Interest: A perceived conflict of interest is any situation in which a reasonable third party would conclude that conflicting duties or loyalties exist.

As a grantee, I certify that I have read and understand the description of conflict of interests explained above and in OGM Policy 08-01 and (check one of the boxes below):

- I do not have any conflicts of interest.
OR
 I have an ACTUAL, POTENTIAL, or PERCEIVED conflict of interest.

If at any time during the grant I discover a conflict of interest, I will disclose that conflict immediately to appropriate agency or grant program personnel.

Organization Name: _____

Grantee's Signature: _____

Grantee's Printed Name: _____

Date: _____ County (when applicable): _____

This section to be completed by appropriate agency or grant program personnel (grant program manager and/or grant program supervisor):

I certify that the issue of Conflicts of Interest has been discussed with this grantee and the following actions have been taken:

- Grantee has disclosed no conflict(s).
- Grantee has disclosed an actual, potential, or perceived conflict(s) and after additional discussion and investigation by agency or grant program personnel it was determined that a conflict of interest exists.
- Grantee has disclosed a potential or perceived conflict(s) but after additional discussion and investigation by agency or grant program personnel it was determined that no conflict of interest exists.

Additional Details or Comments from agency or grant program personnel:

Grantee's Signature: _____

Grantee's Printed Name: _____

Date: _____

State Authorized Representative Signature: _____

Date: _____

SWIFT # _____

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Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: August 25, 2015

Title of Item: Broadband Development Fund

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

Submitted by: Ross Wagner	Department: Economic Development & Forest Ind
-------------------------------------	---

Presenter (Name and Title): Ross Wagner, Economic Development & Forest Industry Coordinator	Estimated Time Needed: 30 minutes
---	---

Summary of Issue:
I am requesting Board approval to rename the Economic Development Fund to Broadband Development Fund, and to authorize \$50,000.00 for a pre-engineering study.

Please see the attached memo for further information.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve renaming and dedicating Economic Development Funds to Broadband Development Fund, authorizing \$50,000.00 for a pre-engineering study.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ 50,000.00

Is this budgeted? Yes No *Please Explain:*

This would be a new fund

Aitkin County Economic Development & Forest Industry Coordinator

Aitkin County Courthouse

Ross Wagner

217 Second Street N.W.

Aitkin, MN 56431

Phone: 218/927-7305

Fax: 218/927-7374

TO: Aitkin County Board of Commissioners

FROM: Ross Wagner, Economic Development & Forest Industry Coordinator

DATE: August 18, 2015

SUBJECT: Broadband Development Fund

Summary

I am requesting that the Economic Development Fund be renamed the Broadband Development Fund, dedicating the \$525,297.61 balance to broadband development in Aitkin County. In addition to the new name and dedication, I am requesting \$50,000.00 from the fund be used towards a pre-engineering study for a broadband network in Aitkin County. The Economic Development Fund was created with excess PILT payments and revolving loan fund payments. After the revolving loan fund was abolished, the funds remained, to be used for future economic development infrastructure projects. A fiber to the home (FTTH) network, done in phases, would certainly qualify for that. A pre-engineering study to determine costs and scope of project would be the first step. Formally dedicating the fund to broadband development will allow the county to engage with potential partners and providers in developing a partnership to move the project forward, knowing we are a willing participant.

Why now

After numerous meetings, workshops, forums etc., two things became apparent to make a FTTH network a reality in Aitkin County, partnerships and available local funding. Interested partners in Consolidated Telephone Company (CTC) and the Iron Range Resources & Rehabilitation Board (IRRRB) have been engaged and are now working with us. This is great progress, CTC has extensive experience in building and operating FTTH networks in North Central Minnesota and the IRRRB brings a regional entity with resources and networking capabilities. Mille Lacs Energy Cooperative is also engaged as well as Sen. Nolan's Office, although it is not known how active they will be able to become. In case anybody has forgotten, Aitkin County is at the very bottom of counties with access to the State of Minnesota desired broadband speeds of 25 Mbps Download/3 Mbps Upload. A link to the MN DEED Office of Broadband Development, Broadband Service Inventory for the State of Minnesota is at, <http://mn.gov/deed/images/InfrastructureGrant.pdf> There is a reason we are at the bottom, we have a population of 16,000 or so, spread out over 1,000,000 acres, making straight out private sector expansions of broadband networks financially unfeasible. The

State of MN guidelines for speed is what is needed to keep up with present and future demand and applications. We need to keep up with the rest of Minnesota.

How will the fund be used

The first request for funds is the aforementioned pre-engineering study. At this point, in order to move forward, project costs, scope and size and potential customers all need to be accounted for. Also, it is highly anticipated that the project will have to be done in phases; the study will help determine just what the phases will be. It is the intention to leverage other funds to assist in the study, possibly the Blandin Foundation. Once a solid phase one plan is in place, we anticipate applying for State of MN Border to Border Broadband Grants, which at present matches local funds, thus doubling Aitkin County's contribution. It is doubtful that we will be able to make the September 15th deadline for those funds but we anticipate they will be available next year. An engineering study is required for those grant funds. We would submit an Expression of Interest, however, which is due October 1, 2015. Whether Aitkin County funds, funds from our partners and the State Border to Border grant would cover all or some of phase one, or beyond, is unknown at this point. We will continue to look for new partnerships and further engage Sen. Nolan's office to help identify Federal Programs that provides broadband funding that could be used to finish all phases.



Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: 8-25-15

Title of Item: Award SAP 001-030-005, etc.

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): John Welle, Aitkin County Engineer		Estimated Time Needed: 10 minutes
Summary of Issue: These projects include culvert replacements on CSAH 6, CSAH 15, CR 76, as well as bituminous patches on CSAH 10 and CR 79. Bids were opened on Monday, August 17, 2015 for the construction of these project, with seven bids received as shown on the attached abstract of bids. Young Excavating Inc. from Hackensack, MN submitted the low bid of \$852,545.64 which was 1.33% above the estimated cost estimate of \$841,356.15.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend award of the contract to Young Excavating, Inc. by the attached resolution.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 852,545.64 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED August 25, 2015

By Commissioner: xx

20150825-0xx

Award SAP 001-030-005, etc.

WHEREAS, Contract No. 20154 is for construction of S.A.P. 001-030-005, culvert replacement/bituminous patches on CSAH 6, CSAH 10, and CSAH 15 and C.P. 001-090-028, culvert replacement/bituminous patches on CR 76 and CR 79, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, August 17, 2015 with a total of seven bids received, and

WHEREAS, Young Excavating, Inc. was the lowest responsible bidder in the amount of \$852,545.64.

NOW, THEREFORE, BE IT RESOLVED, that Young Excavating, Inc. be awarded Contract No. 20154.

BE IT FURTHER RESOLVED, that the chairperson of the Aitkin County Board and the Aitkin County Auditor are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 25th day of August A.D., 2015, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 25th day of August A.D., 2015

KIRK PEYSAR, County Auditor

BY _____, Deputy

Aitkin County
Contract Bid Abstract

Contract No.: 20154
Project No.: SAP 001-030-005 & CP 001-090-028
Bid Opening: 8/17/2015 14:00

8/18/2015

Project: SAP 001-030-005 - Culvert Replacement - CSAH 6, CSAH 10, CSAH 15			Engineers Estimate		Young Excavating, Inc.-Hackensack, MN		R.C. Habeck Excavating, LLC-Wahkon, MN		Midwest Contracting, LLC-Marshall, MN		Gladen Construction, Inc.-Laporte, MN		Casper Construction, Inc.-Grand Rapids, MN		Ulland Brothers-Cloquet, MN		Central Specialties Inc-Alexandria, MN		
Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
2021.501	MOBILIZATION	LS	1.00	25,000.00	25,000.00	44,500.00	44,500.00	30,000.00	30,000.00	118,000.00	118,000.00	53,500.00	53,500.00	58,000.00	58,000.00	90,059.38	90,059.38	87,000.00	87,000.00
2101.511	CLEARING & GRUBBING	LS	1.00	2,500.00	2,500.00	5,500.00	5,500.00	5,000.00	5,000.00	5,000.00	5,000.00	2,100.00	2,100.00	2,700.00	2,700.00	8,245.00	8,245.00	10,000.00	10,000.00
2104.501	REMOVE PIPE CULVERTS	LF	4,719.00	10.00	47,190.00	5.75	27,134.25	9.00	42,471.00	20.00	94,380.00	15.00	70,785.00	6.75	31,853.25	11.50	54,268.50	15.00	70,785.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SY	3,769.00	3.00	11,307.00	6.50	24,498.50	3.00	11,307.00	4.40	16,583.60	6.00	22,614.00	3.00	11,307.00	7.50	28,267.50	7.00	26,383.00
2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LF	1,452.00	2.50	3,630.00	4.50	6,534.00	4.00	5,808.00	2.00	2,904.00	3.50	5,082.00	4.50	6,534.00	2.00	2,904.00	0.01	14.52
2105.521	GRANULAR BORROW (LV)	CY	360.00	15.00	5,400.00	18.50	6,660.00	10.00	3,600.00	16.00	5,760.00	14.00	5,040.00	27.66	9,957.60	23.50	8,460.00	18.32	6,595.20
2105.533	SALVAGED AGGREGATE (CV)	CY	185.00	10.00	1,850.00	4.00	740.00	10.00	1,850.00	8.00	1,480.00	14.00	2,590.00	23.75	4,393.75	16.50	3,052.50	8.00	1,480.00
2105.604	GEOGRID	SY	1,000.00	5.00	5,000.00	4.75	4,750.00	3.00	3,000.00	5.00	5,000.00	4.50	4,500.00	2.50	2,500.00	5.00	5,000.00	4.14	4,140.00
2118.502	AGGREGATE SURFACING (LV), CLASS 1	CY	111.00	20.00	2,220.00	32.00	3,552.00	25.00	2,775.00	20.00	2,220.00	105.00	11,655.00	39.50	4,384.50	51.50	5,716.50	50.00	5,550.00
2211.502	AGGREGATE BASE (LV) CLASS 5	CY	3,252.00	18.00	58,536.00	28.50	92,682.00	15.00	48,780.00	20.00	65,040.00	28.10	91,381.20	26.75	86,991.00	17.25	56,097.00	40.00	130,080.00
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	191.00	3.00	573.00	3.25	620.75	3.00	573.00	3.00	573.00	2.75	525.25	3.25	620.75	2.80	534.80	2.00	382.00
2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	905.00	100.00	90,500.00	125.00	113,125.00	110.00	99,550.00	120.00	108,600.00	110.00	99,550.00	127.75	115,613.75	112.25	101,586.25	136.20	123,261.00
2451.503	GRANULAR BACKFILL (LV)	CY	1,411.00	15.00	21,165.00	23.00	32,453.00	8.90	12,557.90	16.00	22,576.00	13.50	19,048.50	23.25	32,805.75	22.25	31,394.75	23.00	32,453.00
2451.509	AGGREGATE BEDDING (MOD) LV	CY	123.00	35.00	4,305.00	56.00	6,888.00	50.00	6,150.00	78.00	9,594.00	35.00	4,305.00	63.75	7,841.25	50.00	6,150.00	47.00	5,781.00
2501.511	18" PC-CS PIPE CULVERT	LF	112.00	50.00	5,600.00	35.47	3,972.64	45.00	5,040.00	35.00	3,920.00	38.83	4,348.96	65.25	7,308.00	80.00	8,960.00	26.00	2,912.00
2501.511	24" PC-CS PIPE CULVERT	LF	2,102.00	60.00	126,120.00	40.20	84,504.00	45.00	94,590.00	40.00	84,080.00	43.00	90,386.00	83.50	175,517.00	75.75	159,226.50	35.00	73,570.00
2501.511	15" CS PIPE CULVERT	LF	718.00	30.00	21,540.00	22.00	15,796.00	22.00	15,796.00	30.00	21,540.00	32.05	23,011.90	32.25	23,155.50	42.00	30,156.00	19.00	13,642.00
2501.511	18" CS PIPE CULVERT	LF	34.00	33.00	1,122.00	23.10	785.40	26.00	884.00	34.00	1,156.00	34.30	1,166.20	34.50	1,173.00	47.00	1,598.00	21.00	714.00
2501.511	24" CS PIPE CULVERT	LF	68.00	40.00	2,720.00	26.10	1,774.80	32.00	2,176.00	36.00	2,448.00	37.30	2,536.40	38.00	2,584.00	47.50	3,230.00	29.00	1,972.00
2501.515	15" GS PIPE APRON	EACH	34.00	170.00	5,780.00	138.25	4,700.50	125.00	4,250.00	250.00	8,500.00	100.00	3,400.00	142.00	4,828.00	327.00	11,118.00	151.00	5,134.00
2501.515	18" GS PIPE APRON	EACH	6.00	200.00	1,200.00	156.30	937.80	150.00	900.00	265.00	1,590.00	118.00	708.00	152.50	915.00	485.00	2,910.00	159.00	954.00
2501.515	24" GS PIPE APRON	EACH	84.00	250.00	21,000.00	181.00	15,204.00	200.00	16,800.00	275.00	23,100.00	155.00	13,020.00	179.50	15,078.00	646.00	54,264.00	231.00	19,404.00
2501.515	24" GS PIPE APRON	EACH	2.00	300.00	600.00	231.00	462.00	200.00	400.00	275.00	550.00	155.00	310.00	179.50	359.00	476.00	952.00	231.00	462.00
2501.515	24" RC PIPE APRON	EACH	26.00	600.00	15,600.00	538.00	13,988.00	525.00	13,650.00	800.00	20,800.00	438.00	11,388.00	675.50	17,563.00	1,200.00	31,200.00	1,330.00	34,580.00
2501.515	36" RC PIPE APRON	EACH	6.00	900.00	5,400.00	831.00	4,986.00	870.00	5,220.00	1,300.00	7,800.00	822.00	4,932.00	1,100.00	6,600.00	1,660.00	9,960.00	1,956.00	11,736.00
2501.515	42" RC PIPE APRON	EACH	4.00	1,200.00	4,800.00	1,556.40	6,225.60	1,050.00	4,200.00	1,500.00	6,000.00	1,038.00	4,152.00	1,425.00	5,700.00	1,730.00	6,920.00	2,400.00	9,600.00
2501.515	60" RC PIPE APRON	EACH	6.00	1,700.00	10,200.00	2,072.00	12,432.00	1,500.00	9,000.00	2,000.00	12,000.00	1,667.00	10,002.00	1,850.00	11,100.00	2,132.00	12,792.00	2,659.00	15,954.00
2501.521	42" SPAN PC-CS PIPE-ARCH CULVERT	LF	80.00	95.00	7,600.00	59.10	4,728.00	220.00	17,600.00	78.00	6,240.00	74.60	5,968.00	113.50	9,080.00	135.00	10,800.00	82.00	6,560.00
2501.521	64" SPAN PC-CS PIPE-ARCH CULVERT	LF	132.00	135.00	17,820.00	135.00	17,820.00	275.00	36,300.00	156.00	20,592.00	141.00	18,612.00	176.50	23,298.00	210.00	27,720.00	125.00	16,500.00
2501.525	42" SPAN GS PIPE-ARCH APRON	EACH	4.00	800.00	3,200.00	516.75	2,067.00	600.00	2,400.00	625.00	2,500.00	566.00	2,264.00	684.50	2,738.00	1,200.00	4,800.00	617.00	2,468.00
2501.525	64" SPAN GS PIPE-ARCH APRON	EACH	6.00	1,500.00	9,000.00	1,275.50	7,653.00	1,150.00	6,900.00	1,200.00	7,200.00	1,075.00	6,450.00	1,450.00	8,700.00	1,740.00	10,440.00	1,176.00	7,056.00
2501.561	24" RC PIPE CULVERT DES 3006	LF	620.00	90.00	55,800.00	85.00	52,700.00	110.00	68,200.00	70.00	43,400.00	159.10	98,642.00	77.00	47,740.00	145.00	89,900.00	200.00	124,000.00
2501.561	24" RC PIPE CULVERT DES 3006 CL III	LF	160.00	100.00	16,000.00	80.00	12,800.00	100.00	16,000.00	75.00	12,000.00	165.10	26,416.00	89.00	14,240.00	152.00	24,320.00	190.00	30,400.00
2501.561	36" RC PIPE CULVERT DES 3006	LF	94.00	150.00	14,100.00	87.50	8,225.00	160.00	15,040.00	120.00	11,280.00	169.80	15,961.20	94.25	8,859.50	237.00	22,278.00	214.00	20,116.00
2501.561	36" RC PIPE CULVERT DES 3006 CL III	LF	96.00	160.00	15,360.00	87.50	8,400.00	191.00	18,336.00	125.00	12,000.00	172.80	16,588.80	141.75	13,608.00	201.00	19,296.00	212.00	20,352.00
2501.561	42" RC PIPE CULVERT DES 3006	LF	64.00	180.00	11,520.00	117.50	7,520.00	180.00	11,520.00	165.00	10,560.00	215.00	13,760.00	165.00	10,560.00	197.00	12,608.00	316.00	20,224.00
2501.561	42" RC PIPE CULVERT DES 3006 CL III	LF	82.00	190.00	15,580.00	119.00	9,758.00	200.00	16,400.00	175.00	14,350.00	221.00	18,122.00	179.00	14,678.00	268.00	21,976.00	316.00	25,912.00
2501.561	60" RC PIPE CULVERT DES 3006 CL II	LF	134.00	220.00	29,480.00	101.00	13,534.00	235.00	31,490.00	275.00	36,850.00	276.50	37,051.00	257.00	34,438.00	270.00	36,180.00	329.00	44,086.00
2501.561	60" RC PIPE CULVERT DES 3006 CL III	LF	96.00	240.00	23,040.00	125.00	12,000.00	275.00	26,400.00	325.00	31,200.00	295.00	28,320.00	263.50	25,296.00	292.00	28,032.00	329.00	31,584.00
2501.602	CLEAN PIPE CULVERT	EACH	3.00	250.00	750.00	1,100.00	3,300.00	1,000.00	3,000.00	2,600.00	7,800.00	1,750.00	5,250.00	875.00	2,625.00	2,500.00	7,500.00	1,000.00	3,000.00
2511.501	RANDOM RIPRAP CLASS III	CY	208.00	60.00	12,480.00	62.00	12,896.00	55.00	11,440.00	82.00	17,056.00	62.00	12,896.00	81.00	16,848.00	82.00	17,056.00	83.00	17,264.00
2563.601	TRAFFIC CONTROL	LS	1.00	30,000.00	30,000.00	12,000.00	12,000.00	35,000.00	35,000.00	13,000.00	13,000.00	28,000.00	28,000.00	51,000.00	51,000.00	9,200.00	9,200.00	44,000.00	44,000.00
2573.502	SILT FENCE, TYPE HI	LF	5,622.00	3.00	16,866.00	2.75	15,460.50	2.75	15,460.50	2.50	14,055.00	5.00	28,110.00	2.95	16,584.90	2.50	14,055.00	2.50	14,055.00
2574.508	FERTILIZER TYPE 1	LB	2,105.00	1.00	2,105.00	0.95	1,999.75	1.00	2,105.00	1.00	2,105.00	1.00	2,105.00	1.10	2,315.50	0.78	1,641.90	0.95	1,999.75
2575.501	SEEDING (P)	ACRE	6.00	200.00	1,200.00	1,000.00	6,000.00	800.00	4,800.00	1,000.00	6,000.00	7							

Project: SAP 001-030-005 - Culvert Replacement - CSAH 6, CSAH 10, CSAH 15			Engineers Estimate		Young Excavating, Inc.-Hackensack, MN		R.C. Habeck Excavating, LLC-Wahkon, MN		Midwest Contracting, LLC-Marshall, MN		Gladen Construction, Inc.-Laporte, MN		Casper Construction, Inc.-Grand Rapids, MN		Ulland Brothers-Cloquet, MN		Central Specialties Inc-Alexandria, MN		
Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
2575.511	MULCH MATERIAL TYPE 1	TON	12.00	200.00	2,400.00	500.00	6,000.00	325.00	3,900.00	300.00	3,600.00	150.00	1,800.00	580.00	6,960.00	307.00	3,684.00	500.00	6,000.00
2575.519	DISK ANCHORING (P)	ACRE	5.50	200.00	1,100.00	750.00	4,125.00	525.00	2,887.50	500.00	2,750.00	40.00	220.00	870.00	4,785.00	511.00	2,810.50	750.00	4,125.00
2575.523	EROSION CONTROL BLANKETS CATEGORY 3	S Y	2,465.00	2.00	4,930.00	2.50	6,162.50	2.00	4,930.00	2.00	4,930.00	1.50	3,697.50	3.00	7,395.00	2.00	4,930.00	2.50	6,162.50
2575.570	RAPID STABILIZATION METHOD 1	ACRE	6.00	1,200.00	7,200.00	250.00	1,500.00	525.00	3,150.00	500.00	3,000.00	450.00	2,700.00	290.00	1,740.00	511.00	3,066.00	250.00	1,500.00
2582.502	4" SOLID LINE WHITE-PAINT	L F	3,148.00	0.60	1,888.80	0.75	2,361.00	0.70	2,203.60	1.00	3,148.00	0.65	2,046.20	0.75	2,361.00	0.65	2,046.20	0.63	1,983.24
2582.502	4" SOLID LINE YELLOW-PAINT	L F	1,496.00	0.60	897.60	0.75	1,122.00	0.70	1,047.20	1.00	1,496.00	0.65	972.40	0.75	1,122.00	0.66	987.36	0.64	957.44
2582.502	4" BROKEN LINE YELLOW-PAINT	L F	330.00	0.60	198.00	0.75	247.50	0.70	231.00	1.00	330.00	0.65	214.50	0.75	247.50	0.66	217.80	0.64	211.20

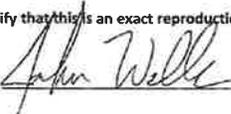
Totals for Project SAP 001-030-005				802,704.65		767,379.39		804,843.70		940,411.60		944,534.01		983,426.25		1,116,796.44		1,152,652.35
% of Estimate for Project SAP 001-030-005						-4.40%		0.27%		17.16%		17.67%		22.51%		39.13%		43.60%

Project: CP 001-090-028 - Culvert Replacement and Pavement Repair-Various County Roads			Engineers Estimate		Young Excavating, Inc.-Hackensack, MN		R.C. Habeck Excavating, LLC-Wahkon, MN		Midwest Contracting, LLC-Marshall, MN		Gladen Construction, Inc.-Laporte, MN		Casper Construction, Inc.-Grand Rapids, MN		Ulland Brothers-Cloquet, MN		Central Specialties Inc-Alexandria, MN		
Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
2021.501	MOBILIZATION	LS	1.00	1,000.00	13,800.00	13,800.00	15,000.00	15,000.00	24,000.00	24,000.00	16,600.00	16,600.00	20,700.00	20,700.00	20,969.26	20,969.26	8,100.00	8,100.00	
2104.501	REMOVE RC CATTLE PASS	L F	56.00	45.00	2,520.00	150.00	8,400.00	90.00	5,040.00	48.00	2,688.00	54.00	3,024.00	77.00	4,312.00	137.00	7,672.00	54.00	3,024.00
2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	767.00	3.00	2,301.00	6.00	4,602.00	4.20	3,221.40	4.00	3,068.00	6.00	4,602.00	3.15	2,416.05	8.00	6,136.00	7.00	5,369.00
2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	564.00	1.00	564.00	5.25	2,961.00	5.00	2,820.00	3.00	1,692.00	3.50	1,974.00	4.15	2,340.60	3.75	2,115.00	0.01	5.64
2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	54.00	2.50	135.00	5.25	283.50	5.00	270.00	3.00	162.00	3.50	189.00	4.15	224.10	3.75	202.50	0.01	0.54
2112.604	SUBGRADE PREPARATION	S Y	613.00	1.00	613.00	20.00	12,260.00	2.50	1,532.50	3.00	1,839.00	2.00	1,226.00	7.00	4,291.00	4.60	2,819.80	5.00	3,065.00
2118.502	AGGREGATE SURFACING (LV), CLASS 1	C Y	5.00	20.00	100.00	150.00	750.00	25.00	125.00	50.00	250.00	150.00	750.00	189.00	945.00	77.00	385.00	75.00	375.00
2211.502	AGGREGATE BASE (LV) CLASS 5	C Y	113.00	18.00	2,034.00	34.00	3,842.00	20.00	2,260.00	22.00	2,486.00	49.00	5,537.00	34.00	3,842.00	47.00	5,311.00	40.00	4,520.00
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	41.00	3.00	123.00	3.50	143.50	3.00	123.00	3.00	123.00	2.75	112.75	3.15	129.15	2.80	114.80	2.00	82.00
2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	174.00	100.00	17,400.00	120.00	20,880.00	115.00	20,010.00	120.00	20,880.00	110.00	19,140.00	126.50	22,011.00	112.25	19,531.50	136.20	23,698.80
2451.503	GRANULAR BACKFILL (LV)	C Y	116.00	15.00	1,740.00	24.00	2,784.00	9.00	1,044.00	16.00	1,856.00	18.00	2,088.00	27.00	3,132.00	19.50	2,262.00	16.50	1,914.00
2501.515	24" RC PIPE APRON	EACH	2.00	600.00	1,200.00	540.00	1,080.00	525.00	1,050.00	800.00	1,600.00	438.00	876.00	850.00	1,700.00	1,290.00	2,580.00	1,158.00	2,316.00
2501.561	24" RC PIPE CULVERT DES 3006	L F	62.00	90.00	5,580.00	92.00	5,704.00	80.00	4,960.00	85.00	5,270.00	160.00	9,920.00	147.00	9,114.00	205.00	12,710.00	162.00	10,044.00
2563.601	TRAFFIC CONTROL	LS	1.00	2,500.00	6,500.00	6,500.00	6,500.00	6,000.00	6,000.00	3,000.00	3,000.00	4,500.00	4,500.00	3,450.00	3,450.00	7,700.00	7,700.00	5,400.00	5,400.00
2573.502	SILT FENCE, TYPE HI	L F	80.00	3.00	240.00	2.50	200.00	2.75	220.00	2.50	200.00	9.00	720.00	2.90	232.00	2.50	200.00	2.50	200.00
2574.508	FERTILIZER TYPE 1	LB	35.00	1.00	35.00	0.95	33.25	1.00	35.00	1.00	35.00	2.00	70.00	1.05	36.75	1.00	35.00	0.95	33.25
2575.501	SEEDING (P)	ACRE	0.10	200.00	20.00	1,000.00	100.00	800.00	80.00	1,000.00	100.00	1,000.00	100.00	1,150.00	115.00	1,021.00	102.10	1,000.00	100.00
2575.502	SEED MIXTURE 25-141	LB	6.00	3.75	22.50	4.50	27.00	5.00	30.00	5.00	30.00	10.00	60.00	5.15	30.90	4.60	27.60	4.50	27.00
2575.511	MULCH MATERIAL TYPE 1	TON	0.20	200.00	40.00	500.00	100.00	325.00	65.00	300.00	60.00	500.00	100.00	575.00	115.00	511.00	102.20	500.00	100.00
2575.519	DISK ANCHORING (P)	ACRE	0.10	200.00	20.00	750.00	75.00	525.00	52.50	500.00	50.00	100.00	10.00	865.00	86.50	766.00	76.60	750.00	75.00
2575.523	EROSION CONTROL BLANKETS CATEGORY 3	S Y	28.00	2.00	56.00	10.00	280.00	2.00	56.00	2.00	56.00	4.00	112.00	2.90	81.20	2.60	72.80	2.50	70.00
2575.570	RAPID STABILIZATION METHOD 1	ACRE	0.10	1,200.00	120.00	250.00	25.00	525.00	52.50	500.00	50.00	1,000.00	100.00	285.00	28.50	256.00	25.60	250.00	25.00
2582.502	4" SOLID LINE WHITE-PAINT	L F	100.00	0.60	60.00	0.70	70.00	0.70	70.00	3.00	300.00	0.65	65.00	0.75	75.00	0.65	65.00	0.63	63.00
2582.502	4" SOLID LINE YELLOW-PAINT	L F	330.00	0.60	198.00	0.70	231.00	0.70	231.00	3.00	990.00	0.65	214.50	0.75	247.50	0.66	217.80	0.64	211.20
2582.502	4" BROKEN LINE YELLOW-PAINT	L F	50.00	0.60	30.00	0.70	35.00	0.70	35.00	3.00	150.00	0.65	32.50	0.75	37.50	0.66	33.00	0.64	32.00

Totals for Project CP 001-090-028				38,651.50		85,166.25		64,382.90		70,935.00		72,122.75		79,692.75		91,466.56		68,850.43
% of Estimate for Project CP 001-090-028						120.34%		66.57%		83.52%		86.60%		106.18%		136.64%		78.13%

Totals for Contract 20154				841,356.15		852,545.64		0.00	869,226.60		1,011,346.60		1,016,656.76		1,063,119.00		1,208,263.00		0.00	1,221,502.78
% of Estimate for Contract 20154						1.33%		3.31%		20.20%		20.84%		26.36%		43.61%		45.18%		

I hereby certify that this is an exact reproduction of bids received.

Certified By:  License No. 24340



Board of County Commissioners Agenda Request

48
Agenda Item #

Requested Meeting Date: 8-25-15

Title of Item: 2014 Annual Report

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway
Presenter (Name and Title): John Welle, Aitkin County Engineer		Estimated Time Needed: 30 minutes
Summary of Issue: A copy of the 2014 Aitkin County Highway Department Annual Report will be mailed to each commissioner by Wednesday, August 19, 2015. A brief overview of this report will be given.		
Alternatives, Options, Effects on Others/Comments: NA		
Recommended Action/Motion: Approval of the report is requested by motion.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request



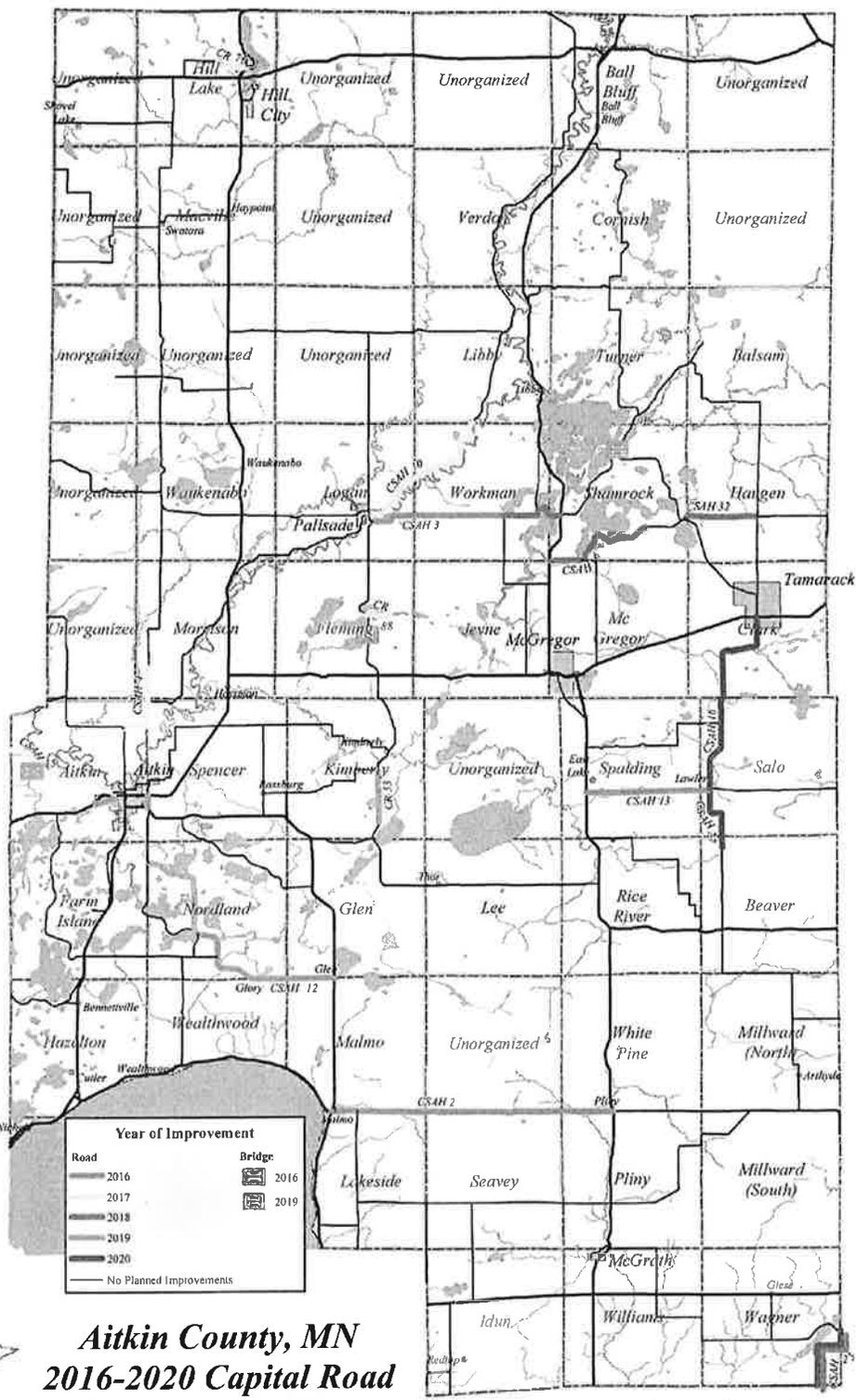
Requested Meeting Date: 8-25-15

Title of Item: 2016-2020 Capital Road Improvement Plan

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): John Welle, Aitkin County Engineer		Estimated Time Needed: 10 minutes
Summary of Issue: <p>During 2012 and 2013, there were four scheduled Board discussions regarding the implementation of a new five-year capital road improvement plan. Each of these discussions failed to yield a new 5-year plan due to funding shortfalls. As a result, we have been operating under an annual road improvement plan since 2012 utilizing available local, state-aid, and federal-aid funding resources.</p> <p>In an effort to implement a new five-year plan, the attached project listing for years 2016 through 2020 has been assembled for Board discussion along with a map showing the location of the projects. Note that all previously programmed, uncompleted projects from the 2007-2011 plan are included in this plan. In addition, there are thirteen pavement resurfacing projects and two bridge replacement projects listed in the plan. The only other projects included in the plan are the two trunk highway turnback projects on CSAH 3, and maintenance grading work on a portion of CSAH 27. While this plan does address all pavement and bridge needs through 2020, it does not include any additional projects to improve existing aggregate-surfaced roads to current (paved road) standards. Using updated cost estimates and assuming a 4% annual construction cost inflation factor, this program will be fully funded with existing estimated state-aid revenues and the \$600,000 local levy amount that has been budgeted since 2007.</p> <p>This proposed plan will simply be introduced at the August 25th meeting, with further detailed discussion being planned for the September 22, 2015 Board meeting. Larger format copies of the attachments will be distributed at the meeting.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: None.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

Proposed 2016 through 2020 Capital Road Improvement Plan (**indicates previously programmed project)											
Length	Location	Pavement Age/2013 RQI	Total Cost	State Aid	State Aid	State Aid	Local	Local	Local	Notes	
				Total Cost	Revenue	Balance	Total Cost	Revenue	Balance		
						\$ 236,165			\$ 913,000	2015 Year-Balance	
2016											
CSAH 2 Mill/Overlay	12.4	TH 47 to TH 65	1992/2.4	\$ 1,364,000	\$ 1,364,000						
CSAH 3 Grading/Paving	6	N. jct. CSAH 5 to 6 miles east	2001/2.2	\$ 4,500,000	\$ -					\$4,500,000 Turnback Grant, \$0k of \$1,800k TB payback by SA	
CSAH 13 Mill/Overlay	5.5	TH 65 to CSAH 16	1992/2.2	\$ 605,000			\$ 605,000				
CSAH 12 Mill/Overlay	0.6	TH 210/US Hwy 169 to TH 47	1996/1.9	\$ 118,000	\$ 118,000						
CSAH 12 Mill/Overlay	6.9	TH 47 in Glen to 375th Ave	1990/2.3	\$ 1,398,600	\$ 1,398,600						
CSAH 15 Bridge Replacement	0.2	CSAH 15 over Cedar Brook	NA	\$ 800,000	\$ 440,000					Anticipated \$360,000 state bond grant	
CSAH 41 Mill/Overlay	1.08	TH 210 to TH 210	1994/0.8	\$ 250,000	\$ 250,000						
		Total:		\$ 9,035,600	\$ 3,570,600	\$ 2,900,000	\$ (534,435)	\$ 605,000	\$ 600,000	\$ 908,000	\$100,000 SA reserved for engineering
2017											
CSAH 1 Mill/Overlay	3.6	CSAH 22 to 3.6 miles north	1990/1.6	\$ 520,000	\$ 520,000						
**CSAH 10 Overlay	6.8	CSAH 3 to 6.8 miles north	1988/1.9	\$ 821,600	\$ 821,600						
CSAH 15 CIR/Overlay	5.2	Crow Wing Co. Line to 7th Ave NW	1990/2.0	\$ 1,081,600	\$ 1,081,600						
**CR 53 Grading/Aggregate Base	2.3	0.78 mile north of CSAH 4 to CSAH 5	NA	\$ 1,040,000			\$ 1,040,000				
CR 74 Overlay	1.53	US Hwy 169 to 1.53 miles west	1995/2.1	\$ 312,000			\$ 312,000				
CR 88 Overlay	1.02	CSAH 5 to 1.02 miles east	NA	\$ 120,000			\$ 120,000				
		Total:		\$ 3,895,200	\$ 2,423,200	\$ 2,950,000	\$ (107,635)	\$ 1,472,000	\$ 600,000	\$ 36,000	\$100,000 SA reserved for engineering
2018											
CSAH 3 Grading/Paving	3.56	6 miles east of CSAH 5 to TH 65	2001/2.2	\$ 3,500,000	\$ 1,700,000					\$1,800k of \$1,800k TB payback by SA	
CSAH 6 Mill/Overlay	5.1	TH 65 to 5.1 miles east	1991/2.5	\$ 1,016,700			\$ 351,700			\$665,000 federal grant	
**CSAH 25 Grading/Aggregate Base	3.3	Kanabec County Line to CSAH 23	NA	\$ 1,427,700	\$ 1,427,700						
**CSAH 32 Paving	3.3	CSAH 6 to CSAH 31	NA	\$ 1,038,300	\$ 1,038,300						
		Total:		\$ 6,982,700	\$ 4,166,000	\$ 3,000,000	\$ (1,373,635)	\$ 351,700	\$ 600,000	\$ 284,300	\$100,000 SA reserved for engineering
2019											
CSAH 5 Bridge	0.1	CSAH 5 over Fleming Lake inlet	NA	\$ 168,700	\$ 101,200					Anticipated \$67,500 state bond grant	
CSAH 12 Mill/Overlay	2.7	375th Ave to Oriole Ave	1990/2.5	\$ 553,200	\$ 553,200						
**CSAH 12 Sh. Widening/Paving	2	Oriole Avenue to north jct. CSAH 39	1999/2.1	\$ 1,687,300	\$ 1,687,300						
CSAH 14 Bridge Replacement	0.2	CSAH 14 over Savanna River	NA	\$ 281,200						Anticipated \$100,000 state bond grant and \$181,200 state park road account grant	
**CR 53 Paving	2.3	0.78 mile north of CSAH 4 to CSAH 5	NA	\$ 843,600			\$ 843,600				
		Total:		\$ 3,534,000	\$ 2,341,700	\$ 3,150,000	\$ (665,335)	\$ 843,600	\$ 600,000	\$ 40,700	\$100,000 SA reserved for engineering
2020											
CSAH 16 Mill/Overlay	8.9	CSAH 16 to TH 210	1993/2.5	\$ 1,353,500	\$ 1,353,500						
**CSAH 25 Paving	3.3	Kanabec County Line to CSAH 23	NA	\$ 1,158,200	\$ 1,158,200						
CSAH 27 Maintenance Grading	3.7	Th 27 to 330th Street	NA	\$ 649,300			\$ 649,300				
		Total:		\$ 3,161,000	\$ 2,511,700	\$ 3,200,000	\$ (227,035)	\$ 649,300	\$ 600,000	\$ (8,600)	\$250,000 SA reserved for engineering, CSAH 25 RW/Utility Moves
Five Year Total:				\$ 26,608,500							



**Aitkin County, MN
2016-2020 Capital Road
Improvement Plan**



Map prepared by Aitkin County GIS for graphic display purposes only.
Aitkin County assumes no liability for any errors, omissions or inaccuracies herein contained.
11/15/2019



Board of County Commissioners Agenda Request

5A

Agenda Item #

Requested Meeting Date: August 25, 2015

Title of Item: AMC Annual Conference & Budget Hearing

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Nathan Burkett		Department: Administration
Presenter (Name and Title): Nathan Burkett, County Administrator		Estimated Time Needed: 10 minutes
Summary of Issue: <p>This year's AMC Annual Conference is scheduled December 7th and 8th in St. Cloud. Due to so many last minute cancellations last year, hotels were left with many unfilled hotel rooms, and as a result AMC has changed the cancellation policy. Please see the attached for further clarification.</p> <p>AMC will be opening their blocks of rooms for reservations in late August or early September, so please let Sue know if you will be attending so that she can make reservations accordingly.</p> <p>Last year we held a short Board meeting late in the afternoon on Tuesday, the last day of the AMC Conference, and then held our Budget Hearing at 6:05 p.m. the same evening. This seemed to work out well. If the Board would like to follow the same schedule this year, we can schedule the Budget Hearing for 6:05 p.m. on December 8, 2015.</p>		
Alternatives, Options, Effects on Others/Comments: Select an alternate date for the Budget Hearing.		
Recommended Action/Motion: 1. By motion, set the 2016 Budget Hearing for 6:05 p.m. on December 8, 2015. 2. Let Sue know if you plan to attend this year's AMC Conference.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Look for more information and registration in late August/early September!

New AMC Annual Conference Lodging Cancellation Policy

AMC reserves 100% of every room available to us at both the Best Western Kelly Inn and the Le St. Germaine hotels, which are both connected to the AMC Annual Conference site, the River's Edge Convention Center.

Last year, the room blocks at both onsite hotels sold out within 20 minutes of registration being open. The hotels created long waiting lists in an attempt to use all the rooms that eventually canceled. When a hotel room cancellation happens within 24 to 48 hours of the conference, AMC members on the hotel waiting lists are unable to change their reservation at another hotel due to cancellation fees. That being said, there were 33 rooms at the Kelly Inn that were vacant during our 2014 conference because of these "last minute" cancellations that the hotels were not able to fill with AMC members because of the short notice.

In an attempt to avoid the same situation from happening again this year, the AMC Board of Directors has enacted a hotel cancellation fee for all hotel room cancellations that happen within that last week before the start of the AMC Annual Conference. AMC will receive a hotel room cancellation roster each day beginning on Monday, November 30, from both the Best Western Kelly Inn and the Le St. Germaine, and AMC will invoice a \$100 fee to those that cancel within that last week before the conference. We're doing this simply in an attempt to have AMC members get into the habit of cancelling their unneeded hotel rooms within a reasonable amount of time before the start of the conference so that their fellow AMC members on a waiting list have a chance to reserve any available rooms in the AMC block.

The St. Cloud Convention and Visitors Bureau continues to work with us to solve the hotel room problem and ease the pain by including providing free bussing from the Holiday Inn and other hotels. This year they have added covering the cost of taxi cabs for those unable to take the bus. The bus would continually circle to the Holiday Inn, Country Inn, and Grandstay.

If you have any questions about this new policy, please contact [Laurie Klupacs](#), AMC Deputy Director. Conference registration and lodging blocks will open in late August/early September.

Now Accepting 2015 AMC Annual Award Nominations

Each year, the Association of Minnesota Counties asks members to nominate exceptional county employees, programs and collaborations for the association's annual awards. The awards are given in the following four categories:

- [AMC's "Outstanding Service Awards"](#) are presented to individuals who have exhibited exceptional leadership, innovation and/or participation in county government and the Association.
- [AMC's "County Achievement Awards"](#) recognize valuable innovations and improvements in county government.
- The ["AMC-BWSR County Conservation Award"](#) recognizes a county's leadership, innovation and excellence in protecting or improving their natural resources.
- The Minnesota Association of Professional County Economic Developers' [MAPCED "Outstanding Economic Development Award"](#) celebrates successful economic development efforts and partnerships that fulfill the MAPCED mission of fostering economic growth expanding tax base and enhancing quality of life in Minnesota counties.

Nomination forms will be accepted until Friday, October 23, 2015.

This year, the Awards Banquet will take place at the AMC Annual Conference at the River's Edge Convention Center in St. Cloud on Monday, December 7.

If you have any questions about AMC's annual awards, please contact Laurie Klupacs, Deputy Director, at 651-789-4329 or email klupacs@mncounties.org.



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: August 25, 2015

Title of Item: Commissioners' Internal Committee Structures

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Nathan Burkett		Department: Administration
Presenter (Name and Title): Nathan Burkett, County Administrator		Estimated Time Needed:
Summary of Issue: At the June 9th County Board meeting we briefly discussed the restructuring of the Commissioners' internal committees (please see attached memo). At Tuesday's meeting I would like the Board to consider changing the current internal committee structure by adopting three committees (Personnel, Finance, and Operations) with two commissioners appointed to each committee. These committees would replace several of the current committees.		
Alternatives, Options, Effects on Others/Comments: Leave current committee structure as is.		
Recommended Action/Motion: Adopt three committees, appoint two commissioners to each of the three committees, and eliminate several of the current committees.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

AITKIN COUNTY ADMINISTRATION

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

DATE: June 3, 2015
TO: County Board
FROM: Nathan Burkett, County Administrator 
RE: Commissioners' Internal Committees

This agenda item is to request that the Board discuss the internal committee structure of the County. While there are no concerns with the current structure, the intent of this agenda item is to give the Board the opportunity to discuss:

1. Does the current committee structure make the most sense given the operations of the County?
2. Does the current committee structure give the Board adequate representation in consideration of policy recommendations governing operations?
3. Does the Board wish to make changes to the internal committee structure of the County, and if so; what might that structure look like?

Current internal committees:

1. Personnel Committee
2. Emergency Management
3. Insurance Committee
4. Investment Committee
5. Labor Management
6. Purchasing
7. Ordinance Committee
8. Economic Development Committee
9. Others?

Considerations:

The Board may wish to consider consolidating committees and redefining their roles. As with all committees of the Board, any report or recommendation of that committee is subject to the approval of the appropriate authority. A couple of suggestions for consideration are:

1. Personnel Committee, receives reports and advises on:
 - a. All personnel actions (hiring, discipline, grievances, leaves, etc...)
 - b. Plans or concepts related to organizational structure changes that will impact personnel

- c. Workforce planning
 - d. Human Resources strategies
 - e. Performance evaluation models
 - f. Negotiations activities
 - g. Any other items of personnel importance that the committee deems advisable
2. Finance Committee receives reports and advises on
- a. Accounting procedures and internal controls
 - b. Financial status of the County
 - c. Investments
 - d. Budgets
 - e. Debt
 - f. Any other items of finance importance that the committee deems advisable
3. Operations Committee receives reports and advises on
- a. Technology
 - b. Facilities
 - c. Process improvement
 - d. Capital improvement planning
 - e. Any other items of operational importance that the committee deems advisable

The Board may wish to continue, or consider establishing policy committees similar to the AMC Committee structure aligned with the following categories: HHS, Natural Resources and Environment, Public Safety, Transportation and Infrastructure, General Government (including economic development).



Aitkin County Board of Commissioners Agenda Request Form

6

Agenda Item #

Requested Meeting Date: August 25, 2015

Title of Item: Committee Reports

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested by: County Commissioners		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Brian Napstad Commissioner Anne Marcotte HHS Director Tom Burke HHS Director Tom Burke Commissioner Laurie Westerlund Commissioner Don Niemi
Aitkin Airport Commission	Monthly	1 st Thursday	Wedel
Aitkin County Water Planning Task Force	Bi-monthly	3 rd Wednesday	Wedel
Aitkin Economic Development Administration	As needed		Wedel
Arrowhead Counties Association	8 or 9x yearly	1x a month	Niemi and Marcotte
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund
Arrowhead Regional Development Council	Monthly	3 rd Thursday	Niemi
ATV Committee	As needed		Napstad and Marcotte
Big Sandy Lake Management Plan	Monthly	2 nd Thursday	Napstad, Alt. Marcotte
Central MN Corrections	Monthly	3 rd Wednesday	Wedel, Westerlund
Development Achievement Center	Monthly	3 rd Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi
Economic Development	Monthly	1 st Wednesday	Marcotte and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x year	Monday	Wedel and Westerlund
Facilities	As needed		Wedel and Napstad
Forest Advisory	Every other month	3 rd Tues of even numbered mths	Marcotte and Napstad
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Westerlund and Marcotte
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA	Monthly	4 th Wednesday	Westerlund
Insurance	As needed		Wedel and Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Napstad and Land Cmr Jacobs
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 st Wednesday	Napstad
Mille Lacs Watershed	Monthly	3 rd Monday	Niemi, Westerlund
Mississippi Headwaters Board	Monthly	3 rd Friday	Napstad
MN Rural Counties Caucus	8x year	Varies	Niemi, Alt. Marcotte
NE MN Office Job Training	As called		Napstad
Northeast MN ATP	2x year		Niemi and Engineer Welle
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Napstad, Alt. Marcotte
Ordinance	As needed		Napstad and Marcotte
Park Commission	Monthly	2 nd Monday	Westerlund
Personnel	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 rd Monday	Westerlund
Purchasing/Building	As needed		All Commissioners
Snake River Watershed	Monthly	4 th Monday	Niemi
Sobriety Court	Monthly	3 rd Tuesday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund