

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS JANUARY 6, 2015 – BOARD AGENDA**

- 9:00 1) **J. Mark Wedel, County Board Chairperson**
- A) **Call to Order**
  - B) **Pledge of Allegiance**
  - C) **Board of Commissioners Meeting Procedure**
  - D) **Approval of Agenda**
  - 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 five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File December 23, 2014 – January 5, 2015**
  - B) **Approve 12/23/14 County Board Minutes**
- 9:05 **ADJOURN (2014 BOARD) – Administer Oath of Office, Judge Solien**
- 1. **District 1 Commissioner J. Mark Wedel**
  - 2. **District 3 Commissioner Donald Niemi**
  - 3. **District 5 Commissioner Anne Marcotte**
  - 4. **County Attorney Jim Ratz**
  - 5. **Sheriff Scott Turner**
  - 6. **Auditor Kirk Peysar**
  - 7. **Treasurer Lori Grams**
  - 8. **Recorder Mick Moriarty**
- 9:15 3) **Nathan Burkett, County Administrator**
- A) **Call to Order 2015 Board Meeting**
- 4) **2015 County Board Nominations**
- A) **Nominations for Chairperson & Vice Chairperson**
- 9:25 5) **Consent Agenda**
- A) **Reaffirm Annual Code of Ethics**
  - B) **Reaffirm Travel Policy**
  - C) **Approve Commissioner Warrants**
  - D) **Approve Auditor Warrants – Period 3 RE Tax Overpays**
  - E) **Accept \$1,073.45 Donation to Sobriety Court from Brainerd Community Action**
  - F) **Approve New Truck Purchase – Land Dept.**
  - G) **Approve New ATV Purchase – Land Dept.**
  - H) **Approve New Vehicle Purchase – Sheriff's Office**
  - I) **Information Only – Jacobson Shop Building**

- 9:30 6) John Welle, County Engineer**  
**A) Discussion – MAP-21 Grant Application**
- 9:45 7) Nathan Burkett, County Administrator**  
**A) Set 2015 Board Meeting Schedule**  
**B) Adopt Resolution – 2015 Official County Newspaper**  
**C) Adopt Resolution – 2015 Aitkin County Board of Commissioners Rules of Business & Meeting Procedures**  
**D) Adopt Resolutions (2) – Committee Appointments – Commissioners**
- 10:00 8) Kirk Peysar, County Auditor**  
**A) Discussion - EverStar Partial Ditch Abandonment**
- 10:30 9) Committee Updates**
- 11:15 Break**
- 11:30 10) Nathan Burkett, County Administrator**  
**A) Closed Meeting Under MN Statute 13D.05 Subd. 3 (a) Annual Performance Evaluation of County Administrator**
- 12:30 11) Adjourn**

# AITKIN COUNTY BOARD

December 23, 2014

The Aitkin County Board of Commissioners met this 23rd day of December, 2014 at 9:02 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 Niemi and carried, all members voting yes to approve the December 23, 2014 amended agenda. Item 11A, Closed Meeting Under MN Statute 13D.05 Subd. 3 (a) for Annual Performance Evaluation of County Administrator was postponed until January 2015.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: December 9, 2014 – December 22, 2014; B) Approve County Board Minutes: December 9, 2014; C) Approve December 9, 2014 Budget Hearing Minutes; D) Approve Commissioner Warrants: General Fund \$108,182.41, Road & Bridge \$46,312.84, Special Revenue \$1,033.49, Health & Human Services \$70.08, Debt Services \$343,375.00, State \$696.43, Trust \$12,597.47, Forest Development \$8,855.03, Agency \$19,348.92, Long Lake Conservation Center \$4,328.53, Parks \$2,348.94 for a total of \$547,149.14; E) Approve Auditor Warrants – November Sales & Uses Tax: General Fund \$359.89, Road & Bridge \$1,592.93, State \$6,356.00, Trust \$8.36, Forest Development \$-0.36, Long Lake Conservation Center \$36.43, Parks \$35.38 for a total of \$8,388.63; F) Authorize County Administrator to Approve Miscellaneous Year-End Matters; G) Adopt Resolution – 2015 Liquor License Renewals; H) Approve Affidavit for Duplicate of Lost Municipal Order or Warrant: Shirley Ford - Warrant #42123 for \$4.54, and William Winsor - Warrant #42539 for \$4.88 – Treasurer's Office; I) Approve Request to Fill Forest Advisory Committee Openings; J) Accept \$75 Donation to STS from Karen Bundrock; K) Adopt Resolution – Repurchase of Tax Forfeited Land – Steve Smidt; L) Accept \$100 Donation to Loki and Aitkin County K-9 Program from Granite Electronics; M) Approve Deferred Monies to January 2015 – IT Dept.; N) Accept \$100 Donation to Veterans Service Office from Gordon and Marilyn Ellingbo to be used to help a veteran this Christmas; O) Adopt Resolution – Transfer General Funds to Debt Service Funds

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to adopt resolution – 2015 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, 2015 thru December 31, 2015:

**“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

Big Sandy Lodge & Resort, Inc., d/b/a **Big Sandy Lodge & Resort** – Shamrock Township  
This establishment has an address of 20534 487<sup>th</sup> Street, McGregor, MN 55760

MacDonald Ent. of Malmo Inc., d/b/a **Castaways** – Lakeside Township  
This establishment has an address of 32360 215<sup>th</sup> Lane, Isle, MN 56342

**CALL TO ORDER**

**APPROVED  
AGENDA**

**CONSENT  
AGENDA**

**RESOLUTION  
122314-073  
2015 LIQUOR  
LICENSE  
RENEWALS**

Corner Club LLC, d/b/a **Corner Club** – Macville Township

This Establishment has an address of 60967 Highway 169, Hill City, MN 55748

Denny's Lakeview Inn LLC, d/b/a **Denny's Lakeview Inn** – Glen Township

This establishment has an address of 33592 300<sup>th</sup> Place, Aitkin, MN 56431

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

Hillcrest Resort McGregor LLC, d/b/a **Hillcrest Resort** – Shamrock Township

**This establishment has an address of 20612 498<sup>th</sup> Lane, McGregor, MN 55760**

RIPS HLI Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township

**This establishment has an address of 48493 Lily Avenue, McGregor, MN 55760**

Pepera Properties Inc., d/b/a **Jackson's Hole** – Salo Township

This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760

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

This establishment has an address of 23247 480<sup>th</sup> St., McGregor, MN 55760

Phil's Myr Mar Marina Inc., d/b/a **Phil's Myr Mar Marina** – Hazelton Township

This establishment has an address of 44033 Conifer St., Aitkin, MN 56431

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

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

Stacey's Prairie River Retreat Inc., d/b/a **Stacey's Prairie River Retreat** – Shamrock Township

This establishment has an address of 51272 Lake Ave., McGregor, MN 55760

Jacque Saari, d/b/a **Whispering Pines** – Shamrock Township

This establishment has an address of 16469 Goshawk Street, McGregor, MN 55760

**“ON” and “SUNDAY” Sale:**

Grill of Glen Inc., d/b/a **Glen Store & Grill** – Malmo Township

This establishment has an address of 31993 280<sup>th</sup> 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

**“OFF” Sale:**

North Liquor Inc., d/b/a **Glen Store & Grill** – Malmo Township

This establishment has an address of 31993 280<sup>th</sup> St., Aitkin, MN 56431

Gerald F. Olson, d/b/a **Olson's Mississippi Landing** – Ball Bluff Township  
This establishment has an address of 68298 St. Hwy. 65, Jacobson, MN 55752

**"ON" Sale – WINE:**

Kulifaj Resorts Inc., d/b/a **The Red Door Resort** – Wealthwood Township  
This establishment has an address of 38421 State Highway 18, Aitkin, MN

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to reappoint the following members to the Forest Advisory Committee: John LaHoud, District 4 Representative; William Neary, District 5 Representative; Kevin Insley, At Large Representative; and Galen Tveit, Professional Representative. Terms are for four years beginning January 2015 and ending December 31, 2018.

**FOREST  
ADVISORY  
COMMITTEE**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to adopt resolution – Repurchase of Tax Forfeited Property – Steve Smidt:

**WHEREAS**, Steve Smidt, former owner of PO Box 113 Hill City, Mn. 55748 has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel... of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Aitkin, Minnesota, and described as follows, to-wit:

**RESOLUTION  
122314-074  
REPURCHASE OF  
TAX FORFEITED  
PROPERTY –  
STEVE SMIDT**

Buck's Addition to Hill City - Lots Four (4) Five (5) and Six (6) Block Twelve (12); and

**WHEREAS**, said applicant has set forth in his application that

- a) hardship and injustice has resulted because of forfeiture of said land, for the following reasons: to-wit:  
I am waiting for the payoff of the sale of a property in Anoka County which is soon to be settled. I have been waiting for payment for two years. The buyer is waiting for an inheritance from an aunt's estate.
- b) that the repurchase of said land by me will promote and best serve the public interest, because:  
I intend to keep the taxes current in the future. My business is in good rapport for the last fourteen years; and

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

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

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve using 2014 budgeted monies for January 2015 billing for purchase of two Dell EqualLogic PS4210E high capacity storage units, and to approve maintaining reserves of \$12,998.59 for networking equipment and \$5500.00 for staff training.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to adopt resolution – Transfer General Funds to Debt Service Funds:

**BE IT RESOLVED**, to authorize the transfer of \$163,266.12 from the General Fund (01) to the Debt Service Fund (06) to complete the scheduled principal and interest payments on the 2005A General Obligation Jail Refunding Bonds.

**BE IT FURTHER RESOLVED**, to assign any delinquent property tax collections to the General Fund (01).

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
December 23, 2014**

**I. Attendance**

The Aitkin County Board of Commissioners met this 23rd day of December, 2014, at 9:05 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Anne Marcotte, Brian Napstad, Don Niemi, and Laurie Westerlund; and others present included: County Administrator Nathan Burkett; H&HS Director Tom Burke; H&HS Staff Members Erin Melz, Public Health Supervisor; Kathy Ryan, Fiscal Supervisor; and guests; Brenda Butterfield, AFSCME Rep.; Adam Hoogenakker, Aitkin Independent Age; Roberta Elvecrog, and Bob Harwarth, citizens.

**II. Approval of Health & Human Services Board Agenda**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the Agenda as mailed/posted.

**III. Review November 25, 2014 Health & Human Service Board Minutes**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve the Minutes as mailed/posted.

**IV. Review Bills**

Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried; the vote was to approve the Bills as presented this date.

**V. General/Miscellaneous Information**

A. Approve appointment of new applicants to the Health & Human Services Advisory Committee as follows:

1. Marlene Abear – Aitkin – Comm. Dist. #1
2. Diane Eastman – Nordland Twp. – Comm. Dist. #2 - AFSCME
3. Roberta Elvecrog – Glen Twp. – Comm. Dist. #3
4. Amanda Voller – Farm Island Twp. – Comm. Dist. #2

**DEFERRED  
MONIES TO  
JANUARY 2015 –  
IT DEPARTMENT**

**RESOLUTION  
122314-075  
TRANSFER  
GENERAL FUNDS  
TO DEBT  
SERVICE**

**HEALTH &  
HUMAN  
SERVICES  
BOARD**

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried; the vote was to approve the appointment of new applicants to the Health & Human Services

Advisory Committee as follows:

1. Marlene Abear – Aitkin – Comm. Dist. #1
2. Diane Eastman – Nordland Twp. – Comm. Dist. #2 - AFSCME
3. Roberta Elvecrog – Glen Twp. – Comm. Dist. #3
4. Amanda Voller – Farm Island Twp. – Comm. Dist. #2

B. Approve re-appointment of Health & Human Services Advisory Committee Members as follows:

1. Kameron Genz – Central MN Community Corrections
2. Robert Marcum – Lawler – Comm. Dist. #3
3. Beverly Mensing – McGrath - Comm. Dist. #3
4. Jessica Seibert – Nordland Twp. – Comm. Dist. #2
5. Katie Nelson – Shamrock Twp. – Comm. Dist. #4

Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried; the vote was to approve the re-appointment of Health & Human Services Advisory Committee Members as follows:

1. Kameron Genz – Central MN Community Corrections
2. Robert Marcum – Lawler – Comm. Dist. #3
3. Beverly Mensing – McGrath - Comm. Dist. #3
4. Jessica Seibert – Nordland Twp. – Comm. Dist. #2
5. Katie Nelson – Shamrock Twp. – Comm. Dist. #4

**VI. FYI**

- A. JIC (Joint Interagency Committee) Chair Appointment – Kathy Ryan  
Co-Chair Appointment to CMHS Sub-Committee – Kathy Ryan
- B. 2015 H&HS Board Meeting Dates – Julie Lueck – No formal action taken.
- C. Child Protection – Governor’s Task Force – Tom Burke
- D. 2015 Legislative Initiatives (MACSSA) – Tom Burke

**VII. Administrative Reports:**

- A. Financial & Transportation Reports – Kathy Ryan

**VIII. Joint Powers Board Reports:**

- A. Tri-County Community Health Services Board (CHS) –  
Commissioner Westerlund / Tom Burke –Dec. 11, 2014 Meeting Minutes.

**IX. Committee Reports from Commissioners**

All committee updates will be discussed during the January H&HS Board meeting

**Next Meeting – January 27, 2015**

Dale Lueck, State Representative-Elect discussed legislative issues with the Board.

**LEGISLATIVE UPDATE**

Break: 10:24 a.m. to 10:39 a.m.

**BREAK**

Kirk Peysar, County Auditor continued the September 9, 2014 Public Hearing for Petition for Partial Abandonment of a Drainage System (County Ditch 24) located in Sections 7, 8, and 18 of Spencer Township (T47N, R26W) and Sections 12 and 13 of Aitkin Township

**CONTINUATION OF PUBLIC**

(T47N, R27W) Aitkin County, MN. EverStar, LLC submitted this petition for ditch abandonment pursuant to Minnesota Statute 103E.806. John Kolb, Legal Counsel for EverStar, LLC spoke to the Board and offered further information supporting the petition. Doug Green, American Peat Technology, withdrew American Peat Technology's opposition as the company's concern has been alleviated. The Public Hearing is hereby officially closed. Public comment on the EverStar ditch abandonment petition will close at 4:30 p.m. on January 5<sup>th</sup>. The County Board will discuss the issue at the January 6<sup>th</sup> Board meeting, and will set the date for deliberations and possible decision at that time.

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adopt resolution – Aitkin County Multi-Hazard Mitigation Plan (2014):

**WHEREAS**, the Federal Emergency Management Agency (FEMA) has made reducing hazards one of their primary goals; and

**WHEREAS**, hazard mitigation planning and the subsequent implementation of resulting projects, measures, and policies is a primary mechanism in achieving FEMA's goal.

**THEREFORE, BE IT RESOLVED** that the Aitkin County Board of Commissioners does hereby adopt the Aitkin County Multi-Hazard Mitigation Plan (2014). A copy of this plan is on file and open for inspection in the Aitkin County Sheriff's Office.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to follow staff recommendations and reappoint Ed Spiel, District 2 Representative; and Jeremy Paquette, District 4 Representative to the Board of Adjustment Committee. Terms are for three years, beginning January 2015 and ending December 31, 2017.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to appoint Mike Hagen, District 2 Representative and Dennise Sonne, District 3 Representative to the Planning Commission. Appointments are three year terms, beginning January 2015 and ending December 31, 2017.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, (4-0-1 Napstad abstained) to adopt resolution : 2015 Liquor License Renewal – Fisherman's Bay:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2015 thru December 31, 2015:

"ON", "OFF" and "SUNDAY" Sale:

N5 Corporation, d/b/a **Fisherman's Bay** – Workman Township  
 This establishment has an address of 50933 State Highway 65, McGregor, MN 55760

**HEARING FOR PETITION FOR PARTIAL ABANDONMENT OF A DRAINAGE SYSTEM - EVERSTAR**

**RESOLUTION 122314-076 AITKIN COUNTY MULTI-HAZARD MITIGATION PLAN (2014)**

**BOARD OF ADJUSTMENT COMMITTEE APPOINTMENTS**

**PLANNING COMMISSION COMMITTEE APPOINTMENTS**

**RESOLUTION 122314-077 2015 LIQUOR LICENSE RENEWAL – FISHERMAN'S BAY**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt the updated Non-union Compensation Guidelines as presented, effective January 1, 2015.

**NON-UNION  
COMPENSATION  
GUIDELINES**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2015 Levy:

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2015 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$5,602,964
Road and Bridge Fund	\$2,403,738
Health & Human Services Fund	\$2,101,360
Debt Service Jail Bond	\$0
Operation or Maintenance Costs of a County Jail	\$1,891,838
<b>Total:</b>	<b>\$11,999,900</b>

**RESOLUTION  
122314-078  
2015 LEVY**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to adopt resolution – 2015 Budgets:

**BE IT RESOLVED**, that the following 2015 budgets be set for the leviable funds of Aitkin County:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$11,663,628	\$255,000	\$11,918,628
Road and Bridge	\$9,742,622	\$3,995,539	\$13,738,161
Health & Human Service	\$5,771,551	\$400,000	\$6,171,551
Debt Service	\$0	\$343,375	\$343,375
Parks	\$590,225	(\$69,743)	\$520,482
<b>Total:</b>	<b>\$27,768,026</b>	<b>\$4,924,171</b>	<b>\$32,692,197</b>

**RESOLUTION  
122314-079  
2015 BUDGETS**

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – 2014 Ditch Fund Budgets:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2014:

**RESOLUTION  
122314-080  
2014 DITCH FUND  
BUDGETS**

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$4		\$0
Co Ditch 5	7-353	\$0		\$0
Co Ditch 21	7-365	\$0		\$0
Co Ditch 24	7-351	\$0		\$285
Co Ditch 28	7-356	\$0		\$270
Co Ditch 30	7-352	\$10		\$0
Co Ditch 34	7-357	\$0		\$270
Co Ditch 36	7-358	\$0		\$0
Co Ditch 37	7-359	\$0		\$0
St Ditch 63	7-362	\$1005		\$0
St Ditch 66	7-363	\$0		\$0
Co Ditch 2	7-367	\$0		\$285
Diversion Channel	7-373	\$0		\$0
Co Ditch 23	7-354	\$0		\$90
Co Ditch 25	7-355	\$0		\$0
Co Ditch 42	7-360	\$0		\$0
Co Ditch 58	7-361	\$0		\$0
Co Ditch 20	7-364	\$0		\$0
Co Ditch 43	7-366	\$0		\$0
Co Ditch 29	7-371	\$0		\$185
Co Ditch 38	7-	\$0		\$0

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to adopt resolution – 2015 Unorganized Township Budgets:

**BE IT RESOLVED**, that the following 2015 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$41,000		\$41,000
Unorganized Fire Fund	\$29,450		\$29,450
Unorganized Cemetery	\$2,700		\$2,700

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adopt resolution – 2015 Non-Levy Budgets:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2015:

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$250,000	\$63,110	\$313,110
Cons. For Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,455,000	\$10,365	\$1,465,365
Forest Resource	\$142,500	\$57,957	\$200,457
Reforestation	\$207,838	\$44,429	\$252,267

**RESOLUTION  
122314-081  
UNORGANIZED  
TOWNSHIP  
BUDGETS**

**RESOLUTION  
122314-082  
2015 NON-LEVY  
BUDGETS**

# AITKIN COUNTY BOARD

December 23, 2014

Memorial Forest	\$94,575	\$39,707	\$134,282
Forest Road	\$37,000	\$9,963	\$46,963
Gravel Pit	\$3,000		\$0
Missing Heirs	\$0		\$0
MCIT	\$5,000		\$5,000
Collaborative Grant	\$70,800	\$17,050	\$87,850
Environmental Trust	\$10,000		\$10,000
LLCC	\$687,810	\$23,927	\$711,737

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – 2015 East Central Library/Levy Budget:

**BE IT RESOLVED**, that the amount of \$231,602 be budgeted and levied for the year 2015 for the East Central Regional Library.

**RESOLUTION  
122314-083  
2015 ECRL LEVY**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to adopt resolution – 2015 Boat & Water Safety Budget:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners approves the 2015 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$83,346 for a term January 1, 2015 to December 31, 2015.

**RESOLUTION  
122314-084  
2015 BOAT &  
WATER SAFETY  
BUDGET**

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$250		
Boat & Water Grant	\$18,750		
<b>Totals:</b>	<b>\$19,000</b>	<b>\$64,346</b>	<b>\$83,346</b>

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2015 Appropriations to ASCS and Snake River Watershed:

**BE IT RESOLVED**, that the budget and appropriation in the amount of \$138,045 be set for 2015 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$40,011 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

**RESOLUTION  
122314-085  
2015  
APPROPRIATIONS  
TO ASCS &  
SNAKE RIVER  
WATERSHED**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Unorganized Road & Bridge Transfers:

**BE IT RESOLVED**, that the County Auditor is hereby ordered to transfer the following

**RESOLUTION**

sums of money from the Unorganized Road and Bridge account to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the Unorganized Townships as given below. Purpose of this claim is to cover the expense of snowplowing and repairing of road in the Unorganized Townships with county equipment.

Unorg Township

52-22	\$3,051.50
45-24	\$3,360.00
47-24	\$13,489.93
52-24	\$8,027.50
50-25	\$5,942.80
52-25	\$3,190.51
50-26	\$3,433.25
48-27	\$6,974.05
49-27	\$10,833.46
50-27	\$383.75
51-27	\$1,290.00
52-27	\$5,736.25

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – County Ditch & County Development Transfers:

**BE IT RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the ditch accounts to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the ditch as given below. Purpose of this claim is to cover the expense of Assessment and Maintenance of ditches.

County Ditch 29	\$185.00
County Ditch 34	\$270.00
County Ditch 63	\$2517.78

**BE IT FURTHER RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the County Development Fund to the County Road and Bridge Fund to cover maintenance of the following County Ditches:

County Ditch 13	\$407.34
County Ditch 2	\$285.00
County Ditch 23	\$90.00
County Ditch 24	\$285.00
County Ditch 28	\$270.00

The Board reported on the following: Enbridge Public Meeting in McGregor, MHB, EQB, Wetland Legislation, JCNRB, MRCC, ARDC, ECRL, MCIT, Economic Development, HHS Advisory, Forest Advisory, ACA, DAC, CMCC, AIS, Sobriety Court, Entrance Meeting for 2014 State Audit, TZD.

**122314-086  
UNORGANIZED  
ROAD & BRIDGE  
TRANSFERS**

**RESOLUTION  
122314-087  
COUNTY DITCH &  
COUNTY  
DEVELOPMENT  
TRANSFERS**

**BOARD  
DISCUSSION**

Commissioner Niemi left at 12:38 p.m.

Adam Hoogenakker, Editor from Aitkin Independent Age introduced himself to the Board.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried (4-0 Niemi absent), all members voting yes to adjourn the meeting at 12:51 p.m. until Tuesday, January 6, 2015 at 9:00 a.m.

**NIEMI LEFT**

**AITKIN  
INDEPENDENT  
AGE**

**ADJOURN**

\_\_\_\_\_  
J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

\_\_\_\_\_  
Nathan Burkett, County Administrator



# Board of County Commissioners Agenda Request

4A

Agenda Item #

**Requested Meeting Date:** January 6, 2015

**Title of Item:** Elect Chair & Vice Chair

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Nathan Burkett		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  1 MINNESOTA STATUTES 2014 375.13 Copyright © 2014 by the Revisor of Statutes, State of Minnesota. All Rights Reserved. 375.13 CHAIR. The county board, at its first session in each year, shall elect from its members a chair and a vice-chair. The chair shall preside at its meetings and sign all documents requiring signature on its behalf. The chair's signature, attested by the clerk of the county board, shall be binding as the signature of the board. In case of the absence or incapacity of the chair, the vice-chair shall perform the chair's duties. If the chair or vice-chair are absent from any meeting, all documents requiring the signature of the board shall be signed by a majority of it and attested by the clerk. History: (663) RL s 429; 1937 c 165 s 1; 1978 c 743 s 15; 1982 c 435 s 2; 1984 c 629 s 2; 1986 c 44		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Elect Chair, and Elect Vice-Chair		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request

## 5A

Agenda Item #

**Requested Meeting Date:** 1/06/2015

**Title of Item:** Reaffirm Annual Code of Ethics Policy

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> <i>Bobbie Danielson</i> Bobbie Danielson		<b>Department:</b> Human Resources Dept.
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> n/a, consent agenda
<b>Summary of Issue:</b>  <p>The Aitkin County Code of Ethics policy is attached for your review. Department Heads are required by policy to sign an annual confirmation that they have received, read and understood the policy and that they are not aware of any violations of such policy. Commissioners are also requested to reaffirm the Code of Ethics policy and sign an annual confirmation.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b> <p>N/A - ensures all parties are aware of the Code of Ethics and requires them to state if they are aware of any violations of the policy.</p>		
<b>Recommended Action/Motion:</b> <p>Motion to reaffirm the Aitkin County Code of Ethics policy and authorize all Commissioners to sign indicating they have received, read, understand, and agree to abide by the policy. (Sue Bingham has the original copy for your signature.)</p>		
<b>Financial Impact:</b> <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? \$ n/a</p> <p>Is this budgeted?      <input type="checkbox"/> Yes      <input type="checkbox"/> No      <i>Please Explain:</i></p> <p>n/a (File note for staff: The original signed copy will go to the HR department and a copy will be enclosed in the board packet and given to the Auditor's office.)</p>		

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

# ARTICLE 8 ORGANIZATION STANDARDS AND RULES

## SUBJECT: 8.1 CODE OF ETHICS

---

Effective: 11/28/00 Board reaffirmed 1/07/2014

**PURPOSE:** To define conflict of interest to Aitkin County employees.

### CODE OF ETHICS FOR AITKIN COUNTY EMPLOYEES

(Conflict of Interest)

#### A. **DEFINITIONS:**

For the purpose of this policy the following definitions shall apply:

Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity that engages either in nonprofit or profit making activities.

Confidential information means any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.

Private interest means any interest, including but not limited to a financial interest, which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.

Immediate family means spouse, child, parent, grandparent and spouse of such persons.

Employee shall include elected officials and all County employees, including department heads.

#### B. **ACCEPTANCE OF GIFTS OR FAVORS:**

Employees of the County of Aitkin in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the County, for any activity related to the duties of the employee unless otherwise provided by law. The provisions of Minn.Stat. §471.87 and the exceptions set forth in Minn. Stat. . §471.88 shall apply. The acceptance of any of the following shall not be in violation of this section:

- Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause;
- Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time for which they are not compensated by the County of Aitkin.

**C. USE OF CONFIDENTIAL INFORMATION:**

An employee of the County of Aitkin shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

**D. USE OF PROPERTY:**

An employee shall not use or allow the use of County time, supplies, or County owned or leased property and equipment for the employee's private interest or any other use not in the interest of the County, except as provided by law and/or the County's Information Systems' Policy.

**E. CONFLICTS OF INTEREST:**

**Subdivision 1.**

The following actions by an employee of the County of Aitkin shall be deemed a conflict of interest and subject to disciplinary action as appropriate:

1. Use or attempted use of the employee's official position to secure benefits, privileges, exceptions or advantages for the employee or the employee's immediate family or an organization with which the employee is associated, which are different from those available to the public; or
2. Acceptance of other employment, engagement in private business or in the conduct of a profession during the hours for which the employee is employed to work for the County, or outside such hours in a manner, that would affect the employee's usefulness as an employee of the County or affect the employee's independent judgement in exercise of the employee's official duties; or
3. Actions as an agent or attorney in any action or matter pending before the County of Aitkin, except in the proper discharge of official duties or on the employee's behalf, or as a member of a local labor bargaining unit.

## **Subdivision 2.**

### Determination of conflict of interest.

When an employee believes that the potential for a conflict of interest exists, it is the employee's duty to report the matter to his/her supervisor, or if there is not a supervisor, to the County Board. Such report shall be made within 7 days after the potential for a conflict becomes known. A conflict of interest shall be deemed to exist when a review of the occurrence by the employee or the employee's supervisor (or the County Board if there is no supervisor) determines that this code of ethics has not been complied with.

## **Subdivision 3.**

### Resolution of conflict of interest.

If either the employee or the employee's supervisor determine that a conflict of interest exists, the County Board shall handle resolution of the conflict. NOTE: In the case of conflict of interest involving a County Commissioner, the County Attorney shall handle the resolution.

## **F. ACCEPTANCE OF ADVANTAGE BY COUNTY EMPLOYEE:**

No employee of the County in direct contact with suppliers or potential suppliers of the County, or who may directly or indirectly influence a purchased product or products, evaluation contracted services, or otherwise has official involvement in the purchasing or contracting process shall:

1. Have any financial interest or have any personal beneficial interest directly or indirectly on contracts or purchase orders for goods or services used by, or purchased for resale or furnished to the county; or
2. Accept directly from a person, firm or corporation to which a contract or purchase order has been or may be awarded, a rebate gift, money, or anything of value other than as defined in Section B. No such employee may further accept any promise, obligation or contract for future reward.

## **G. COMPLAINTS:**

If a fellow employee or a non-employee makes a complaint about an employee's compliance with this Policy, the complaint should be initially brought to the attention of his/her department head in private. The department head will notify the subject of the complaint regarding the complaint within 7 days and before addressing the complaint at a public meeting as allowed by law.

## **H. VIOLATIONS:**

Violation of the provisions of this policy shall be grounds for disciplinary action against an employee, up to and including termination of employment.

**I. ANNUAL CONFIRMATION:**

Department Heads will sign an annual confirmation that they have received, read and understood the Aitkin County Code of Ethics Policy and that they are not aware of any violations of such policy. Such confirmation will be filed with the Human Resources Manager.

DATE:

I have received, read, understand and agree to abide by the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

---

Board of Commissioners/District 1

---

Board of Commissioners/District 2

---

Board of Commissioners/District 3

---

Board of Commissioners/District 4

---

Board of Commissioners/District 5

---

County Administrator

---

County Attorney

---

County Treasurer

---

County Recorder

DATE:

I have received, read, and understand the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

---

County Auditor

---

Human Resources Director

---

County Engineer

---

County Assessor

---

Veterans Service Officer

---

Environmental Services Director

---

IT Director

---

County Sheriff

---

Land Commissioner

DATE:

I have received, read, and understand the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

---

Long Lake Conservation Center Business and Marketing Manager

---

Health & Human Services Director



# Board of County Commissioners Agenda Request

## 5B

Agenda Item #

**Requested Meeting Date:** 1/06/2015

**Title of Item:** Reaffirm Travel Policy

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Bobbie Danielson <i>Bobbie Danielson</i> Bobbie Danielson		<b>Department:</b> Human Resources Dept.
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> n/a, consent agenda
<b>Summary of Issue:</b> Minnesota statute 471.661 (pasted below) requires the county to have a policy that controls travel outside the state of Minnesota for elected officials. Annually, the County Board has been requested to review and reaffirm this policy. There are provisions in three different Aitkin County policies that cover the requirements of the statute. Copies are attached for your review.  2014 Minnesota Statutes 471.661 OUT-OF-STATE TRAVEL  The governing body of each statutory or home rule charter city, county, school district, regional agency, or other political subdivision, except a town, must have on record a policy that controls travel outside the state of Minnesota for the applicable elected officials of the relevant unit of government. The policy must be approved by a recorded vote and specify: (1) when travel outside the state is appropriate; (2) applicable expense limits; and (3) procedures for approval of the travel. The policy must be made available for public inspection upon request. Subsequent changes to the policy must be approved by a recorded vote. History: 2005 c 156 art 2 s 38; 2009 c 152 s 21		
<b>Alternatives, Options, Effects on Others/Comments:</b> N/A		
<b>Recommended Action/Motion:</b> Motion to reaffirm county policies (attached) concerning out-of-state travel for elected officials.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$      n/a Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain:  n/a (File note for staff: The original signed copy will go to the HR department and a copy will be enclosed in the board packet and given to the Auditor's office.)		

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

## ARTICLE 8 ORGANIZATION STANDARD AND RULES

### SUBJECT: 8.7 TRAVEL POLICY

---

Effective: 11/28/00, revised 8/10/04 Board reaffirmed [pending 1/6/15]

#### **PURPOSE:**

This policy conforms with Minnesota Statutes 471.38, 471.96(1), and 471.97 governing expenses incurred by employees in the conduct of County business. This policy is designed to provide the basis for determining whether there is authority for County expenditure, the expenditure serves a public purpose, and the expenditure is necessary and directly related to the betterment of the County.

#### **A. APPLICATION AND ADMINISTRATION:**

This policy applies to all employees and elected officials of Aitkin County. In the event that this policy conflicts with an applicable collective bargaining agreement, the latter controls. Should there be any conflict between this policy and State or Federal law, the latter controls.

#### **B. TRAVEL REQUESTS AND APPROVAL:**

The Aitkin County Board of Commissioners shall approve all travel costs through the annual budget process.

All travel for personnel requires the approval of the Department Head.

Furthermore, all travel that is not budgeted requires the approval of the County Board.

Additionally, all out-of-state travel requiring County Board approval, shall be through the consent agenda prior to attendance and payment.

#### **C. FUNDS AVAILABLE:**

The Department Head is responsible to see that funds are available to pay for all expenses that they approve.

#### **D. BILLING:**

Whenever possible, employees will make travel and accommodation arrangements in advance and request that the County be billed. All authorized travel expenses, which are not billed directly to the County, are paid by the employee subject to reimbursement upon approval of a

travel expense claim. All employee claims subject to reimbursement should not reflect personal account numbers.

In the event of an extreme emergency situation, cash advances may be issued with the approval of the Department Head. Such requests are the exception to normal practice and are documented in detail as to the nature of the emergency, purpose of travel, and amount needed. Any money not used must be returned to the County immediately. Receipts will be required.

**E. TRAVEL GUIDELINES:**

County vehicles are for the exclusive use of employees and other individuals involved in County business. Transportation of individuals, who are not involved in County business, in County vehicles is prohibited.

The County Board reimburses employees for traveling on official County business with a private automobile at the set mileage rate. Mileage is paid on the most reasonable direct route.

County vehicles and equipment are to be used for County related business only. However, assigned County vehicles may be used to a limited extent for the conduct of personal business when traveling out of town.

When traveling from the normal work location and then returning to it, the mileage allowance is the actual miles traveled.

When traveling to an alternate work site (client, meeting, conference, training) the County will reimburse mileage at the current rate per mile for actual miles incurred between the employee's residence and the alternate work site or from the normal work site to the alternate work site, whichever is the lesser of the two.

The normal work location for employees assigned to multiple work locations is the work location scheduled for the day on which the expense was incurred.

When an employee is required to attend a County approved work-related training session or conference during regular working hours, the employee shall be compensated for all hours of actual participation in the training session or conference, except meal periods and rest or sleep periods. The employee shall also be compensated for travel time and mileage to and from the conference or training session in excess of time and mileage to the employee's usual work site. If an employee uses a County vehicle or car pools with another conference participant, actual travel compensation shall exclude mileage.

When using a County vehicle, seat belts will be worn at all times and all laws followed.

No operation of County vehicles after consumption of alcohol.

No smoking is allowed in any County vehicle.

**F. REIMBURSEMENTS:**

The amount of compensation to be paid for mileage reimbursement shall be consistent with the current rate set by the Aitkin County Board of Commissioners.

Reimbursement for extended travel is paid on the basis of the prevailing mileage allowance rate or tourist air fares, whichever is less. When personal vehicles are used for extended travel not available by commercial transportation, travel reimbursement is made on an actual mileage basis. This excludes mileage for personal use. When two or more employees are traveling in one car, reimbursement is made to one employee.

Reimbursement for out-of-County meals, lodging, parking and other related County expenses will occur only upon submittal of receipts. Non-overnight meal expense reimbursement will be subject to Internal Revenue Service tax deduction.

Employees using private automobiles are reimbursed on the actual expense basis for parking when that parking is related to County business at other than your normal location. Receipts for such payments must be submitted with the expense reimbursement request.

When an employee chooses to use his or her own vehicle for travel instead of an available vehicle from the Motor Pool, the mileage reimbursement will be made at \$0.10 less than the current mileage rate.

**G. AIRLINE TRAVEL:**

Any Aitkin County employee or elected official who uses airline travel for County business must report the receipt of any credits or other benefits to the County by notifying the Auditor's Office within 30 days of receipt of any such benefits or credit. Any employee or elected official may accrue credits or other benefits to be used by the individual for additional airline travel for County business only. Credits or other benefits accrued to an employee or elected official who uses airline travel for County business cannot be used for personal gain.

**H. TRAVEL TIME:**

County employees may be authorized time for travel the day prior to and/or the day following the convention or meeting date(s) when extended travel is required by the Department Head.

If an employee's family members accompany them on County business trips, the portion of the expenses attributable to the family member(s) is not reimbursable.

**I. TRAVEL EXPENSES:**

Expense claim sheets must be prepared after return from travel and presented to the responsible authority for approval within a reasonable period of time. The claims shall be presented to the County Board for approval at County Board meetings in a manner and form as approved by the County Board.

**J. LIABILITY INSURANCE/DRIVER'S LICENSE:**

Employees shall not drive vehicles on County business without a valid Minnesota driver's license of the appropriate classification. Driving records of County employees who use vehicles for County business may be checked on an annual basis.

It is the employee's responsibility to notify his/her supervisor if their license has been revoked or if there is any other reason why they cannot drive a vehicle.

Employees are required to have liability insurance in effect on all personal vehicles used for County purposes or while performing County business. The County may at any time require proof of such insurance.

**K. CAR POOLING:**

Definition: When two or more County employees attend the same meeting, workshop, training or conference and ride together in an employee's personal vehicle or County vehicle.

Car pooling and the use of the County Motor Pool/Department vehicle is required to save on travel related expenses.

When car pooling and the use of the County Motor Pool/Department vehicle is not feasible, the use of personal vehicles to travel for the performance of job duties will be reimbursed at the County approved rate. Documentation will include date, function, site traveled to and a portal to portal mileage total.

**L. SITUATIONS NOT SPECIFICALLY COVERED:**

Situations periodically arise which require flexibility and common sense. Department Heads are authorized to make decisions on situations not specifically covered by this policy, provided the decisions are made within the general intent of this policy.

**M. HOW AUTOMOBILE LIABILITY COVERAGE APPLIES:**

It is a fundamental rule of automobile liability coverage that the primary responsibility to respond falls first upon the coverage in effect on the vehicle involved in the accident. The second priority is any coverage in effect covering the operator of the vehicle. Other coverages respond after these first two.

There are three scenarios of vehicle ownership to evaluate:

- Member-owned vehicle
- Personal vehicle
- Short term lease (rental) vehicle

Member-owned vehicle - In this instance, since the vehicle is owned by the member, the primary responsibility to respond rests with MCIT. The operator's personal coverage may come into play as excess insurance if the MCIT limits prove insufficient to cover all the damages caused.

Personal vehicle - The personal vehicle being used could be a vehicle owned by the operator, a vehicle leased to the operator on a long term basis, or a vehicle owned by someone else and loaned to the operator. In this instance, the primary responsibility to respond rests with the policy applicable to the vehicle. A vehicle on a long-term lease is treated as though the leasee owns it. The second priority would be the policy applicable to the operator (if different). The MCIT coverage document would respond last.

Short-term leased (rental) vehicle - Travelers frequently need to rent cars. Uniformly, rental agreements provide state minimum coverages that will be primary over all other applicable coverages. The second priority for coverage will be the renter/operator's personal automobile policy. The MCIT coverage would be in excess.

Under a vehicle rental contract, the renter becomes responsible for any damage occurring to the rented vehicle. In Minnesota, automobile policies automatically include coverage for damage to rental cars. It is not necessary to purchase additional collision damage coverage from the rental company.

## ARTICLE 8 ORGANIZATION STANDARD AND RULES

### SUBJECT: 8.9 MEAL REIMBURSEMENT

---

Effective: 11/28/00, revised 6/25/2002, revised 8/10/04 Board reaffirmed [pending 1/6/15]

#### PURPOSE:

To define the meal reimbursement procedures for County employees, elected officials, and authorized representatives for expenses incurred while conducting business on behalf of Aitkin County as required by the County.

Aitkin County will provide reimbursement for meal expenses when such expenses are necessarily incurred while conducting County business. The Department Head must approve all requests prior to incurring reimbursable expenses. The actual cost of meals, not to exceed \$33.00 per day, while traveling outside of the County will be reimbursed. The following daily amounts shall be followed:

Breakfast: \$8.00

Lunch: \$10.00

Dinner: \$15.00

Employees who meet the eligibility requirements for two (2) or more consecutive meals, shall be reimbursed for the actual cost of the meals up to the combined maximum reimbursement amount.

Reimbursements may be claimed by the individual if they depart from the work location in an assigned travel status before 6:00 a.m. or if the individual is away from home overnight.

Individuals may claim reimbursement if they are not within the County boundaries during the regular scheduled lunch period.

Reimbursement may be claimed by the individual if they are away from their normal work location in a travel status overnight or required to remain in a travel status until after 7 p.m.

The Department Head must authorize meetings with a meal charge in excess of the approved meal allowance.

When meals are part of a tuition or registration fee, no additional reimbursement request for such meals can be claimed.

Expenses for alcoholic beverages are not reimbursable.

Tips or gratuities are only reimbursable up to 20% of the meal allowance when dictated by a restaurant receipt.

The reimbursement for meals, lodging, parking, and other related County expenses will occur only upon submittal of receipts. Pursuant to federal law, meal reimbursement without overnight lodging will be included as income and subject to income tax withholding and FICA deduction. Reimbursement for out of state travel shall be made at the Federal CONUS rate at the time of travel.

If meals are included as part of a conference, seminar fee, or airline ticket and are not separately identified, they are not taxable income.

## ARTICLE 8 ORGANIZATION STANDARDS AND RULES

### SUBJECT: 8.10 CONFERENCE/SEMINAR REQUESTS

---

Effective: 11/28/00 Board reaffirmed [*pending 1/6/15*]

#### **PURPOSE:**

Define the criteria for attending required and discretionary training.

#### **CONFERENCE/SEMINAR REQUEST PROCEDURE:**

Aitkin County employees must keep up to date with changes being made outside the county which affect the way county business is performed. It is also the intent of Aitkin County to encourage development of its staff to the fullest extent possible. Two areas that are used for this are "required" and "discretionary" training.

#### **Required Training:**

Training requirements prescribed by governing authorities, or by an approved employee development program. (For example, Child Protection currently requires 15 hours of professional training per year.)

#### **Discretionary Training:**

Training requirements that allow staff to attend workshop/seminar activities related to their current position or an approved individual development plan.

Aitkin County will reimburse or pay directly for registration fees, meals, lodging, and transportation to and from an approved session as defined in the county's travel and meal reimbursement policies.

The attached request form must be completed and approved by the Department Head prior to attendance of any type of training session. An approved copy of the request form must be forwarded to Human Resources for inter-department coordination purposes.

A copy of the completion certificate or similar notification will be provided to the Human Resources Department for inclusion in the employee's personnel file. This will provide a permanent record of all formal employees training at a central location.

**Out of State Travel:**

A. Air Transportation - Any employee, traveling on County business shall be reimbursed for their travel expense by coach airfare rates. Airfare should be billed to the County at the lowest available rate based on inquiries to travel or ticket agents.

B. Extended Vehicle Use -When a personal vehicle is used for extended travel, reimbursement is paid on the basis of the prevailing mileage allowance rate or coach class air fare, whichever is less. When two or more people are traveling in one vehicle, reimbursement is made to one person.

C. Taxi/Bus - Payment for taxi, bus, or limousine service is authorized when no private vehicle is available. Reimbursement will be for whichever form of transportation has the lowest available rate.

D. Airline Travel Benefits - Any employee or elected official may accrue credits or other benefits to be used for additional airline travel for County business only. Credits or other benefits accrued by an employee or elected official who uses airline travel for County business cannot be used for personal gain.

The Department Head must authorize out of state travel. Permission must be then be received from the County Board before traveling outside of the State of Minnesota on county business, except when traveling to cities that directly border Minnesota. The Department Head is responsible to see that funds are available to cover the approved expense.

Attachment 8A Request to Attend a Conference/Seminar Form

Attachment 8A

**REQUEST TO ATTEND A CONFERENCE OR SEMINAR**

(Please attach a copy of the conference or seminar description)

EMPLOYEE:

DEPARTMENT:

SESSION TITLE:

DATE(s):

LOCATION:

CITY:

STATE:

ESTIMATED COSTS:

DISCRETIONARY or REQUIRED

SIGNATURE: \_\_\_\_\_  
Employee Date

APPROVAL: \_\_\_\_\_  
Department Head Date

Copy of the certificate of training should be sent to the Human Resources Department to be placed in the employee's personnel file.

=====

DKB1  
12/30/14 8:37AM

# Aitkin County

50



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

DKB1  
 12/30/14 8:37AM  
 1 General Fund

# 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
1	DEPT		Commissioners		
248	Association Of Mn Counties				
	01-001-000-0000-6241	P	AMC Meeting Napstad	41079	Registration Fee
	01-001-000-0000-6241	P	AMC annual mtg- Westerlund	43064	Registration Fee
	01-001-000-0000-6241	P	AMC annual mtg- Niemi	43064	Registration Fee
	01-001-000-0000-6241	P	AMC annual mtg- Napstad	43064	Registration Fee
	01-001-000-0000-6241	P	AMC annual mtg- Marcotte	43064	Registration Fee
248	Association Of Mn Counties		1,600.00	5 Transactions	
8175	Centurylink				
	01-001-000-0000-6250	P	Local phone	313645966	Telephone
8175	Centurylink		7.05	1 Transactions	
			7.05		
6097	Verizon Wireless				
	01-001-000-0000-6250	P	cell phone charges	286287802	Telephone
	01-001-000-0000-6250	P	monthly mifi charges	786663881	Telephone
6097	Verizon Wireless		83.08	2 Transactions	
10895	Westerlund/Laurie Ann				
	01-001-000-0000-6330	P	mileage reimbursement	802@.56	Transportation & Travel & Parking
			06/17/2014 09/29/2014		
	01-001-000-0000-6330	P	mileage reimbursement	852@.56	Transportation & Travel & Parking
			10/13/2014 11/20/2014		
10895	Westerlund/Laurie Ann		926.24	2 Transactions	
1	DEPT Total:		2,616.37	Commissioners	4 Vendors 10 Transactions
12	DEPT			Court Administration	
8175	Centurylink				
	01-012-000-0000-6250	P	Local phone Q1	313645966	Telephone
8175	Centurylink		112.83	1 Transactions	
			112.83		
10185	Centurylink Communications Inc				
	01-012-000-0000-6250	P	LD PHONE- Q 1	320146217	Telephone
10185	Centurylink Communications Inc		34.57	1 Transactions	
			34.57		
5176	Wetzel Law Firm				
	01-012-000-0000-6232	P	Fees 01 PX- 99- 99	2014- 0457	Attorney Services

DKB1  
 12/30/14 8:37AM  
 1 General Fund

# 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
5176	Wetzel Law Firm				
			83.50	1 Transactions	
12	DEPT Total:		230.90	Court Administration	3 Vendors 3 Transactions
40	DEPT			Auditor	
88284	Aitkin Co Recorder				
	01- 040- 000- 0000- 6241		20.00	Record Notary- Harmon	Registration Fee
	01- 040- 000- 0000- 6241		20.00	Record Notary- Monson	Registration Fee
	01- 040- 021- 0000- 6241		20.00	Record Notary- Landgren	Registration Fee
88284	Aitkin Co Recorder		60.00	3 Transactions	
783	Canon Financial Services, Inc				
	01- 040- 000- 0000- 6231	P	220.24	Contract Charges- 026	14430600 Services, Labor, Contracts
783	Canon Financial Services, Inc		220.24	1 Transactions	
8175	Centurylink				
	01- 040- 000- 0000- 6250	P	49.39	Local phone	313645966 Telephone
	01- 040- 021- 0000- 6250	P	296.99	Local phone	314154028 License Center- Phone
8175	Centurylink		346.38	2 Transactions	
10185	Centurylink Communications Inc				
	01- 040- 000- 0000- 6250	P	16.34	NOVEMBER LONG DISTANCE	320146217 Telephone
10185	Centurylink Communications Inc		16.34	1 Transactions	
1457	CPS Technology Solutions, Inc				
	01- 040- 000- 0000- 6231		26.40	January maintenance contract	367337 Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		26.40	1 Transactions	
2386	Information Systems Corp				
	01- 040- 000- 0000- 6231		749.00	App.Extender maint.agreement	23675 Services, Labor, Contracts
				03/01/2015 02/28/2016	
2386	Information Systems Corp		749.00	1 Transactions	
2966	MACO				
	01- 040- 000- 0000- 6240		360.00	2015 Dues	Dues
2966	MACO		360.00	1 Transactions	
86290	Mn Counties Information Systems				
	01- 040- 000- 0000- 6231		2,695.00	Payroll 2015 Q1 support	925 Services, Labor, Contracts

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
	01-040-000-0000-6231		2,485.00	Payroll 2015 Q1 support	925	Services, Labor, Contracts
	01-040-000-0000-6231		3,485.00	Finance 2013 Quarter adjustmen	925	Services, Labor, Contracts
	01-040-000-0000-6231		391.00	iSeries 2013 Quarter adjustmen	925	Services, Labor, Contracts
	01-040-000-0000-6231		200.00	2015 Formsprint Runtime suppor	955	Services, Labor, Contracts
	01-040-000-0000-6231		250.00	2015 Formsprint PDF/Email	955	Services, Labor, Contracts
86290	Mn Counties Information Systems		1,754.00	6 Transactions		
4233	S & T Office Products Inc					
	01-040-000-0000-6405	P	55.49	folders,appt books,calendar pa	01QS0839	Office & Computer Supplies
	01-040-000-0000-6405	P	11.49	Wall calendar	01QS0840	Office & Computer Supplies
4233	S & T Office Products Inc		66.98	2 Transactions		
86235	The Office Shop Inc					
	01-040-000-0000-6625	P	189.99	new fax machine	973123-0	Office Equipment
86235	The Office Shop Inc		189.99	1 Transactions		
40	DEPT Total:		3,789.33	Auditor	10 Vendors	19 Transactions
42	DEPT			Treasurer		
8175	Centurylink					
	01-042-000-0000-6250	P	28.21	Local phone	313645966	Telephone
8175	Centurylink		28.21	1 Transactions		
10185	Centurylink Communications Inc					
	01-042-000-0000-6250	P	3.32	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		3.32	1 Transactions		
9878	Hughes/Julie					
	01-042-000-0000-6330	P	61.17	Mileage- MCIS mtg- Carlton	132.98@.46	Transportation & Travel
				12/11/2014 12/11/2014		
9878	Hughes/Julie		61.17	1 Transactions		
2386	Information Systems Corp					
	01-042-000-0000-6231		749.00	App.Extender maint.agreement	23675	Services, Labor, Contracts
				03/01/2015 02/28/2016		
2386	Information Systems Corp		749.00	1 Transactions		
2966	MACO					
	01-042-000-0000-6240		360.00	2015 Dues		Dues

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-042-000-0000-6231		2015 MOMS maintenance fee	152	Services, Labor, Contracts
2966	MACO		2 Transactions		
42	DEPT Total:		1,951.70	Treasurer	5 Vendors 6 Transactions
43	DEPT			Assessor	
8175	Centurylink				
	01-043-000-0000-6250	P	77.57	Local phone	313645966 Telephone
8175	Centurylink		77.57	1 Transactions	
10185	Centurylink Communications Inc				
	01-043-000-0000-6250	P	19.66	NOVEMBER LONG DISTANCE	320146217 Telephone
10185	Centurylink Communications Inc		19.66	1 Transactions	
1457	CPS Technology Solutions, Inc				
	01-043-000-0000-6231		46.20	January maintenance contract	367337 Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		46.20	1 Transactions	
43	DEPT Total:		143.43	Assessor	3 Vendors 3 Transactions
44	DEPT			Central Services	
783	Canon Financial Services, Inc				
	01-044-000-0000-6231	P	328.05	Contract Charges- 019	14430597 Services, Labor, Contracts
783	Canon Financial Services, Inc		328.05	1 Transactions	
10185	Centurylink Communications Inc				
	01-044-000-0000-6250	P	1.54	NOVEMBER LONG DISTANCE	320146217 Telephone
	01-044-000-0000-6250	P	0.28	toll free phone charges	320295974 Telephone
10185	Centurylink Communications Inc		1.82	2 Transactions	
2386	Information Systems Corp				
	01-044-000-0000-6231		1,596.00	App.Extender maint.agreement	23675 Services, Labor, Contracts
				03/01/2015 02/28/2016	
	01-044-195-0000-6625		5,250.00	App.Extender maint.agreement	23675 Unallocated Tech. Expense 357.182 Subd
				03/01/2015 02/28/2016	
	01-044-196-0000-6625		1,085.00	App.Extender maint.agreement	23675 Recorders Equip Fund Exp. 357.18 Subd 4
				03/01/2015 02/28/2016	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
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
2386	Information Systems Corp		3 Transactions		
86290	Mn Counties Information Systems				
	01-044-000-0000-6231	P	Final 2013 Enhancement pymt	938	Services, Labor, Contracts
86290	Mn Counties Information Systems		1 Transactions		
3951	Pro West & Associates, Inc				
	01-044-195-0000-6625		internet App Annual Maintenanc	14121105	Unallocated Tech. Expense 357.182 Subd
	01-044-195-0000-6625		Public App. Annual Maintenance	14121105	Unallocated Tech. Expense 357.182 Subd
3951	Pro West & Associates, Inc		2 Transactions		
5748	Purchase Power				
	01-044-048-0000-6205	P	postage	80009090017180	Postage
5748	Purchase Power		1 Transactions		
44	DEPT Total:		32,206.87	Central Services	6 Vendors 10 Transactions
49	DEPT			Information Technologies	
5245	Bennett/Steve				
	01-049-000-0000-6330	P	MN IT Symposium mileage	272@.46	Transportation & Travel & Parking
			12/11/2014 12/11/2014		
5245	Bennett/Steve		1 Transactions		
675	Bistodeau/Cindy A.				
	01-049-000-0000-6330	P	Payroll mtg mileage- 12/12/14	110@.46	Transportation & Travel & Parking
675	Bistodeau/Cindy A.		1 Transactions		
5398	CDW Government, Inc				
	01-049-000-0000-6402	P	Office Pro Plus	RD97158	Computer Supplies & Software
5398	CDW Government, Inc		1 Transactions		
8175	Centurylink				
	01-049-000-0000-6250	P	Local phone	313645966	Telephone
8175	Centurylink		1 Transactions		
10185	Centurylink Communications Inc				
	01-049-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
1 General Fund

Vendor No.	Name	Rpt	Account/Formula	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
						Service Dates	Paid On Bhf #	On Behalf of Name
86290	Mn Counties Information Systems		01-049-000-0000-6231		13,802.00	property tax 2015 Q1 support	925	Programming, Services, Contracts
			01-049-000-0000-6231		5,926.00	property tax 2015 Q1 support	925	Programming, Services, Contracts
			01-049-000-0000-6231		2,386.00	Prop.Tax 2013 Quarter adjustme	925	Programming, Services, Contracts
			01-049-000-0000-6231		844.00	Prop.Tax 2013 Quarter adjustme	925	Programming, Services, Contracts
			01-049-000-0000-6231		13.00	Network 2013 Quarter adjustmen	925	Programming, Services, Contracts
			01-049-000-0000-6231		247.00	Network 2015 Q1 support	955	Programming, Services, Contracts
86290	Mn Counties Information Systems				23,192.00	6 Transactions		
4233	S & T Office Products Inc		01-049-000-0000-6405	P	12.45	copyholder	01QS0573	Office Supplies (Non Computer)
4233	S & T Office Products Inc				12.45	1 Transactions		
6097	Verizon Wireless		01-049-000-0000-6231	P	26.02	renewal	386695110	Programming, Services, Contracts
6097	Verizon Wireless				26.02	1 Transactions		
49	DEPT Total:				23,791.72	Information Technologies	8 Vendors	13 Transactions
52	DEPT					Administration/Personnel Dept		
248	Association Of Mn Counties		01-052-000-0000-6241	P	375.00	AMC annual mtg- Burkett	43064	Registration Fee
248	Association Of Mn Counties				375.00	1 Transactions		
8175	Centurylink		01-052-000-0000-6250	P	42.31	Local phone	313645966	Telephone
8175	Centurylink				42.31	1 Transactions		
10185	Centurylink Communications Inc		01-052-000-0000-6250	P	17.63	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc				17.63	1 Transactions		
2386	Information Systems Corp		01-052-000-0000-6231		483.00	App.Extender maint.agreement	23675	Services, Labor, Contracts
						03/01/2015 02/28/2016		
2386	Information Systems Corp				483.00	1 Transactions		
3462	MPELRA		01-052-000-0000-6241		75.00	MPELRA Winter conf.- Danielson	02/06/15	Registration Fee

DKB1  
 12/30/14 8:37AM  
 1 General Fund

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	<u>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>
3462	MPELRA		75.00		1 Transactions	
3583	NPELRA					
	01-052-000-0000-6241		299.00	NPELRA Academy II	2/5/15	Registration Fee
3583	NPELRA		299.00		1 Transactions	
4233	S & T Office Products Inc					
	01-052-000-0000-6405	P	45.35	pens	01QS0841	Office & Computer Supplies
4233	S & T Office Products Inc		45.35		1 Transactions	
6097	Verizon Wireless					
	01-052-000-0000-6250	P	26.02	monthly mifi charges	786663881	Telephone
6097	Verizon Wireless		26.02		1 Transactions	
52	DEPT Total:		1,363.31	Administration/Personnel Dept	8 Vendors	8 Transactions
60	DEPT			Elections		
1601	Election Systems & Software Inc					
	01-060-000-0000-6406	P	12,656.75	2014 General Election Coding	917643	Ballots & Programming
1601	Election Systems & Software Inc		12,656.75		1 Transactions	
10878	Sew Much & More					
	01-060-000-0000-6205	P	24.45	ship election abstracts-SOS	803127	Postage
10878	Sew Much & More		24.45		1 Transactions	
60	DEPT Total:		12,681.20	Elections	2 Vendors	2 Transactions
90	DEPT			Attorney		
783	Canon Financial Services, Inc					
	01-090-000-0000-6625	P	355.45	Contract Charges-028	14445374	Office Equipment
783	Canon Financial Services, Inc		355.45		1 Transactions	
8175	Centurylink					
	01-090-000-0000-6250	P	63.47	Local phone	313645966	Telephone
8175	Centurylink		63.47		1 Transactions	
10185	Centurylink Communications Inc					
	01-090-000-0000-6250	P	20.60	NOVEMBER LONG DISTANCE	320146217	Telephone

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-090-000-0000-6250	P	toll free phone charges	320295974	Telephone
10185	Centurylink Communications Inc		2 Transactions		
1180	Crow Wing Co Sheriff's Office				
	01-090-000-0000-6234	P	subpoena- Messner	1256	Co Sheriff Services
1180	Crow Wing Co Sheriff's Office		1 Transactions		
2140	Hennepin County Sheriff's Office				
	01-090-000-0000-6234	P	subpoena- Polchow	67067	Co Sheriff Services
2140	Hennepin County Sheriff's Office		1 Transactions		
3273	Mn Co Attorneys Assn				
	01-090-000-0000-6208		2015 MCAA dues	21187	Training/Education
	01-090-000-0000-6240		2015 MCAA dues	21187	Dues & Registration Fee
3273	Mn Co Attorneys Assn		2 Transactions		
4036	Ratz/James				
	01-090-000-0000-6333		mileage- Grand Rapids 12/1	108@.56	Crt.Related Travel Expenses
4036	Ratz/James		1 Transactions		
86235	The Office Shop Inc				
	01-090-000-0000-6625	P	Avery Labels	972945-0	Office Equipment
	01-090-000-0000-6625	P	Invisible tape	973290-0	Office Equipment
86235	The Office Shop Inc		2 Transactions		
12624	Wanka/Nick				
	01-090-000-0000-6333	P	Travel expenses	12/10/14	Crt.Related Travel Expenses
12624	Wanka/Nick		1 Transactions		
5173	West Payment Center				
	01-090-000-0000-6406	P	November Info Charges	830805772	Law Publ. & Subscriptions
			11/01/2014 11/30/2014		
	01-090-000-0000-6406	P	Lawbooks	830913715	Law Publ. & Subscriptions
5173	West Payment Center		2 Transactions		
90	DEPT Total:		5,058.32	Attorney	10 Vendors 14 Transactions
100	DEPT			Recorder	
	8175 Centurylink				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
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
			Amount		
8175	Centurylink	P	21.16	313645966	Telephone
			21.16	1 Transactions	
10185	Centurylink Communications Inc				
	01-100-000-0000-6250	P	13.52	320146217	Telephone
10185	Centurylink Communications Inc		13.52	1 Transactions	
2966	MACO				
	01-100-000-0000-6240		360.00		Dues
2966	MACO		360.00	1 Transactions	
86235	The Office Shop Inc				
	01-100-000-0000-6405	P	11.45	275630-0	Office & Computer Supplies
	01-100-000-0000-6405	P	51.50	275630-1	Office & Computer Supplies
86235	The Office Shop Inc		62.95	2 Transactions	
100	DEPT Total:		457.63	Recorder	4 Vendors
					5 Transactions
110	DEPT				
					Courthouse Maintenance
12106	Antoine Electric				
	01-110-000-0000-6231	P	288.94	13717	Services, Labor, Contracts
	01-110-000-0000-6231	P	92.92	13720	Services, Labor, Contracts
	01-110-000-0000-6231	P	27.32	13721	Services, Labor, Contracts
12106	Antoine Electric		409.18	3 Transactions	
8175	Centurylink				
	01-110-000-0000-6250	P	14.10	313645966	Phone
8175	Centurylink		14.10	1 Transactions	
10185	Centurylink Communications Inc				
	01-110-000-0000-6250	P	3.91	320146217	Phone
10185	Centurylink Communications Inc		3.91	1 Transactions	
88628	Dalco				
	01-110-000-0000-6422	P	159.48	2825408	Janitorial Supplies
88628	Dalco		159.48	1 Transactions	
9692	Minnesota Energy Resources Corporation				
	01-110-000-0000-6254	P	2,172.42	4323328-7	Utilities & Heating

DKB1  
 12/30/14 8:37AM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
9692	Minnesota Energy Resources Corporation		2,172.42			
				1 Transactions		
5073	Trane U.S. Inc.					
	01-110-000-0000-6590	P	401.64	motors for wall heating units	10168967R1	Repair & Maintenance
5073	Trane U.S. Inc.		401.64			
				1 Transactions		
6097	Verizon Wireless					
	01-110-000-0000-6250	P	31.02	cell phone charges	286287802	Phone
6097	Verizon Wireless		31.02			
				1 Transactions		
110	DEPT Total:		3,191.75	Courthouse Maintenance	7 Vendors	9 Transactions
120	DEPT			Service Officer		
8175	Centurylink					
	01-120-000-0000-6250	P	7.05	Local phone	313645966	Telephone
8175	Centurylink		7.05			
				1 Transactions		
10185	Centurylink Communications Inc					
	01-120-000-0000-6250	P	23.62	NOVEMBER LONG DISTANCE	320146217	Telephone
	01-120-000-0000-6250	P	2.98	toll free phone charges	320295974	Telephone
10185	Centurylink Communications Inc		26.60			
				2 Transactions		
10097	Harms Monroe/Penny					
	01-120-000-0000-6330	P	87.40	Mileage to St Cloud PIV Card	190@.46	Transportation & Travel
10097	Harms Monroe/Penny		87.40			
				1 Transactions		
86235	The Office Shop Inc					
	01-120-000-0000-6405	P	30.48	Office supplies	973143-0	Office & Computer Supplies
	01-120-000-0000-6405	P	11.32	Tissue	973143-1	Office & Computer Supplies
	01-120-000-0000-6405	P	122.99	Toner	973165-0	Office & Computer Supplies
	01-120-000-0000-6405	P	122.99	Toner	973165-1	Office & Computer Supplies
86235	The Office Shop Inc		287.78			
				4 Transactions		
120	DEPT Total:		408.83	Service Officer	4 Vendors	8 Transactions
122	DEPT			Planning & Zoning		
8175	Centurylink					
	01-122-000-0000-6250	P	49.36	Local phone	313645966	Telephone

DKBI  
 12/30/14 8:37AM  
 1 General Fund

# 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		49.36	1 Transactions	
10185	Centurylink Communications Inc				
	01- 122- 000- 0000- 6250	P	25.16	NOVEMBER LONG DISTANCE	320146217 Telephone
10185	Centurylink Communications Inc		25.16	1 Transactions	
2386	Information Systems Corp				
	01- 122- 000- 0000- 6231		2,205.00	App.Extender maint.agreement	23675 Services, Labor, Contracts, Programming
				03/01/2015 02/28/2016	
2386	Information Systems Corp		2,205.00	1 Transactions	
10930	Tidholm Productions				
	01- 122- 000- 0000- 6230	P	19.90	Laminating zoning map	4617 Printing, Publishing & Adv
10930	Tidholm Productions		19.90	1 Transactions	
6097	Verizon Wireless				
	01- 122- 000- 0000- 6250	P	38.36	Monthly cellular P & Z	38069013800001 Telephone
6097	Verizon Wireless		38.36	1 Transactions	
122	DEPT Total:		2,337.78	Planning & Zoning	5 Vendors 5 Transactions
123	DEPT			Coroner	
6105	National Medical Services				
	01- 123- 000- 0000- 6260	P	107.00	Fees	ME 14- 2201 Autopsies- - Pathologist, Xrays, Etc
	01- 123- 000- 0000- 6260	P	76.00	Fees	ME 14- 2471 Autopsies- - Pathologist, Xrays, Etc
6105	National Medical Services		183.00	2 Transactions	
3987	Ramsey County Medical Examiner				
	01- 123- 000- 0000- 6260	O	1,400.00	Fees	ME 14- 2201 Autopsies- - Pathologist, Xrays, Etc
	01- 123- 000- 0000- 6260	O	1,400.00	Fees	ME 14- 2471 Autopsies- - Pathologist, Xrays, Etc
	01- 123- 000- 0000- 6260	O	1,400.00	FEES	ME 14- 2722 Autopsies- - Pathologist, Xrays, Etc
3987	Ramsey County Medical Examiner		4,200.00	3 Transactions	
4192	Regions Hospital				
	01- 123- 000- 0000- 6260	P	76.00	FEES	ME 14- 2722 Autopsies- - Pathologist, Xrays, Etc
4192	Regions Hospital		76.00	1 Transactions	

DKB1  
 12/30/14 8:37AM  
 1 General Fund

# 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
123	DEPT Total:		Coroner	3 Vendors	6 Transactions
200	DEPT		Enforcement		
3393	Bruss/Cheryl				
	01-200-000-0000-6231	P	Uniform alterations	509752	Services & Labor (Incl Contracts)
3393	Bruss/Cheryl			1 Transactions	
8175	Centurylink				
	01-200-000-0000-6250	P	Local phone	313645966	Telephone
	01-200-000-0000-6250	P	Local phone- PROBATION	313645966	Telephone
8175	Centurylink			2 Transactions	
10185	Centurylink Communications Inc				
	01-200-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
	01-200-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
	01-200-000-0000-6250	P	toll free phone charges	320295974	Telephone
10185	Centurylink Communications Inc			3 Transactions	
5756	KEEPRS, Inc				
	01-200-000-0000-6410	P	uniform pant #204	263198	Clothing Allowance
	01-200-000-0000-6410	P	Cargo pants #212	263669	Clothing Allowance
	01-200-000-0000-6410	P	Return cargo pant	263669-80	Clothing Allowance
	01-200-000-0000-6410	P	Cargo pants	263669-90	Clothing Allowance
5756	KEEPRS, Inc			4 Transactions	
10567	Lake Country Auto Center Of Aitkin				
	01-200-000-0000-6302	P	oil change #209	19147	Car Maintenance
10567	Lake Country Auto Center Of Aitkin			1 Transactions	
3371	Minnesota Sheriffs' Association				
	01-200-039-0000-6425		2015 MSA BCA Gun permit prj	15-0175	Gun Permit Expenses
3371	Minnesota Sheriffs' Association			1 Transactions	
6038	Mississippi Landing				
	01-200-000-0000-6511	P	gas #209	612927	Gas And Oil
6038	Mississippi Landing			1 Transactions	
84172	Riverwood Healthcare Center				
	01-200-000-0000-6231	P	Blunt. J.	V7269285	Services & Labor (Incl Contracts)

DKB1  
 12/30/14 8:37AM  
 1 General Fund

# 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		
84172	Riverwood Healthcare Center		37.40	1 Transactions	
4233	S & T Office Products Inc				
	01-200-000-0000-6405	P	18.79	office supplies	01QP8861 Office Supplies
4233	S & T Office Products Inc		18.79	1 Transactions	
6040	Taser International				
	01-200-000-0000-6409	P	88.59	Battery packs	SI1381856 Deputy Supplies
6040	Taser International		88.59	1 Transactions	
6097	Verizon Wireless				
	01-200-000-0000-6250	P	599.05	Cellular Phone	286090412 Telephone
	01-200-000-0000-6250	P	260.22	squad PC connections	786663881 Telephone
6097	Verizon Wireless		859.27	2 Transactions	
5066	Visa				
	01-200-000-0000-6205	P	109.80	ship rifles to Aberdeen Card 1	3074 Postage
	01-200-003-0000-6332	P	165.36	Hotel-MSA winter conf. Card 1	3074 Hotels / Motels
	01-200-019-0000-6405	P	284.98	K-9 Training videos- Card 2	3082 Office & Computer Supplies
5066	Visa		560.14	3 Transactions	
9642	WEX BANK				
	01-200-000-0000-6511	P	4,928.17	gas for squads	0424007043961 Gas And Oil
				11/15/2014 12/15/2014	
9642	WEX BANK		4,928.17	1 Transactions	
200	DEPT Total:		8,775.49	Enforcement	13 Vendors 22 Transactions
202	DEPT			Boat & Water	
	9642 WEX BANK				
	01-202-000-0000-6511	P	179.76	gas for squads	0424007043961 Gas And Oil
				11/15/2014 12/15/2014	
	9642 WEX BANK		179.76	1 Transactions	
202	DEPT Total:		179.76	Boat & Water	1 Vendors 1 Transactions
203	DEPT			Snowmobile	
	13403 Siggy's Small Engine Repair				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
13403	Siggy's Small Engine Repair		P	372.47	service both sleds	12/11/14	Car Maintenance
				372.47	1 Transactions		
6097	Verizon Wireless		P	15.13	Cellular Phone	286090412	Telephone
	01-203-000-0000-6250			15.13	1 Transactions		
6097	Verizon Wireless						
9642	WEX BANK		P	221.85	gas for squads	0424007043961	Gas And Oil
	01-203-000-0000-6511			221.85	11/15/2014 12/15/2014		
9642	WEX BANK				1 Transactions		
203	DEPT Total:			609.45	Snowmobile	3 Vendors	3 Transactions
204	DEPT				ATV		
6097	Verizon Wireless		P	51.12	Cellular Phone	286090412	Telephone
	01-204-000-0000-6250			51.12	1 Transactions		
6097	Verizon Wireless						
204	DEPT Total:			51.12	ATV	1 Vendors	1 Transactions
252	DEPT				Corrections		
3393	Bruss/Cheryl		P	6.00	Uniform alterations	509752	Services & Labor (Incl Contracts)
	01-252-000-0000-6231			6.00	1 Transactions		
3393	Bruss/Cheryl						
783	Canon Financial Services, Inc		P	96.84	Copier contract 016	14430594	Services & Labor (Incl Contracts)
	01-252-000-0000-6231			96.84	1 Transactions		
783	Canon Financial Services, Inc						
8175	Centurylink		P	112.83	Local phone	313645966	Telephone
	01-252-000-0000-6250			112.83	1 Transactions		
8175	Centurylink						
10185	Centurylink Communications Inc		P	70.87	NOVEMBER LONG DISTANCE	320146217	Telephone
	01-252-000-0000-6250			8.88	toll free phone charges	320295974	Telephone
	01-252-000-0000-6250						

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
10185	Centurylink Communications Inc		79.75			
				2 Transactions		
88628	Dalco					
	01- 252- 000- 0000- 6422	P	343.77	jail paper products	2825407	Janitorial Supplies
88628	Dalco		343.77			
				1 Transactions		
1491	Dutch's Electric, Inc					
	01- 252- 000- 0000- 6590	P	38.59	receptacle 1st floor jail	22725	Repair & Maintenance Supplies
1491	Dutch's Electric, Inc		38.59			
				1 Transactions		
1754	Garrison Disposal Company, Inc					
	01- 252- 000- 0000- 6231	P	15.00	dispose of TV	262268	Services & Labor (Incl Contracts)
1754	Garrison Disposal Company, Inc		15.00			
				1 Transactions		
2186	Hillyard Inc - Kansas City					
	01- 252- 000- 0000- 6422	P	528.82	floor stripper for jail	601408843	Janitorial Supplies
	01- 252- 000- 0000- 6422	P	311.69	janitorial	601414447	Janitorial Supplies
	01- 252- 000- 0000- 6422	P	326.96	janitorial	601422063	Janitorial Supplies
2186	Hillyard Inc - Kansas City		1,167.47			
				3 Transactions		
11889	Honeywell International Inc.					
	01- 252- 000- 0000- 6590	P	1,682.55	Clean, repair fans	5231297485	Repair & Maintenance Supplies
11889	Honeywell International Inc.		1,682.55			
				1 Transactions		
5503	Keefe Supply Company					
	01- 252- 000- 0000- 6418	P	655.92	Commissary Supplies	494293	Groceries
5503	Keefe Supply Company		655.92			
				1 Transactions		
10567	Lake Country Auto Center Of Aitkin					
	01- 252- 000- 0000- 6330	P	60.66	oil change, rotate- '06 E350	19151	Prisoner Transportation & Travel
10567	Lake Country Auto Center Of Aitkin		60.66			
				1 Transactions		
12777	Lammers Appliance Repair					
	01- 252- 000- 0000- 6231	P	1,799.00	motor control unit- washer	12/15/14	Services & Labor (Incl Contracts)
12777	Lammers Appliance Repair		1,799.00			
				1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea					
	01- 252- 000- 0000- 6254	P	392.17	Shelter/Tower	34- 54- 015- 01	Utilities & Heating

DKB1  
 12/30/14 8:37AM  
 1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
3160	Mille Lacs Energy Coop- Albert Lea		392.17			
				1 Transactions		
9692	Minnesota Energy Resources Corporation					
	01- 252- 000- 0000- 6254	P	192.44	Electric - STS	4058862- 6	Utilities & Heating
	01- 252- 000- 0000- 6254	P	599.56	Electric	4244670- 8	Utilities & Heating
	01- 252- 000- 0000- 6254	P	2,303.13	Electric	4334475- 3	Utilities & Heating
9692	Minnesota Energy Resources Corporation		3,095.13			
				3 Transactions		
3789	Pan- O- Gold Baking Company					
	01- 252- 000- 0000- 6418	P	169.30	Groceries	010024434513	Groceries
	01- 252- 000- 0000- 6418	P	152.06	Groceries	010024435221	Groceries
3789	Pan- O- Gold Baking Company		321.36			
				2 Transactions		
10771	Regional Diagnostic Radiology					
	01- 252- 000- 0000- 6262	P	33.25	inmate care- Benjamin	RDR216182	Medical Expenses & Supplies - Inmates
10771	Regional Diagnostic Radiology		33.25			
				1 Transactions		
4070	Riley Auto Supply					
	01- 252- 000- 0000- 6590	P	24.99	belts for air handling system	556438	Repair & Maintenance Supplies
4070	Riley Auto Supply		24.99			
				1 Transactions		
84172	Riverwood Healthcare Center					
	01- 252- 000- 0000- 6262	P	244.80	inmate care- Benjamin	V7255912	Medical Expenses & Supplies - Inmates
84172	Riverwood Healthcare Center		244.80			
				1 Transactions		
4761	Sysco Minnesota Inc					
	01- 252- 000- 0000- 6418	P	16.29	Adjustment	409041128	Groceries
	01- 252- 000- 0000- 6418	P	80.00	Adjustment	409181140	Groceries
	01- 252- 000- 0000- 6418	P	32.58	Adjustment	410021487	Groceries
	01- 252- 000- 0000- 6418	P	43.40	Adjustment	410160793	Groceries
	01- 252- 000- 0000- 6418	P	52.43	Adjustment	410300644	Groceries
	01- 252- 000- 0000- 6418	P	2,920.73	Groceries	412110787	Groceries
	01- 252- 000- 0000- 6418	P	3,492.54	Groceries	412180263	Groceries
4761	Sysco Minnesota Inc		6,188.57			
				7 Transactions		
6040	Taser International					
	01- 252- 252- 0000- 6405	P	150.09	Battery packs	SI1381856	Prisoner Welfare
6040	Taser International		150.09			
				1 Transactions		

DKB1  
 12/30/14 8:37AM  
 1 General Fund

# 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		
6097	Verizon Wireless				
	01- 252- 000- 0000- 6250	P	78.67	286090412	Telephone
	01- 252- 000- 0000- 6250	P	26.02	786663881	Telephone
6097	Verizon Wireless		104.69		2 Transactions
9642	WEX BANK				
	01- 252- 000- 0000- 6330	P	431.52	0424007043961	Prisoner Transportation & Travel
					11/15/2014 12/15/2014
9642	WEX BANK		431.52		1 Transactions
5295	Ziegler Inc				
	01- 252- 000- 0000- 6231	P	1,136.70	SW050229346	Services & Labor (Incl Contracts)
5295	Ziegler Inc		1,136.70		1 Transactions
252	DEPT Total:		18,181.65	23 Vendors	36 Transactions
253	DEPT				Aitkin Co Community Corrections
8175	Centurylink				
	01- 253- 000- 0000- 6250	P	7.05	313645966	Telephone
8175	Centurylink		7.05		1 Transactions
10185	Centurylink Communications Inc				
	01- 253- 000- 0000- 6250	P	2.92	320146217	Telephone
10185	Centurylink Communications Inc		2.92		1 Transactions
10327	Northwestern MN Juvenile Ctr- Evaluatio				
	01- 253- 000- 0000- 6204	P	398.00	103- 89- 1	Juvenile Detention
10327	Northwestern MN Juvenile Ctr- Evaluatio		398.00		1 Transactions
253	DEPT Total:		407.97	3 Vendors	3 Transactions
254	DEPT				Enhanced 911 System
12582	Emergency Communications Network, LL				
	01- 254- 000- 0000- 6231		6,884.00	018345	Services, Labor, Contracts
					01/01/2015 12/31/2015
12582	Emergency Communications Network, LL		6,884.00		1 Transactions
11715	Granite Electronics				

DKB1  
 12/30/14 8:37AM  
 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>
			<u>Amount</u>		
	01- 254- 000- 0000- 6405	P	29.00	Warranty repair radio	251960 Office & Computer Supplies
	11715 Granite Electronics		29.00	1 Transactions	
254	<b>DEPT Total:</b>		<b>6,913.00</b>	<b>Enhanced 911 System</b>	<b>2 Vendors 2 Transactions</b>
255	DEPT			General Crime Victim Grant	
	8175 Centurylink				
	01- 255- 000- 0000- 6250	P	7.05	Local phone	313645966 Telephone
	8175 Centurylink		7.05	1 Transactions	
	10185 Centurylink Communications Inc				
	01- 255- 000- 0000- 6250	P	3.02	NOVEMBER LONG DISTANCE	320146217 Telephone
	10185 Centurylink Communications Inc		3.02	1 Transactions	
255	<b>DEPT Total:</b>		<b>10.07</b>	<b>General Crime Victim Grant</b>	<b>2 Vendors 2 Transactions</b>
257	DEPT			Sobriety Court	
	8175 Centurylink				
	01- 257- 000- 0000- 6250	P	7.05	Local phone	313645966 Telephone
	8175 Centurylink		7.05	1 Transactions	
	11997 Minnesota Monitoring				
	01- 257- 022- 0000- 6406	P	161.50	Monitor	720 Sobriety Crt Expenses
	11997 Minnesota Monitoring		161.50	1 Transactions	
257	<b>DEPT Total:</b>		<b>168.55</b>	<b>Sobriety Court</b>	<b>2 Vendors 2 Transactions</b>
280	DEPT			Emergency Management	
	8175 Centurylink				
	01- 280- 000- 0000- 6250	P	14.10	Local phone	313645966 Telephone
	8175 Centurylink		14.10	1 Transactions	
	10185 Centurylink Communications Inc				
	01- 280- 000- 0000- 6250	P	1.54	toll free phone charges	320295974 Telephone
	10185 Centurylink Communications Inc		1.54	1 Transactions	
	11715 Granite Electronics				
	01- 280- 000- 0000- 6231	P	400.00	Codeplugs for mobile & portabl	456492 Services, Labor, Etc

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
11715	Granite Electronics		400.00		1 Transactions	
280	DEPT Total:		415.64	Emergency Management	3 Vendors	3 Transactions
390	DEPT			Environmental Health (FBL)		
8175	Centurylink					
	01- 390- 000- 0000- 6250	P	7.05	Local phone	313645966	Telephone
8175	Centurylink		7.05		1 Transactions	
10185	Centurylink Communications Inc					
	01- 390- 000- 0000- 6250	P	4.11	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		4.11		1 Transactions	
86235	The Office Shop Inc					
	01- 390- 000- 0000- 6230	P	100.00	Laminating	275767-0	Printing, Publishing & Adv
86235	The Office Shop Inc		100.00		1 Transactions	
390	DEPT Total:		111.16	Environmental Health (FBL)	3 Vendors	3 Transactions
391	DEPT			Solid Waste		
783	Canon Financial Services, Inc					
	01- 391- 000- 0000- 6231	P	317.12	Copier Contract 017	14430595	Services, Labor, & Minor Contracts
783	Canon Financial Services, Inc		317.12		1 Transactions	
8175	Centurylink					
	01- 391- 000- 0000- 6250	P	7.05	Local phone	313645966	Telephone
8175	Centurylink		7.05		1 Transactions	
10185	Centurylink Communications Inc					
	01- 391- 000- 0000- 6250	P	4.36	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		4.36		1 Transactions	
2763	J & H Transfer Station- Lakes Sanitary					
	01- 391- 000- 0000- 6231	P	42.10	MLEC capital credits- Transf.st	McGregor	Services, Labor, & Minor Contracts
2763	J & H Transfer Station- Lakes Sanitary		42.10		1 Transactions	
391	DEPT Total:		370.63	Solid Waste	4 Vendors	4 Transactions

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
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
500	DEPT		Library And Historical Society		
9163	Hommies/Linda Jeanne				
	01-500-500-0000-6350	P	ECRL meeting- Cambridge	10/13/14	Library Per Diem
	01-500-500-0000-6350	P	ECRL meeting- Mora	11/3/14	Library Per Diem
	01-500-500-0000-6350	P	ECRL meeting- Cambridge	12/15/14	Library Per Diem
	01-500-500-0000-6350	P	ECRL meeting- Cambridge	8/11/14	Library Per Diem
	01-500-500-0000-6350	P	ECRL meeting- Mora	9/29/14	Library Per Diem
	01-500-500-0000-6350	P	ECRL meeting- Hinckley	9/8/14	Library Per Diem
9163	Hommies/Linda Jeanne		6 Transactions		
500	DEPT Total:		Library And Historical Society	1 Vendors	6 Transactions
600	DEPT		Ag Society, Soil & Water, Ag Inspect		
111	Aitkin Co Soil & Water				
	01-600-552-0000-6801		2015 Soil & Water Appopr.		Soil & Water Appropriations
111	Aitkin Co Soil & Water		1 Transactions		
600	DEPT Total:		Ag Society, Soil & Water, Ag Inspect	1 Vendors	1 Transactions
601	DEPT		Extension		
10850	Carlson/David				
	01-601-000-0000-6350	P	extension meeting		Per Diem
	01-601-000-0000-6360	P	mileage	40@.56	Extension Comm Expenses (Not Per Diem)
10850	Carlson/David		2 Transactions		
8175	Centurylink				
	01-601-000-0000-6250	P	Local phone	313645966	Telephone
8175	Centurylink		1 Transactions		
10185	Centurylink Communications Inc				
	01-601-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		1 Transactions		
11187	Regents Of The University of Minnesota				
	01-601-000-0000-6262	P	Q4 Strande MOA Billing	0300012567	Univ Of Minn Contracts
11187	Regents Of The University of Minnesota		1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
1 General Fund

	<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:		12,539.19	Extension	4 Vendors	5 Transactions
711	DEPT			Economic Development		
	8175 Centurylink					
	01- 711- 000- 0000- 6250	P	7.05	Local phone	313645966	Telephone
	8175 Centurylink		7.05		1 Transactions	
	10185 Centurylink Communications Inc					
	01- 711- 000- 0000- 6250	P	1.78	NOVEMBER LONG DISTANCE	320146217	Telephone
	10185 Centurylink Communications Inc		1.78		1 Transactions	
711	DEPT Total:		8.83	Economic Development	2 Vendors	2 Transactions
1	Fund Total:		241,674.65	General Fund		217 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
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
		Amount		
301 DEPT		R&B Administration		
248 Association Of Mn Counties 03- 301- 000- 0000- 6296	P	350.00	ANNUAL CONFERENCE- JOHN 113014 40364	Meeting Expense/Physicals
248 Association Of Mn Counties		350.00	1 Transactions	
783 Canon Financial Services, Inc 03- 301- 000- 0000- 6300	P	212.26	CONTRACT CHARGE 121314 14430599	Service Contracts
783 Canon Financial Services, Inc		212.26	1 Transactions	
8175 Centurylink 03- 301- 000- 0000- 6250	P	30.64	FAX: HWY OFFICE 121114	Telephone
8175 Centurylink		30.64	1 Transactions	
10185 Centurylink Communications Inc 03- 301- 000- 0000- 6250	P	34.72	NOVEMBER LONG DISTANCE 320146217	Telephone
10185 Centurylink Communications Inc		34.72	1 Transactions	
11411 Charter Business 03- 301- 000- 0000- 6250	P	140.25	PHONE: HWY OFFICE 120914	Telephone
11411 Charter Business		140.25	1 Transactions	
10855 Culligan 03- 301- 000- 0000- 6400	P	33.75	RENTAL AND WATER 121614 5 BOTTLES	Supplies And Materials
10855 Culligan		33.75	1 Transactions	
11406 Innovative Office Solutions 03- 301- 000- 0000- 6400	P	72.56	OFFICE SUPPLIES 121114 IN0676889	Supplies And Materials
11406 Innovative Office Solutions		72.56	1 Transactions	
11387 Olsen/Sarah 03- 301- 000- 0000- 6296	P	5.00	PARKING- SARAH OLSEN 121114 52586	Meeting Expense/Physicals
11387 Olsen/Sarah		5.00	1 Transactions	
9671 Pitney Bowes 03- 301- 000- 0000- 6205	P	60.00	LEASING 121314 2351056	Postage
9671 Pitney Bowes		60.00	1 Transactions	
11605 Shred Right 03- 301- 000- 0000- 6400	P	30.00	DOCUMENT DESTRUCTION 121114 196276	Supplies And Materials

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
3 Road & Bridge

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
11605	Shred Right			30.00		1 Transactions	
86235	The Office Shop Inc						
	03-301-000-0000-6400	P		6.38	DISCS 121814	275841-0	Supplies And Materials
86235	The Office Shop Inc			6.38		1 Transactions	
6097	Verizon Wireless						
	03-301-000-0000-6250	P		269.71	DEPT CELL PHONES 120114	9736431056	Telephone
6097	Verizon Wireless			269.71		1 Transactions	
301	DEPT Total:			1,245.27	R&B Administration	12 Vendors	12 Transactions
303	DEPT				R&B Highway Maintenance		
195	Aitkin Tire Shop						
	03-303-000-0000-6590	P		60.00	TIRE CHANGE 120214	54104	Repair & Maintenance Supplies
	03-303-000-0000-6590	P		30.00	TIRE CHANGE 120214	54104	Repair & Maintenance Supplies
	03-303-000-0000-6590	P		200.00	TIRE CHANGE 120314	54116	Repair & Maintenance Supplies
	03-303-000-0000-6590	P		68.00	TIRE CHANGE 120414	54117	Repair & Maintenance Supplies
	03-303-000-0000-6590	P		40.00	TIRE REPAIR 120414	54117	Repair & Maintenance Supplies
	03-303-000-0000-6590	P		280.00	REFURB WHEELS 121514	54143	Repair & Maintenance Supplies
	03-303-000-0000-6590	P		3,160.00	TIRES 121514	54143	Repair & Maintenance Supplies
195	Aitkin Tire Shop			3,838.00		7 Transactions	
10447	American Steel Supply LLC						
	03-303-000-0000-6516	P		2,401.56	MAIL BOX POSTS 121214	53844	Signs & Posts
10447	American Steel Supply LLC			2,401.56		1 Transactions	
8411	American Welding & Gas, Inc.						
	03-303-000-0000-6523	P		64.29	OXYGEN 121114	0-3027457	Misc Bldg & Shop Supplies
8411	American Welding & Gas, Inc.			64.29		1 Transactions	
8239	Ameripride Linen & Apparel Services						
	03-303-000-0000-6523	P		48.76	SHOP LAUNDRY 121614	2200592768	Misc Bldg & Shop Supplies
	03-303-000-0000-6523	P		54.96	SHOP LAUNDRY 122314	2200595478	Misc Bldg & Shop Supplies
8239	Ameripride Linen & Apparel Services			103.72		2 Transactions	
12106	Antoine Electric						
	03-303-000-0000-6298	P		172.38	LIGHTS 120214	13718	Shop Maintenance
	03-303-000-0000-6298	P		750.00	LABOR-COMPRESSOR 121614	13724	Shop Maintenance

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
12106	Antoine Electric		922.38		2 Transactions	
86467	Auto Value Aitkin					
	03-303-000-0000-6523	P	37.99	SHOP SUPPLIES 121014	40057611	Misc Bldg & Shop Supplies
	03-303-000-0000-6590	P	54.05	REPAIR PARTS 121514	40057816	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	230.99	REPAIR PARTS 121614	40057913	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	8.89	FILTER 122214	40058110	Repair & Maintenance Supplies
86467	Auto Value Aitkin		331.92		4 Transactions	
8674	Boyer Trucks					
	03-303-000-0000-6590	P	831.13	RADIATOR 121914	152164R	Repair & Maintenance Supplies
8674	Boyer Trucks		831.13		1 Transactions	
8618	Compass Minerals America					
	03-303-000-0000-6518	P	1,806.50	DE-ICING SALT 120514	71266013	De-Icing Salt
	03-303-000-0000-6518	P	1,620.09	DE-ICING SALT 121014	71268949	De-Icing Salt
	03-303-000-0000-6518	P	1,628.62	DE-ICING SALT 121214	71269918	De-Icing Salt
	03-303-000-0000-6518	P	3,379.68	DE-ICING SALT 121814	71274729	De-Icing Salt
8618	Compass Minerals America		8,434.89		4 Transactions	
7060	Federated Co-Ops Inc.					
	03-303-000-0000-6523	P	1,012.48	MCGREGOR 121514	059-40521	Misc Bldg & Shop Supplies
7060	Federated Co-Ops Inc.		1,012.48		1 Transactions	
1959	H & L Mesabi Inc					
	03-303-000-0000-6523	P	695.83	NUTS/BOLTS 121814	92336	Misc Bldg & Shop Supplies
1959	H & L Mesabi Inc		695.83		1 Transactions	
91187	Lake Country Power					
	03-303-000-0000-6254	P	838.30	SWATARA 120814	140946401	Utilities
91187	Lake Country Power		838.30		1 Transactions	
11557	Liberty Tire Recycling Services MN.					
	03-303-000-0000-6523	P	1,023.07	TIRE RECYCLING 120614	592709	Misc Bldg & Shop Supplies
11557	Liberty Tire Recycling Services MN.		1,023.07		1 Transactions	
10824	Maney International Inc					
	03-303-000-0000-6590	P	430.00	FLUID 121114	683879	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	327.98	FLUID/HOSE 121114	683904	Repair & Maintenance Supplies

DKB1  
 12/30/14 8:37AM  
 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		
10824	Maney International Inc		757.98	2 Transactions	
12927	Midwest Machinery Co.				
	03-303-000-0000-6590	P	75.89	REPAIR PARTS 121514	986685 Repair & Maintenance Supplies
12927	Midwest Machinery Co.		75.89	1 Transactions	
3160	Mille Lacs Energy Coop- Albert Lea				
	03-303-000-0000-6254	P	576.52	POWER: PALISADE 121014	18-52-026-01 Utilities
	03-303-000-0000-6254	P	56.27	169 & CSAH 3 121014	19-23-010-01 Utilities
	03-303-000-0000-6254	P	129.42	POWER: MCGREGOR 121014	29-53-003-01 Utilities
	03-303-000-0000-6254	P	1,064.67	POWER: AITKIN 121014	33-52-007-02 Utilities
	03-303-000-0000-6254	P	63.36	169 & CSAH 28 121014	39-62-022-01 Utilities
	03-303-000-0000-6254	P	40.53	CSAH 12 121014	40-06-000-01 Utilities
	03-303-000-0000-6254	P	62.09	47 & CSAH 2 121014	54-51-104-01 Utilities
3160	Mille Lacs Energy Coop- Albert Lea		1,992.86	7 Transactions	
9239	Mn Department Of Natural Resources- OM				
	03-303-000-0000-6519	O	3,750.00	LEASE 133-023-0816 031314	1004277 Gravel & Royalties
9239	Mn Department Of Natural Resources- OM		3,750.00	1 Transactions	
3555	Newman Signs				
	03-303-000-0000-6516	P	321.62	SIDE ROAD SYM 121014	TI-0281182 Signs & Posts
3555	Newman Signs		321.62	1 Transactions	
4095	Ritter & Ritter, Inc				
	03-303-000-0000-6523	P	174.64	CLEANING 121714	27329 Misc Bldg & Shop Supplies
4095	Ritter & Ritter, Inc		174.64	1 Transactions	
8208	Royal Tire, Inc				
	03-303-000-0000-6590	P	1,205.46	TIRES 121014	317-16086 Repair & Maintenance Supplies
8208	Royal Tire, Inc		1,205.46	1 Transactions	
5295	Ziegler Inc				
	03-303-000-0000-6590	P	68.50	REPAIR LABOR 120614	SW190012414 Repair & Maintenance Supplies
	03-303-000-0000-6590	P	41.46	REPAIR SUPPLIES 120614	SW190012414 Repair & Maintenance Supplies
	03-303-000-0000-6590	P	212.50	REPAIR LABOR 121514	SW190012508 Repair & Maintenance Supplies
	03-303-000-0000-6590	P	203.08	REPAIR SUPPLIES 121514	SW190012508 Repair & Maintenance Supplies
5295	Ziegler Inc		525.54	4 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
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
303 DEPT Total:		R&B Highway Maintenance	20 Vendors	44 Transactions
307 DEPT		R&B Capital Infrastructure		
48 Aitkin Co Abstract Company 03-307-000-0000-6260	P	SAP 01-600-17 121614	47315	Professional Services
48 Aitkin Co Abstract Company			1 Transactions	
971 Commissioner of Transportation 03-307-000-0000-6260	O	JOB COST TRANSFER 110514	P00003944	Professional Services
03-307-000-0000-6260	O	JOB COST TRANSFER 110514	P00003944	Professional Services
971 Commissioner of Transportation			2 Transactions	
10285 Duluth Archaeology Center 03-307-000-0000-6260	P	JOB SERVICES- SAP01-603- 121714	2014-72	Professional Services
10285 Duluth Archaeology Center			1 Transactions	
7652 Erickson Engineering Co. 03-307-000-0000-6260	P	BRIDGE PLANS 121214	11055	Professional Services
7652 Erickson Engineering Co.			1 Transactions	
12371 Weibye/Leslie & Alice 03-307-000-0000-6362	P	LAND R- W 121914	PARCEL NO 62	Right Of Way
03-307-000-0000-6362	P	DAMAGES R- W 121914	PARCEL NO 62	Right Of Way
12371 Weibye/Leslie & Alice			2 Transactions	
307 DEPT Total:		R&B Capital Infrastructure	5 Vendors	7 Transactions
3 Fund Total:		Road & Bridge		63 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
400	DEPT			Public Health Department		
8175	Centurylink					
	05-400-440-0410-6250	P	63.47	Local phone - PH	313645966	Telephone
	05-400-440-0410-6250	P	11.63	Local phone - HHS/Accting	313645966	Telephone
8175	Centurylink		75.10	2 Transactions		
10185	Centurylink Communications Inc					
	05-400-440-0410-6250	P	0.92	NOV.LD- ACCOUNTING	320146217	Telephone
	05-400-440-0410-6250	P	5.43	NOV. LD- HHS	320146217	Telephone
	05-400-440-0410-6250	P	29.86	NOV. LD- PUBLIC HEALTH	320146217	Telephone
	05-400-440-0410-6250	P	6.77	toll free phone charges	320295974	Telephone
10185	Centurylink Communications Inc		42.98	4 Transactions		
1457	CPS Technology Solutions, Inc					
	05-400-440-0410-6231		10.56	January maintenance contract	367337	Services/Labor/Contracts
1457	CPS Technology Solutions, Inc		10.56	1 Transactions		
2386	Information Systems Corp					
	05-400-440-0410-6231		224.70	App.Extender maint.agreement 03/01/2015 02/28/2016	23675	Services/Labor/Contracts
2386	Information Systems Corp		224.70	1 Transactions		
400	DEPT Total:		353.34	Public Health Department	4 Vendors	8 Transactions
420	DEPT			Income Maintenance		
8175	Centurylink					
	05-420-600-4800-6250	P	70.52	Local phone - IM	313645966	Telephone
	05-420-600-4800-6250	P	27.15	Local phone - HHS/Accting	313645966	Telephone
	05-420-640-4800-6250	P	49.36	Local phone - CS	313645966	Telephone
8175	Centurylink		147.03	3 Transactions		
10185	Centurylink Communications Inc					
	05-420-600-4800-6250	P	2.17	NOV.LD- ACCOUNTING	320146217	Telephone
	05-420-600-4800-6250	P	12.67	NOV. LD- HHS	320146217	Telephone
	05-420-600-4800-6250	P	129.46	NOV. LD- INCOME MAINTENANCE	320146217	Telephone
	05-420-640-4800-6250	P	53.79	NOV.LD- CHILD SUPPORT	320146217	Telephone
	05-420-600-4800-6250	P	15.81	toll free phone charges	320295974	Telephone
10185	Centurylink Communications Inc		213.90	5 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
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
1457 CPS Technology Solutions, Inc		January maintenance contract	367337	Services/Labor/Contracts
05- 420- 600- 4800- 6231				
05- 420- 640- 4800- 6231		January maintenance contract	367337	Services/Labor/Contracts
1457 CPS Technology Solutions, Inc		2 Transactions		
2386 Information Systems Corp		App.Extender maint.agreement	23675	Services/Labor/Contracts
05- 420- 600- 4800- 6231		03/01/2015 02/28/2016		
2386 Information Systems Corp		1 Transactions		
420 DEPT Total:		Income Maintenance	4 Vendors	11 Transactions
430 DEPT		Social Services		
8175 Centurylink		Local phone - HHS/Accting	313645966	Telephone
05- 430- 700- 4800- 6250	P			
05- 430- 700- 4800- 6250	P	Local phone - SS	313645966	Telephone
8175 Centurylink		2 Transactions		
10185 Centurylink Communications Inc		NOV.LD- ACCOUNTING	320146217	Telephone
05- 430- 700- 4800- 6250	P			
05- 430- 700- 4800- 6250	P	NOV. LD- HHS	320146217	Telephone
05- 430- 700- 4800- 6250	P	NOV. LD- SOCIAL SERVICES	320146217	Telephone
05- 430- 700- 4800- 6250	P	toll free phone charges	320295974	Telephone
10185 Centurylink Communications Inc		4 Transactions		
1457 CPS Technology Solutions, Inc		January maintenance contract	367337	Services/Labor/Contracts
05- 430- 700- 4800- 6231				
1457 CPS Technology Solutions, Inc		1 Transactions		
2386 Information Systems Corp		App.Extender maint.agreement	23675	Services/Labor/Contracts
05- 430- 700- 4800- 6231		03/01/2015 02/28/2016		
2386 Information Systems Corp		1 Transactions		
430 DEPT Total:		Social Services	4 Vendors	8 Transactions
5 Fund Total:		Health & Human Services		27 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
10 Trust

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
921	DEPT		Co. Development		
111	Aitkin Co Soil & Water		2015 Soil & Water Appopr.		Appropriations
	10-921-000-0000-6801				
111	Aitkin Co Soil & Water		1 Transactions		
40,011.00					
8175	Centurylink				
	10-921-000-0000-6250	P	Local phone - surveyor	313645966	Telephone
	10-921-000-0000-6250	P	Local phone - GIS	313645966	Telephone
8175	Centurylink		2 Transactions		
14.10					
10185	Centurylink Communications Inc				
	10-921-000-0000-6250	P	NOVEMBER LD- GIS	320146217	Telephone
	10-921-000-0000-6250	P	NOVEMBER LD- SURVEYOR	320146217	Telephone
10185	Centurylink Communications Inc		2 Transactions		
4.36					
2386	Information Systems Corp				
	10-921-000-0000-6405		App.Extender maint.agreement	23675	Office Supplies
			03/01/2015 02/28/2016		
2386	Information Systems Corp		1 Transactions		
630.00					
630.00					
921	DEPT Total:		Co. Development	4 Vendors	6 Transactions
40,659.46					
923	DEPT		Forfeited Tax Sales		
8175	Centurylink				
	10-923-000-0000-6250	P	Local phone	313645966	Telephone
8175	Centurylink		1 Transactions		
56.41					
56.41					
10185	Centurylink Communications Inc				
	10-923-000-0000-6250	P	NOVEMBER LONG DISTANCE	320146217	Telephone
10185	Centurylink Communications Inc		1 Transactions		
4.85					
4.85					
2410	Jacobs/Mark H				
	10-923-000-0000-6330	P	MFRP Mileage	106@.46	Transportation & Travel
	10-923-000-0000-6330	P	GR Area Forestry mlg	106@.46	Transportation & Travel
	10-923-000-0000-6330	P	Mileage MN Forest Futures	60@.46	Transportation & Travel
2410	Jacobs/Mark H		3 Transactions		
125.12					
4251	MACLC				
	10-923-000-0000-6240		2015 MN Assoc Land Comm. Dues		Dues
500.00					

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
10 Trust

Vendor	<u>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>
4251	MACLC		500.00		1 Transactions	
3255	Mn Counties Intergovernmental Trust					
	10- 923- 000- 0000- 6352	P	53.00	Rhodes property- N. House	170105	Insurance
3255	Mn Counties Intergovernmental Trust		53.00		1 Transactions	
86235	The Office Shop Inc					
	10- 923- 000- 0000- 6405	P	7.00	Fellow foot rest	972273- 0	Office Supplies
86235	The Office Shop Inc		7.00		1 Transactions	
6128	Tire Barn					
	10- 923- 000- 0000- 6590	P	43.35	LOF - 798	29845	Repair & Maintenance Supplies
6128	Tire Barn		43.35		1 Transactions	
923	DEPT Total:		789.73	Forfeited Tax Sales	7 Vendors	9 Transactions
926	DEPT			Law Library		
8175	Centurylink					
	10- 926- 000- 0000- 6250	P	7.05	Local phone	313645966	Telephone
8175	Centurylink		7.05		1 Transactions	
5173	West Payment Center					
	10- 926- 000- 0000- 6408	P	1,108.72	November Info Charges	830805774	Law Books
				11/01/2014 11/30/2014		
	10- 926- 000- 0000- 6408	P	611.34	Subscription charges	830888294	Law Books
				11/05/2014 12/04/2014		
5173	West Payment Center		1,720.06		2 Transactions	
926	DEPT Total:		1,727.11	Law Library	2 Vendors	3 Transactions
10	Fund Total:		43,176.30	Trust		18 Transactions

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
12526	Bixby/James					
	11- 924- 000- 0000- 6350	P	35.00	FAC meeting	12/16/14	Per Diem
	11- 924- 000- 0000- 6330	P	38.08	FAC Mileage	68@.56	Transportation & Travel
12526	Bixby/James		73.08		2 Transactions	
2270	Hoppe/Russell Peter					
	11- 924- 000- 0000- 6350	P	35.00	FAC Meeting	12/16/14	Per Diem
	11- 924- 000- 0000- 6330	P	33.60	FAC Mileage	60@.56	Transportation & Travel
2270	Hoppe/Russell Peter		68.60		2 Transactions	
10890	Insley/Kevin					
	11- 924- 000- 0000- 6350	P	35.00	FAC meeting	12/16/14	Per Diem
	11- 924- 000- 0000- 6330	P	23.52	FAC Mileage	42@.56	Transportation & Travel
10890	Insley/Kevin		58.52		2 Transactions	
12111	Schmidt/William A.					
	11- 924- 000- 0000- 6350	P	35.00	FAC meeting	12/16/14	Per Diem
	11- 924- 000- 0000- 6330	P	30.24	FAC mileage	54@.56	Transportation & Travel
12111	Schmidt/William A.		65.24		2 Transactions	
10906	Shipp/Dale					
	11- 924- 000- 0000- 6350	P	35.00	FAC meeting	12/16/14	Per Diem
	11- 924- 000- 0000- 6330	P	17.92	FAC Mileage	32@.56	Transportation & Travel
10906	Shipp/Dale		52.92		2 Transactions	
10017	Tveit/Galen					
	11- 924- 000- 0000- 6350	P	35.00	FAC meeting	12/16/14	Per Diem
	11- 924- 000- 0000- 6330	P	17.92	FAC Mileage	32@.56	Transportation & Travel
10017	Tveit/Galen		52.92		2 Transactions	
924	DEPT Total:		371.28	Forest Resource	6 Vendors	12 Transactions
925	DEPT			Reforestation		
1701	Forestry Suppliers Inc					
	11- 925- 000- 0000- 6406	P	1,734.23	Tree Marking Paint	685521- 00	Field Supplies
1701	Forestry Suppliers Inc		1,734.23		1 Transactions	
12927	Midwest Machinery Co.					

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
11 Forest Development

Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
11-925-000-0000-6590		P	Return fan housing for gator	987905	Repair & Maintenance Supplies
12927	Midwest Machinery Co.		35.22- 35.22-		1 Transactions
925	DEPT Total:		1,699.01	Reforestation	2 Vendors 2 Transactions
11	Fund Total:		2,070.29	Forest Development	14 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
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	P		500.00	Cleaning Service Nov				Services, Labor, Contracts	
85003	Aitkin County DAC				500.00		1 Transactions				
11419	Beaudry Propane	19- 521- 000- 0000- 6254	P		570.72	Propane Director's residence		671012		Utilities	
		19- 521- 000- 0000- 6254	P		494.86	Propane Dining Hall		671016		Utilities	
11419	Beaudry Propane				1,065.58		2 Transactions				
783	Canon Financial Services, Inc	19- 521- 000- 0000- 6231	P		126.47	Copier contract 020		14406154		Services, Labor, Contracts	
783	Canon Financial Services, Inc				126.47		1 Transactions				
3160	Mille Lacs Energy Coop- Albert Lea	19- 521- 000- 0000- 6254	P		63.94	Director's Residence		27- 13- 004- 01		Utilities	
		19- 521- 000- 0000- 6254	P		34.48	Energy Center		27- 13- 005- 02		Utilities	
		19- 521- 000- 0000- 6254	P		630.44	Dining Hall		27- 13- 006- 01		Utilities	
		19- 521- 000- 0000- 6254	P		530.22	North Start Lodge		27- 13- 007- 03		Utilities	
		19- 521- 000- 0000- 6254	P		42.51	Parking Lot		27- 13- 008- 01		Utilities	
3160	Mille Lacs Energy Coop- Albert Lea				1,301.59		5 Transactions				
521	DEPT Total:				2,993.64	LLCC Administration		4 Vendors		9 Transactions	
523	DEPT					LLCC Food					
5662	McGregor Dairy, Inc	19- 523- 000- 0000- 6418	P		210.94	Groceries		23277		Groceries- Students	
5662	McGregor Dairy, Inc				210.94		1 Transactions				
4968	Upper Lakes Foods, Inc	19- 523- 000- 0000- 6418	P		728.18	Groceries		435909- 00		Groceries- Students	
4968	Upper Lakes Foods, Inc				728.18		1 Transactions				
523	DEPT Total:				939.12	LLCC Food		2 Vendors		2 Transactions	
524	DEPT					LLCC Maintenance					
86467	Auto Value Aitkin	19- 524- 000- 0000- 6302	P		3.49	Starter fluid		40057842		Vehicle Maintenance	

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
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
			Amount		
86467	Auto Value Aitkin		3.49		
				1 Transactions	
9600	Batteries Plus				
	19- 524- 000- 0000- 6422	P	425.56		
9600	Batteries Plus		425.56		
				1 Transactions	035- 278491 Janitorial Services/Supplies
8809	Biscoe/Scott A				
	19- 524- 000- 0000- 6422	P	232.17		
	19- 524- 000- 0000- 6450	P	12.34		
8809	Biscoe/Scott A		244.51		
				2 Transactions	supplies Janitorial Services/Supplies small tools Maintenance Small Tools
1860	Grainger Inc				
	19- 524- 000- 0000- 6590	P	447.01		
1860	Grainger Inc		447.01		
				1 Transactions	9611434946 Repair & Maintenance Supplies
12560	Rian/Scott				
	19- 524- 000- 0000- 6422	P	64.39		
12560	Rian/Scott		64.39		
				1 Transactions	Bulbs Janitorial Services/Supplies
5774	Riverwood Healthcare Clinic				
	19- 524- 000- 0000- 6272	P	165.00		
5774	Riverwood Healthcare Clinic		165.00		
				1 Transactions	Rengo- Pre employ physical Physical Examinations
524	DEPT Total:		1,349.96		
				6 Vendors	7 Transactions
19	Fund Total:		5,282.72		
					18 Transactions
					LLCC Maintenance Long Lake Conservation Center

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
12/30/14 8:37AM  
21 Parks

Vendor	<u>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>
520	DEPT		Parks		
9625	Blind Lake Atv Club				
	21- 520- 000- 0000- 6802	P	Blind Lake ATV Reimburse Oct	Rec 2122	Trail Grants- State
9625	Blind Lake Atv Club		1 Transactions		
3,236.85					
3,236.85					
8175	Centurylink				
	21- 520- 000- 0000- 6250	P	Local phone	313645966	Telephone
8175	Centurylink		1 Transactions		
7.05					
7.05					
12927	Midwest Machinery Co.				
	21- 520- 000- 0000- 6590	P	Gas cans for shop	987615	Repair & Maintenance Supplies
12927	Midwest Machinery Co.		1 Transactions		
68.90					
68.90					
10337	Mille Lacs Driftskippers				
	21- 520- 000- 0000- 6802	P	GIA Reimburse July- Nov 2014	Rec 2122	Trail Grants- State
10337	Mille Lacs Driftskippers		1 Transactions		
23,231.47					
23,231.47					
3160	Mille Lacs Energy Coop- Albert Lea				
	21- 520- 000- 0000- 6254	P	Berglund Park	18- 51- 106- 02	Utilities
3160	Mille Lacs Energy Coop- Albert Lea		1 Transactions		
77.05					
77.05					
10339	White Pine Riders				
	21- 520- 000- 0000- 6802	P	Solana ATV reimbursement	Rec 2122	Trail Grants- State
10339	White Pine Riders		1 Transactions		
2,949.53					
2,949.53					
520	DEPT Total:		Parks	6 Vendors	6 Transactions
		29,570.85			
21	Fund Total:		Parks		6 Transactions
		29,570.85			
	Final Total:	362,910.81	238 Vendors	363 Transactions	

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	241,674.65	General Fund
3	38,546.61	Road & Bridge
5	2,589.39	Health & Human Services
10	43,176.30	Trust
11	2,070.29	Forest Development
19	5,282.72	Long Lake Conservation Center
21	29,570.85	Parks
All Funds	362,910.81	Total

Approved by,

.....  
.....  
.....

DKB1  
12/29/14 4:20PM

# Aitkin County

50



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

Period 3 RE Tax Overpays

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/29/14 4:20PM  
13 Taxes & Penalties

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
943	DEPT		Taxes And Penalties		
13388	Abu- Rumman/Carol				
	13- 943- 000- 0000- 2001		29- 0- 019502 overpay per 3	Abu- Rumman	Cur - Property Taxes
13388	Abu- Rumman/Carol		22.88	1 Transactions	
		22.88			
13389	Bailey/Susan or Roy				
	13- 943- 000- 0000- 2001		27- 0- 030800 overpay per 3	Bailey	Cur - Property Taxes
13389	Bailey/Susan or Roy		12.84	1 Transactions	
		12.84			
13384	Bayview Loan Servicing				
	13- 943- 000- 0000- 2001		16- 1- 055400 overpay per 3	Ellango	Cur - Property Taxes
	13- 943- 000- 0000- 2001		94.88	Ellango	Cur - Property Taxes
	13- 943- 000- 0000- 2001		4.04	Ellango	Cur - Property Taxes
13384	Bayview Loan Servicing		128.40	3 Transactions	
13373	Blesi/Scott				
	13- 943- 000- 0000- 2001		02- 0- 012001 overpay per 3	Blesi	Cur - Property Taxes
13373	Blesi/Scott		3.97	1 Transactions	
		3.97			
13390	Cable/Derek				
	13- 943- 000- 0000- 2001		23- 0- 047002 overpay per 3	Cable	Cur - Property Taxes
13390	Cable/Derek		16.32	1 Transactions	
		16.32			
13377	Caldwell/James				
	13- 943- 000- 0000- 2001		08- 0- 031305 overpay per 3	Caldwell	Cur - Property Taxes
13377	Caldwell/James		23.34	1 Transactions	
		23.34			
13391	Chappys Golden Shores				
	13- 943- 000- 0000- 2001		57- 0- 001304 overpay per 3	Chappy's	Cur - Property Taxes
13391	Chappys Golden Shores		3.83	1 Transactions	
		3.83			
13379	Dobesh/Joseph or Elizabeth				
	13- 943- 000- 0000- 2001		09- 1- 100500 overpay per 3	Dobesh	Cur - Property Taxes
13379	Dobesh/Joseph or Elizabeth		8.54	1 Transactions	
		8.54			
13392	Ford/Shirley G				
	13- 943- 000- 0000- 2001		45- 1- 053800 overpay per 3	Ford	Cur - Property Taxes
13392	Ford/Shirley G		7.12	1 Transactions	
		7.12			

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/29/14 4:20PM  
13 Taxes & Penalties

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description		
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name		
13393 Hallquist/Robb		13- 943- 000- 0000- 2001	4.83	29- 0- 063001 overpay per 3	Hallquist	Cur - Property Taxes
13393 Hallquist/Robb			4.83	1 Transactions		
13382 Hawkins/Timothy or Anna		13- 943- 000- 0000- 2001	13.14	13- 0- 009200 overpay per 3	Hawkins	Cur - Property Taxes
13382 Hawkins/Timothy or Anna			13.14	1 Transactions		
13383 Hesse/Linda		13- 943- 000- 0000- 2001	68.50	15- 0- 047900 overpay per 3	Hesse	Cur - Property Taxes
		13- 943- 000- 0000- 2001	72.00	15- 0- 048000 overpay per 3	Hesse	Cur - Property Taxes
		13- 943- 000- 0000- 2001	312.00	15- 0- 048100 overpay per 3	Hesse	Cur - Property Taxes
		13- 943- 000- 0000- 2001	83.50	15- 0- 048400 overpay per 3	Hesse	Cur - Property Taxes
		13- 943- 000- 0000- 2001	107.00	15- 0- 049100 overpay per 3	Hesse	Cur - Property Taxes
13383 Hesse/Linda			643.00	5 Transactions		
13394 Johnson/Alan		13- 943- 000- 0000- 2001	5.14	24- 1- 107400 overpay per 3	Johnson	Cur - Property Taxes
13394 Johnson/Alan			5.14	1 Transactions		
13385 Koslowski/Dominic or Cindy		13- 943- 000- 0000- 2001	32.30	16- 1- 072100 overpay per 3	Koslowski	Cur - Property Taxes
13385 Koslowski/Dominic or Cindy			32.30	1 Transactions		
13395 Lacher/Debra		13- 943- 000- 0000- 2001	212.00	25- 0- 044600 overpay per 3	Lacher	Cur - Property Taxes
13395 Lacher/Debra			212.00	1 Transactions		
13372 Laspina/Glenn		13- 943- 000- 0000- 2001	130.00	02- 0- 004800 overpay per 3	Laspina	Cur - Property Taxes
13372 Laspina/Glenn			130.00	1 Transactions		
13376 Lenberg/Scott		13- 943- 000- 0000- 2001	9.35	07- 1- 113100 overpay per 3	Lenberg	Cur - Property Taxes
13376 Lenberg/Scott			9.35	1 Transactions		
13396 Mellon/Laurie		13- 943- 000- 0000- 2001	43.04	21- 0- 051401 overpay per 3	Mellon	Cur - Property Taxes

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



DKB1  
12/29/14 4:20PM  
13 Taxes & Penalties

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
13396	Mellon/Laurie		43.04	1 Transactions		
12968	Millard/Jerry or Claudette					
	13- 943- 000- 0000- 2001		11.68	01- 0- 071004 overpay per 3	Millard	Cur - Property Taxes
12968	Millard/Jerry or Claudette		11.68	1 Transactions		
13397	Monteith/Bruce					
	13- 943- 000- 0000- 2001		18.52	35- 1- 074300 overpay per 3	Monteith	Cur - Property Taxes
13397	Monteith/Bruce		18.52	1 Transactions		
3453	Moser/John or Ann Marie					
	13- 943- 000- 0000- 2001		259.56	25- 0- 032600 overpay per 3	Moser	Cur - Property Taxes
3453	Moser/John or Ann Marie		259.56	1 Transactions		
13398	Nations Title Agency of MN Inc					
	13- 943- 000- 0000- 2001		15.32	38- 0- 002001 overpay per 3	Kor	Cur - Property Taxes
	13- 943- 000- 0000- 2001		8.04	38- 0- 000700 overpay per 3	Kor	Cur - Property Taxes
13398	Nations Title Agency of MN Inc		23.36	2 Transactions		
13399	Parker/Sharon					
	13- 943- 000- 0000- 2001		23.84	26- 0- 019800 overpay per 3	Lund	Cur - Property Taxes
13399	Parker/Sharon		23.84	1 Transactions		
13378	Petersen/Steven					
	13- 943- 000- 0000- 2001		13.94	08- 0- 055500 overpay per 3	Petersen	Cur - Property Taxes
13378	Petersen/Steven		13.94	1 Transactions		
13380	Red Fox Group					
	13- 943- 000- 0000- 2001		18.74	09- 1- 106600 overpay per 3	Red Fox	Cur - Property Taxes
13380	Red Fox Group		18.74	1 Transactions		
13374	Salo/Lee					
	13- 943- 000- 0000- 2001		34.68	04- 0- 031400 overpay per 3	Salo	Cur - Property Taxes
13374	Salo/Lee		34.68	1 Transactions		
13400	Schultz/Alison or Donovan					
	13- 943- 000- 0000- 2001		14.64	30- 0- 052902 overpay per 3	Schultz	Cur - Property Taxes
	13- 943- 000- 0000- 2001		8.12	30- 0- 048500 overpay per 3	Schultz	Cur - Property Taxes

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
12/29/14 4:20PM  
13 Taxes & Penalties

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
13400	Schultz/Alison or Donovan	22.76		2 Transactions	
13375	Schwanz/Wayne or Denise				
	13- 943- 000- 0000- 2001	3.94	06- 0- 006402 overpay per 3	Schwanz	Cur - Property Taxes
13375	Schwanz/Wayne or Denise	3.94		1 Transactions	
13381	Sherry/Daniel				
	13- 943- 000- 0000- 2001	29.98	10- 1- 063600 overpay per 3	Sherry	Cur - Property Taxes
13381	Sherry/Daniel	29.98		1 Transactions	
13387	Turnacliff/Dell				
	13- 943- 000- 0000- 2001	7.46	21- 0- 037600 overpay per 3	Turnacliff	Cur - Property Taxes
13387	Turnacliff/Dell	7.46		1 Transactions	
13401	Wegner/Marie				
	13- 943- 000- 0000- 2001	6.64	21- 7- 073800 overpay per 3	Wegner	Cur - Property Taxes
13401	Wegner/Marie	6.64		1 Transactions	
13386	Weiss/Thomas				
	13- 943- 000- 0000- 2001	36.76	20- 0- 042601 overpay per 3	Weiss	Cur - Property Taxes
13386	Weiss/Thomas	36.76		1 Transactions	
13402	Willow River Geothermal LLC				
	13- 943- 000- 0000- 2001	18.12	41- 0- 054900 overpay per 3	Willow River	Cur - Property Taxes
13402	Willow River Geothermal LLC	18.12		1 Transactions	
11489	Young/John				
	13- 943- 000- 0000- 2001	16.09	35- 0- 025411 overpay per 3	Young	Cur - Property Taxes
11489	Young/John	16.09		1 Transactions	
943	DEPT Total:	1,866.11	Taxes And Penalties	34 Vendors	42 Transactions
13	Fund Total:	1,866.11	Taxes & Penalties		42 Transactions
	Final Total:	1,866.11	34 Vendors	42 Transactions	

DKB1  
12/29/14 4:20PM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	13	1,866.11	Taxes & Penalties	
All Funds		1,866.11	Total	Approved by, .....
				.....
				.....



# Board of County Commissioners Agenda Request

**5E**  
Agenda Item #

**Requested Meeting Date:** January 6, 2015

**Title of Item:** Accept Donation to Sobriety Court

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Hold Public Hearing*

<b>Submitted by:</b> Sue Bingham	<b>Department:</b> Administration
-------------------------------------	--------------------------------------

<b>Presenter (Name and Title):</b> n/a	<b>Estimated Time Needed:</b> n/a
---	--------------------------------------

**Summary of Issue:**

Sobriety Court requests Board approval to accept the generous donation of \$1,073.45 from Brainerd Community Action.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Accept donation of \$1,073.45 to Sobriety Court from Brainerd Community Action.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No **Please Explain:**



# Board of County Commissioners Agenda Request

## 5F

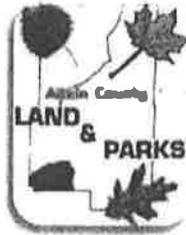
Agenda Item #

**Requested Meeting Date:** 1/6/2015

**Title of Item:** Vehicle quotes

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>				
<b>Submitted by:</b> Mark Jacobs		<b>Department:</b> Land Department				
<b>Presenter (Name and Title):</b> Same		<b>Estimated Time Needed:</b> n/a				
<b>Summary of Issue:</b>  Quotes were received for a 3/4-ton pick-up truck to replace the 1998 1-ton truck that has high mileage and high maintenance costs in the past few years.  <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Aitkin Motors - Aitkin:</td> <td>2015 Ford F-250 = \$25,343 (including all optional items)</td> </tr> <tr> <td>Nelson Motors - Fergus Falls:</td> <td>2015 Ford F-250 = \$24,991 (without all optional items)</td> </tr> </table> <p>The vehicle was budgeted for 2014.</p>			Aitkin Motors - Aitkin:	2015 Ford F-250 = \$25,343 (including all optional items)	Nelson Motors - Fergus Falls:	2015 Ford F-250 = \$24,991 (without all optional items)
Aitkin Motors - Aitkin:	2015 Ford F-250 = \$25,343 (including all optional items)					
Nelson Motors - Fergus Falls:	2015 Ford F-250 = \$24,991 (without all optional items)					
<b>Alternatives, Options, Effects on Others/Comments:</b>  						
<b>Recommended Action/Motion:</b> Because the Aitkin Motor quote included all optional items (\$415 value) I recommend their quote.						
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>						

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



*Aitkin County Land Department*

209 2<sup>nd</sup> St. NW Room 206  
Aitkin, MN 56431

218-927-7364

**Specifications for**  
**One ¾ ton regular cab 4x4 with 8 foot box**  
(Bids to be opened December 19, 2014 at 4:00 PM)

Minimum Specifications

*Aitkin Motor*      *Nelson Auto*  
Indicate compliance in blank space

	<i>2015</i>	<i>2015</i>
1. 2014 or newer ¾ ton 4x4 with single rear wheels	✓	✓
2. Gasoline engine must meet or exceed 6L	✓	✓
3. Overdrive Automatic Transmission	✓	✓
4. 9,900 GVWR minimum	✓	✓
5. Axle ratio to exceed 19,000 lbs GCWR	✓	✓
6. Cruise control/tilt steering wheel	✓	✓
7. LT all terrain tires with matching full size spare tire/wheel	✓	✓
8. Block heater / heavy duty heater	✓	✓
9. Front tow hooks	✓	✓
10. Trailer brake wiring, trailer wiring harness with 7 pin connector with controller	✓	✓
11. Heavy duty battery	✓	✓
12. Air conditioning	✓	✓
13. AM-FM stereo radio	✓	✓
14. Rear step bumper and tailgate step	✓	✓
15. Trailer hitch receiver at least 12.5 K (2")	✓	✓
16. Cab running boards/steps	<i>rounded black step</i>	✓
17. Snow plow prep package	✓	✓
18. 5 <sup>th</sup> wheel / gooseneck trailer towing package	✓	✓
19. Mirrors – telescoping trailer towing	✓	✓

Preferred but not required (Optional)

20. 40/20/40 split seat	✓	✓
21. Locking rear axle	✓	add #330
22. Skid plate package	✓	add #85

*#25,343*  
*with all optional*

*24991.00*  
*without all*  
*optional*  
*w/optional*  
*#25406*

*An Equal Opportunity Employer*

Fax - 218-927-7249

e-mail: [acld@co.aitkin.mn.us](mailto:acld@co.aitkin.mn.us)

## **Goals and Planned Activities for 2014**

### **Forest Management: 10-923, 11-925, 11-934, 11-935**

- Maintain timber harvest acres offered for sale with a focus on enhancing forest quality, diversity, and productivity.
- FSC annual audit
- Forest inventory and monitoring with an emphasis on quality hardwoods, advanced conifer regeneration, invasive pests, and native plant communities.
- Purchase a 4x4 Truck
- Monitor and develop policies to address emerging bio-mass markets
- Verify and potentially market wetland and/or carbon credits from ACLD managed lands

### **Parks/Recreation Management: 21-520, 11-925**

- Upgrade recreation facilities along the Mississippi River
- Improve signage and trail-head parking on motorized recreation trails
- Better coordinate with trail clubs, stakeholders, agencies, businesses and landowners to monitor use and enhance Aitkin County trail systems
- Purchase an ATV
- Explore development of an ATV "park" in association with existing trail system
- Continue development and maintenance of the Northwoods Regional ATV Trail system
- Develop, enhance, and promote new and existing non-motorized recreation opportunities

### **Land Management: 10-921, 10-923,**

- Ongoing classification of County Tax-Forfeited Lands per MS 282.01
- Continue to seek more efficient land sale/exchange procedures
- Continue the evaluation and mapping of gravel pits on CTFL
- Consolidate CTFL ownership (via exchange or purchase/sell)
- Continue to sell CTFL that does not fit into our land management plans
- Contribute funding for Economic Development/Forest Industry Coordinator (60%)

### **Land Information (GIS/Survey): 10-921, 10-923, 11-924**

- Training/software/hardware to facilitate e-government (web-fusion) initiative
- Continue facilitating E-911 addressing
- Focus survey crew workload to a County survey corner relocation program focused on public lands
- Contribute funding for Land Survey Coordinator (60%)
- Contribute funding for GIS Coordinator (60%)



# Board of County Commissioners Agenda Request

5G  
 Agenda Item #

**Requested Meeting Date:** 1/6/2015

**Title of Item:** Class II ATV Quotes

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

<b>Submitted by:</b> Mark Jacobs	<b>Department:</b> Land Department
-------------------------------------	---------------------------------------

<b>Presenter (Name and Title):</b> Same	<b>Estimated Time Needed:</b> n/a
--	--------------------------------------

**Summary of Issue:**

Quotes were received for a 4-passenger Class II ATV for use in transporting ATV trail maintenance crews or for ACLD staff accessing remote forestland (timber sales, land surveying, etc).

An ATV purchase was included in the 2014 budget.

Midwest - Aitkin: 2014 John Deere - Gator 825 4-seat = \$14,458

Willey's - McGregor: 2014 Polaris - Ranger 900 crew 4-seat = \$15,371

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

I recommend the low responsible quote for the Gator 825 from Midwest Machinery of Aitkin

**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:*

**2014**  
**4-Passenger ATV quotes**

	Year	Seats	Features	Quote
John Deere - Gator 825 Midwest - Atkin	2014	4	Power Steering Roof Glass windshield Rear screen	\$ 14,458
Polaris - Ranger 900 crew Willays - McGregor	2014	4	Power Steering Roof Glass windshield	\$ 15,371

## **Goals and Planned Activities for 2014**

### **Forest Management: 10-923, 11-925, 11-934, 11-935**

- Maintain timber harvest acres offered for sale with a focus on enhancing forest quality, diversity, and productivity.
- FSC annual audit
- Forest inventory and monitoring with an emphasis on quality hardwoods, advanced conifer regeneration, invasive pests, and native plant communities.
- Purchase a 4x4 Truck
- Monitor and develop policies to address emerging bio-mass markets
- Verify and potentially market wetland and/or carbon credits from ACLD managed lands

### **Parks/Recreation Management: 21-520, 11-925**

- Upgrade recreation facilities along the Mississippi River
- Improve signage and trail-head parking on motorized recreation trails
- Better coordinate with trail clubs, stakeholders, agencies, businesses and landowners to monitor use and enhance Aitkin County trail systems
- Purchase an ATV
- Explore development of an ATV "park" in association with existing trail system
- Continue development and maintenance of the Northwoods Regional ATV Trail system
- Develop, enhance, and promote new and existing non-motorized recreation opportunities

### **Land Management: 10-921, 10-923,**

- Ongoing classification of County Tax-Forfeited Lands per MS 282.01
- Continue to seek more efficient land sale/exchange procedures
- Continue the evaluation and mapping of gravel pits on CTFL
- Consolidate CTFL ownership (via exchange or purchase/sell)
- Continue to sell CTFL that does not fit into our land management plans
- Contribute funding for Economic Development/Forest Industry Coordinator (60%)

### **Land Information (GIS/Survey): 10-921, 10-923, 11-924**

- Training/software/hardware to facilitate e-government (web-fusion) initiative
- Continue facilitating E-911 addressing
- Focus survey crew workload to a County survey corner relocation program focused on public lands
- Contribute funding for Land Survey Coordinator (60%)
- Contribute funding for GIS Coordinator (60%)



# Board of County Commissioners Agenda Request

**5H**  
Agenda Item #

**Requested Meeting Date:** January 6, 2015

**Title of Item:** Vehicle Purchase

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Hold Public Hearing*

<b>Submitted by:</b> Undersheriff John Drahota	<b>Department:</b> Sheriff's Office
---	--

<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b> N/A
---	--------------------------------------

**Summary of Issue:**  
The Sheriff's Office is requesting the purchase of a 2015 Ford Police Package Utility (SUV) vehicle from Aitkin Motors. Aitkin Motors has the low bid. The vehicle will replace a 2008 Impala with approximately 95,000 miles.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
It is recommended that the low bid of \$27,987.00 be accepted and the vehicle be purchased from Aitkin Motors.

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ \$27,987.00  
 Is this budgeted?  Yes  No *Please Explain:*

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

217 Second Street NW, Room 185  
Aitkin, MN 56431

**2015 vehicle bids for (1) Police vehicle (SUV):**

**2015 Ford Utility AWD SUV-Police Package (Pursuit rated)**

- EPA mpg estimates 16 city/21 hwy (3.7 L V6)
- Warranty-3 yrs/36,000 Bumper-Bumper  
5 yrs/100,000 Powertrain
- Towing Capacity 2500 #
- Aitkin Motors bid **\$27,987.00** (State Bid-Nelson Auto Center \$28,072.95)

**2015 Chevrolet Tahoe 4WD SUV Police package (Pursuit rated)**

- EPA mpg estimates 16 city/22 hwy (5.3 L V8)
- Warranty-3 yrs/36,000 Bumper-Bumper  
5 yrs/100,000 Powertrain  
2 Yrs/24,000 Service maintenance
- Towing capacity 5000#
- Brandl Motors Bid \$ 36,065.00 (State Bid-Ranger Chevrolet \$31,959.00)

**I recommend the purchase of the Ford Utility vehicle from Aitkin Motors for \$27,987.00**



# Board of County Commissioners Agenda Request

**51**  
Agenda Item #

**Requested Meeting Date:** January 6, 2015

**Title of Item:** Advertisement for Jacobson Shop Addition

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
------------------------------------	--

<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> NA
--	-------------------------------------

**Summary of Issue:**  
The small addition to the Jacobson Shop building is planned to be advertised for bids at 2:00 pm on Thursday, January 29, 2015.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
NA, information only.

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ \$80,000  
 Is this budgeted?  Yes  No *Please Explain:*  
 Project cost budgeted in 2014 and 2015.



# Board of County Commissioners Agenda Request

**6A**  
Agenda Item #

**Requested Meeting Date:** January 6, 2015

**Title of Item:** MAP-21 Grant Application

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
------------------------------------	--

<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 10 minutes
--	---

**Summary of Issue:**

Applications for MAP-21 federal highway funding for fiscal year 2019 funding are being taken by the Northeast Minnesota Area Transportation Partnership until January 9, 2015. Recommended submittal is for a \$500,000 grant to fund a portion of S.P 001-606-021, which is a bituminous overlay/culvert replacement project on CSAH 6 from State Highway 65 to 5.1 miles east. This project is currently being planned for 2018 construction at a total cost of approximately \$1,200,000.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Board Consensus

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*



# Board of County Commissioners Agenda Request

7A

Agenda Item #

**Requested Meeting Date:** January 6, 2015

**Title of Item:** 2015 County Board Meeting Dates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Nathan Burkett		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Each year the County Board sets the year's scheduled meeting dates. Since 2013 the Board has been meeting on the second and fourth Tuesdays of each month.  Attached is a 2015 calendar with the proposed Board meeting dates highlighted in yellow. The County Holidays/Days Off are highlighted in blue.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt the proposed 2015 County Board Meeting dates.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

# 2015 County Board Meeting Dates

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Board Meeting Dates  
 County Holidays/Days Off



# Board of County Commissioners Agenda Request

7B

Agenda Item #

**Requested Meeting Date:** January 6, 2015

**Title of Item:** Designation of Official County Newspaper

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Nathan Burkett		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  <p>At the first meeting of the year, the County Board must designate an official newspaper. Enclosed for your review are the results of the request for bids that were sent to the Aitkin Independent Age/ Voyager Press and the NewsHopper Publication, Inc. The County Board authorized the bid forms and procedures at the December 9, 2014 County Board meeting.</p> <p>Staff has attached the 2015 bid summary sheet for the County Board to review, along with the proposed resolution.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>  Adopt the attached resolution.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

**AITKIN COUNTY - BID COMPARISON FORM  
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2015**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

**Aitkin Age & Voyageur Press**                      **NewsHopper**  
\$ 9.00 per column inch              \$ no bid per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

**Aitkin Age & Voyageur Press**                      **NewsHopper**  
\$ 9.00 per column inch              \$ no bid per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

**Aitkin Age & Voyageur Press**                      **NewsHopper**  
\$ 9.00 per column inch              \$ no bid per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

**Aitkin Age only**    **NewsHopper**  
\$ 6.00 per column inch              \$ no bid per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

**Voyageur Press only**                                      **NewsHopper**  
\$ 3.00 per column inch              \$ no bid per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**, 10 1/4" x 15" **VP**

Size in inches of newspaper single page sheet = No bid **NewsHopper**

Maximum number of columns per page in legal notice section = 6 **Aitkin Age** 4 **VP**

Maximum number of columns per page in legal notice section = No bid **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = 3,032 **Age**, 575 **VP**  
+ *web readers* 4,174

Newspaper circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 3,607 **Aitkin Age/VP**

Weekly circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$33 **Age**/\$34 **VP**

Subscription cost per individual customer within Aitkin County for 1 year = no bid **NewsHopper**

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

ADOPTED January 6, 2015

By Commissioner: xx

**20150106-0xx**

**2015 Official County Newspaper**

**BE IT RESOLVED**, that the *Aitkin Independent Age/Voyageur Press* is hereby designated by the Aitkin County Board of Commissioners as the newspaper in which all official business shall be published. *Voyageur Press* is named second publication of Financial Statement.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 6<sup>th</sup> day of January 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 6<sup>th</sup> day of January A.D., 2015

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy



December 22, 2014

**Honorable Board of County Commissioners  
Aitkin County Courthouse  
209 Second St. N.W.  
Aitkin, MN 56431**



**Aitkin Independent Age**

213 Minnesota Ave. N.  
Aitkin, MN 56431-0259  
218-927-3761  
www.aitkinage.com

Dear Board of Commissioners:

Thank you for naming the *Aitkin Independent Age* and *Voyageur Press* its legal newspaper(s) in 2014. Attached is the bid sheet to run public notices again in 2015. And, it is again a joint bid with the *Voyageur Press* of McGregor.

In 2000, the board awarded the legals to the *Age* by itself with a rate of \$7.64 per column inch. Today, the joint bid is an even better value based upon rates paid historically and the added reach of the public notices appearing in both county papers, and online.

If the bid is awarded to us, the *Aitkin Independent Age* will print the following items and furnish all legal printed materials to the *Voyageur Press* of McGregor to be published as well:

- \*Publication of Official Proceedings (Commissioner and Board of Equalization)
- \*Publication of Legal Notices and miscellaneous advertisements
- \*In the matter of the delinquent tax list, the *Aitkin Independent Age* has elected to bid and the *Voyageur Press* has elected not to bid.
- \*In the matter of the bid for printing the annual financial statement, if accepted, it will be printed in the *Aitkin Independent Age* with a second publication in the *Voyageur Press* of McGregor. The *Age* will furnish all necessary printed materials when approved by the county auditor to the *Voyageur Press* for publication.
- \*All correspondence and billing will be with the *Aitkin Independent Age* and it will forward all information to the *Voyageur Press*. The *Voyageur Press* will bill the county directly for the second printing of the county financial statement.
- \*All legal notices published in the *Age* and *Voyageur Press* are posted at no additional charge at the region's No. 1 website, [www.aitkinage.com](http://www.aitkinage.com).

Please let us know if you have any questions regarding our bid and publications. Thank you for the award of these notices in 2014. We hope to work with you again in 2015.

Sincerely,

Sam Swanson, General Manager  
*Aitkin Independent Age*

Sincerely,

John Grones, Publisher  
*Voyageur Press*

Joint Bid  
Aitkin Independent Age  
Voyageur Press

# AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2015

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ 9.00 per column inch (covers both publications)
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 9.00 per column inch (covers both publications)
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 9.00 per column inch (covers both publications)
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 6.00 per column inch (Aitkin Age only)
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 3.00 per column inch (Voyageur Press only)

Size in inches of newspaper single page sheet = 10 3/8" by 21" - Age  
10 1/4" by 15" - Voyageur Press

Maximum number of columns per page in legal notice section = 6 - Age  
4 - Voyageur Press

Newspaper circulation within the boundaries of Aitkin County = 575 VP 3,032 A. Age

Weekly circulation within the boundaries of Aitkin County = 575 VP 3,032 A. Age

Online weekly readers 4,174

Subscription cost per individual customer within Aitkin County for 1 year = \$34.00 Voyageur Press  
33.00 Aitkin Age

**(Please Print Clearly)**

Name of Bidding Newspaper: Aitkin Independent Age Voyageur Press  
213 Minnesota Ave N. 15 Country House Lane  
Official Address: P.O. Box 259 P.O. Box 59

Aitkin, MN 56431 McGregor, MN 55760

Printed Name of Submitter Sam Swanson, General Manager Title John Grones, Publisher  
Aitkin Age Voyageur Press

Phone: 218-927-3761 218-768-3405

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

Sam Swanson 12/23/14  
Signature in Ink of Submitter

John Grones 12/23/14  
Date



# AITKIN AGE

INDEPENDENT

Newspaper  
Circulation  
Jan. 2014

## Store Copies

Aitkin Stores.....	56431.....	575
McGregor Stores.....	55760.....	195
Palisade Stores.....	56469.....	60
Other Stores.....	Misc.....	160
Our Counter Sales.....	56431.....	80

## Subscribers Copies

Aitkin Subscribers.....	56431.....	1,403
Palisade Subscribers.....	56469.....	150
McGregorSubscribers.....	55760.....	287
Tamarack Subscribers.....	55787.....	37
McGrath Subscribers.....	56350.....	24
Hill City Subscribers.....	55748.....	32
Swatara Subscribers.....	55785.....	10
Jacobson Subscribers.....	55752.....	19

**Total in County.....3,032**

Zone 1 and 2 ( in state, out of county ).....672  
Outside Minnesota.....153

**Total Papers.....3,857**

**Note:** Our numbers are a bit higher in the summer as a result in being a vacation/summer home area.

**AITKIN COUNTY - BID COMPARISON FORM**  
**PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2014**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

**Aitkin Age & Voyageur Press**

\$ 8.58 per column inch

**NewsHopper**

\$ no bid per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

**Aitkin Age & Voyageur Press**

\$ 8.58 per column inch

**NewsHopper**

\$ no bid per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

**Aitkin Age only**

\$ 8.58 per column inch

**NewsHopper**

\$ no bid per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

**Aitkin Age only**

\$ 5.66 per column inch

**NewsHopper**

\$ no bid per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

**Voyageur Press only**

\$ 2.92 per column inch

**NewsHopper**

\$ no bid per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**, 10 1/4" x 15" **VP**

Size in inches of newspaper single page sheet = no bid **NewsHopper**

Maximum number of columns per page in legal notice section = 6 **Aitkin Age** 4 **VP**

Maximum number of columns per page in legal notice section = no bid **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = 3,109 *Print, Age*, 575 *Print, VP*  
+ 7,944 *web readers* = 15,294 *total*

Newspaper circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 3,684 **Aitkin Age/VP**

Weekly circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$32.00 **Age**

Subscription cost per individual customer within Aitkin County for 1 year = no bid **NewsHopper**



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** January 6, 2015

**Title of Item:** 2015 Commissioners Meeting Procedures

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Nathan Burkett		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Each year the County Board adopts a resolution for the Board of Commissioners Meeting Procedures & Rules of Business.  "The Aitkin County Board of Commissioners Meeting Procedures and Rules of Business" required only minor modifications for 2015. The meeting schedule is proposed to be the same in 2015 as it was in 2014 and 2013, and it still notes that the Health & Human Services Board meetings are included within the regular County Board meetings.  Nathan Burektt is listed as the County Administrator Mick Moriarty is listed as the County Recorder  The only other item needing updating is to identify the 2015 Chair and Vice Chair.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt the attached resolution.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED January 6, 2015

By Commissioner: xx

**20150106-0xx**

**2015 Board of Commissioners Meeting Procedures & Rules of Business**

**WHEREAS**, the Aitkin County Board of Commissioners sees it prudent and necessary to review and adopt rules of procedure governing the conduct of County Board Meetings; and

**WHEREAS**, the Aitkin County Board has adopted and utilized rules of business, board procedures, and Robert's Rules of Order; and

**WHEREAS**, the Aitkin County Board of Commissioners believes it is important to annually reaffirm the rules; and

**THEREFORE, BE IT RESOLVED**, that the "Aitkin County Board of Commissioners Meeting Procedures and Rules of Business" is hereby amended and reaffirmed.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 6<sup>th</sup> day of January 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 6<sup>th</sup> day of January A.D., 2015

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy



BOARD OF COMMISSIONERS  
MEETING PROCEDURES and  
RULES OF BUSINESS

Revised January 6, 2015

Welcome to this meeting of the Aitkin County Board of Commissioners. We are extremely pleased that you have shown your interest in Aitkin County affairs by attending this meeting. It is the wish of the Board of Commissioners that interested citizens participate in the deliberations of its meetings and that residents of the county become aware of the procedures to be followed.

This pamphlet has been prepared to familiarize you with the function and the organization of the Aitkin County Board of Commissioners and to outline for you the procedures that must be followed if you wish to actively participate in the meeting. We are pleased that you have decided to attend a meeting and we wish to invite you to attend our future meetings.

The Aitkin County Board of Commissioners

### **Board Members**

Your Board of Commissioners is composed of five members elected to serve over-lapping terms. The County Administrator serves as the recording clerk to the Board and prepares the agendas for consideration. The election of the Board members takes place on the first Tuesday in November of even numbered years and all members are elected by district. New Board members take office on the first Monday in January.

Your Board members this year are:

District I	J. Mark Wedel	(218) 927-6500
District II	Laurie Westerlund	(320) 684-2652
District III	Donald Niemi	(218) 927-9947
District IV	Brian Napstad	(218) 426-3008
District V	Anne Marcotte	(218) 256-0277

## **Board Meeting**

The Aitkin County Board of Commissioners meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month. Meeting dates and times are subject to change.

Each Tuesday meeting begins at 9:00 a.m. unless otherwise posted, in the Commissioners Boardroom in the West Annex of the Aitkin County Courthouse, Aitkin, MN. The Health & Human Services Board meets the fourth Tuesday each month. On the fourth Tuesday of each month, the Health & Human Services Board meeting will convene following approval of the regular agenda.

The Chair or three members of the County Board may call special meetings. Such meetings shall be called with a twelve-hour advance notice to all available County Board members and members of the news media. If time will allow, published notice in the official newspaper shall also be given to the public. Notwithstanding any other requirements, notice shall be posted on bulletin boards located in the Courthouse lobby and outside the County Administrator's office, along with the County's website, [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us). Notices shall specify 1) the specific item or items to be considered at the special meeting, and (2) the date, times, and places of the meeting. Special meetings of the County Board shall be held in the Courthouse unless the County Board has determined that other facilities are to be used. All special meetings of the County Board shall be limited to the specific item or items set forth in the notice.

In the event that an emergency meeting is needed, the Board will make a good faith effort to provide notice of the meeting to the media, as required by M.S. 13D.04, Subd. 3.

All meetings of the full Board (regular, special, emergency and adjourned) are open to the public. In fact, the public is urged to attend.

### **Board Actions**

A majority of the members of the County Board shall constitute a quorum for the transaction of business. The Chair shall be a member of the County Board and shall have the right to vote on all matters coming before it, but shall have no veto power. If the vote of the Chair creates a tie, the motion shall fail.

The Board of Commissioners has complete and final control over County matters subject only to the limitation imposed by law, and of course, ultimately the will of the local residents.

### **Public Participation at Board Meetings**

Meetings of the Board of Commissioners will follow a standard agenda. Items not placed on the agenda may be considered at the meeting upon agreement of the members of the Board present. To place an item on the agenda, the following procedures should be used:

The applicant should file a written request with the County Administrator's Office at least seven days prior to the scheduled meeting. The request should include the name, address and telephone number of the person or persons making the request; a statement describing the action the applicant wishes the Board to take and background information outlining the reasons for the request. The County Administrator shall enter the item on the County Board agenda in a work summary adequate to alert the public as to the nature of the matter to be discussed. If the County Administrator is unable to prepare a summary from the information received, the County Administrator may refuse to place the matter on the agenda.

The Board of Commissioners desires public participation at its meetings but at the same time has the responsibility for conducting its business in an orderly fashion. The Chairperson will provide the audience with an opportunity to provide their comments or propose an agenda item for future consideration. This will be done at the beginning of the meeting.

After presentation of the comments, the Board may discuss the comments. After Board discussion, members of the audience shall have an opportunity to be heard prior to Board action.

Each speaker will be allowed 5 minutes for his/her presentation unless the time limit is waived by a majority of the Board members present. When there are a large number of speakers to be heard, the Board of Commissioners may shorten this time. Interruption or other interference with the orderly conduct of Board of Commissioners' business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer (Chairperson) may terminate the speaker's privilege of address, if after being called to order, he/she persists in improper conduct or remarks.

At a public meeting of the Board, no person shall orally initiate charges or complaints against individual employees of the County (due to laws governing data practices) or debate any subjects under jurisdiction of the courts. All such charges, if presented to the Board directly, shall be referred to the County Administrator's Office for investigation and report.

No action will be taken on any item not considered a part of the agenda on the same day it is presented unless action is considered necessary by a majority of the Board.

## **AITKIN COUNTY BOARD RULES OF BUSINESS**

### **Rule 1. Presiding Officer. Roll Call.**

The Chair, or in the Chair's absence, the Vice Chair of the County Board shall take the chair at the time appointed for the meeting and call the County Board to order.

### **Rule 2. Quorum.**

A majority of the members of the County Board shall constitute a quorum for the transaction of business.

### **Rule 3. Minutes.**

The County Administrator shall prepare written copies of the minutes of the preceding session or sessions of the County Board and distribute them to its members no later than the start of its current session, unless otherwise notified. One or more copies of the minutes shall be available in the Office of the County Administrator for examination by members of the public. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the minutes of the previous session or sessions of the County Board as prepared by the County Administrator. Any mistake or omission in the minutes may then be corrected by the County Board. In addition, all meetings will be recorded and kept securely by the office of the County Administrator.

### **Rule 4. Order of Business.**

The Chair or presiding officer of the County Board shall preserve order and decorum. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the agenda as prepared by the County Administrator.

**Agenda Preparation:** The County Administrator shall prepare a written agenda in advance of all regular County Board meetings in consultation with the Board Chairperson and shall place Call to Order, Pledge of Allegiance, Board of Commissioners Meeting Procedures, Approval of Agenda, and Citizens' Public Comment as the first five items; thereafter, other items of business shall be presented in the order deemed best by the County Administrator or as directed by the County Board.

**Rule 5. Recognition by Chair.**

Every County Board member or member of the public shall respectfully address the Chair by the appellation of "Chair" followed by the Chair's surname, and shall not speak further until recognized by the Chair. Once a member of the audience has been recognized by the Chair as requesting to address the County Board, the Chair shall require the individual to identify themselves by stating their name and address.

**Rule 6. Designation by Chair.**

When two or more members request to speak, the Chair or presiding officer shall designate who is first to speak, but in all cases the member who shall first address the Chair shall speak first.

**Rule 7. Presentment of Petitions and Communication.**

Petitions and communications on the agenda may be presented by a member of the County Board or by either the Secretary or County Administrator.

**Rule 8. Voting. Excuse. Failure.**

When a question is put by the Chair, every member present shall vote; unless the County Board, for special reason, shall excuse a member prior to the calling of the roll or a legal

conflict of interest prohibits a member from voting. Any member, who being present when his or her name is called, fails to vote upon any then pending proposition, unless previously excused by the County Board, shall be counted as having voted in the positive. The Chair will conduct a roll call vote at the request of any member of the Board.

**Rule 9. Calling Vote.**

The ayes and nays shall be called upon the passage of ordinances. Unless a member requests, or is designated by Statute, other items will be by voice vote. When a vote is called for and a County Board member is silent, the County Board will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

**Rule 10. Public Hearing Procedure.**

Prior to any public hearing, the Chair or presiding officer shall establish the following rules as part of their introduction to the hearing:

- 1) The Chair will remind all parties of the County Board Rules of Business.
- 2) The presenter of the issue/item/proposal will present the entire issue/item/proposal and any proposed amendments prior to taking any testimony by the citizens or the County Board.
- 3) The County Board shall have the opportunity to discuss the issue/item/proposal and ask any questions they may have of the presenter immediately after the presentation of the issue/item/proposal.

- 4) There will be a public comment period where the audience will have the opportunity to provide comments or questions on the issue/item/proposal after the County Board has discussed the issue/item/proposal. Time limits may be set as to allow for appropriate public comment. Repetitive comments will be discouraged.
- 5) After the public comment period the County Board will discuss the issue/item/proposal and select the appropriate action for the issue/item/proposal.

**Rule 11. Ordinances. Procedure.**

Every proposed ordinance shall be considered at two separate regular sessions of the County Board.

Amendments may be offered at either meeting when the ordinance is under consideration. Amendment to any section may be made and acted upon at any time up to the final passage. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final adoption of said ordinance. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass and action thereupon shall be postponed to the next regular session.

**Rule 12. Absent Member.**

Every member of the County Board who anticipates being absent during a County Board meeting shall notify the County Administrator.

**Rule 13. Journal.**

It shall be the duty of the County Administrator to keep the journal of the proceedings of the County Board and perform such duties as may be required by Minnesota Statutes. The County Administrator shall not allow the official journal of the County to be taken from the custody of the County Administrator without the knowledge and consent of the County Board. The approved minutes will be the official record of the County Board meetings. In addition, recorded copies of the proceeding will be securely kept by the Office of the County Administrator for a period of four years.

**Rule 14. Robert's Rules of Order.**

The rules of parliamentary practice, embraced in Robert's Rules of Order shall govern the County Board in all cases in which they are applicable, and in which they are not inconsistent with the Standing Rules of the County Board.

**Rule 15. Conduct.**

Any County Board member, employee, or citizen may be asked to cease their comments, sit down, leave the premises, leave by law enforcement escort, or get arrested for not following the County's policies of mutual respect, harassment, and violence in the workplace. The Chair, or presiding officer shall enforce the conduct policy. Any member of the County Board, or the County Administrator can ask for the enforcement of this policy or recess in the meeting when it becomes apparent that the policies are not being followed. Some general things for which the policy may be enforced include, but are not limited to:

- 1) Being in attendance under the influence of intoxicant or non-prescription illegal drugs, or using such substances while on County property.

- 2) Conduct which violated the common decency or morality of individuals.
- 3) Commission of a felony or gross misdemeanor.
- 4) Violating safety rules and regulations.
- 5) Speaking or making derogatory or false accusations so as to discredit other individuals.
- 6) The use of profanity or abusive language towards any individual.
- 7) Harassment or discrimination.
- 8) Speaking without being recognized by the Chair.

**Rule 16. Suspension or Amendment of Rules.**

No rule of the County Board shall be suspended, altered, or rescinded except upon the affirmation vote of a quorum of the County Board, unless notice of such change shall have been given at a previous meeting in which case only a majority shall be required.

**Rule 17. Notice of Agenda.**

The regular County Board meeting agendas shall be provided to the official County newspaper, posted on bulletin boards outside the County Administrator's office, and posted on the County's website, [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us) to provide the public with timely and accurate notice of regular County Board meetings.

***THESE RULES SHALL TAKE EFFECT*** and be in force from and after their adoption by the County Board, and any and all prior rules are hereby rescinded.

**Aitkin County Department Heads**

Administrator	Nathan Burkett	927-7276
Assessor	Mike Dangers	927-7327
Attorney	Jim Ratz	927-7347
Auditor	Kirk Peysar	927-7354
Engineer	John Welle	927-3741
Environmental Services	Terry Neff	927-7342
Health & Human Services	Tom Burke	927-7200
Human Resources	Bobbie Danielson	927-7306
Land Commissioner	Mark Jacobs	927-7364
Information Technology	Steve Bennett	927-7345
Recorder	Mick Moriarty	927-7336
Sheriff	Scott Turner	927-7400
Treasurer	Lori Grams	927-7325

Send Inquiries to: Aitkin County Administrator's Office  
Attn: Nathan Burkett  
217 2<sup>nd</sup> St. NW – Room 134  
Aitkin, MN 56431



# Board of County Commissioners Agenda Request

70

Agenda Item #

**Requested Meeting Date:** January 6, 2015

**Title of Item:** 2015 Committee Appointments

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Nathan Burkett		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  <p>The Board needs to make 2015 Committee Appointments. Attached are resolutions from 2014 and proposed draft resolutions for 2015.</p> <p>The second draft resolution includes deletions and modifications for committees that no longer meet/exist, committees that were not included in 2014, or changes made (such as Commissioner Niemi being primary for MRCC and Commissioner Marcotte being the alternate).</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt (2) attached resolutions.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED January 7, 2014

By Commissioner: Westerlund

**010714-004**

**2014 COMMITTEE APPOINTMENTS**

**BE IT HEREBY RESOLVED**, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2014:

Assessor for Unorganized Twps.  
Fairgrounds Custodian  
AMC Delegates (8)

Mike Dangers  
Kirk Peysar  
County Board  
Environmental Services Director  
HHS Director  
County Administrator  
Board

Purchasing/Building Committee  
Facilities Committee

J. Mark Wedel  
Brian Napstad  
J. Mark Wedel  
John Welle

Aitkin Airport Commission (2)

Brian Napstad  
William Bedor

McGregor Airport Commission (2)

Laurie Westerlund  
Don Niemi  
Mark Wedel  
Don Niemi  
Brian Napstad

Tri-County Community Health Services Board  
Arrowhead Regional Development Council  
Aitkin County Water Planning Task Force  
Snake River Watershed Management Board  
NE MN Office Job Training

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 7<sup>th</sup> day of January A.D., 2014, 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 7<sup>th</sup> day of January A.D., 2014

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

By Commissioner: xx

20150106-0xx

**2015 COMMITTEE APPOINTMENTS**

**BE IT HEREBY RESOLVED**, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2015:

Assessor for Unorganized Twps.  
Fairgrounds Custodian  
AMC Delegates (8)

Purchasing/Building Committee  
Facilities Committee

Aitkin Airport Commission (2)

McGregor Airport Commission (2)

Tri-County Community Health Services Board  
Arrowhead Regional Development Council  
Aitkin County Water Planning Task Force  
Snake River Watershed Management Board  
NE MN Office Job Training

**DRAFT**

Mike Dangers  
Kirk Peysar  
County Board  
Environmental Services Director  
HHS Director  
County Administrator  
Board  
J. Mark Wedel  
Brian Napstad  
J. Mark Wedel  
John Welle  
Brian Napstad  
William Bedor  
Laurie Westerlund  
Don Niemi  
Mark Wedel  
Don Niemi  
Brian Napstad

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 6<sup>th</sup> day of January 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 6<sup>th</sup> day of January A.D., 2015

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

By Commissioner: Westerlund

010714-005

**2014 COMMITTEE APPOINTMENTS**

**BE IT HEREBY RESOLVED**, that Board Chairperson Wedel make the following committee appointments for the year 2014:

Aitkin County Growth, Board of Directors, Liaison	Anne Marcotte
Aitkin Economic Development Administration	J. Mark Wedel
Arrowhead Counties Association	Don Niemi
	Anne Marcotte
Arrowhead Economic Opportunity Agency	Don Niemi
Arrowhead Emergency Management Services	Anne Marcotte
(1 + alternate)	Brian Napstad, Alternate
Arrowhead Regional Transportation Committee	John Welle
ATV Committee (2)	Brian Napstad
	Anne Marcotte
Beyond the Yellow Ribbon Steering Committee	All Board Members
	Don Niemi, Primary
	Anne Marcotte, Primary
Big Sandy Lake Management Plan (1 + Alternate)	Brian Napstad
	Anne Marcotte, Alternate
Central MN Corrections (2)	J. Mark Wedel
	Laurie Westerlund
Development Achievement Center (liaison) (1 + Alternate)	Laurie Westerlund
	Don Niemi, Alternate
East Central Regional Library Board	Don Niemi
Economic Development (2)	Anne Marcotte
	Don Niemi
Employee Recognition (2)	Don Niemi
	Laurie Westerlund
Environmental Assessment Worksheet (2)	Anne Marcotte
	Brian Napstad
Emergency Management	J. Mark Wedel
Extension Committee (2)	J. Mark Wedel
	Laurie Westerlund
Forest Advisory Committee (2)	Anne Marcotte
	Brian Napstad
H & HS Advisory Committee (Liaison)	Laurie Westerlund
	Anne Marcotte
Historical Society (Liaison)	J. Mark Wedel
Insurance Committee (2)	J. Mark Wedel
	Laurie Westerlund
Investment Committee	County Board
Joint Powers Natural Resources Board	Brian Napstad
	Mark Jacobs
Kinship of Aitkin	All Board Members
	J. Mark Wedel, Primary
Labor Management Committee	J. Mark Wedel
	Laurie Westerlund, Alternate

**COMMITTEE APPOINTMENTS**

Lakes and Pines (1+ Alternate)	Don Niemi Anne Marcotte, Alternate
Law Library	Don Niemi
MCIT Representative (1 + Alternate)	Laurie Westerlund Kirk Peysar, Alternate
Mille Lacs Watershed (2)	Don Niemi Laurie Westerlund
Mississippi Headwaters Board (MHB)	Brian Napstad
MN Rural Counties Caucus (1 + Alternate)	Anne Marcotte Don Niemi, Alternate
Northeast MN ATP Steering Committee	John Welle
Northeast MN ATP	Don Niemi John Welle
Northeast MN ATP Township Representative	(Vacant)
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Brian Napstad Laurie Westerlund, Alternate
Northern Counties Land Use Coordinating Board (NCLUCB) (1 + Alternate)	Brian Napstad Anne Marcotte, Alternate
Onanegozie (RCDC) (1 + Alternate)	Laurie Westerlund Anne Marcotte, Alternate
Ordinance Committee (2)	Brian Napstad Anne Marcotte
Personnel Committee (2)	Anne Marcotte J. Mark Wedel
Planning Commission	Laurie Westerlund
Public Land Classification Committee (2)	Anne Marcotte Laurie Westerlund, Alternate
Solid Waste Task Force (2)	Laurie Westerlund Brian Napstad
Park Commission	Laurie Westerlund

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 7<sup>th</sup> day of January A.D., 2014, 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 7<sup>th</sup> day of January A.D., 2014**

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

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

ADOPTED January 6, 2015

By Commissioner: xx

20150106-0xx

2015 COMMITTEE APPOINTMENTS

BE IT HEREBY RESOLVED, that Board Chairperson \_\_\_\_\_ make the following committee appointments for the year 2015:

<del>Aitkin County Growth, Board of Directors, Liaison</del>	<del>Anne Marcotte</del>
Aitkin Economic Development Administration	J. Mark Wedel
Arrowhead Counties Association	Don Niemi
Arrowhead Economic Opportunity Agency	Anne Marcotte
Arrowhead Emergency Management Services	Don Niemi
<del>(1 + alternate)</del>	<del>Anne Marcotte</del>
Arrowhead Regional Transportation Committee	<del>Brian Napstad, Alternate</del>
ATV Committee (2)	John Welle
	Brian Napstad
	Anne Marcotte
<del>Beyond the Yellow Ribbon Steering Committee</del>	<del>All Board Members</del>
	<del>Don Niemi, Primary</del>
	<del>Anne Marcotte, Primary</del>
Big Sandy Lake Management Plan (1 + Alternate)	Brian Napstad
Central MN Corrections (2)	Anne Marcotte, Alternate
Development Achievement Center (liaison) (1 + Alternate)	J. Mark Wedel
East Central Regional Library Board	Laurie Westerlund
Economic Development (2)	Laurie Westerlund
	Don Niemi, Alternate
	Don Niemi
	Anne Marcotte
	Don Niemi
<del>Employee Recognition (2)</del>	<del>Don Niemi</del>
	<del>Laurie Westerlund</del>
Environmental Assessment Worksheet (2)	Anne Marcotte
Emergency Management	Brian Napstad
Extension Committee (2)	J. Mark Wedel
	J. Mark Wedel
	Laurie Westerlund
Forest Advisory Committee (2)	Anne Marcotte
H & HS Advisory Committee (Liaison)	Brian Napstad
	Laurie Westerlund
	Anne Marcotte
Historical Society (Liaison)	J. Mark Wedel
Insurance Committee (2)	J. Mark Wedel
	Laurie Westerlund
Investment Committee	County Board
Joint Powers Natural Resources Board	Brian Napstad
	Mark Jacobs
<del>Kinship of Aitkin</del>	<del>All Board Members</del>
	<del>J. Mark Wedel, Primary</del>
Labor Management Committee	J. Mark Wedel
	Laurie Westerlund, Alternate

DRAFT

**COMMITTEE APPOINTMENTS**

Lakes and Pines (1+ Alternate)	Don Niemi Anne Marcotte, Alternate
Law Library	Don Niemi
MCIT Representative (1 + Alternate)	Laurie Westerlund Kirk Peysar, Alternate
Mille Lacs Watershed (2)	Don Niemi Laurie Westerlund
Mississippi Headwaters Board (MHB)	Brian Napstad
MN Rural Counties Caucus (1 + Alternate)	<b>Don Niemi</b> <b>Anne Marcotte, Alternate</b>
Northeast MN ATP Steering Committee	John Welle
Northeast MN ATP	Don Niemi John Welle
<del>Northeast MN ATP Township Representative</del>	<del>(Vacant)</del>
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Brian Napstad Laurie Westerlund, Alternate
Northern Counties Land Use Coordinating Board (NCLUCB) (1 + Alternate)	Brian Napstad Anne Marcotte, Alternate
<del>Onanegozie (RCDC) (1 + Alternate)</del>	<del>Laurie Westerlund</del> <del>Anne Marcotte, Alternate</del>
Ordinance Committee (2)	Brian Napstad Anne Marcotte
Park Commission	Laurie Westerlund
Personnel Committee (2)	Anne Marcotte J. Mark Wedel
Planning Commission	Laurie Westerlund
<del>Public Land Classification Committee (2)</del>	<del>Anne Marcotte</del> <del>Laurie Westerlund, Alternate</del>
Sobriety Court	J. Mark Wedel (added)
Solid Waste Task Force (2)	Laurie Westerlund Brian Napstad
Toward Zero Deaths (TZD)	J. Mark Wedel (added)

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 6<sup>th</sup> day of January 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 6<sup>th</sup> day of January A.D., 2015

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy



# Board of County Commissioners Agenda Request

## 8A

Agenda Item #

**Requested Meeting Date:** January 6, 2015

**Title of Item:** EverStar Ditch Abandonment Discussion

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Nathan Burkett		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Kirk Peysar, County Auditor		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  At the December 23, 2014 County Board meeting, the Board asked that this item be placed on the January 6th Board agenda for discussion, and to set a date for deliberations and possible action.  At 4:30 p.m. on January 5, 2015 the Public Comment period for this issue closed.		
<b>Alternatives, Options, Effects on Others/Comments:</b>  <div style="text-align: right; margin-top: 20px;"> </div>		
<b>Recommended Action/Motion:</b> Set date for deliberations and possible action.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



# Aitkin County Board of Commissioners Agenda Request Form

# 9

Agenda Item #

**Requested Meeting Date:** January 6, 2015  
**Title of Item:** Committee Reports

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



# Board of County Commissioners Agenda Request

IOA

Agenda Item #

**Requested Meeting Date:** January 6, 2015

**Title of Item:** Closed Session - Annual Performance of County Administrator

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Nathan Burkett		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  At the December 9th County Board meeting the Board authorized David Unmacht of Springsted, Inc. to coordinate the performance evaluation process for the County Administrator. Board members were given performance evaluations to fill and out and mail to Mr. Unmacht.  Pursuant to MN Statute 13D.05 Subd. 3a the performance evaluation portion of the meeting will be closed to the public.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		