

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS December 8, 2015 – BOARD AGENDA

Please note late start time

- 5:00** 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**
 - E) **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 three 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 November 25, 2015 – December 8, 2015**
 - B) **Approve November 24, 2015 County Board Minutes**
 - C) **Approve Commissioner Warrants**
 - D) **Approve Affidavit for Duplicate of Lost Warrant – Auditor's Office**
 - E) **Adopt Resolution: LG214 Premises Permit – The Joint Bennettville MN**
 - F) **Adopt Resolution: 2016 Liquor License Renewals**
 - G) **Approve SSTS Inspector Contract Renewal**
 - H) **Approve Placement of Funds into Reserves – Environmental Services**
- 5:02** 3) **John Welle, County Engineer**
- A) **Adopt Resolution: General Fund Transfer for Great River Road Costs**
- 5:25** 4) **Nathan Burkett, County Administrator**
- A) **Adopt Resolution: Central Minnesota Community Corrections, Waiver of Certain Joint Powers Agreement Provisions**
- 5:35** 5) **Committee Updates**
- 5:45** **Adjourn**

The Aitkin County Board of Commissioners met this 24th day of November, 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 Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the November 24, 2015 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
November 24, 2015**

CALL TO ORDER

**APPROVED
AGENDA**

**HEALTH & HUMAN
SERVICES BOARD**

I. Attendance

The Aitkin County Board of Commissioners met this 24th day of November, 2015, at 9:04 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Ann Marcotte, Brian Napstad, Don Niemi and Laurie Westerlund; and others present included: County Administrator Nathan Burkett; H&HS Staff Members Tom Burke, Director; Jessi Schultz, Social Service Supervisor; Erin Melz, Public Health Supervisor; Jessica Goble, Income Maintenance Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; and Roberta Elvecrog, Amanda Voller and Bob Marcum, H&HS Advisory Committee Member; Bob Harwarth, citizens.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve the Agenda.

III. Review October 27, 2015 Health & Human Service Board Minutes

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund, and carried; the vote was to approve the Minutes of the October 27, 2015 Health & Human Services Board Meeting.

IV. Review Bills

Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried; the vote was to approve the Bills.

V. Contracts/Agreements

A. Detoxification Services Contract between Central Minnesota Mental Health Center and Aitkin County Health & Human Services for the period January 1, 2016 through December 31, 2016. Motion by Commissioner Niemi, seconded by Commissioner Marcotte, and carried; the vote was to approve the Detoxification Services Contract between Central Minnesota Mental Health Center and Aitkin County Health & Human Services for the period January 1, 2016 through December 31, 2016.

B. Letter of Agreement between ACH&HS and Dr. Mark Heggem, MD at Riverwood Healthcare Center for the period January 1, 2016 through December 31, 2016. Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried; the vote was to approve the Letter of Agreement between ACH&HS and Dr. Mark Heggem, MD at Riverwood

Healthcare Center for the period January 1, 2016 through December 31, 2016.

C. CMHS Services Agreement between Aitkin County Health & Human Services and Trimin Systems ACS Services (Agency Collection System) for the period January 1, 2016 through December 31, 2016. Motion by Commissioner Niemi, seconded by Commissioner Marcotte, and carried; the vote was to approve the CMHS Services Agreement between Aitkin County Health & Human Services and Trimin Systems ACS Services (Agency Collection System) for the period January 1, 2016 through December 31, 2016.

VI. Administrative Reports:

A. Financial & Transportation Reports - Kathy Ryan reviewed areas of the Financial and Transportation report with the Board. Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried, the vote was to approve the Financial and Transportation Reports as presented.

VII. Joint Powers Board Reports:

A. Tri-County Community Health Services Board (CHS)
Commissioner Westerlund / Erin Melz / Tom Burke
October 15, 2015 Meeting Minutes - Erin Melz reviewed the minutes noting the Rainy River Community College Summit to be held December 9th to discuss future programming for the nursing programs. Erin also noted a discussion with respect to reimbursement for the home visiting program. CHS is also in the early stages of drafting a Mutual Aid contract between Aitkin, Itasca and Koochiching counties for assisting each other in times of crisis situations.

VIII. Committee Reports from Commissioners

A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte Committee Members attending today: Amanda Voller & Bob Marcum November 4th meeting minutes. Bob Marcum spoke of his appreciation and learning experiences on this Advisory Committee along with the culture of Aitkin County and the fact that the H&HS organization works so well together. He also spoke of his involvement with various committees at the state level and how they also impact Aitkin County.

B. AEOA Committee Update – Commissioner Westerlund reported no update at this time.

C. NEMOJT Committee Update – Commissioner Napstad reported no meeting since his last report and the next meeting will be in December.

D. CJI (Children’s Justice Initiative) – Commissioner Westerlund reported they met and discussed the child re-entry issues and the CJI Conference.

E. Lakes & Pines Update – Commissioner Niemi reported they had discussed the weatherization and fuel assistance programs of which both have funding and folks are applying for both. There was a question as to whether these funds could be re-allocated if not used during the normal heating season.

Next Meeting – December 22, 2015

Break: 9:48 a.m. to 10:05 a.m.

BREAK

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: November 10, 2015 to November 23, 2015; B) Approve County Board Minutes:

REGULAR BOARD RECONVENED

November 10, 2015; C) Approve Commissioner Warrants: General Fund \$87,794.18, Road & Bridge \$49,224.95, Health & Human Services \$1,123.55, State \$375.00, Trust \$16,572.07, Forest Development \$26,560.23, Long Lake Conservation Center \$10,120.30, Parks \$29,767.15 for a total of \$221,537.43; D) Approve Auditor Warrants – October Sales & Use Tax: General Fund \$678.24, Road & Bridge \$1,522.69, State \$8,363.50, Trust \$9.91, Forest Development \$-0.47, Long Lake Conservation Center \$135.44, Parks \$237.53 for a total of \$10,946.84; E) Approve Auditor Warrants – October/November Tax Settlements: Agency \$3,050,426.02; F) Approve MOA between University of Minnesota and Aitkin County for Extension programs for 2016-2018; G) Accept \$100 Donation from Unit #23 American Legion Auxiliary McGregor to Veterans Service Office to help with Vet Van Expenses; H) Adopt Resolution: Aitkin County Supports Revised County Program Aid Formula; I) Approve Closing Courthouse and Authorize Day Off With Pay for Non-Union Employees on Christmas Eve, December 24, 2015; J) Adopt Resolution: All Terrain Vehicle Train Funding; K) Approve Affidavits for Duplicate of Lost Warrants – Payroll; L) Authorize Out-of-State Travel – Highway Dept.; M) Approve RecordEASE Software Module Purchase – Recorder’s Office

**CONSENT
AGENDA**

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution - Aitkin County Supports Revised County Program Aid Formula:

Affirming Aitkin County’s endorsement of the revised County Program Aid formula developed by the Association of Minnesota Counties’ County Program Aid Work Group.

WHEREAS, Minnesota’s counties are mandated by the state to provide essential services in many program areas including human services, public safety, and transportation; and

WHEREAS, counties depend on County Program Aid (“CPA”) for the financial sustainability of these state-mandated, county-administered services; and

WHEREAS, the current structure of the CPA formula, pursuant MS Chapter 447A.0124, creates considerable volatility in the fund’s distribution, interfering with counties’ abilities to accurately budget for essential services; and

WHEREAS, the current formula’s inadequacies have also resulted in the dramatic reduction of funding for one-third of counties, that have lost at least 50 percent of their funding since 2005; and

WHEREAS, despite fluctuations over the past ten years, the state appropriation to the 2015 CPA is equal to the 2005 appropriation making it greatly depressed in terms of inflation; and

WHEREAS, a revised CPA formula in conjunction with additional funding will enable counties to continue to provide quality services that may also translate into reductions in county levies, decreasing the tax burden of Minnesota residents; and

WHEREAS, in October 2014, the Association of Minnesota Counties assembled the CPA Work Group including leadership from twenty counties and representatives from the Metropolitan Inter-County Association and the Minnesota Rural Counties Caucus to analyze and develop a CPA formula that reflects the pressing needs of Minnesota’s counties; and

**RESOLUTION
20151124-067
AITKIN COUNTY
SUPPORTS
REVISED COUNTY
PROGRAM AID
FORMULA**

WHEREAS, the CPA Work Group unanimously approved a revised CPA formula that benefits all Minnesota counties by reducing volatility and ensuring a fair distribution of CPA; and

WHEREAS, the Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota’s 87 counties, voted to support the proposed CPA formula revisions; now, therefore,

BE IT RESOLVED, Aitkin County endorses the following revisions to the Minnesota County Program Aid formula:

- A funding increase of \$40 million;
- The creation of a funding floor that guarantees each county \$350,000 in tax base equalization aid (“TBEA”);
- Adjustments to the TBEA formula factors to slow down counties’ loss of TBEA funding, including: an increase of the per capita factor to \$190 and a decrease of the county adjusted net tax capacity (ANTC) factor to 9 percent;
- The elimination of special funds and transition aid; and
- The creation of a 5% cap on annual CPA losses; ensuring no county will lose more than 5% of its funding each year.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to authorize County Offices to be closed on Christmas Eve 2015, and to authorize non-union employees be absent from their duties with pay.

CHRISTMAS EVE

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – All Terrain Vehicle Trail Funding:

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

**RESOLUTION
20151124-068
ALL TERRAIN
VEHICLE TRAIL
FUNDING**

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

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

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

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

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

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

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve duplicates of lost warrants - #13767 in the amount of \$888.34 to Delta Dental, and #13796 in the amount of \$888.15 to Delta Dental – Payroll Department.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to authorize out-of-state travel for John Welle, County Engineer to attend the Annual Conference of the Iowa County Engineers Association in Ames, Iowa from December 8, 2015 through December 10, 2015. All travel costs including lodging and conference registration fees will be paid by the Iowa County Engineers Association.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve purchase of Electronic Document Recording Module and training at a cost of \$16,800, and to approve purchase of Web Module and training at a cost of \$6,700 – Recorder’s Office. Purchase will be funded using personnel dollars not expended in 2015 due to a budgeted Deputy Recorder position that was not filled, along with the Recorder’s Technology and/or Recorder’s Compliance Funds if needed.

Sandra Wheelcor from Arrowhead Transit updated the Board on the transportation program in Aitkin County.

Lori Grams, Treasurer reviewed the 2015 Third Quarter Investment Report with the Board.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting to reappoint Irene Bright to a three year term as the District 3 representative on the Board of Adjustment. The term begins January 1, 2016 and ends December 31, 2018.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to authorize Environmental Services Department to request proposals for replacing a 2005 Chevy Equinox with a similar but newer vehicle. The cost of the newer vehicle will be funded by trading in the 2005 Equinox and using Solid Waste reserves for the balance. Proposals will be brought to the Board for approval at a later date.

John Welle, County Engineer reviewed the 2015 Summary of Highway Contracts with the Board.

LOST WARRANTS

OUT-OF-STATE TRAVEL – HIGHWAY DEPT.

RECORDEASE SOFTWARE MODULE PURCHASE

ARROWHEAD TRANSIT

THIRD QTR INVESTMENT REPORT

BOARD OF ADJUSTMENT APPOINTMENT

TRADE & PURCHASE VEHICLE – ENVIRONMENTAL SERVICES

2015 SUMMARY OF HIGHWAY CONTRACTS

John Welle, County Engineer and the Board discussed transportation funding, including the possible use of sales tax on auto parts to transportation.

TRANSPORTATION FUNDING

Mark Jacobs, Land Commissioner held a Public Hearing for Classification of Tax-Forfeited Lands. Vern Bishop and Janet Hatfield of MacVille Township asked questions about the procedure and a parcel in MacVille Township. Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Classification of Tax-Forfeited Lands:

WHEREAS, MN Statue 282.01 allows the County Board to classify tax-forfeited lands either to be retained in public ownership for public benefits or returned to private ownership, and

**RESOLUTION
20151124-069
CLASSIFICATION
OF TAX-
FORFEITED LANDS**

WHEREAS, MN Statute 282.01 requires that a public hearing be held to receive comments and recommendations about the pending classifications, and

WHEREAS, the Aitkin County Board of Commissioners held a public hearing for the classification of the following parcels of tax-forfeited lands on November 24th, 2015 at 11:00 AM at the Aitkin County Courthouse.

THEREFORE, the following parcels of Aitkin County Tax-forfeited lands have been classified as required by MN Statute.

Land Classification 2014 & 2015 forfeitures

Pin #	Legal Desc	Sec	Tw	Rge	Classification
46-0-015601	3.20 ac RR ROW in SW-SW	10	52	24	conservation
12-0-004403	E 1/2-E 1/2 of Lot 1	3	52	26	non-conservation
56-1-011100	Plan of Aitkin S 40 ft of W 25 ft of Lots 2 Blk 22	26	47	27	non-conservation
59-1-034900	Rodenberg Plat in Town of McGregor Lot 7 Blk 6	30	48	23	non-conservation
59-1-035000	Rodenberg Plat in Town of McGregor Lot 8 Blk 6	30	48	23	non-conservation
59-1-035100	Rodenberg Plat in Town of McGregor Lot 9 Blk 6	30	48	23	non-conservation
59-1-035200	Rodenberg Plat in Town of McGregor Lot 10 Blk 6	30	48	23	non-conservation
59-1-035300	Rodenberg Plat in Town of McGregor Lot 11 Blk 6	30	48	23	non-conservation
59-1-035400	Rodenberg Plat in Town of McGregor Lot 12 Blk 6	30	48	23	non-conservation

AITKIN COUNTY BOARD

November 24, 2015

02-1-066401	Plat of Bridge Park - that part of Lot 16 W of hwy, less hwy .70 ac of SW-SE in B 119 D P	9	52	23	non-conservation
11-0-063600	175	29	45	27	non-conservation
11-1-165700	Canterbury Town - Lot 3 Blk 10	32	45	27	non-conservation
13-0-021902	Part of SE-NW N of RR Tracks	13	43	24	non-conservation
24-0-016400	E 75 ft of W 466.5 ft of N 1/2 of the S 1/2 of SW-NW in B 101 D P 533	8	46	26	non-conservation
24-0-016500	E 100 ft of W 391.5 ft of N 20 rods of S 40 rods of SW-NW lying S of Co Rd 12	8	46	26	non-conservation
24-0-016900	S 20 rods of SW-NW in B 102 D P 523	8	46	26	non-conservation
24-1-087900	Allies South Shore Lot 14	11	46	26	non-conservation
25-0-045701	W 1/2-SE-SW	28	44	23	non-conservation
29-1-121800	Indian Portage Lot 10 Blk 28 less Hwy	20	49	23	non-conservation
50-1-057500	Plat of Bain Lots 1-14 Blk 1	26	50	26	non-conservation
50-1-058900	Plat of Bain Lots 1-18 Blk 2	26	50	26	non-conservation
50-1-060700	Plat of Bain Lots 1-18 Blk 3	26	50	26	non-conservation
50-1-062500	Plat of Bain Lots 1-21 Blk 4	26	50	26	non-conservation
56-1-033600	First Addn to Aitkin Lots 8 and 9 Blk 119	25	47	27	non-conservation
29-1-114600	Indian Portage Lots 12 thru 15 Blk 25	20	49	23	non-conservation
26-0-004400	SW-SW	3	46	23	non-conservation
02-0-019201	S 420 ft of the W 1/2 of Lot 5	10	52	23	non-conservation
57-1-094400	Esther Lange Estates Outlot A	14	52	26	non-conservation
58-1-006600	Plat of McGrath Lot 2 and 3 Blk 6	5	43	23	non-conservation
02-0-020900	60/100 ac of Lot 1	11	52	23	non-conservation
09-0-064201	Part of NE-SE east of Road	34	46	25	non-conservation
12-1-076000	Quadna Mountain View 1st Addition Lot 6 Blk 1	2	52	26	non-conservation
20-1-073200	First Addn to Swatara Lots 5 and 6 Blk 3	19	51	26	non-conservation
29-1-271400	Sheshebe Point 3rd Addn Lot 5 Blk 33	27	49	23	non-conservation
29-1-321800	Sheshebe Point 5th Addn Lot 2 & part vacated McGregor Road and Part Lot 13 and Part vacated trail as in Doc 361329	33	49	23	non-conservation
57-1-019700	Bucks Addn to Hill City Lot 10 Blk 14	14	52	26	non-conservation
60-1-007900	Plat of Palisade Lot 4 Blk 5	22	49	25	non-conservation
60-1-008000	Plat of Palisade Lot 5 Blk 5	22	49	25	non-conservation

60-1-008200	Plat of Palisade Lot 6 Blk 5 McLains Addn to Hill City Lot 11	22	49	25	non-conservation
57-1-062300	Blk 4	14	52	26	non-conservation

Nathan Burkett, County Administrator asked for a moment to recognize that Mark Jacobs, Land Commissioner received the Forest Service Council's Leadership Award for 2015 when he was in Washington D.C. last week.

**MARK JACOBS
RECOGNIZED**

Nathan Burkett, County Administrator and Liz DeRuyck, CMCC Executive Director discussed with the Board the options available to Aitkin County for Community Corrections, since Crow Wing has withdrawn from the CMCC Joint Powers Agreement effective July 1, 2016. Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to support the legislative platform change to eliminate the 30,000 population requirement to be a stand-alone CCA County.

**COMMUNITY
CORRECTIONS
OPTIONS**

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Marcotte and carried (4-1 Westerlund), to adopt resolution – Market Rate Adjustment, Employee Compensation:

WHEREAS,

Aitkin County Personnel Policy Article 4 Section F states that internal compensation relationships as well as market are of interest in establishing wages for employees; and

Aitkin County Personnel Policy Article 4 Section F Subd(1) states that market rate adjustments may be considered when :

- A salary range is insufficient to attract qualified candidates for employment; or
- A given position deviates from the market rate by a substantial percentage; and

After approximately 16 months of recruitment efforts for the position of Public Health Nurse in the Aitkin County Health and Human Service Department, we were unable to recruit; and

On July 28, 2015 the County Board determined that the position of Public Health Nurse and employment of an employee(s) in said positions who hold public health nurse credentials was necessary for the provision of services to Aitkin County citizens and directed an additional recruitment effort, which was carried out; and

Recruitment efforts were increased and a reasonable number of applications were received; and

The County was able to hire 2 public health nurses per the County Board's direction at a rate of \$60,008; and

Aitkin County's salary range for public health nurses is 52,624 – 78,624 annually (25.30 – 37.80/hr); and

The average salary range for public health nurses employed by public organizations

**RESOLUTION
20151124-070
MARKET RATE
ADJUSTMENT,
EMPLOYEE
COMPENSATION**

within reasonable traveling distance of Aitkin County is approximately 47,509 – 64,202 annually (22.84 – 30.87/hr), with the highest being 69,597 annually ; and

The market range for nurses employed by non-profit or private organizations within reasonable traveling distance of Aitkin County is approximately 57,844 – 85,186 / annually plus shift differential pay (27.81 – 40.96/hr + shift diff \$1-2); and

According to the Bureau of Labor Statistics the average nurse salary in the region is between 63,000 - 67,000 (<http://www.bls.gov/oes/current/oes291141.htm>), and

2 existing nursing staff have experience greater than or comparable to the newly hired staff nurses, but are currently compensated at a rate lower than \$60,008.

RESOLVED,

The County Board finds that the salary range for public health nurses employed by Aitkin County is sufficient and competitive in the market for the following reasons:

- At this time, in the current economic environment the market salary for a 1 – 2 year experienced public health nurse for Aitkin County is \$60,008 as evidenced by newly recruited public health nurses, within the existing salary range; and
- The salary scale for public health nurses is at this time, in the current economic environment, competitive as evidenced by the fact that the top end wage for a public health nurse in Aitkin County is greater than other public sector employers within reasonable distance of Aitkin County; and
- Even though Aitkin County's top end wage is somewhat lower than the top end wage of competitive employers, Aitkin County offers a more stable work schedule as a primary employment consideration; and

The County Board makes the following findings related to the placement of individual employees classified as public health nurses:

- The pay ranges for the public health nurse position are competitive given the factors, it is apparent that public health nurses, in the current economic environment can obtain an entry level or minimum experience salary of approximately \$60,008, meaning that the low end of the Aitkin County Salary Schedule may be out of market; and
- It is reasonable to presume that given current market conditions a public health nurse in a public employment environment with a stable schedule and similar benefits can expect to earn up to \$69,597/annual (highest local competitive employer), but that Aitkin County's wage range has a higher maximum; and
- 2 individuals employed by Aitkin County in the classification of public health nurse currently earn less than what may reasonably be expected in the current economic environment for an entry level or minimum experienced public health nurse at a competitive employer; and
- All other individuals employed by Aitkin County in the classification of public health nurse currently earn a wage which is within the Aitkin County pay range for said position, and is reasonably near the maximum rate for the highest local

competitive government employer; and

- It is reasonable to place a greater weight upon the maximum salary of the highest local competitive government employer due to the fact that schedule, work assignment, benefits and total compensation are more similar than comparisons to private or non-profit employers, which Aitkin County cannot compete with on an "apples to apples" basis; and

The Aitkin County Board recognizes this circumstance as an infrequent occurrence brought about by increase in demand for skilled nursing and public health nursing services, and makes no guarantee and sets no precedent related to any other classification or employee; and

The County Board sets wages as follows effective October 12, 2015 for the following employees:

Employee #7280 - 60,008/annual
Employee #7273 – 60,008/annual

The Board reported on the following: ARDC, Arrowhead Counties, Mille Lacs Watershed, CMCC, EQB, MHB, AIS, TZD, Water Planning Task Force, and Historical Society.

Commissioner Niemi left at 1:41 p.m.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund (4-0) and carried, all members voting yes to adjourn the meeting at 1:55 p.m. until Tuesday, December 8, 2015 at 5:00 p.m.

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Nathan Burkett, County Administrator

**BOARD
DISCUSSION**

NIEMI LEFT

ADJOURN

DKB1
11/30/15 10:38AM

Aitkin County

20



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

DKB1
 11/30/15 10:38AM
 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1 DEPT		Commissioners		
8175 Centurylink				
01-001-000-0000-6250	7.02	LOCAL PHONE	313645966	Telephone
8175 Centurylink	7.02			1 Transactions
6097 Verizon Wireless				
01-001-000-0000-6250	12.42	CREDIT ON COMMISSIONER LINE		Telephone
		11/02/2015 12/01/2015		
01-001-000-0000-6250	31.34	CELL PHONE CHARGES	286287802	Telephone
		10/07/2015 11/06/2015		
01-001-000-0000-6250	10.06	COMMISS. MONTHLY MIFI CHARGE	786663881	Telephone
		10/05/2015 11/04/2015		
01-001-000-0000-6250	35.01	COMMISS. MONTHLY MIFI CHARGE	786663881	Telephone
		10/05/2015 11/04/2015		
6097 Verizon Wireless	43.87			4 Transactions
1 DEPT Total:	50.89	Commissioners	2 Vendors	5 Transactions
12 DEPT		Court Administration		
8175 Centurylink				
01-012-000-0000-6250	112.35	LOCAL PHONE Q4	313645966	Telephone
8175 Centurylink	112.35			1 Transactions
10185 Centurylink Communications Inc				
01-012-000-0000-6250	38.41	LD Phone Q4	320146217	Telephone
10185 Centurylink Communications Inc	38.41			1 Transactions
2650 Kingsley/Marlene E				
01-012-000-0000-6252	50.00	Court Visitor Fees	PX-98-772	Witnesses
01-012-000-0000-6252	15.00	Mileage	PX-98-772	Witnesses
2650 Kingsley/Marlene E	65.00			2 Transactions
12 DEPT Total:	215.76	Court Administration	3 Vendors	4 Transactions
40 DEPT		Auditor		
783 Canon Financial Services, Inc				
01-040-000-0000-6231	220.24	CONTRACT CHARGES-026	15472808	Services, Labor, Contracts

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
783 Canon Financial Services, Inc				
	220.24	1 Transactions		
8175 Centurylink				
01-040-000-0000-6250	49.16	LOCAL PHONE	313645966	Telephone
01-040-021-0000-6250	306.78	LOCAL PHONE	314154028	License Center- Phone
8175 Centurylink	355.94	2 Transactions		
10185 Centurylink Communications Inc				
01-040-000-0000-6250	12.93	LD Phone	320146217	Telephone
10185 Centurylink Communications Inc	12.93	1 Transactions		
1457 CPS Technology Solutions, Inc				
01-040-000-0000-6231	26.40	DECEMBER MAINTENANCE	369385	Services, Labor, Contracts
1457 CPS Technology Solutions, Inc	26.40	1 Transactions		
86235 The Office Shop Inc				
01-040-000-0000-6405	28.04	VERY LABELS	994103-0	Office & Computer Supplies
01-040-000-0000-6405	19.99	BOX OF GEL PENS	994103-0	Office & Computer Supplies
01-040-000-0000-6405	14.17	POST - IT FLAGS	994103-0	Office & Computer Supplies
01-040-000-0000-6405	9.29	1 CAN OF AIR	994103-0	Office & Computer Supplies
01-040-000-0000-6405	3.89	1.5 ADH POST- IT NOTES (1)	994103-0	Office & Computer Supplies
01-040-000-0000-6405	4.29	3X3 ADH POST- IT NOTES (1)	994103-0	Office & Computer Supplies
01-040-000-0000-6405	7.78	1.5 ADH POST- IT NOTES (2)	994229-0	Office & Computer Supplies
01-040-000-0000-6405	8.58	3X3 ADH POST- IT NOTES (2)	994229-0	Office & Computer Supplies
01-040-000-0000-6405	14.39	1 BOX HANGING FOLDERS LTR	994229-0	Office & Computer Supplies
01-040-000-0000-6405	16.33	1 REAM YELLOW PAPER	994274-0	Office & Computer Supplies
86235 The Office Shop Inc	126.75	10 Transactions		
40 DEPT Total:	742.26	Auditor	5 Vendors	15 Transactions
42 DEPT		Treasurer		
8175 Centurylink				
01-042-000-0000-6250	28.09	LOCAL PHONE	313645966	Telephone
8175 Centurylink	28.09	1 Transactions		
10185 Centurylink Communications Inc				
01-042-000-0000-6250	4.93	LD Phone	320146217	Telephone
10185 Centurylink Communications Inc	4.93	1 Transactions		

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
4173 Grams/Lori		humidifier for postage sealer		Office & Computer Supplies
01-042-000-0000-6405		6.40		
01-042-000-0000-6405		1.98		Office & Computer Supplies
01-042-000-0000-6405		26.54		Office & Computer Supplies
4173 Grams/Lori		Heater Desk		
		34.92		
			3 Transactions	
42 DEPT Total:		67.94	Treasurer	3 Vendors 5 Transactions
43 DEPT			Assessor	
8175 Centurylink				
01-043-000-0000-6250		77.24	LOCAL PHONE	313645966 Telephone
8175 Centurylink		77.24		1 Transactions
10185 Centurylink Communications Inc				
01-043-000-0000-6250		12.66	LD Phone	320146217 Telephone
10185 Centurylink Communications Inc		12.66		1 Transactions
1457 CPS Technology Solutions, Inc				
01-043-000-0000-6231		46.20	DECEMBER MAINTENANCE	369385 Services, Labor, Contracts
1457 CPS Technology Solutions, Inc		46.20		1 Transactions
2155 Hicks/James				
01-043-000-0000-6330		128.25	mileage- retake IAAO #102	270@.475 Transportation & Travel & Parking
2155 Hicks/James		128.25		1 Transactions
43 DEPT Total:		264.35	Assessor	4 Vendors 4 Transactions
44 DEPT			Central Services	
783 Canon Financial Services, Inc				
01-044-000-0000-6231		326.43	COPIER CONTRACT- 031	15472812 Services, Labor, Contracts
783 Canon Financial Services, Inc		326.43		1 Transactions
10185 Centurylink Communications Inc				
01-044-000-0000-6250		1.91	LD Phone	320146217 Telephone
01-044-000-0000-6250		0.56	TOLL FREE PHONE CHARGES	320295974 Telephone
10185 Centurylink Communications Inc		2.47		2 Transactions
13624 MailFinance				

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
13624 MailFinance		lease 9/18/15- 12/17/15	N5632444	Postage Rentals
			1 Transactions	
13845 SB PHARMACY LLC		1/2 TAX ABATEMENT		Tax Abatements
13845 SB PHARMACY LLC			1 Transactions	
13837 SMITH CONSULTING		two keynote speakers	empl.apprec.	Services, Labor, Contracts
01- 044- 000- 0000- 6231		mileage- 480@.56	empl.apprec.	Services, Labor, Contracts
01- 044- 000- 0000- 6231		one nights lodging	empl.apprec.	Services, Labor, Contracts
13837 SMITH CONSULTING			3 Transactions	
44 DEPT Total:		Central Services	5 Vendors	8 Transactions
49 DEPT		Information Technologies		
8175 Centurylink		LOCAL PHONE	313645966	Telephone
01- 049- 000- 0000- 6250			1 Transactions	
8175 Centurylink				
10185 Centurylink Communications Inc		LD Phone	320146217	Telephone
01- 049- 000- 0000- 6250			1 Transactions	
10185 Centurylink Communications Inc				
88880 Datacomm Computers & Networks Inc		COMPUTER	8454	As/400, Computer & Office Equip.
01- 049- 000- 0000- 6625			1 Transactions	
88880 Datacomm Computers & Networks Inc				
10820 Prodata		2016 DBU Maintenance	127473	Programming, Services, Contracts
01- 049- 000- 0000- 6231			1 Transactions	
10820 Prodata				
49 DEPT Total:		Information Technologies	4 Vendors	4 Transactions
52 DEPT		Administration/Personnel Dept		
86222 Aitkin Independent Age		position vacancies 10/7/15	1483	Printing, Publishing & Adv
01- 052- 000- 0000- 6230		position vacancies 10/21/15	1483	Printing, Publishing & Adv
01- 052- 000- 0000- 6230				

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
86222 Aitkin Independent Age				
8175 Centurylink				
01-052-000-0000-6250		LOCAL PHONE	313645966	Telephone
8175 Centurylink				
10185 Centurylink Communications Inc				
01-052-000-0000-6250		LD Phone	320146217	Telephone
10185 Centurylink Communications Inc				
13412 Pemberton, Sorlie, Rufer & Kershner PLLI				
01-052-000-0000-6232		Labor Atty Svcs 1.3@105.00		Attorney Services
01-052-000-0000-6232		Labor Atty Svcs 1.4@170.00		Attorney Services
01-052-000-0000-6232		Labor Atty Svcs 1.5@170.00		Attorney Services
13412 Pemberton, Sorlie, Rufer & Kershner PLLI				
6097 Verizon Wireless				
01-052-000-0000-6250		HR DIRECTOR MIFI CHARGE	786663881	Telephone
		10/05/2015 11/04/2015		
6097 Verizon Wireless				
52 DEPT Total:				
		Administration/Personnel Dept	5 Vendors	8 Transactions
90 DEPT		Attorney		
783 Canon Financial Services, Inc				
01-090-000-0000-6625		COPIER CONTRACT-028	15489116	Office Equipment
783 Canon Financial Services, Inc				
8175 Centurylink				
01-090-000-0000-6250		LOCAL PHONE	313645966	Telephone
8175 Centurylink				
10185 Centurylink Communications Inc				
01-090-000-0000-6250		LD Phone	320146217	Telephone
01-090-000-0000-6250		TOLL FREE PHONE CHARGES	320295974	Telephone
10185 Centurylink Communications Inc				

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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
90 DEPT Total:		445.79	Attorney	3 Vendors 4 Transactions
100 DEPT			Recorder	
8175 Centurylink				
01-100-000-0000-6250		21.07	LOCAL PHONE	313645966 Telephone
8175 Centurylink		21.07		1 Transactions
10185 Centurylink Communications Inc				
01-100-000-0000-6250		16.77	LD Phone	320146217 Telephone
10185 Centurylink Communications Inc		16.77		1 Transactions
607 GOVERNMENT FORMS & SUPPLIES				
01-100-000-0000-6230		367.23	Torrens Cert. of Title Blanks	0301711 Printing, Publishing & Adv
607 GOVERNMENT FORMS & SUPPLIES		367.23		1 Transactions
13850 NORTHSTAR				
01-100-000-0000-6405		158.37	VITAL RECORD SECURITY PAPER	2372821 Office & Computer Supplies
13850 NORTHSTAR		158.37		1 Transactions
86235 The Office Shop Inc				
01-100-000-0000-6405		16.69	BSN ENVELOPE 9X12 PEEL	282027-0 Office & Computer Supplies
01-100-000-0000-6405		19.79	QUA Envelope 9x12 Gum Only	282027-0 Office & Computer Supplies
01-100-000-0000-6405		68.37	Labels	994781-0 Office & Computer Supplies
01-100-196-0000-6625		229.29	Label Printer	994781-0 Office & Other Equipment- Recorder's
86235 The Office Shop Inc		334.14		4 Transactions
100 DEPT Total:		897.58	Recorder	5 Vendors 8 Transactions
110 DEPT			Courthouse Maintenance	
8239 Ameripride Linen & Apparel Services				
01-110-000-0000-6422		35.65	Tissue, Towels,mop/mop tool	2200718730 Janitorial Supplies
8239 Ameripride Linen & Apparel Services		35.65		1 Transactions
10083 Cedarbrook Lumber Comp				
01-110-000-0000-6422		3.49	Pine Bark Mulch	75282 Janitorial Supplies
10083 Cedarbrook Lumber Comp		3.49		1 Transactions
8175 Centurylink				

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No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
8175 Centurylink		LOCAL PHONE	313645966	Phone
		1 Transactions		
10185 Centurylink Communications Inc		LD Phone	320146217	Phone
		1 Transactions		
12927 Midwest Machinery Co.		Handle	1184918	Services, Labor, Contracts
		1 Transactions		
9692 Minnesota Energy Resources Corporation		Gas- Courthouse	4323328- 7	Utilities & Heating
		1 Transactions		
5774 Riverwood Healthcare Clinic		Physical- Olson Maintenance		Physical Examinations
		1 Transactions		
6097 Verizon Wireless		CELL PHONE CHARGES	286287802	Phone
		10/07/2015 11/06/2015		
		1 Transactions		
110 DEPT Total:		Courthouse Maintenance	8 Vendors	8 Transactions
111 DEPT		Buildings		
1598 Ferrara's Htg Air Cond & Refrig Inc		3 Fan Coil Units- Jury Rooms	7894	Building & Structures
		1 Transactions		
111 DEPT Total:		Buildings	1 Vendors	1 Transactions
120 DEPT		Service Officer		
8175 Centurylink		LOCAL PHONE	313645966	Telephone
		1 Transactions		

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Vendor Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
10185 Centurylink Communications Inc		01-120-000-0000-6250			30.41	LD Phone		320146217		Telephone	
		01-120-000-0000-6250			4.51	TOLL FREE PHONE CHARGES		320295974		Telephone	
10185 Centurylink Communications Inc					34.92		2 Transactions				
5472 Newshopper		01-120-000-0000-6230			426.94	1/4 PAGE COLOR AD		4734		Printing, Publishing & Adv	
5472 Newshopper					426.94		1 Transactions				
86235 The Office Shop Inc		01-120-000-0000-6405			78.89	FAX MACHINE TONER		994213-0		Office & Computer Supplies	
86235 The Office Shop Inc					78.89		1 Transactions				
3518 Voyageur Press Of Mcgregor/The		01-120-000-0000-6230			108.00	1/4 B&W Display Ad		32371		Printing, Publishing & Adv	
3518 Voyageur Press Of Mcgregor/The					108.00		1 Transactions				
120 DEPT Total:					655.77	Service Officer		5 Vendors		6 Transactions	
122 DEPT						Planning & Zoning					
8175 Centurylink		01-122-000-0000-6250			49.16	LOCAL PHONE		313645966		Telephone	
8175 Centurylink					49.16		1 Transactions				
10185 Centurylink Communications Inc		01-122-000-0000-6250			39.78	LD Phone		320146217		Telephone	
10185 Centurylink Communications Inc					39.78		1 Transactions				
13849 CURTIS/KELLY		01-122-000-0000-6820			175.00	partial refund Permit #41679				Refunds & Reimbursements	
13849 CURTIS/KELLY					175.00		1 Transactions				
6097 Verizon Wireless		01-122-000-0000-6250			38.62	Monthly Cellular Charges		380690138		Telephone	
6097 Verizon Wireless					38.62		1 Transactions				
122 DEPT Total:					302.56	Planning & Zoning		4 Vendors		4 Transactions	

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Vendor No.	Name	Account/Formula	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
			Accr		Service Dates	Paid On Bhf #	On Behalf of Name
123	DEPT				Coroner		
2939	McGee P.A./M.B.						
		01- 123- 000- 0000- 6231		500.00	ME 15- 1931		Coroner Fees
		01- 123- 000- 0000- 6231		500.00	ME 15- 2218		Coroner Fees
		01- 123- 000- 0000- 6231		500.00	ME 15- 2306		Coroner Fees
		01- 123- 000- 0000- 6231		500.00	ME 15- 2101		Coroner Fees
2939	McGee P.A./M.B.			2,000.00		4 Transactions	
3987	Ramsey County Medical Examiner						
		01- 123- 000- 0000- 6260		1,400.00	ME 15- 2640		Autopsies- - Pathologist, Xrays, Etc
3987	Ramsey County Medical Examiner			1,400.00		1 Transactions	
4192	Regions Hospital						
		01- 123- 000- 0000- 6260		247.00	ME 15- 2640		Autopsies- - Pathologist, Xrays, Etc
4192	Regions Hospital			247.00		1 Transactions	
4507	Sorensen Root Thompson Funeral Home						
		01- 123- 000- 0000- 6330		5,950.00	transports to Ramsey Cnty ME		Transportation For Autopsy
					01/01/2015 11/22/2015		
4507	Sorensen Root Thompson Funeral Home			5,950.00		1 Transactions	
123	DEPT Total:			9,597.00	Coroner	4 Vendors	7 Transactions
200	DEPT				Enforcement		
10442	Bureau Of Crim.Apprehension						
		01- 200- 039- 0000- 6425		525.00	New and Renewals	01- 000046	Gun Permit Expenses
10442	Bureau Of Crim.Apprehension			525.00		1 Transactions	
8175	Centurylink						
		01- 200- 000- 0000- 6250		182.58	LOCAL PHONE	313645966	Telephone
		01- 200- 000- 0000- 6250		56.18	LOCAL PHONE- PROBATION	313645966	Telephone
8175	Centurylink			238.76		2 Transactions	
10185	Centurylink Communications Inc						
		01- 200- 000- 0000- 6250		71.07	LD Phone	320146217	Telephone
		01- 200- 000- 0000- 6250		78.74	LD Phone- Probation	320146217	Telephone
		01- 200- 000- 0000- 6250		6.78	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc			156.59		3 Transactions	

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1333 Dell Marketing L.P. 01- 200- 000- 0000- 6610		230.97	Car chargers for laptops	XJT9J7826 Equipment & Radios
1333 Dell Marketing L.P.		230.97	1 Transactions	
10405 Digital Ally, Inc. 01- 200- 000- 0000- 6610		395.00	REMOTE REPAIR	1081149 Equipment & Radios
01- 200- 000- 0000- 6610		70.00	Battery Pack	1081242 Equipment & Radios
01- 200- 000- 0000- 6610		110.00	EMERGENCY UNLOCK KEY	1081474 Equipment & Radios
10405 Digital Ally, Inc.		575.00	3 Transactions	
3263 K&M Signs Inc. 01- 200- 000- 0000- 6302		420.00	#209 lettering and graphics	10822 Car Maintenance
01- 200- 000- 0000- 6302		420.00	#207 lettering and graphics	10822 Car Maintenance
01- 200- 000- 0000- 6302		420.00	#218 lettering and graphics	10822 Car Maintenance
3263 K&M Signs Inc.		1,260.00	3 Transactions	
5756 KEEPRS, Inc 01- 200- 000- 0000- 6410		100.15	Uniform shirts	291969 Clothing Allowance
5756 KEEPRS, Inc		100.15	1 Transactions	
10567 Lake Country Auto Center Of Aitkin 01- 200- 000- 0000- 6302		256.73	oil change, battery #224	21751 Car Maintenance
10567 Lake Country Auto Center Of Aitkin		256.73	1 Transactions	
252 Lynn Peavey Company 01- 200- 000- 0000- 6405		367.50	evidence processing supplies	310529 Office Supplies
252 Lynn Peavey Company		367.50	1 Transactions	
3712 Office Depot 01- 200- 000- 0000- 6405		124.27	Toner/printer cartridges	805264648001 Office Supplies
3712 Office Depot		124.27	1 Transactions	
10085 Payment/Greg 01- 200- 019- 0000- 6231		60.92	reimb.for K- 9 Boarding	11/6- 11/8/15 Services, Labor, Contracts
10085 Payment/Greg		60.92	1 Transactions	
12110 Revelin Vehicle Solutions, LLC 01- 200- 000- 0000- 6314		2,548.00	OUTFIT NEW #218 SQUAD	135 Radio Maint

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Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
12110 Revelin Vehicle Solutions, LLC		2,548.00			
			1 Transactions		
6040 Taser International					
01- 200- 000- 0000- 6409		111.25	CARTRIDGES,BATTERY	S11418112	Deputy Supplies
6040 Taser International		111.25			
			1 Transactions		
86235 The Office Shop Inc					
01- 200- 000- 0000- 6231		380.00	Deputy Rm performance contract	281814- 0	Services & Labor (Incl Contracts)
01- 200- 000- 0000- 6405		16.25	posterboard	281902- 0	Office Supplies
01- 200- 000- 0000- 6405		1.84	sealing tape	281903- 0	Office Supplies
01- 200- 000- 0000- 6405		70.47	2016 Office Calendars	992358- 0	Office Supplies
01- 200- 000- 0000- 6405		114.62	Office Supplies	992792- 0	Office Supplies
01- 200- 000- 0000- 6405		16.59	coin envelopes	992792- 1	Office Supplies
01- 200- 000- 0000- 6405		88.47	office supplies	994249- 0	Office Supplies
01- 200- 000- 0000- 6405		12.02	office supplies	994249- 1	Office Supplies
86235 The Office Shop Inc		700.26			
			8 Transactions		
6128 Tire Barn					
01- 200- 000- 0000- 6302		50.68	OIL CHANGE #212	32734	Car Maintenance
01- 200- 000- 0000- 6302		645.46	Oil chnge,4 tires/install #219	32750	Car Maintenance
6128 Tire Barn		696.14			
			2 Transactions		
5066 Visa					
01- 200- 000- 0000- 6231		103.26	Multiagency meal/transport ME	3082 Card 2	Services & Labor (Incl Contracts)
01- 200- 003- 0000- 6332		178.24	Hotel / Desert Snow Trng #210	3108 Card 4	Hotels / Motels
5066 Visa		281.50			
			2 Transactions		
9642 WEX BANK					
01- 200- 000- 0000- 6511		3,804.58	Fuel for squads	042400704396- 1	Gas And Oil
9642 WEX BANK		3,804.58			
			1 Transactions		
13848 WYATT'S TOWING					
01- 200- 000- 0000- 6590		246.00	Tow ford Taurus 15- 4376	11/11/15	Repair & Maintenance Supplies
13848 WYATT'S TOWING		246.00			
			1 Transactions		
200 DEPT Total:		12,283.62	Enforcement	18 Vendors	34 Transactions
202 DEPT			Boat & Water		
2340 Hyytinen Hardware Hank					

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Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
2340 Hyytinen Hardware Hank			35.98	supplies for B&W garage	1295865	Office Supplies
			35.98		1 Transactions	
9642 WEX BANK						
01- 202- 000- 0000- 6511			22.78	Vehicle Gas	042400704396- 1	Gas And Oil
9642 WEX BANK			22.78		1 Transactions	
13847 WHITES LEGACY GARAGE						
01- 202- 000- 0000- 6302			135.15	Winterize Lund/Mercury 115	11/12/15	B&W Maintenance
13847 WHITES LEGACY GARAGE			135.15		1 Transactions	
202 DEPT Total:			193.91	Boat & Water	3 Vendors	3 Transactions
204 DEPT				ATV		
10567 Lake Country Auto Center Of Aitkin						
01- 204- 000- 0000- 6302			172.69	oil change,rotate,align #208	21706	Car Maintenance
10567 Lake Country Auto Center Of Aitkin			172.69		1 Transactions	
9642 WEX BANK						
01- 204- 000- 0000- 6511			457.69	Vehicle Gas	042400704396- 1	Gas And Oil
9642 WEX BANK			457.69		1 Transactions	
204 DEPT Total:			630.38	ATV	2 Vendors	2 Transactions
252 DEPT				Corrections		
246 Brothers Fire Protection						
01- 252- 000- 0000- 6231			725.00	2015 Annual Sprinkler inspecti	13766	Services & Labor (Incl Contracts)
246 Brothers Fire Protection			725.00		1 Transactions	
783 Canon Financial Services, Inc						
01- 252- 000- 0000- 6231			96.07	DISPATCH COPIER CONTRACT- 032	15472805	Services & Labor (Incl Contracts)
783 Canon Financial Services, Inc			96.07		1 Transactions	
8175 Centurylink						
01- 252- 000- 0000- 6250			112.35	LOCAL PHONE	313645966	Telephone
8175 Centurylink			112.35		1 Transactions	
10185 Centurylink Communications Inc						

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
		<u>Amount</u>		
		100.82		
		6.78		
10185 Centurylink Communications Inc		107.60		
			2 Transactions	
5583 Crawford Supply Company				
		317.64		
5583 Crawford Supply Company		317.64		
			1 Transactions	
88628 Dalco				
		261.86		
88628 Dalco		261.86		
			1 Transactions	
1598 Ferrara's Htg Air Cond & Refrig Inc				
		494.00		
1598 Ferrara's Htg Air Cond & Refrig Inc		494.00		
			1 Transactions	
1570 Freedom Valu Centers, Inc				
		39.25		
		8.79		
1570 Freedom Valu Centers, Inc		48.04		
			2 Transactions	
11715 Granite Electronics				
		1,690.90		
		1,852.45		
11715 Granite Electronics		3,543.35		
			2 Transactions	
1880 Gravelle Plumbing & Heating, Inc				
		4.69		
1880 Gravelle Plumbing & Heating, Inc		4.69		
			1 Transactions	
2186 Hillyard Inc - Kansas City				
		218.78		
		491.21		
2186 Hillyard Inc - Kansas City		709.99		
			2 Transactions	
6084 Inventory Trading Company				
		554.00		
6084 Inventory Trading Company		554.00		
			1 Transactions	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5503 Keefe Supply Company 01-252-252-0000-6405		249.84	COMMISSARY SUPPLIES	621233 Prisoner Welfare
5503 Keefe Supply Company		249.84	1 Transactions	
5756 KEEPRS, Inc 01-252-000-0000-6410		100.14	Uniform shirts	291969 Clothing Allowance
5756 KEEPRS, Inc		100.14	1 Transactions	
13073 Lakes Area Lock & Door Hardware Inc. 01-252-000-0000-6590		262.85	locks/keys jail med. cabinet	86132 Repair & Maintenance Supplies
13073 Lakes Area Lock & Door Hardware Inc.		262.85	1 Transactions	
13698 Linder Inc./D.L. 01-252-000-0000-6231		230.77	hobart dishwasher repair	74991 Services & Labor (Incl Contracts)
13698 Linder Inc./D.L.		230.77	1 Transactions	
13844 MCKESSON MEDICAL SURGICAL 01-252-000-0000-6262		15.30	JAIL MEDICAL SUPPLIES	64809091 Medical Expenses & Supplies - Inmates
01-252-000-0000-6262		808.58	JAIL MEDICAL SUPPLIES	67800397 Medical Expenses & Supplies - Inmates
01-252-000-0000-6262		3.66	JAIL MEDICAL SUPPLIES	67801278 Medical Expenses & Supplies - Inmates
13844 MCKESSON MEDICAL SURGICAL		827.54	3 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea 01-252-000-0000-6254		503.67	Shelter/Tower	34-54-015-01 Utilities & Heating
3160 Mille Lacs Energy Coop- Albert Lea		503.67	1 Transactions	
9692 Minnesota Energy Resources Corporation 01-252-000-0000-6254		59.36	GAS- STS	4058862-6 Utilities & Heating
01-252-000-0000-6254		337.08	GAS- JAIL	4244670-8 Utilities & Heating
01-252-000-0000-6254		744.29	GAS- JAIL	4334475-3 Utilities & Heating
9692 Minnesota Energy Resources Corporation		1,140.73	3 Transactions	
3654 Novotny/John 01-252-000-0000-6330		4.00	Parking/transport to HMC	11/24/15 Prisoner Transportation & Travel
3654 Novotny/John		4.00	1 Transactions	
3712 Office Depot 01-252-000-0000-6405		666.66	Toner/printer cartridges	805264648001 Office & Computer 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	Service Dates	Paid On Bhf #	On Behalf of Name
3712 Office Depot				
	666.66		1 Transactions	
3789 Pan- O- Gold Baking Company				
01- 252- 000- 0000- 6418	149.58	Groceries	010024531609	Groceries
01- 252- 000- 0000- 6418	8.88	Groceries	010024531622	Groceries
3789 Pan- O- Gold Baking Company	158.46		2 Transactions	
11947 Phoenix Supply				
01- 252- 000- 0000- 6424	99.79	INMATE SUPPLIES	8036	Inmate Supplies
01- 252- 000- 0000- 6424	152.03	INMATE SUPPLIES	8085	Inmate Supplies
11947 Phoenix Supply	251.82		2 Transactions	
9499 Reliance Telephone Systems, Inc				
01- 252- 252- 0000- 6406	1,500.00	PHONE CARDS	D- 16265	Phone Card Prisoner Welfare
9499 Reliance Telephone Systems, Inc	1,500.00		1 Transactions	
12110 Revelin Vehicle Solutions, LLC				
01- 252- 000- 0000- 6314	65.00	fix gunlock system #224	136	Radio Maint
01- 252- 000- 0000- 6314	65.00	fix camera #210	136	Radio Maint
01- 252- 000- 0000- 6314	250.00	siren speaker/outlets #203	136	Radio Maint
01- 252- 000- 0000- 6314	65.00	fix camera #207	136	Radio Maint
01- 252- 000- 0000- 6314	130.00	fix radio problem xport van	136	Radio Maint
12110 Revelin Vehicle Solutions, LLC	575.00		5 Transactions	
5774 Riverwood Healthcare Clinic				
01- 252- 000- 0000- 6272	165.00	Physical- Priem Sheffiff		Physical Examinations
5774 Riverwood Healthcare Clinic	165.00		1 Transactions	
4761 Sysco Minnesota Inc				
01- 252- 000- 0000- 6418	3,475.49	Groceries	511120149	Groceries
01- 252- 000- 0000- 6418	2,445.01	Groceries	511190413	Groceries
01- 252- 000- 0000- 6418	373.12-	Return case of milk	511190413	Groceries
01- 252- 000- 0000- 6420	22.20	kitchen supplies	511190414	Kitchen Supplies
01- 252- 000- 0000- 6420	14.10	kitchen supplies	511191871	Kitchen Supplies
4761 Sysco Minnesota Inc	5,583.68		5 Transactions	
6040 Taser International				
01- 252- 252- 0000- 6405	437.82	CARTRIDGES,BATTERY	SI1418112	Prisoner Welfare

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
6040 Taser International				
			1 Transactions	
86235 The Office Shop Inc				
01- 252- 000- 0000- 6405		218.74 booking toner	281665- 0	Office & Computer Supplies
01- 252- 000- 0000- 6405		208.14 dispatch toner	281777- 0	Office & Computer Supplies
01- 252- 000- 0000- 6231		595.00 Booking Rm performance contrac	281814- 0	Services & Labor (Incl Contracts)
01- 252- 000- 0000- 6405		16.24 posterboard	281902- 0	Office & Computer Supplies
01- 252- 000- 0000- 6405		1.84 sealing tape	281903- 0	Office & Computer Supplies
01- 252- 000- 0000- 6405		70.47 2016 Office Calendars	992358- 0	Office & Computer Supplies
01- 252- 000- 0000- 6405		114.62 Office Supplies	992792- 0	Office & Computer Supplies
01- 252- 000- 0000- 6405		16.60 coin envelopes	992792- 1	Office & Computer Supplies
01- 252- 000- 0000- 6405		88.48 office supplies	994249- 0	Office & Computer Supplies
01- 252- 000- 0000- 6405		12.02 office supplies	994249- 1	Office & Computer Supplies
86235 The Office Shop Inc		1,342.15	10 Transactions	
11608 Thrifty White Pharmacy- Mcgregor				
01- 252- 000- 0000- 6262		1,526.63 October Prescriptions	52914536063080	Medical Expenses & Supplies - Inmates
11608 Thrifty White Pharmacy- Mcgregor		1,526.63	1 Transactions	
9642 WEX BANK				
01- 252- 000- 0000- 6330		164.42 Vehicle Gas	042400704396- 1	Prisoner Transportation & Travel
9642 WEX BANK		164.42	1 Transactions	
252 DEPT Total:		22,665.77	31 Vendors	58 Transactions
253 DEPT				
8175 Centurylink				
01- 253- 000- 0000- 6250		7.02 LOCAL PHONE	313645966	Telephone
8175 Centurylink		7.02	1 Transactions	
10185 Centurylink Communications Inc				
01- 253- 000- 0000- 6250		7.40 LD Phone	320146217	Telephone
10185 Centurylink Communications Inc		7.40	1 Transactions	
7525 Hometown Bldg Supply				
01- 253- 000- 0000- 6405		16.98 gorilla tape	72692	Operating Supplies
01- 253- 000- 0000- 6405		13.37 caulking gun,wood glue caulk	73950	Operating Supplies
01- 253- 000- 0000- 6405		22.05 treated 2x12	74198	Operating 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	Service Dates	Paid On Bhf #	On Behalf of Name
7525 Hometown Bldg Supply				
		Amount		
		52.40	3 Transactions	
2340 Hyytinen Hardware Hank				
01- 253- 000- 0000- 6405		6.49	bulb	1278056 Operating Supplies
01- 253- 000- 0000- 6405		33.47	dish soap, desk scrub	1282846 Operating Supplies
01- 253- 000- 0000- 6405		22.99	post hole digger	1290545 Operating Supplies
01- 253- 000- 0000- 6405		35.47	cleaning mit,microfiber w/pole	1294355 Operating Supplies
01- 253- 000- 0000- 6405		39.48	galv hex s, valve 12' sill coc	1294573 Operating Supplies
01- 253- 000- 0000- 6405		13.47	utility brush,hand/nail brush	1295596 Operating Supplies
01- 253- 000- 0000- 6405		17.08	screws, nutsetter	1295962 Operating Supplies
01- 253- 000- 0000- 6405		2.89	clamptite plug	1296225 Operating Supplies
01- 253- 000- 0000- 6405		36.97	elec fence wire, cable ties	1296271 Operating Supplies
2340 Hyytinen Hardware Hank		208.31	9 Transactions	
10567 Lake Country Auto Center Of Aitkin				
01- 253- 000- 0000- 6302		56.74	oil change, rotate tires Econo	21752 Car Maintenance
10567 Lake Country Auto Center Of Aitkin		56.74	1 Transactions	
6072 North Homes - Treatment Foster Care				
01- 253- 000- 0000- 6204		132.00	hourly transport 9/17	2823704 Juvenile Detention
01- 253- 000- 0000- 6204		121.00	hourly transport 9/17	2823705 Juvenile Detention
01- 253- 000- 0000- 6204		330.00	hourly transport 9/1, 9/8	2823706 Juvenile Detention
6072 North Homes - Treatment Foster Care		583.00	3 Transactions	
5551 Unclaimed Freight North				
01- 253- 000- 0000- 6405		32.49	STS Med Supplies	11/10/15 Operating Supplies
5551 Unclaimed Freight North		32.49	1 Transactions	
253 DEPT Total:		947.36	Aitkin Co Community Corrections	7 Vendors 19 Transactions
254 DEPT			Enhanced 911 System	
9373 ESRI				
01- 254- 000- 0000- 6231		1,250.00	ArcGIS 2016	93039797 Services, Labor, Contracts
9373 ESRI		1,250.00	1 Transactions	
254 DEPT Total:		1,250.00	Enhanced 911 System	1 Vendors 1 Transactions
255 DEPT			General Crime Victim Grant	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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
8175	Centurylink		LOCAL PHONE	313645966	Telephone
	01- 255- 000- 0000- 6250	7.02			
8175	Centurylink			1 Transactions	
10185	Centurylink Communications Inc		LD Phone	320146217	Telephone
	01- 255- 000- 0000- 6250	3.07			
10185	Centurylink Communications Inc			1 Transactions	
255	DEPT Total:	10.09	General Crime Victim Grant	2 Vendors	2 Transactions
257	DEPT		Sobriety Court		
8175	Centurylink		LOCAL PHONE	313645966	Telephone
	01- 257- 000- 0000- 6250	7.02			
8175	Centurylink			1 Transactions	
13056	McKenzie/Jill		reimburse for gift cards		Sobriety Crt Expenses
	01- 257- 022- 0000- 6406	55.00			
13056	McKenzie/Jill			1 Transactions	
257	DEPT Total:	62.02	Sobriety Court	2 Vendors	2 Transactions
280	DEPT		Emergency Management		
8175	Centurylink		LOCAL PHONE	313645966	Telephone
	01- 280- 000- 0000- 6250	14.04			
8175	Centurylink			1 Transactions	
10185	Centurylink Communications Inc		TOLL FREE PHONE CHARGES	320295974	Telephone
	01- 280- 000- 0000- 6250	1.18			
10185	Centurylink Communications Inc			1 Transactions	
1570	Freedom Valu Centers, Inc		Gasoline	9334	Gas And Oil
	01- 280- 000- 0000- 6511	16.24			
1570	Freedom Valu Centers, Inc			1 Transactions	
280	DEPT Total:	31.46	Emergency Management	3 Vendors	3 Transactions
390	DEPT		Environmental Health (FBL)		
8175	Centurylink				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
8175 Centurylink 01-390-000-0000-6250		LOCAL PHONE	313645966	Telephone
	7.02			
	7.02	1 Transactions		
10185 Centurylink Communications Inc 01-390-000-0000-6250		LD Phone	320146217	Telephone
	6.63			
10185 Centurylink Communications Inc	6.63	1 Transactions		
86235 The Office Shop Inc 01-390-000-0000-6405		Office chair for FBL Office	994654-0	Office, Film, And Field Supplies
	269.99			
86235 The Office Shop Inc	269.99	1 Transactions		
390 DEPT Total:	283.64	Environmental Health (FBL)	3 Vendors	3 Transactions
391 DEPT		Solid Waste		
783 Canon Financial Services, Inc 01-391-000-0000-6231		Monthly copier charges-029	15472810	Services, Labor, & Minor Contracts
	248.73			
783 Canon Financial Services, Inc	248.73	1 Transactions		
8175 Centurylink 01-391-000-0000-6250		LOCAL PHONE	313645966	Telephone
	7.02			
8175 Centurylink	7.02	1 Transactions		
10185 Centurylink Communications Inc 01-391-000-0000-6250		LD Phone	320146217	Telephone
	3.62			
10185 Centurylink Communications Inc	3.62	1 Transactions		
391 DEPT Total:	259.37	Solid Waste	3 Vendors	3 Transactions
601 DEPT		Extension		
8175 Centurylink 01-601-000-0000-6250		LOCAL PHONE	313645966	Telephone
	7.02			
8175 Centurylink	7.02	1 Transactions		
10185 Centurylink Communications Inc 01-601-000-0000-6250		LD Phone	320146217	Telephone
	0.16			
10185 Centurylink Communications Inc	0.16	1 Transactions		

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 1 General Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
601	DEPT Total:		7.18	Extenslon	2 Vendors	2 Transactions
711	DEPT			Economic Development		
	8175 Centurylink					
	01- 711- 000- 0000- 6250		7.02	LOCAL PHONE	313645966	Telephone
	8175 Centurylink		7.02		1 Transactions	
	10185 Centurylink Communications Inc					
	01- 711- 000- 0000- 6250		2.30	LD Phone	320146217	Telephone
	10185 Centurylink Communications Inc		2.30		1 Transactions	
711	DEPT Total:		9.32	Economic Development	2 Vendors	2 Transactions
1	Fund Total:		66,286.54	General Fund		225 Transactions

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 3 Road & Bridge

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
			Amount			
301	DEPT		R&B Administration			
783	Canon Financial Services, Inc					
	03-301-000-0000-6300		212.26	CONTRACT CHARGE 111215	1572807	Service Contracts
783	Canon Financial Services, Inc		212.26	1 Transactions		
11605	Shred Right					
	03-301-000-0000-6400		30.00	DOCUMENT DESTRUCTION 111115	223323	Supplies And Materials
11605	Shred Right		30.00	1 Transactions		
301	DEPT Total:		242.26	R&B Administration	2 Vendors	2 Transactions
303	DEPT			R&B Highway Maintenance		
657	Aitkin Glass Service					
	03-303-000-0000-6590		126.00	REPAIR LABOR 110915	11594	Repair & Maintenance Supplies
	03-303-000-0000-6590		234.75	REPAIR PARTS 110915	11594	Repair & Maintenance Supplies
657	Aitkin Glass Service		360.75	2 Transactions		
170	Aitkin Motor Company					
	03-303-000-0000-6590		44.36	REPAIR PARTS 112315	11241	Repair & Maintenance Supplies
170	Aitkin Motor Company		44.36	1 Transactions		
195	Aitkin Tire Shop					
	03-303-000-0000-6590		84.00	REPAIR LABOR 110515	55336	Repair & Maintenance Supplies
	03-303-000-0000-6590		498.64	TIRES 110915	55337	Repair & Maintenance Supplies
	03-303-000-0000-6590		60.00	REPAIR LABOR 110915	55337	Repair & Maintenance Supplies
	03-303-000-0000-6590		442.96	TIRES 110915	55338	Repair & Maintenance Supplies
	03-303-000-0000-6590		60.00	REPAIR LABOR 110915	55338	Repair & Maintenance Supplies
	03-303-000-0000-6590		50.00	REPAIR LABOR 111015	55355	Repair & Maintenance Supplies
195	Aitkin Tire Shop		1,195.60	6 Transactions		
13842	BLUNT/RANDY					
	03-303-000-0000-6411		145.00	WORKBOOTS REIMBURSEMENT 110415	40835	Safety Footwear
13842	BLUNT/RANDY		145.00	1 Transactions		
8175	Centurylink					
	03-303-000-0000-6254		31.21	FAX: HWY OFFICE 111115		Utilities
8175	Centurylink		31.21	1 Transactions		
10185	Centurylink Communications Inc					

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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
10185 Centurylink Communications Inc		LD Phone	320146217	Utilities
	34.68			
	34.68		1 Transactions	
11411 Charter Comunciations		PHONE: HWY OFFICE 110915		Utilities
	140.25			
11411 Charter Comunciations				
	140.25		1 Transactions	
7920 Dixon Mechanical Electric, LLP				
		REBUILD LABOR 110915	17424	Repair & Maintenance Supplies
	195.00			
		REBUILD PARTS 110915	17424	Repair & Maintenance Supplies
	61.29			
7920 Dixon Mechanical Electric, LLP				
	256.29		2 Transactions	
13468 G & K Services				
		SHOP LAUNDRY 111615	1043334454	Shop Maintenance
	17.40			
		SHOP LAUNDRY 112315	1043340033	Shop Maintenance
	17.40			
13468 G & K Services				
	34.80		2 Transactions	
1880 Gravelle Plumbing & Heating, Inc				
		CARBON MONOXIDE DETECTO 111215	70124	Shop Maintenance
	184.75			
		CARBON MONOXIDE DETECTO 110515	70524	Shop Maintenance
	350.70			
1880 Gravelle Plumbing & Heating, Inc				
	535.45		2 Transactions	
12002 Johnson/Carter				
		WORKBOOT REIMBURSEMENT 111015	W1027272062	Safety Footwear
	132.00			
12002 Johnson/Carter				
	132.00		1 Transactions	
91187 Lake Country Power				
		JACOBSON SHOP 110415	1400073000	Utilities
	73.04			
		SWATARA 110915	140946401	Utilities
	308.64			
91187 Lake Country Power				
	381.68		2 Transactions	
2831 Little Falls Machine Inc				
		REPAIR PARTS 110415	0-0056992	Repair & Maintenance Supplies
	909.13			
2831 Little Falls Machine Inc				
	909.13		1 Transactions	
13841 Lundquist/Al				
		WORK BOOTS REIMBURSEMEN 110715	55206387	Safety Footwear
	127.49			
13841 Lundquist/Al				
	127.49		1 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
10824	Maney International Inc						
	03-303-000-0000-6590			19.37	REPAIR PARTS 111815	711969	Repair & Maintenance Supplies
	03-303-000-0000-6590			15.21	REPAIR PARTS 111815	711986	Repair & Maintenance Supplies
10824	Maney International Inc			34.58			
					2 Transactions		
3100	McGregor Oil						
	03-303-000-0000-6513			13.59	DISCOUNT 103115		Motor Fuel & Lubricants
	03-303-000-0000-6513			59.21	GASOLINE 101215	3895	Motor Fuel & Lubricants
	03-303-000-0000-6513			58.81	GASOLINE 100615	53323	Motor Fuel & Lubricants
	03-303-000-0000-6513			39.48	GASOLINE 100915	53326	Motor Fuel & Lubricants
	03-303-000-0000-6513			48.17	GASOLINE 101315	53327	Motor Fuel & Lubricants
	03-303-000-0000-6513			55.58	GASOLINE 101315	53328	Motor Fuel & Lubricants
	03-303-000-0000-6513			52.73	GASOLINE 101515	53329	Motor Fuel & Lubricants
	03-303-000-0000-6513			44.62	GASOLINE 102015	53335	Motor Fuel & Lubricants
	03-303-000-0000-6513			46.03	GASOLINE 102115	53336	Motor Fuel & Lubricants
	03-303-000-0000-6513			47.07	GASOLINE 102215	53337	Motor Fuel & Lubricants
	03-303-000-0000-6513			49.64	GASOLINE 102815	53338	Motor Fuel & Lubricants
	03-303-000-0000-6513			55.21	GASOLINE 103015	53339	Motor Fuel & Lubricants
	03-303-000-0000-6513			43.50	GASOLINE 101615	53989	Motor Fuel & Lubricants
3100	McGregor Oil			586.46			
					13 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea						
	03-303-000-0000-6254			257.87	POWER: PALISADE 100915	18-52-026-01	Utilities
	03-303-000-0000-6254			52.29	169 & CSAH 3 100915	19-23-010-01	Utilities
	03-303-000-0000-6254			25.00	GUN LAKE 100915	27-56-028-03	Utilities
	03-303-000-0000-6254			93.77	POWER: MCGREGOR 100915	29-53-003-01	Utilities
	03-303-000-0000-6254			1,141.17	POWER: AITKIN 100915	33-52-007-02	Utilities
	03-303-000-0000-6254			56.91	169 & CSAH 28 100915	39-62-022-01	Utilities
	03-303-000-0000-6254			36.10	CSAH 12 100915	40-06-000-01	Utilities
	03-303-000-0000-6254			57.57	47 & CSAH 2 100915	54-51-104-01	Utilities
3160	Mille Lacs Energy Coop- Albert Lea			1,720.68			
					8 Transactions		
10701	Northern Safety Technology Inc						
	03-303-000-0000-6590			151.36	REPAIR PARTS 111615	40015	Repair & Maintenance Supplies
10701	Northern Safety Technology Inc			151.36			
					1 Transactions		
10720	Nuss Truck & Equipment						
	03-303-000-0000-6590			218.73	REPAIR PARTS 111615	3144143P	Repair & Maintenance Supplies
	03-303-000-0000-6590			87.06	REPAIR PARTS 111715	3144228P	Repair & Maintenance Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10720 Nuss Truck & Equipment				
			2 Transactions	
8583 Olsen Companies				
03-303-000-0000-6298		SHOP SUPPLIES 111015	570586	Shop Maintenance
8583 Olsen Companies			1 Transactions	
10257 Sadie Llama Designs				
03-303-000-0000-6516		DECALS 111215	84640.3706	Signs & Posts
10257 Sadie Llama Designs			1 Transactions	
8300 Smith/Greg				
03-303-000-0000-6411		WORK BOOTS REIMBURSEMEN 110315	1298166	Safety Footwear
8300 Smith/Greg			1 Transactions	
4711 Sunnys Citgo				
03-303-000-0000-6513		GASOLINE 100115	37915	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 101215	37916	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 101215	37917	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 102015	37918	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 102315	37919	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 102315	37920	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 102815	37921	Motor Fuel & Lubricants
03-303-000-0000-6513		GASOLINE 103015	37922	Motor Fuel & Lubricants
4711 Sunnys Citgo			8 Transactions	
8364 Towmaster, Inc				
03-303-000-0000-6590		REPAIR PARTS 111815	374877	Repair & Maintenance Supplies
03-303-000-0000-6590		REPAIR PARTS 111915	374972	Repair & Maintenance Supplies
8364 Towmaster, Inc			2 Transactions	
5295 Ziegler Inc				
03-303-000-0000-6590		REPAIR PARTS 111715	PC190051057	Repair & Maintenance Supplies
03-303-000-0000-6590		FILTERS 111715	PC190051058	Repair & Maintenance Supplies
03-303-000-0000-6590		FILTERS 111815	PC190051108	Repair & Maintenance Supplies
03-303-000-0000-6521		EQUIPMENT RENTAL 110715	Z4188701	Maintenance Supplies
5295 Ziegler Inc			4 Transactions	
303 DEPT Total:		8,833.65 R&B Highway Maintenance	25 Vendors	67 Transactions

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 3 Road & Bridge

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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
307	DEPT		R&B Capital Infrastructure		
971	Commissioner of Transportation				
	03-307-000-0000-6260		JOB COST TRANSFERS 111315	P00005245	Professional Services
	03-307-000-0000-6260	562.37	JOB COST TRANSFERS 111315	P00005245	Professional Services
	03-307-000-0000-6260	1,732.34	JOB COST TRANSFERS 111315	P00005245	Professional Services
	03-307-000-0000-6260	3,457.27	JOB COST TRANSFERS 111315	P00005245	Professional Services
	03-307-000-0000-6260	177.13	JOB COST TRANSFERS 111315	P00005245	Professional Services
	03-307-000-0000-6260	68.70	JOB COST TRANSFERS 111315	P00005245	Professional Services
	03-307-000-0000-6260	137.40	JOB COST TRANSFERS 111315	P00005245	Professional Services
971	Commissioner of Transportation	6,135.21			
			6 Transactions		
7652	Erickson Engineering Co.				
	03-307-000-0000-6260	8,560.00	BRIDGE PLANS 110915	11491	Professional Services
7652	Erickson Engineering Co.	8,560.00			
			1 Transactions		
307	DEPT Total:	14,695.21	R&B Capital Infrastructure	2 Vendors	7 Transactions
308	DEPT		R&B Equipment & Facilities		
5128	Widseth Smith & Nolting Inc				
	03-308-000-0000-6600	710.00	JACOBSON SHOP ADD 102315	106473	Capital Outlay- Facilities
5128	Widseth Smith & Nolting Inc	710.00			
			1 Transactions		
308	DEPT Total:	710.00	R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:	24,481.12	Road & Bridge		77 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
400 DEPT		Public Health Department		
8175 Centurylink				
05- 400- 440- 0410- 6250		LOCAL PHONE- PH	313645966	Telephone
05- 400- 440- 0410- 6250	63.20	LOCAL PHONE- ACCTING	313645966	Telephone
8175 Centurylink	74.79	2 Transactions		
10185 Centurylink Communications Inc				
05- 400- 440- 0410- 6250	25.97	LD Phone- PH	320146217	Telephone
05- 400- 440- 0410- 6250	0.60	LD Phone- ACCTING	320146217	Telephone
05- 400- 440- 0410- 6250	5.69	LD Phone- HHS	320146217	Telephone
05- 400- 440- 0410- 6250	7.31	TOLL FREE PHONE CHARGES	320295974	Telephone
10185 Centurylink Communications Inc	39.57	4 Transactions		
1457 CPS Technology Solutions, Inc				
05- 400- 440- 0410- 6300	10.56	DECEMBER MAINTENANCE	369385	Maintenance/Service Contracts
1457 CPS Technology Solutions, Inc	10.56	1 Transactions		
6097 Verizon Wireless				
05- 400- 410- 0413- 6250	46.94	SMART PHN MONTHLY CHG- WIC		Telephone
		11/02/2015 12/01/2015		
05- 400- 410- 0413- 6402	20.02	WIC MIFI AIR CARD		Computer/Technology Supplies
		11/02/2015 12/01/2015		
05- 400- 430- 0408- 6250	41.76	SMART PHN MONTHLY CHG- PH HV/FP		Telephone
		11/02/2015 12/01/2015		
05- 400- 440- 0410- 6250	7.50	SMART PHONE MONTHLY CHARGE- TB		Telephone
		11/02/2015 12/01/2015		
05- 400- 440- 0410- 6250	12.00	AGENCY DATA BUNDLY MTHLY CHARG		Telephone
		11/02/2015 12/01/2015		
6097 Verizon Wireless	128.22	5 Transactions		
400 DEPT Total:	253.14	Public Health Department	4 Vendors	12 Transactions
420 DEPT		Income Maintenance		
8175 Centurylink				
05- 420- 600- 4800- 6250	70.22	LOCAL PHONE- IM	313645966	Telephone
05- 420- 600- 4800- 6250	27.03	LOCAL PHONE- ACCTING	313645966	Telephone
05- 420- 640- 4800- 6250	49.16	LOCAL PHONE- CS	313645966	Telephone
8175 Centurylink	146.41	3 Transactions		

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5 Health & Human Services

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10185 Centurylink Communications Inc					
05-420-600-4800-6250		133.26	LD Phone- IM	320146217	Telephone
05-420-600-4800-6250		1.40	LD Phone- ACCTING	320146217	Telephone
05-420-600-4800-6250		13.29	LD Phone- HHS	320146217	Telephone
05-420-640-4800-6250		61.70	LD Phone- CS	320146217	Telephone
05-420-600-4800-6250		17.08	TOLL FREE PHONE CHARGES	320295974	Telephone
10185 Centurylink Communications Inc		226.73	5 Transactions		
1457 CPS Technology Solutions, Inc					
05-420-600-4800-6300		24.64	DECEMBER MAINTENANCE	369385	Maintenance/Service Contracts
05-420-640-4800-6300		35.20	DECEMBER MAINTENANCE	369385	Maintenance/Service Contracts
1457 CPS Technology Solutions, Inc		59.84	2 Transactions		
6097 Verizon Wireless					
05-420-600-4800-6250		17.52	SMART PHONE MONTHLY CHARGE- TB		Telephone
			11/02/2015 12/01/2015		
05-420-600-4800-6250		28.00	AGENCY DATA BUNDLY MTHLY CHARG		Telephone
			11/02/2015 12/01/2015		
05-420-640-4800-6402		26.02	CS MIFI AIR CARD		Computer Supplies
			11/02/2015 12/01/2015		
6097 Verizon Wireless		71.54	3 Transactions		
420 DEPT Total:		504.52	Income Maintenance	4 Vendors	13 Transactions
430 DEPT			Social Services		
8175 Centurylink					
05-430-700-4800-6250		38.62	LOCAL PHONE- ACCTING	313645966	Telephone
05-430-700-4800-6250		182.58	LOCAL PHONE- SS	313645966	Telephone
8175 Centurylink		221.20	2 Transactions		
10185 Centurylink Communications Inc					
05-430-700-4800-6250		196.16	LD Phone- SS	320146217	Telephone
05-430-700-4800-6250		2.00	LD Phone- ACCTING	320146217	Telephone
05-430-700-4800-6250		18.99	LD Phone- HHS	320146217	Telephone
05-430-700-4800-6250		24.40	TOLL FREE PHONE CHARGES	320295974	Telephone
10185 Centurylink Communications Inc		241.55	4 Transactions		
1457 CPS Technology Solutions, Inc					
05-430-700-4800-6300		35.20	DECEMBER MAINTENANCE	369385	Maintenance/Service Contracts

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1457 CPS Technology Solutions, Inc		35.20			
			1 Transactions		
6097 Verizon Wireless					
05- 430- 700- 4800- 6250		25.03	SMART PHONE MONTHLY CHARGE- TB		Telephone
			11/02/2015 12/01/2015		
05- 430- 700- 4800- 6250		40.00	AGENCY DATA BUNDLY MTHLY CHARG		Telephone
			11/02/2015 12/01/2015		
6097 Verizon Wireless		65.03			
			2 Transactions		
430 DEPT Total:		562.98	Social Services	4 Vendors	9 Transactions
5 Fund Total:		1,320.64	Health & Human Services		34 Transactions

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
900 DEPT		Timber Permit Bonds			
13447 Futurewood					
10-900-000-0000-2300		2,971.50	TIMBER BOND REFUND R#2185	13438	Timber Permit Bonds
13447 Futurewood		2,971.50	1 Transactions		
6079 Nistler- Kowitz Logging, Inc					
10-900-000-0000-2300		2,890.09	TIMBER BOND REFUND R#2422	13662	Timber Permit Bonds
6079 Nistler- Kowitz Logging, Inc		2,890.09	1 Transactions		
5791 Sappi					
10-900-000-0000-2300		1,339.20	TIMBER BOND REFUND R2341	13331	Timber Permit Bonds
10-900-000-0000-2300		339.40	TIMBER BOND REFUND R2191	13378	Timber Permit Bonds
10-900-000-0000-2300		1,102.11	TIMBER BOND REFUND R2424	13520	Timber Permit Bonds
5791 Sappi		2,780.71	3 Transactions		
9286 Stangler Logging					
10-900-000-0000-2300		1,155.96	TIMBER BOND REFUND R2396	13351	Timber Permit Bonds
9286 Stangler Logging		1,155.96	1 Transactions		
900 DEPT Total:		9,798.26	Timber Permit Bonds	4 Vendors	6 Transactions
921 DEPT		Co. Development			
8175 Centurylink					
10-921-000-0000-6250		7.02	LOCAL PHONE- SURVEYOR	313645966	Telephone
10-921-000-0000-6250		7.02	LOCAL PHONE- GIS	313645966	Telephone
8175 Centurylink		14.04	2 Transactions		
10185 Centurylink Communications Inc					
10-921-000-0000-6250		2.96	LD Phone- SURVEYOR	320146217	Telephone
10-921-000-0000-6250		2.08	LD Phone- GIS	320146217	Telephone
10185 Centurylink Communications Inc		5.04	2 Transactions		
13419 DigitalGlobe, Inc					
10-921-000-0000-6231		4,500.00	DIGITAL PHOTOS	20408132	Services, Labor, Contracts
			11/01/2015	10/31/2016	
13419 DigitalGlobe, Inc		4,500.00	1 Transactions		

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
921 DEPT Total:		Co. Development	3 Vendors	5 Transactions
923 DEPT		Forfeited Tax Sales		
783 Canon Financial Services, Inc 10- 923- 000- 0000- 6231	392.05	CONTRACT CHARGES- 022	15472813	Services, Labor, Contracts
783 Canon Financial Services, Inc	392.05		1 Transactions	
8175 Centurylink 10- 923- 000- 0000- 6250	56.18	LOCAL PHONE	313645966	Telephone
8175 Centurylink	56.18		1 Transactions	
10185 Centurylink Communications Inc 10- 923- 000- 0000- 6250	6.58	LD Phone	320146217	Telephone
10185 Centurylink Communications Inc	6.58		1 Transactions	
1735 Gelhar/Paul 10- 923- 000- 0000- 6820	70.89	OVERAPPRAISED REFUND	13258	Refunds & Reimbursements
1735 Gelhar/Paul	70.89		1 Transactions	
11406 Innovative Office Solutions 10- 923- 000- 0000- 6405	26.12	MARKERS	IN0988951	Office Supplies
11406 Innovative Office Solutions	26.12		1 Transactions	
6079 Nistler- Kowitz Logging, Inc 10- 923- 000- 0000- 6820	556.45	OVERAPPRAISED REFUND	13662	Refunds & Reimbursements
6079 Nistler- Kowitz Logging, Inc	556.45		1 Transactions	
11187 Regents Of The University of Minnesota 10- 923- 000- 0000- 6240	875.00	FY16 Membership Dues	0230019085	Dues
10- 923- 000- 0000- 6208	75.00	Red Pine Symposium- Gordon	0230019216	Training/Education
10- 923- 000- 0000- 6208	75.00	Red Pine Symposium- Crawford	0230019216	Training/Education
10- 923- 000- 0000- 6208	75.00	Drone Information Reg. Courtem	0230019216	Training/Education
10- 923- 000- 0000- 6208	75.00	Drone Information Reg. Parkin	0230019216	Training/Education
11187 Regents Of The University of Minnesota	1,175.00		5 Transactions	
5791 Sappi 10- 923- 000- 0000- 6820	285.83	OVERAPPRAISED REFUND	13331	Refunds & Reimbursements
10- 923- 000- 0000- 6820	586.09	OVERAPPRAISED REFUND	13378	Refunds & Reimbursements
10- 923- 000- 0000- 6820	719.29	OVERAPPRAISED REFUND	13520	Refunds & Reimbursements

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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10 Trust

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5791	Suppl		1,591.21		3 Transactions	
9286	Stangler Logging 10-923-000-0000-6820		801.12	OVERAPPRAISED REFUND	13351	Refunds & Reimbursements
9286	Stangler Logging		801.12		1 Transactions	
4711	Sunnys Citgo 10-923-000-0000-6511		39.35	fuel	26313	Gas And Oil
4711	Sunnys Citgo		39.35		1 Transactions	
86235	The Office Shop Inc 10-923-000-0000-6590		49.95	LEGAL PAPER	282025-0	Repair & Maintenance Supplies
86235	The Office Shop Inc		49.95		1 Transactions	
6128	Tire Barn 10-923-000-0000-6590		92.50	FELLING TRAILER	32803	Repair & Maintenance Supplies
6128	Tire Barn		92.50		1 Transactions	
923	DEPT Total:		4,857.40	Forfeited Tax Sales	12 Vendors	18 Transactions
926	DEPT			Law Library		
8175	Centurylink 10-926-000-0000-6250		7.02	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.02		1 Transactions	
5173	West Payment Center 10-926-000-0000-6408		654.13	Subscription Charges 10/05/2015	832908224 11/04/2015	Law Books
5173	West Payment Center		654.13		1 Transactions	
926	DEPT Total:		661.15	Law Library	2 Vendors	2 Transactions
10	Fund Total:		19,835.89	Trust		31 Transactions

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11 Forest Development

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
					Service Dates	Paid On Bhf #	On Behalf of Name
924	DEPT				Forest Resource		
	1044	Minnesota Forest Resources Partnership					
		11- 924- 000- 0000- 6360		920.35	2016 Partnership Assessment		Miscellaneous- Services
	1044	Minnesota Forest Resources Partnership		920.35	1 Transactions		
924	DEPT Total:			920.35	Forest Resource	1 Vendors	1 Transactions
925	DEPT				Reforestation		
	86336	Arrowhead Transit- Virginia					
		11- 925- 000- 0000- 6590		195.30	tour to Jacobson bus cost	ARS77126	Repair & Maintenance Supplies
	86336	Arrowhead Transit- Virginia		195.30	1 Transactions		
	13777	CROP PRODUCTION SERVICES INC					
		11- 925- 000- 0000- 6590		625.75	GARLON, BARK OIL	28639178	Repair & Maintenance Supplies
	13777	CROP PRODUCTION SERVICES INC		625.75	1 Transactions		
	13419	DigitalGlobe, Inc					
		11- 925- 000- 0000- 6231		4,500.00	DIGITAL PHOTOS	20408132	Services, Labor, Contracts
					11/01/2015	10/31/2016	
	13419	DigitalGlobe, Inc		4,500.00	1 Transactions		
	1701	Forestry Suppliers Inc					
		11- 925- 000- 0000- 6406		79.95	SPRAYER, PAINT	815701-00	Field Supplies
		11- 925- 000- 0000- 6406		25.00	NOZZLE	815701-00	Field Supplies
	1701	Forestry Suppliers Inc		104.95	2 Transactions		
	5821	Masconomo Forestry, Inc					
		11- 925- 000- 0000- 6231		900.00	Ash Regeneration Study	9/30- 10/2/	Services, Labor, Contracts
	5821	Masconomo Forestry, Inc		900.00	1 Transactions		
925	DEPT Total:			6,326.00	Reforestation	5 Vendors	6 Transactions
11	Fund Total:			7,246.35	Forest Development		7 Transactions

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19 Long Lake Conservation C

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		
85003	Aitkin County DAC 19- 521- 000- 0000- 6231		750.00	Cleaning Svc- 6 times in Octobe		Services, Labor, Contracts
85003	Aitkin County DAC		750.00	1 Transactions		
246	Brothers Fire Protection 19- 521- 000- 0000- 6231		315.00	Annual Monitoring	13920	Services, Labor, Contracts
246	Brothers Fire Protection		315.00	1 Transactions		
783	Canon Financial Services, Inc 19- 521- 000- 0000- 6231		126.47	Contract Charges- 020	15446466	Services, Labor, Contracts
783	Canon Financial Services, Inc		126.47	1 Transactions		
13225	Graphics4Gear, LLC 19- 521- 000- 0000- 6400		163.00	Earrings for commissary	SO- 022579	Commissary Items
13225	Graphics4Gear, LLC		163.00	1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea 19- 521- 000- 0000- 6254		79.82	Electric Director's Residence	27- 13- 004- 01	Utilities
	19- 521- 000- 0000- 6254		426.97	Electric Energy Center	27- 13- 005- 02	Utilities
	19- 521- 000- 0000- 6254		744.37	Electric Dining Hall	27- 13- 006- 01	Utilities
	19- 521- 000- 0000- 6254		502.20	Electric North Star Lodge	27- 13- 007- 03	Utilities
	19- 521- 000- 0000- 6254		37.21	Electric Parking Lot	27- 13- 008- 01	Utilities
3160	Mille Lacs Energy Coop- Albert Lea		1,790.57	5 Transactions		
4425	Shirts Plus 19- 521- 000- 0000- 6400		2,954.78	clothing for commissary	62147	Commissary Items
	19- 521- 000- 0000- 6400		217.50	clothing for commissary	62170	Commissary Items
4425	Shirts Plus		3,172.28	2 Transactions		
521	DEPT Total:		6,317.32	LLCC Administration	6 Vendors	11 Transactions
523	DEPT			LLCC Food		
5998	Appert's Foodservice 19- 523- 000- 0000- 6418		586.22	Groceries	511050517	Groceries- Students
	19- 523- 000- 0000- 6420		37.42	Groceries	511050517	Food Service Supplies
5998	Appert's Foodservice		623.64	2 Transactions		
5662	McGregor Dairy, Inc					

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19 Long Lake Conservation C

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5662 McGregor Dairy, Inc		Groceries	24650	Groceries- Students
		1 Transactions		
4968 Upper Lakes Foods, Inc		Groceries	607209- 00	Groceries- Students
		1 Transactions		
523 DEPT Total:		LLCC Food	3 Vendors	4 Transactions
524 DEPT		LLCC Maintenance		
621 Blakesley/Jim		Washer Repair (NSL)	14111	Repair & Maintenance Supplies
		1 Transactions		
13475 Carlson/Wendie		water softener salt	Costco	Janitorial Services/Supplies
		1 Transactions		
5005 Village Electric Motor Shop		Garn blower motor repair	17478	Repair & Maintenance Supplies
		1 Transactions		
524 DEPT Total:		LLCC Maintenance	3 Vendors	3 Transactions
19 Fund Total:		Long Lake Conservation Center		18 Transactions

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21 Parks

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT			Parks		
85003	Aitkin County DAC					
	21- 520- 000- 0000- 6231		100.00	Mow Aitkin Campground	10/1/15	Services, Labor, Contracts
	21- 520- 000- 0000- 6231		100.00	Mow SR Campground	10/1/15	Services, Labor, Contracts
85003	Aitkin County DAC		200.00			2 Transactions
13725	Beartooth True Value					
	21- 520- 000- 0000- 6590		1.99	battery clips	B2210	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		3.98	battery clips	B3350	Repair & Maintenance Supplies
13725	Beartooth True Value		5.97			2 Transactions
8175	Centurylink					
	21- 520- 000- 0000- 6250		7.02	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.02			1 Transactions
1880	Gravelle Plumbing & Heating, Inc					
	21- 520- 000- 0000- 6231		133.90	heating system annual maintena	70467	Services, Labor, Contracts
1880	Gravelle Plumbing & Heating, Inc		133.90			1 Transactions
10337	Mille Lacs Driftskippers					
	21- 520- 000- 0000- 6802		600.00	grade soo line/Jones farm Rd		Trail Grants- State
10337	Mille Lacs Driftskippers		600.00			1 Transactions
3160	Mille Lacs Energy Coop- Albert Lea					
	21- 520- 000- 0000- 6254		85.29	Electricity Berglund Park	18- 51- 106- 02	Utilities
3160	Mille Lacs Energy Coop- Albert Lea		85.29			1 Transactions
12182	Northwoods Quads					
	21- 520- 000- 0000- 6802		75.00	county pay towards toilet rent	ATV convention	Trail Grants- State
12182	Northwoods Quads		75.00			1 Transactions
520	DEPT Total:		1,107.18	Parks	7 Vendors	9 Transactions
21	Fund Total:		1,107.18	Parks		9 Transactions
	Final Total:		129,594.00	228 Vendors	401 Transactions	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	66,286.54	General Fund
	3	24,481.12	Road & Bridge
	5	1,320.64	Health & Human Services
	10	19,835.89	Trust
	11	7,246.35	Forest Development
	19	9,316.28	Long Lake Conservation Center
	21	1,107.18	Parks
All Funds		129,594.00	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: *December 8, 2015*

Title of Item: *Affidavit for Duplicate of Lost Warrant*

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: DONNA BOYER		Department: AUDITOR'S OFFICE
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Commissioner Warrant #65016 was mailed to Mille Lacs Energy on 11/06/15. The check was never received. The check has not cleared Bremer Bank as of this Agenda Request. See attached Affidavit for Duplicate of Lost Warrant.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: <i>Approve Duplicate of Lost Warrant</i>		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)
) ss. Mille Lacs Energy
)

being duly sworn, on oath says; that (s)he is the owner of a certain Commissioner Warrant

dated the 06 day of November, 2015, numbered 65016,

issued by Aitkin County to Mille Lacs Energy

in the sum of \$ 2,693.83 has been Lost in Mail in the manner
("Lost" or "Destroyed")

following, to wit:

Check Never Received

and that (s)he makes this affidavit for the purpose of having a duplicate thereof issued to him (her)

according to law; and to that end herewith files his (her) indemnifying bond, with sureties to be

approved, in the sum equal to double the amount of said Commissioner Warrant

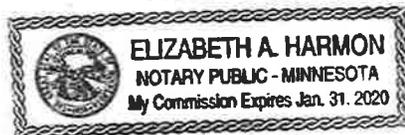
Donna G Monse

Subscribed and sworn to before me this 24 day of Nov, 2015

Elizabeth Harmon

Notary Public Aitkin County, Minnesota

My Commission Expires Jan 31 2020





Board of County Commissioners Agenda Request

2E

Agenda Item #

Requested Meeting Date: December 8th, 2015

Title of Item: LG214 Premises Permit - The Joint Bennettville MN

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: <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 Premises Permit Application - Form LG214, of the Aitkin Fire Relief Association, at The Joint Bennettville MN – Hazelton Township. This establishment has an address of 26838 US Hwy 169, Aitkin, MN 56431</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: <p>Adopt the above proposed resolution</p>		
Financial Impact: <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i></p>		



Board of County Commissioners Agenda Request

2F

Agenda Item #

Requested Meeting Date: December 8, 2015

Title of Item: On, Off & Sunday Liquor Licenses for 2016

<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: <div style="text-align: center;">Sally M. Huhta</div>		Department: <div style="text-align: center;">Auditor's</div>
Presenter (Name and Title): <div style="text-align: center;">N/A</div>		Estimated Time Needed: <div style="text-align: center;">N/A</div>
Summary of Issue: <div style="text-align: center; padding-top: 100px;">Applications for County On, Off & Sunday Liquor Licenses for 2016</div>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: <div style="text-align: center; padding-top: 40px;">Adopt Resolution to approve Liquor Licenses</div>		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner: xx

20151208-0xx

2016 Liquor License Renewals

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2016 thru December 31, 2016:

“ON”, “OFF” and “SUNDAY” Sale:

Bann’s Bar & Café Inc., d/b/a **Bann’s Bar & Café** – Shamrock Township

This establishment has an address of 18870 Goshawk St., McGregor, MN 55760

Barnacles Resort of MN Inc., d/b/a **Barnacles** – Wealthwood Township

This establishment has an address of 36569 State Hwy 18, Aitkin, MN 56431

Cuddler Enterprises Inc., d/b/a **Big Sand Bar Resort** – Workman Township

This establishment has an address of 51866 224th Place, McGregor, MN 55760

Big Sandy Lodge & Resort, Inc., d/b/a **Big Sandy Lodge & Resort** – Shamrock Township

This establishment has an address of 20534 487th Street, McGregor, MN 55760

MacDonald Ent. of Malmo Inc., d/b/a **Castaways** – Lakeside Township

This establishment has an address of 32360 215th Lane, Isle, MN 56342

Eagle Point Lounge Inc., d/b/a **Eagle Point Lounge** – Shamrock Township

This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

Forestry Station Inc., d/b/a **Forestry Station** – Ball Bluff Township

This establishment has an address of 67807 State Hwy 65, Jacobson, MN 55752

Chuhanic Inc., d/b/a **The Joint Bennettville MN** – Hazelton Township

This establishment has an address of 26838 US Highway 169, Aitkin, MN 56431

MacDonald Enterprises Inc., d/b/a **The Landing** – Aitkin Township

This establishment has an address of 170 Southgate Drive, Aitkin, MN 56431

Big Sandy Golf, Inc., d/b/a **Minnesota National Golf Course** – Workman Township

This establishment has an address of 23247 480th St., McGregor, MN 55760

D & G Marklund Inc., d/b/a **Pine Inn** – Malmo Township

This establishment has an address of 27805 State Highway 47, Aitkin, MN 56431

Red Rock Bar & Grill LLC, d/b/a **Red Rock Bar & Grill** – Shamrock Township

This establishment has an address of 49463 202nd Place, McGregor, MN 55760

“OFF” Sale:

DAM of Aitkin Lakes Inc., d/b/a **Farm Island Store** – Farm Island Township
This establishment has an address of 29037 US Highway 169, Aitkin, MN 56431

North Liquor Inc., d/b/a **Glen Store & Grill** – Malmo Township
This establishment has an address of 31993 280th St., Aitkin, MN 56431

TJ’s Liquor Inc., d/b/a **TJ’s Liquor** – Malmo Township
This establishment has an address of 22039 321st Ave., Aitkin, MN 56431

Minnewawa Partners Inc., d/b/a **Willey’s Sports Shop & Spirits** – Shamrock Township
This establishment has an address of 46026 State Highway 65, McGregor, MN 55760

“ON” & “SUNDAY” Sale:

Grill of Glen Inc., d/b/a **Glen Store & Grill** – Malmo Township
This establishment has an address of 31993 280th St., Aitkin, MN 56431

Kathryn E Eken, d/b/a **Jack’s Shack** – Rice River Township
This establishment has an address of 29954 State Highway 56, McGregor, MN 55760

“ON” Sale – CLUB:

VFW 1727, d/b/a **Roberts-Glad Post** – Aitkin Township
This establishment has an address of 36558 410th Ave., Aitkin, MN 56431

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

FIVE MEMBERS PRESENT All Members Voted 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 8th day of December 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 8th day of December A.D. 2015

KIRK PEYSAR, County Auditor
BY _____, Deputy



Board of County Commissioners Agenda Request



Requested Meeting Date: December 8, 2015

Title of Item: Renew SSTS Inspector Contract

<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* <i>*provide copy of hearing notice that was published</i>
Submitted by: Terry Neff, Environmental Services Director		Department: Environmental Services
Presenter (Name and Title): Terry Neff, Environmental Services Director		Estimated Time Needed: N/A
Summary of Issue: Martin Joyce Septic Service, LLC has been contracted to do the septic system inspections and onsite inspections for Planning and Zoning Office for the past two years. He subcontracts these inspections with Bryan Hargrave who is a Licensed SSTS Inspector with the MPCA and Soil Scientist. Martin has asked to renew the contract for 2016 at the present rate of \$350.00 per day.		
Alternatives, Options, Effects on Others/Comments: Alternative would be to contract with another company/individual or hire a full time staff person.		
Recommended Action/Motion: Recommend approving the contract between Aitkin County Environmental Services and Martin Joyce Septic Services, LLC.		
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? \$ Approximately \$ 45,500.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

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



MEMORANDUM

DATE: December 1, 2015
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director
RE: SSTS Contract Inspector

④

The present SSTS Contract Inspector, Martin Joyce has asked to renew his contract for the year 2016. In 2010 the duties were increased to include onsite inspections for zoning permits. We have received no complaints on his performance over the past year. Due to the quality of work, additional soils expertise and license with the MPCA as an Advanced Inspector, I recommend the Board approve entering into a contract with Martin Joyce for SSTS and permit inspections for the year 2016 at the current rate of \$350.00 per day (enclosed is a copy of the contract).

If you have any questions, please feel free to contact me at 218-927-7342 or by e-mail at tneff@co.aitkin.mn.us.

enclosure

c:\ctybrd\ctybrd2015

**CONTRACT FOR INDEPENDENT SUBSURFACE SEWAGE TREATMENT SYSTEM
INSPECTOR CONTRACTOR**

This contract, dated December 8, 2016 is made between the following parties:

County of Aitkin
209 2nd St NW Rm 100
Aitkin, MN 56431

And

Martin Joyce Septic Service, LLC (Independent Contractor
Located At : 27604 Co. Rd. 3, Merrifield, MN 56465)

1. **SERVICES.** Aitkin County has adopted an ordinance to provide for the proper design, location, installation, use and maintenance of subsurface sewage treatment systems (SSTS) entitled the Aitkin County Subsurface Sewage Treatment System Ordinance and as required by Minnesota Rules Chapter 7080-7083 and must enforce the provisions of the Ordinance through the services of a qualified employee or licensed SSTS Inspector. The licensed independent SSTS Inspector contractor is responsible for inspections of installations of SSTS in Aitkin County. Aitkin County under the authority of Minnesota Statutes, 103F Minnesota Regulations, Parts 6120.2500 – 6120.3900, and the planning and zoning enabling legislation in Minnesota Statutes Chapter 394, has adopted zoning ordinances to promote the health, safety and general welfare of the inhabitants by dividing the County into zones and regulating therein the uses of land and the construction of all structures.

The duties of the Independent Contractor include, but are not limited to:

- A. Obtain copies of the Aitkin County permits and related documents including an approved site evaluation and an approved design for all SSTS inspections prior to inspecting. Aitkin County will supply copies of permits and related documents.
- B. Inspect new and replacement SSTS for full compliance with "Aitkin County's Subsurface Sewage Treatment System Ordinance."
- C. Complete to the satisfaction of the Aitkin County Planning and Zoning Department all inspection forms, certificate of compliance or notice of noncompliance and submit to Aitkin County Planning and Zoning Department within five (5) days of the final inspection. This includes all soils information, verification of clean sand and any other information pertinent to the completion of the inspection form in its entirety. The independent contractor is responsible and will be held accountable for sewer inspections and all other relevant information.

D. Take and submit inspection photos, labeled clearly with inspectors name, installers name, property owners name, date and type of septic system and in sufficient quantity to document tank and drainfield area.

E. It is the responsibility of the independent contractor to have available all tools and equipment necessary to adequately complete a SSTS and site inspection(s).

F. It is the responsibility of the independent contractor to provide transportation to the job site and to service and maintain adequate automobile insurance. A copy of the automobile insurance will be provided to the County prior to any contractual work being performed.

G. Consult verbally and in written form with property owners and SSTS professionals in a positive manner.

H. The independent subsurface sewage treatment system inspector contractor will work together with the Aitkin County Planning and Zoning Department to provide thorough and fair enforcement of the Aitkin County Subsurface Sewage Treatment System Ordinance, Zoning Ordinance and Shoreland Management Ordinance. If during an inspection an item of noncompliance is not corrected the independent subsurface sewage treatment system inspector contractor shall immediately notify the Aitkin County Planning and Zoning Office and shall not authorize backfilling of the SSTS.

I. The Independent Contractor shall perform site inspections for setback distances of structures to verify compliance with permit applications and with the goals and objectives of the zoning ordinances of the Aitkin County Planning and Zoning Department.

2. **INSURANCE:**

The independent contractor is required to provide evidence that he/she carries his/her own insurance coverage's. Evidence shall be in the form of an original certificate of insurance. Faxed or photocopies will not be accepted. Aitkin County must be shown on the certificate as an additionally insured for all liability. The following minimum limits are required:

General Liability = **\$1,500,000** aggregate, **\$1,500,000** products and completed operations aggregate.

\$500,000 Personal Injury and Advertising Injury, **\$1,500,000** each occurrence.

Explosion, collapse and underground must be included.

The liability policy must be written on an occurrence basis, not claims made basis. Coverage shall also be indicated on the certificate of insurance for Automobile Liability: Bodily Injury: **\$1,500,000** each occurrence or a combined single limit of **\$1,500,000**. If the independent contractor is unable to carry these minimum underlying limits, he/she shall demonstrate proof that he/she has an umbrella policy to meet the minimum amounts and insurance.

3. **INSPECTION SCHEDULE:** The independent contractor shall be responsible for setting their own schedule and provide a copy of said schedule on a daily basis to the Planning and Zoning Department for approval.
4. **MAINTAIN LICENSURE:** The independent contractor shall secure any and all state licenses that may be required in order to perform the services as contemplated by the inspection duties assigned to him/her and shall comply with all other Federal, State and Local rules, regulations and ordinances as required of a Subsurface Sewage Treatment System Inspector under the rules by the State of Minnesota (Chapter 7080-7083). If the required State License is rendered invalid for any reason the independent contractor shall not conduct any inspections.
5. **CONFLICT OF INTEREST:** The independent contractor shall not inspect an installation if the installer is related to or an employee of the contractor. The independent contractor shall not perform compliance inspections on existing systems or site evaluations and designs during the term of the contract, unless the compliance inspection, site evaluation or design is to fulfill requirements of the contract.
6. **INDEPENDENT CONTRACTOR STATUS:** Aitkin County shall consider individuals who sign this contract as independent contractors and not employees of the County. No statement contained in this contract shall be construed so as to find Contractor to be an employee of the county. The independent contractor acknowledges that he/she shall not be construed as an employee of the County. The independent contractor will not be entitled to workers compensation in the event of his injury while performing inspection duties, shall not be entitled to unemployment compensation in the event of the termination of this contract, shall not have Federal or State income tax, FICA and FUTA withheld from the payments made hereunder, shall not receive any employer match in social security, and shall not be entitled to any County benefit package available to the County employees. The independent contractor shall hold or have applied for a Federal Employee Identification Number and shall supply to Aitkin County the Federal Employee Identification Numbers or a copy of the application. Independent Contractor acknowledges and agrees that it is his/her sole obligation to comply with the applicable provisions of all Federal and State tax laws.

7. **RELEASE AND INDEMNITY:** The independent contractor agrees to defend, indemnify, and hold Aitkin County, its employees and officials harmless from any claims rising out of an act of omission on the part of the independent contractor. In the event of any disputes or disagreements encountered by the independent contractor with property owners or contractors/installers, the Planning and Zoning staff agree to assist and confirm the work of the Independent Contractor.
8. **TERM:** The term of this contract shall be from May 9, 2016 and run until November 4, 2016. The independent contractor or the County may terminate this agreement after 30 days upon written notice of said termination. The County may terminate the agreement at any time without notice if the independent contractor fails to perform his/her duties satisfactorily or fails to demonstrate sufficient knowledge of local and state rules, regulations and ordinances or fails to exhibit a professional attitude. In the event Aitkin County terminates this contract, a written explanation of why will be provided to the contractor.
9. **COMPENSATION:** The County shall pay the independent contractor a flat fee of \$350.00 per day. This fee does not include travel time to and from the County from the contractor's place of residence or business. The County shall compensate the independent contractor on a bi-weekly basis provided that written invoices have been submitted to and accepted by the Planning and Zoning Department.
10. **ASSIGNMENT:** The independent contractor shall not assign this agreement without prior written consent of the County. This non-assignment clause shall not prohibit the independent contractor from hiring, at his/her discretion, such assistants as may be required in the fulfillment and completion of the inspections and reports as contemplated under this agreement. Any assistants shall be deemed to be employees of the independent contractor, payable by the independent contractor.
11. **NOTICES:** All notices given or sent pursuant to this contract shall be sent by United States mail, addressed to the respective party at the address as set forth in the heading of this agreement, or at such other address as the parties may designate in writing from time to time.
12. **DATA PRACTICES:** All data collected, created, received, maintained, or disseminated for any purposes by the activities of Independent Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now.
13. **RECORDS AVAILABILITY AND RETENTION:** Pursuant to Minn. Statute 16C.05, Subd. 5, the Independent Contractor agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall

have access to and the right to examine, audit, except, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Independent Contractor and involve transactions relating to the Contract.

Independent Contractor agrees to maintain these records for a period of six years from the date of termination of this Contract.

14. **SIGNATURE:** The independent contractor acknowledges by his/her signature on this document that he/she is in full agreement with the terms as imposed upon him/her by this contract, that he/she will comply with those terms and conditions, and has received a copy of this contract.

COUNTY OF AITKIN

DATE December 8, 2016 BY _____

BOARD CHAIRPERSON

DATE December 8, 2016 BY  _____

ENVIRONMENTAL SERVICES
DIRECTOR

DATE December 8, 2016 BY  _____

INDEPENDENT CONTRACTOR



Board of County Commissioners Agenda Request

2H
Agenda Item #

Requested Meeting Date: December 8, 2015

Title of Item: Placement of funds into reserves.

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" 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: Terry Neff, Environmental Services Director	Department: Environmental Services
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Presenter (Name and Title): Terry Neff, Environmental Services Director	Estimated Time Needed: N/A
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Summary of Issue:
The Environmental Services Department (Food, Beverage and Lodging program) is requesting to place the \$5,000.00 in budget item 01-390-6620 (auto/trailers,etc) into reserves for purchase of a newer vehicles in 3 to 4 years.

Alternatives, Options, Effects on Others/Comments:
Would have to budget the funds when needed in the future.

Recommended Action/Motion:
Recommend approving the placement of the funds into reserves.

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:*
 Will be placed in reserves for purchase of a newer vehicle in the future.

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



MEMORANDUM

DATE: December 1, 2015
TO: Aitkin County Board of Commissioners
Nathan Burkett, County Administrator
FROM: Terry Neff, Environmental Services Director 
RE: Request for Reserves, Department 390

I am requesting to transfer the \$5000.00 in (Environmental Health FBL) account number 01-390-6620 (Auto, Trailers, etc) and hold in reserves for purchase of a newer vehicle in the future. The current car should last another 3 to 4 years, at that time, the reserve funds will be used to purchase a newer vehicle.

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

c:\ctybrd\ctybrd2015



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: 12-08-15

Title of Item: General Fund Transfer for Great River Road Costs

<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
Presenter (Name and Title): John Welle, Aitkin County Engineer		Estimated Time Needed: 15 minutes
Summary of Issue: <p>By resolution dated May 12, 2009, \$3,000,000 of general funds were reserved for construction costs related to the three-phase completion of the Great River Road in Aitkin County.</p> <p>For the first phase of construction, \$819,919.13 was transferred by resolutions dated 12-1-2009 and 12-14-2010.</p> <p>With the second phase of construction now complete, a \$1,096,529.67 general fund transfer is requested to cover 20% of the construction cost as well as right of way acquisition and external warrant costs for this project. These costs are itemized on the attached listing. The remaining \$3,838,314 construction costs is being covered by a combination of federal grants and state aid construction funds.</p> <p>Note that the third and final phase of the Great River Road project on CSAH 21 is delayed indefinitely at this time since there is no grant money available to cover the approximately \$6 million cost of that project.</p>		
Alternatives, Options, Effects on Others/Comments: <p>Additional state-aid construction funds would be used to cover these project costs if general fund dollars are not available, which would result in further delay of other state aid projects scheduled for construction between 2016 and 2020.</p>		
Recommended Action/Motion: <p>See attached resolution.</p>		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p>		

By Commissioner: xx

20151208-0xx

General Fund Transfer for Great River Road Costs

WHEREAS, \$3,000,000 of General Funds was reserved by resolution dated May 12, 2009 for the unfunded construction costs, right of way costs, and external engineering costs on the Great River Road projects, and

WHEREAS, S.P. 01-610-22 and S.P. 01-610-25 were completed on the second phase of the Great River Road Project between US Hwy 169 and CSAH 3 during the 2015 construction season, and

WHEREAS, the total cost of right of way, external engineering and 20% of the construction bid cost on these two projects totaled \$1,096,529.67.

NOW, THEREFORE, BE IT RESOLVED, that \$1,096,529.67 is hereby authorized to be transferred from the General Fund to the Road and Bridge Fund to pay costs incurred on these projects.

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

FIVE MEMBERS PRESENT

All Members Voted 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 8th day of December 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 8th day of December A.D. 2015

KIRK PEYSAR, County Auditor

BY _____, Deputy



Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: December 8, 2015

Title of Item: Central Minnesota Community Corrections

<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: Nathan Burkett, County Administrator		Department: Administration
Presenter (Name and Title): Nathan Burkett, County Administrator		Estimated Time Needed: 10 min
Summary of Issue: <p>After meeting with the Administrators of Crow Wing and Morrison Counties, discussing with the County Attorney and Labor Attorney, I recommend that Aitkin County support Morrison County's request to waive the requirements contained in this resolution.</p> <p>Dissolving the existing joint powers agreement will be a cleaner method to ensure clear division of assets and liabilities of CMCC and limiting each county's exposure to potential issues going forward. Waiving these requirements will save all parties time and assist us to move forward quickly to set up appropriate structures</p> <p>This resolution ONLY waives the time requirement, and the requirement to hold a special meeting in the joint powers agreement. It does not agree to any terms of dissolution, or guarantee dissolution.</p> <p>I would also like to request that the Board confirm the formation of an informal advisory committee related to Corrections in Aitkin County. I recommend that we include Judge Solien (or designee), Sheriff Turner (or designee), County Attorney Ratz (or designee) and HHS Director Burke (or designee), CMCC Associate Director Liz DeRuyck as well as two commissioners - Commissioner Westerlund and Wedel have served on the CMCC Executive Committee and I would recommend them.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Pass resolution Consensus on Corrections Workgroup		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner: xx

20151208-0xx

Central Minnesota Community Corrections, Waiver of Certain Joint Powers Agreement Provisions

WHEREAS, On December 1, 2015 the Morrison County Board of Commissioners passed a resolution requesting that the Central Minnesota Community Corrections Joint Powers Board consider dissolution of Central Minnesota Community Corrections; and

WHEREAS, Article 10 of the Central Minnesota Community Corrections Joint Powers Agreement requires that a 30 day written notice must be provided to member counties before a resolution to dissolve may be considered by the Joint Powers Board and that a special meeting must be held for the purpose of considering a resolution to dissolve; and

WHEREAS, Morrison County has requested that Crow Wing and Aitkin County waive these provisions of the Joint Powers Agreement so that a resolution to dissolve Central Minnesota Community Corrections may be considered at the December 16, 2015 regular Joint Powers Board meeting.

BE IT RESOLVED, in accordance with the request of Morrison County, the Aitkin County Board of Commissioners agrees to waive the requirement for 30 days' notice and the requirement to hold a special meeting as called for in Article 10 of the Central Minnesota Community Corrections Joint Powers Agreement, Article 10.

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

FIVE MEMBERS PRESENT

All Members Voted 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 8th day of December 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 8th day of December A.D. 2015

KIRK PEYSAR, County Auditor
BY _____, Deputy



Morrison County will provide cost effective, high quality services to county residents in a friendly and respectful manner.

County Administrator

Deb Gruber

Government Center

213 S.E. 1st Avenue

Little Falls, Minnesota 56345-3196

320-632-0293

Toll Free: 1-866-401-1111

Fax: 320-632-0294

Email: debgr@co.morrison.mn.us

December 2, 2015

Nathan Burkett, Aitkin County Administrator
J. Mark Wedel, Aitkin County Board Chair
Aitkin County Administration
217 2nd Street NW, Rm 134
Aitkin, MN 56431

Dear Administrator Burkett and Chair Wedel:

Enclosed please find a certified copy of a resolution adopted by the Morrison County Board of Commissioners on December 1, 2015. The resolution is to petition the Central Minnesota Community Corrections Joint Powers Board to terminate the Agreement. Morrison County wishes to execute parameters identified in article 10 of the Joint Powers Agreement to terminate Central Minnesota Community Corrections.

Morrison County agrees to waive the 30-day written notice and the Joint Powers Board meeting held solely for the purpose of deciding the termination petition and respectfully requests Crow Wing County and Aitkin County to do the same. The enclosed resolution is to be presented at a scheduled Joint Powers Board meeting, December 16, 2015, 10:00 a.m. at the Police Department in Brainerd, MN.

Throughout the years, it has been a pleasure working with you in a joint Community Corrections Organization. Through careful consideration, we feel this is the best course of action. We wish you well in your future endeavors. If there are any questions or concerns, please feel free to contact me.

Sincerely,

Deb Gruber
County Administrator

cc. Nicole Kern, Central Minnesota Community Corrections
Timothy J. Houle, Crow Wing County Administrator
Paul Koering, Crow Wing County Board Chair

Enclosure: Resolution

Resolution #2015- 069
 To Petition the Central Minnesota Community Corrections
 Joint Powers Board to Terminate the Agreement

WHEREAS, Crow Wing and Morrison Counties established a joint Community Corrections Agency in 1974, and Aitkin County entered into this agency by a formal Joint Powers Agreement on January 1, 1992 to form Central Minnesota Community Corrections (hereinafter collectively referred to as CMCC); and

WHEREAS, the Joint Powers Agreement governing CMCC is intended to encompass the counties of Crow Wing, Morrison and Aitkin; and

WHEREAS, on November 10, 2015 Crow Wing County adopted a resolution to withdraw from CMCC and integrate probation service delivery with Community Services; and

WHEREAS, the notice provided by Crow Wing County to Aitkin and Morrison Counties indicates an effective date of withdraw to be July 1, 2016; and

WHEREAS, article 10 of the Joint Powers Agreement identifies it may be terminated by written agreement of two thirds of all participating counties and identifies that the 30 day written notice must be provided to the participating counties and the Joint Powers Board must hold a special meeting for the sole purpose of deciding on the terminating position; and

WHEREAS, CMCC Joint Powers Board has a meeting scheduled on December 16, 2015; and

NOW THEREFORE BE IT RESOLVED, that Morrison County has weighed the current options and wishes to execute parameters identified in article 10 and petition to the Joint Powers Board to terminate CMCC; and

BE IT FURTHER RESOLVED, that Morrison County agrees to waive the 30 day written notice and the Joint Powers Board meeting held solely for the purpose of deciding the termination petition and respectfully requests Crow Wing County and Aitkin County to do the same; and

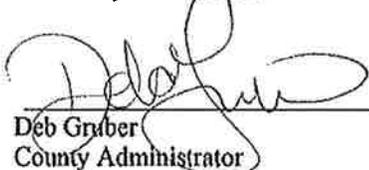
BE IT FURTHER RESOLVED, Morrison County Clerk to the County Board is hereby directed and authorized to send this resolution to CMCC to consider termination of the agreement and dissolution of CMCC at the December 16, 2015 CMCC Joint Powers Board meeting.

STATE OF MINNESOTA }
 COUNTY OF MORRISON }

I, Deb Gruber, County Administrator, Morrison County, Minnesota hereby certify that I have compared the foregoing copy of the resolution of the County Board of said County with the original record thereof on file in the Administration Office of Morrison County in Little Falls, Minnesota as stated in the minutes of the proceedings of said board at a meeting duly held on this 1st day of December 2015, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Commissioner	Yes	No	Abs	Mot	2nd
Jelinski	✓				
Johnson	✓			✓	
Winscher	✓				
Wilson	✓				✓
Maurer	✓				

Witness by hand and seal this 1st day of December 2015.



 Deb Gruber
 County Administrator



Aitkin County Board of Commissioners Agenda Request Form

5

Agenda Item #

Requested Meeting Date: December 8, 2015

Title of Item: Committee Reports

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested by: County Business		
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/Technology	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 Monday	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 Fisheries Input Group			Westerlund
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/Insurance	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

AITKIN COUNTY
Budget Hearing Meeting Agenda
December 8, 2015
6:05 p.m. in the County Boardroom

1. **J. Mark Wedel, County Board Chair**
 - A) **Call to Order**
 - B) **Pledge of Allegiance**
 - C) **Board of Commissioners Meeting Procedure**
 - D) **Introductions**
 - E) **Budget Comments**

2. **Nathan Burkett, County Administrator**
 - A) **Aitkin County Budget Hearing for Year Payable 2016**

3. **Questions, Comments by Taxpayers**
 - A) **Each Taxpayer has 5 minutes**

4. **J. Mark Wedel, County Board Chair**
 - A) **Adjourn**

Adopt final property tax levy on December 22, 2015

The purpose of this meeting is to present the 2016 proposed County budget and 2016 proposed property tax levy. Changes in valuation and classification are NOT part of this presentation.