

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS June 23, 2015 – BOARD AGENDA**

- 9:00 1) J. Mark Wedel, County Board Chairperson**  
A) Call to Order  
B) Pledge of Allegiance  
C) Board of Commissioners Meeting Procedure  
D) Approval of Agenda
- 9:05 E) Health & Human Services (see separate HHS agenda)**
- 10:00 Break**
- 10:15 F) Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File June 9, 2015 – June 22, 2015  
B) Approve June 9, 2015 County Board Minutes  
C) Approve June 16, 2015 BAE Minutes  
D) Approve Commissioner Warrants  
E) Approve Auditor Warrants – May Sales & Use Tax  
F) Accept \$25 Donation “for treats” for STS Crew from Jacobson Community Church  
G) Approve Request to Gather & Read the Declaration of Independence  
H) Adopt Resolution – Soo Line Trail Crossing 16-49-25  
I) Adopt Resolution – Tax-Forfeit Repurchase Application 32-44-25  
J) Approve 2<sup>nd</sup> Extension Request – Timber Permit #13182  
K) Approve Temporary 3.2% Malt Liquor License – Aitkin Fire Dept.  
L) Approve Temporary 3.2% Malt Liquor License – Isle Lions  
M) Adopt Resolution – LG220 McGregor Area Chamber of Commerce  
N) Authorize Donation of Vehicle to Aitkin County Fairboard & Authorize Disposal of Vehicle
- 10:17 3) Ross Wagner, Economic Development & Forest Industry Coordinator**  
A) Approve Aitkin County Tourism and Development Grants
- 10:35 4) Nathan Burkett, County Administrator**  
A) HR Strategic Objectives – Bobbie Danielson, HR Director  
B) County Engineer and Health & Human Services Director Classification
- 11:35 5) Committee Updates**

**12:30     Adjourn**

# AITKIN COUNTY BOARD

June 9, 2015

The Aitkin County Board of Commissioners met this 9<sup>th</sup> day of June, 2015 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 June 9, 2015 amended agenda. Two items were added under Agenda Item 5 - Employee Compensation Discussion, and Legislative Updates.

Laurel Hendricks, a new Palisade area resident, introduced herself to the Board and expressed her desire to be of help.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: May 26, 2015 to June 8, 2015; B) Approve County Board Minutes: May 26, 2015; C) Approve Auditor Warrants – School Advance: Agency \$1,781,537.29; D) Approve Commissioner Warrants: General Fund \$114,142.07, Road & Bridge \$53,040.09, Health & Human Services \$616.68, Trust \$2,582.81, Forest Development \$6,871.36, Long Lake Conservation Center \$9,430.37, Parks \$22,976.89 for a total of \$209,660.27; E) Approve May Manual Warrants: General Fund \$15,870.58, Road & Bridge \$39.99, Health & Human Services \$3,328.04, State \$1,483,368.85, Trust \$-1,125.61, Forest Development \$25.00, Taxes & Penalties \$1,025.00, Long Lake Conservation Center \$820.59, Parks \$100.00 for a total of \$1,503,452.44; F) Approve STS Joint Powers Contract; G) Authorize Sale of Former Squad – Sheriff's Office; H) Accept \$500 Donation to STS from Logan Township; I) Adopt (2) Lakes & Pines Resolutions

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the STS Joint Powers Contract offered by Minnesota Department of Corrections for the fiscal years 2016 and 2017.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to authorize the sale of the Sheriff's Office former squad: 2008 Chevrolet Impala.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program:

July 1, 2015 - June 30, 2017

**WHEREAS**, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide assistance to low-income families and youth to prevent homelessness; and

**CALL TO ORDER**

**APPROVED  
AGENDA**

**CITIZEN'S PUBLIC  
COMMENT**

**CONSENT  
AGENDA**

**STS JOINT  
POWERS  
CONTRACT**

**AUTHORIZE SALE  
OF FORMER  
SQUAD**

**RESOLUTION  
20150609-033  
MINNESOTA  
HOUSING  
FINANCE  
AGENCY'S**

**WHEREAS**, Lakes and Pines Community Action Council, Inc. has developed an application as an Administering Entity for the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance program; and

**WHEREAS**, Lakes and Pines Community Action Council, Inc. has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program.

**NOW, THEREFORE BE IT RESOLVED**, that Lakes and Pines Community Action Council, Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program, in the County of Aitkin.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – Minnesota Department of Human Services – Office of Economic Opportunity's Homeless Programs:

July 1, 2015 - June 30, 2017

**WHEREAS**, the Minnesota Department of Human Services Office of Economic Opportunity, State of Minnesota, has been authorized to undertake a program to provide funding to address homelessness; and

**WHEREAS**, Lakes and Pines Community Action Council, Inc. has developed an application as an Administering Entity for the Minnesota Department of Human Services Office of Economic Opportunity's Homeless Programs; and

**WHEREAS**, Lakes and Pines Community Action Council, Inc. has demonstrated the ability to perform the required activities of the Minnesota Department of Human Services Office of Economic Opportunity's Homeless Programs.

**NOW, THEREFORE BE IT RESOLVED**, that Lakes and Pines Community Action Council, Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Department of Human Services Office of Economic Opportunity's Homeless Programs, in the County of Aitkin.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Award SAP 001-600-017:

**WHEREAS**, Contract No. 20151 is for construction of S.A.P. 001-600-017 for grading and aggregate surfacing on 420th Avenue/265th Lane in Hazelton Township, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, May 11, 2015 with a total of one bid received, and

**WHEREAS**, Ulland Brothers, Inc. was the lowest responsible bidder in the amount of \$497,845.00.

**NOW, THEREFORE, BE IT RESOLVED**, that Ulland Brothers, Inc. be awarded Contract No. 20151.

**FAMILY  
HOMELESS  
PREVENTION AND  
ASSISTANCE  
PROGRAM**

**RESOLUTION  
20150609-034  
MINNESOTA  
DEPARTMENT OF  
HUMAN  
SERVICES –  
OFFICE OF  
ECONOMIC  
OPPORTUNITY'S  
HOMELESS  
PROGRAMS**

**RESOLUTION  
20150609-035  
AWARD  
SAP 001-600-017**



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

**BE IT FURTHER RESOLVED**, the county engineer, upon agreement of the contractor, is authorized to execute an amendment to the contract decreasing the overall cost of the project based on the revised bid of 6/2/15 in the amount of 475,801.20.

Terry Neff, Environmental Services Director reported to the Board that Dynamics Recycling, the electronic waste contractor, clarified that only one semi load will be free of charge the day of the electronic waste collection. Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to hold the June 27, 2015 electronic waste collection day as originally proposed. If necessary, Solid Waste reserve funds will be used to cover costs incurred over the one semi load limit.

Nathan Burkett, County Administrator discussed the following with the Board:

- Employee Compensation
- Enbridge Pipeline
- Commissioners' Internal Committees
- Facilities Objectives
- Legislative Updates

The Board reported on the following: BWSR, McGregor Airport, AIS, BSLA, Snake River Watershed, ECRL, Economic Development, Parks Commission, and Aitkin Airport.

Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 11:59 a.m. until Tuesday, June 23, 2015 at 9:00 a.m.

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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Nathan Burkett, County Administrator

**E-WASTE  
COLLECTION  
UPDATE**

**COUNTY  
ADMINISTRATOR  
DISCUSSIONS**

**BOARD  
DISCUSSION**

**ADJOURN**

**BOARD OF APPEAL AND EQUALIZATION  
JUNE 16, 2015  
OFFICE OF COUNTY AUDITOR**

The Aitkin County Board of Commissioners met this 16<sup>th</sup> day of June, 2015 at 4:02 p.m. with Auditor Kirk Peysar, County Assessor Mike Dangers, County Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Brian Napstad, County Administrator Nathan Burkett, and Administrative Assistant Sue Bingham.

Staff present – Karen Ladd, Jim Hicks, Darcy Moore, Lori Tibbetts, and Stacy Westerlund

Also present – County Attorney Jim Ratz

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried (6-0), to approve the BAE agenda.

**Introduction and General Review of 2015 Assessment**

The following persons appeared, wrote letters, or telephoned regarding appeal and equalization of property:

**Robert Miller & Susan Haggberg-Miller**

09-0-056601

Pt of Lot 4 in Doc 420851 (Tract C)

Information presented: Value too high, due to elevation and lakeshore quality

Action: Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried (6-0). All voted no change, as recommended by the County Assessor.

**Irish Investments, LLC (Rick O'Gara)**

Plat of Birch Lake Shores

11-1-24790 through 11-1-250400

Information presented: Feels valuation too high in comparison to 2014 purchase price of \$425,000.

Action: Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (6-0). All voted to value the back lots as acreage instead of individual lots, which will result in a decrease of \$150,300, as recommended by the County Assessor. The new total value of the parcels would then be \$477,400.

**Steven & Jane Soltau**

29-1-161200

Pt Lot 181 as in Doc 360908 and Lot 182

Written appeal.

The County Assessor provided a revised packet.

Information presented: Owner feels cabin is a tear down and whole property valued too high.

Action: Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried (6-0). Based on new information presented, all voted to change valuation from \$153,800 to \$146,800, as recommended by the County Assessor.

**Duane & Janet Soltau (Steven Soltau Representative)**

29-1-492200 & 29-1-492300

Lot 32 and Lot 33 Double S Acres

Second Addition

Written appeal.

Information presented: Feels value too high based upon appraisal, and also because property is in the flood plain and was impacted by the flood in 2012.

Action: Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried (6-0). All voted no change, as recommended by the County Assessor.

At 5:32 p.m. Commissioner Marcotte excused herself from the Board, left the Board table, and joined the public attendees.

**Anne M. Marcotte**

12-0-021800

(NW NE) Lot 1 less pts in Docs 397860 and 406931

Information presented: A wetland delineation was recently done and now questions the EMV.

Action: Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (5-0 Marcotte absent). All voted no change, as recommended by the County Assessor.

Motion by County Auditor Peysar, seconded by Commissioner Westerlund and carried (5-0 Marcotte absent), all members voting yes to adjourn the meeting at 6:07 p.m.

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

ATTEST:

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Kirk Peysar  
Aitkin County Auditor

SEAL

DKB1  
6/12/15 2:00PM

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

DKB1  
6/12/15 2:00PM  
1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
1	DEPT		Commissioners		
	86222 Aitkin Independent Age				
	01- 001- 000- 0000- 6230		74.25	Synopsis 4/14	1479 Printing, Publishing & Adv
				05/06/2015 05/06/2015	
	01- 001- 000- 0000- 6230		72.00	Synopsis 4/28	1479 Printing, Publishing & Adv
				05/20/2015 05/20/2015	
	86222 Aitkin Independent Age		146.25	2 Transactions	
	10452 AT&T Mobility				
	01- 001- 000- 0000- 6250		104.97	Wireless	287259994975 Telephone
				04/18/2015 05/17/2015	
	10452 AT&T Mobility		104.97	1 Transactions	
1	DEPT Total:		251.22	Commissioners	2 Vendors 3 Transactions
12	DEPT		Court Administration		
	12781 CK Law PLLC				
	01- 012- 000- 0000- 6232		16.80	Mileage	30@.56 Attorney Services
	01- 012- 000- 0000- 6232		97.50	Fees 01JV- 14- 351	72 Attorney Services
	01- 012- 000- 0000- 6232		16.80	Mileage	72A Attorney Services
	01- 012- 000- 0000- 6232		105.00	Fees Jv- 15- 95&15- 96	72A Attorney Services
	12781 CK Law PLLC		236.10	4 Transactions	
	13585 Cohen PH.D/Norman J.				
	01- 012- 000- 0000- 6252		3,000.00	Expert services per court orde	01CR- 13- 1075 Witnesses
	13585 Cohen PH.D/Norman J.		3,000.00	1 Transactions	
	11634 Gammello,Qualley & Pearson PLLC				
	01- 012- 000- 0000- 6232		210.00	Fees 01JV- 09- 1134	48420 Attorney Services
	11634 Gammello,Qualley & Pearson PLLC		210.00	1 Transactions	
	1976 Haberkorn Law Offices,Ltd				
	01- 012- 000- 0000- 6232		5,550.02	May Fees	Attorney Services
	01- 012- 000- 0000- 6232		2.64	May Costs	Attorney Services
	1976 Haberkorn Law Offices,Ltd		5,552.66	2 Transactions	
	2810 Larson/Shari S				
	01- 012- 000- 0000- 6232		5,062.50	Fees	Attorney Services
	01- 012- 000- 0000- 6232		325.45	Costs	Attorney Services

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
2810 Larson/Shari S		5,387.95	2 Transactions	
12 DEPT Total:		14,386.71	Court Administration	5 Vendors 10 Transactions
40 DEPT			Auditor	
86222 Aitkin Independent Age				
01-040-021-0000-6230		32.00	Ser Dir/Age	1014 Printing, Publishing & Adv
01-040-021-0000-6230		539.00	Fun Guide	1496 Printing, Publishing & Adv
86222 Aitkin Independent Age		571.00	2 Transactions	
2214 Holder/Maryann				
01-040-021-0000-6301		750.00	License Center rent	July 2015 Rentals
2214 Holder/Maryann		750.00	1 Transactions	
4641 Holiday Credit Office				
01-040-000-0000-6511		12.85	Administration gas	1400000135194 Gas And Oil
			06/01/2015 06/01/2015	
4641 Holiday Credit Office		12.85	1 Transactions	
13595 Stansberry/Doris				
01-040-000-0000-5119		495.00	refund 3 month liquor license	Oct- Dec Liquor Licenses
13595 Stansberry/Doris		495.00	1 Transactions	
86235 The Office Shop Inc				
01-040-000-0000-6231		246.10	Contract IR6265	278764-0 Services, Labor, Contracts
01-040-021-0000-6405		10.29	CLASP ENVELOPES	278947-0 Office & Computer Supplies
01-040-021-0000-6405		1.55	1 DOZ PENS	278974-0 Office & Computer Supplies
01-040-021-0000-6405		7.22	ACROBALL(2) & STAPLES	278995-0 Office & Computer Supplies
01-040-021-0000-6405		2.97	3 PEN REFILLS	984126-0 Office & Computer Supplies
86235 The Office Shop Inc		268.13	5 Transactions	
40 DEPT Total:		2,096.98	Auditor	5 Vendors 10 Transactions
43 DEPT			Assessor	
783 Canon Financial Services, Inc				
01-043-000-0000-6231		171.11	Copier Contract- 021	14967174 Services, Labor, Contracts
			06/02/2015 06/02/2015	
01-043-000-0000-6231		12.00	Print Kit	14967176 Services, Labor, Contracts

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1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
783	Canon Financial Services, Inc		06/02/2015 06/02/2015 2 Transactions		
1570	Freedom Valu Centers, Inc				
	01- 043- 000- 0000- 6405	7.90	Bug Spray	011347	Office, Film & Computer Supplies
	01- 043- 000- 0000- 6511	207.11	May Fuel	011347	Gas And Oil
1570	Freedom Valu Centers, Inc	215.01		2 Transactions	
2340	Hyytinen Hardware Hank				
	01- 043- 000- 0000- 6405	12.98	Bug Spray	1258482	Office, Film & Computer Supplies
2340	Hyytinen Hardware Hank	12.98		1 Transactions	
10567	Lake Country Auto Center Of Aitkin				
	01- 043- 000- 0000- 6302	6.14	Fuse pack- 2007 Liberty	20409	Car Maintenance
10567	Lake Country Auto Center Of Aitkin	6.14		1 Transactions	
3334	MCIT				
	01- 043- 000- 0000- 6352	355.00	2014 annual auto adjustment	149106	Insurance
3334	MCIT	355.00		1 Transactions	
86235	The Office Shop Inc				
	01- 043- 000- 0000- 6405	22.89	Post it notes	983659- 0	Office, Film & Computer Supplies
	01- 043- 000- 0000- 6405	376.98	2 toners	983659- 1	Office, Film & Computer Supplies
86235	The Office Shop Inc	399.87		2 Transactions	
6097	Verizon Wireless				
	01- 043- 000- 0000- 6250	76.23	monthly cell phone bill	680690882	Telephone
			05/02/2015 06/01/2015 1 Transactions		
6097	Verizon Wireless	76.23			
43	DEPT Total:	1,248.34	Assessor	7 Vendors	10 Transactions
44	DEPT		Central Services		
3336	Office Of Enterprise Technology				
	01- 044- 000- 0000- 6231	1,300.00	May 2015 usage	DV15050366	Services, Labor, Contracts
			06/03/2015 06/03/2015 1 Transactions		
3336	Office Of Enterprise Technology	1,300.00			



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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1 General Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
44	DEPT Total:		1,300.00	Central Services	1 Vendors	1 Transactions
45	DEPT			Motor Pool		
170	Aitkin Motor Company					
	01-045-000-0000-6302		47.62	Oil change, tire rotation	05250	Car Maintenance
				05/21/2015 05/21/2015		
				1 Transactions		
170	Aitkin Motor Company		47.62			
3334	MCIT					
	01-045-000-0000-6352		317.00	2014 annual auto adjustment	149106	Insurance
3334	MCIT		317.00	1 Transactions		
45	DEPT Total:		364.62	Motor Pool	2 Vendors	2 Transactions
52	DEPT			Administration/Personnel Dept		
86222	Aitkin Independent Age					
	01-052-000-0000-6230		58.50	RFP Insurance	1483	Printing, Publishing & Adv
				05/06/2015 05/06/2015		
	01-052-000-0000-6230		58.50	RFP Insurance	1483	Printing, Publishing & Adv
				05/06/2015 05/06/2015		
	01-052-000-0000-6230		58.50	RFP Insurance	1483	Printing, Publishing & Adv
				05/06/2015 05/06/2015		
	01-052-000-0000-6230		90.50	Position Vacancies May 6	1483	Printing, Publishing & Adv
				05/30/2015 05/30/2015		
	01-052-000-0000-6230		91.65	Position Vacancies May 20	1483	Printing, Publishing & Adv
				05/30/2015 05/30/2015		
	01-052-000-0000-6230		96.04	April 8 vacancies	1483	Printing, Publishing & Adv
				04/29/2015 04/29/2015		
	01-052-000-0000-6230		102.00	April 22 vacancies	1483	Printing, Publishing & Adv
				04/29/2015 04/29/2015		
86222	Aitkin Independent Age		555.69	7 Transactions		
10452	AT&T Mobility					
	01-052-000-0000-6250		148.44	Wireless	287259994975	Telephone
				04/18/2015 05/17/2015		
10452	AT&T Mobility		148.44	1 Transactions		
12048	McDowell Agency, Inc./The					

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# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE



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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>
	01-052-000-0000-6234		247.00	Background screening	63644	Background Check Fee
	01-052-000-0000-6234		122.00	Background checks	64106	Background Check Fee
12048	McDowell Agency, Inc./The		369.00	2 Transactions		
3334	MCIT					
	01-052-000-0000-6241		100.00	human resources seminar	006246	Registration Fee
				05/27/2015 05/28/2015		
3334	MCIT		100.00	1 Transactions		
86235	The Office Shop Inc					
	01-052-000-0000-6405		10.39	Portfolio	983068-0	Office & Computer Supplies
				05/15/2015 05/15/2015		
86235	The Office Shop Inc		10.39	1 Transactions		
52	DEPT Total:		1,183.52	Administration/Personnel Dept	5 Vendors	12 Transactions
90	DEPT			Attorney		
10378	Carver County					
	01-090-000-0000-6234		70.00	subpoena 01CR14808	201500000539	Co Sheriff Services
10378	Carver County		70.00	1 Transactions		
10855	Culligan					
	01-090-000-0000-6213		48.20	Monthly water	150X00756908	Drug & Forfeiture Ms387.213
				05/31/2015 05/31/2015		
10855	Culligan		48.20	1 Transactions		
2569	Kanabec Co Sheriff					
	01-090-000-0000-6234		78.92	Subpoena 01CR13957	15-000041	Co Sheriff Services
2569	Kanabec Co Sheriff		78.92	1 Transactions		
3150	Mille Lacs Co Sheriff					
	01-090-000-0000-6234		84.46	Subpoena 01CR13957	6566	Co Sheriff Services
3150	Mille Lacs Co Sheriff		84.46	1 Transactions		
10736	Miller/Tammy					
	01-090-000-0000-6330		29.90	mileage/MCAPS conference	52@.575	Transportation & Travel & Parking
				06/02/2015 06/02/2015		

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1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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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>
10736	Miller/Tammy		29.90	1 Transactions		
3365	Mn State Bar Assoc					
	01- 090- 000- 0000- 6240		157.00	Attorney Dues- Ratz		Dues & Registration Fee
	01- 090- 000- 0000- 6240		140.00	Attorney Dues- Roggenkamp		Dues & Registration Fee
	01- 090- 000- 0000- 6240		140.00	Attorney Dues- Shook		Dues & Registration Fee
	01- 090- 000- 0000- 6240		140.00	Attorney Dues- Winge		Dues & Registration Fee
3365	Mn State Bar Assoc		577.00	4 Transactions		
6039	Motherway/Michele					
	01- 090- 000- 0000- 6330		105.80	mileage/MCAPS conference	184@.575	Transportation & Travel & Parking
6039	Motherway/Michele		105.80	1 Transactions		
3578	Skaj/Karen					
	01- 090- 000- 0000- 6233		35.00	Transcript 01JV15388	2015- 4	Court Reporter Services
3578	Skaj/Karen		35.00	1 Transactions		
86235	The Office Shop Inc					
	01- 090- 000- 0000- 6625		483.45	Meter 1	278856- 0	Office Equipment
	01- 090- 000- 0000- 6625		277.00	Meter 2	278856- 0	Office Equipment
	01- 090- 000- 0000- 6405		81.67	pen refills,eraser,legal paper	983843- 0	Office & Computer Supplies
86235	The Office Shop Inc		842.12	3 Transactions		
5173	West Payment Center					
	01- 090- 000- 0000- 6406		1,118.83	West information charges	831907288	Law Publ. & Subscriptions
5173	West Payment Center		1,118.83	1 Transactions		
90	DEPT Total:		2,990.23	Attorney	10 Vendors	15 Transactions
100	DEPT			Recorder		
10660	Apex Software					
	01- 100- 195- 0000- 6231		2,160.00	annual maint. sketch software	288735	Services, Labor, Contracts- Land Records
				07/01/2015 07/01/2016		
10660	Apex Software		2,160.00	1 Transactions		
11406	Innovative Office Solutions					
	01- 100- 000- 0000- 6405		97.53	Office supplies	IN0804099	Office & Computer Supplies
				06/04/2015 06/04/2015		

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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>
11406	Innovative Office Solutions		97.53		1 Transactions	
3951	Pro West & Associates, Inc					
	01- 100- 195- 0000- 6231		100.00	GIS TECH SUPPORT SERVICES	15060502	Services, Labor, Contracts- Land Records
				04/01/2015 05/31/2015		
3951	Pro West & Associates, Inc		100.00		1 Transactions	
86235	The Office Shop Inc					
	01- 100- 000- 0000- 6231		200.00	Copier contract	278881- 0	Services, Labor, Contracts
				05/29/2015 05/29/2015		
86235	The Office Shop Inc		200.00		1 Transactions	
100	DEPT Total:		2,557.53	Recorder	4 Vendors	4 Transactions
110	DEPT			Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services					
	01- 110- 000- 0000- 6422		35.65	tissue, towels, mop, mop tool	220056713	Janitorial Supplies
				06/09/2015 06/09/2015		
8239	Ameripride Linen & Apparel Services		35.65		1 Transactions	
12106	Antoine Electric					
	01- 110- 000- 0000- 6231		152.71	Garage door repair	13852	Services, Labor, Contracts
				05/27/2015 05/27/2015		
12106	Antoine Electric		152.71		1 Transactions	
10083	Cedarbrook Lumber Comp					
	01- 110- 000- 0000- 6590		16.58	STS Door	69340	Repair & Maintenance
10083	Cedarbrook Lumber Comp		16.58		1 Transactions	
1598	Ferrara's Htg Air Cond & Refrig Inc					
	01- 110- 000- 0000- 6231		122.50	Clean MIS condenser coil	7623	Services, Labor, Contracts
				05/27/2015 05/27/2015		
	01- 110- 000- 0000- 6231		315.00	Trouble shoot MIS Liebert unit	7637	Services, Labor, Contracts
				05/29/2015 05/29/2015		
	01- 110- 000- 0000- 6231		122.50	Clean EMI cooling equip	7640	Services, Labor, Contracts
				06/01/2015 06/01/2015		
1598	Ferrara's Htg Air Cond & Refrig Inc		560.00		3 Transactions	
1570	Freedom Valu Centers, Inc					

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Vendor	Name	Rpt					
No.	Account/Formula	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	
				Service Dates	Paid On Bhf #	On Behalf of Name	
	01-110-000-0000-6511		47.21	fuel	20559	Gas And Oil	
1570	Freedom Valu Centers, Inc		47.21				
				1 Transactions			
1754	Garrison Disposal Company, Inc						
	01-110-000-0000-6255		522.63	Waste removal	8201256	Garbage	
				05/31/2015 05/31/2015			
1754	Garrison Disposal Company, Inc		522.63				
				1 Transactions			
2340	Hyytinen Hardware Hank						
	01-110-000-0000-6422		8.98	Trim line	1253056	Janitorial Supplies	
				05/05/2015 05/05/2015			
	01-110-000-0000-6422		9.88	Humidity me, shop towels	1253303	Janitorial Supplies	
				05/06/2015 05/06/2015			
	01-110-000-0000-6590		18.98	Adj wrench, key	1255434	Repair & Maintenance	
				05/14/2015 05/14/2015			
2340	Hyytinen Hardware Hank		37.84				
				3 Transactions			
13073	Lakes Area Lock & Door Hardware Inc.						
	01-110-000-0000-6231		145.00	Lock - Land Dept garage	84354	Services, Labor, Contracts	
				04/27/2015 04/27/2015			
13073	Lakes Area Lock & Door Hardware Inc.		145.00				
				1 Transactions			
89765	Minnesota Elevator, Inc						
	01-110-000-0000-6231		160.63	June Service	625059	Services, Labor, Contracts	
				06/02/2015 06/02/2015			
89765	Minnesota Elevator, Inc		160.63				
				1 Transactions			
10948	MN Dept of Labor & Industry						
	01-110-000-0000-6271		10.00	Boiler License	ABR01190205I	Inspection Fees	
10948	MN Dept of Labor & Industry		10.00				
				1 Transactions			
110	DEPT Total:		1,688.25	Courthouse Maintenance	10 Vendors	14 Transactions	
120	DEPT			Service Officer			
86222	Aitkin Independent Age						
	01-120-000-0000-6405		33.00	1 year subscription	1783	Office & Computer Supplies	
				05/31/2015 05/31/2015			
86222	Aitkin Independent Age		33.00				
				1 Transactions			

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
10097 Harms Monroe/Penny 01- 120- 000- 0000- 6330		21.85	Mileage McGregor outreach 05/21/2015 05/21/2015	46@.475 Transportation & Travel
10097 Harms Monroe/Penny		21.85	1 Transactions	
4641 Holiday Credit Office 01- 120- 000- 0000- 6511		219.61	May gas - vet's van	1400000136034 Gas And Oil
4641 Holiday Credit Office		219.61	1 Transactions	
3093 Jones/Stamley Carter 01- 120- 000- 0000- 6350		50.00	Drive Vet Van 05/01/2015 05/01/2015	St Cloud Per Diem
3093 Jones/Stamley Carter		50.00	1 Transactions	
2660 KKIN Radio 01- 120- 000- 0000- 6230		900.00	General Ads 05/26/2015 05/26/2015	1227- 15 Printing, Publishing & Adv
2660 KKIN Radio		900.00	1 Transactions	
5767 Lamke/Dennis 01- 120- 000- 0000- 6350		50.00	Drive Vet Van 05/15/2015 05/15/2015	St Cloud Per Diem
5767 Lamke/Dennis		50.00	1 Transactions	
3912 Peterson/Richard 01- 120- 000- 0000- 6350		50.00	Drive Vet Van 05/22/2015 05/22/2015	Mpls Per Diem
3912 Peterson/Richard		50.00	1 Transactions	
11362 Roscoe/Bernie 01- 120- 000- 0000- 6302		6.00	Car wash for vet van 04/27/2015 04/27/2015	Car Maintenance
01- 120- 000- 0000- 6350		50.00	Drive Vet Van 05/07/2015 05/07/2015	St Cloud Per Diem
11362 Roscoe/Bernie		56.00	2 Transactions	
86235 The Office Shop Inc 01- 120- 000- 0000- 6405		358.53	Color laser cartridges 05/21/2015 05/21/2015	983381- 0 Office & Computer Supplies

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
	01- 120- 000- 0000- 6405		193.25	Color laser cartridge	983381- 1	Office & Computer Supplies
86235	The Office Shop Inc		551.78	05/27/2015 05/27/2015 2 Transactions		
10930	Tidholm Productions					
	01- 120- 000- 0000- 6230		201.42	Business cards	7697 4875	Printing, Publishing & Adv
				05/08/2015 05/08/2015 1 Transactions		
10930	Tidholm Productions		201.42			
6097	Verizon Wireless					
	01- 120- 000- 0000- 6250		13.18	Vet Van cell phone	88069036400001	Telephone
				04/21/2015 05/20/2015 1 Transactions		
6097	Verizon Wireless		13.18			
10882	Wark/Charles F.					
	01- 120- 000- 0000- 6350		50.00	Drive Vet Van	St Cloud	Per Diem
				05/27/2015 05/27/2015 1 Transactions		
10882	Wark/Charles F.		50.00			
11970	Wikelius/Charles					
	01- 120- 000- 0000- 6350		50.00	Drive Vet Van	St Cloud	Per Diem
				05/13/2015 05/13/2015 1 Transactions		
11970	Wikelius/Charles		50.00			
5960	Wilmo/Wesley S.					
	01- 120- 000- 0000- 6350		50.00	Drive Vet Van	St Cloud	Per Diem
				05/05/2015 05/05/2015 1 Transactions		
5960	Wilmo/Wesley S.		50.00			
9255	Witt/Warren					
	01- 120- 000- 0000- 6350		50.00	Drive Vet Van	Mpls	Per Diem
				05/12/2015 05/12/2015 1 Transactions		
9255	Witt/Warren		50.00			
120	DEPT Total:		2,346.84	Service Officer	15 Vendors	17 Transactions
122	DEPT			Planning & Zoning		
86222	Aitkin Independent Age					
	01- 122- 000- 0000- 6230		72.00	BOA hearing notice 6/3	1482	Printing, Publishing & Adv

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
86222 Aitkin Independent Age		72.00	1 Transactions	
734 Bright/Irene				
01- 122- 038- 0000- 6330		67.28	BOA/Onsite mileage	117@.575 Boa/Pc Mileage
01- 122- 000- 0000- 6350		50.00	BOA meeting	6/3/15 Per Diem
01- 122- 000- 0000- 6350		10.00	Onsite	Flatter Per Diem
01- 122- 000- 0000- 6350		10.00	Onsite	Moberg Per Diem
01- 122- 000- 0000- 6350		10.00	Onsite	Stanek Per Diem
734 Bright/Irene		147.28	5 Transactions	
13066 Hargrave/Bryan				
01- 122- 000- 0000- 6231		3,500.00	CONTRACT INSPECTIONS	10@350 Services, Labor, Contracts, Programming
			06/01/2015 06/12/2015	
13066 Hargrave/Bryan		3,500.00	1 Transactions	
4641 Holiday Credit Office				
01- 122- 000- 0000- 6511		94.97	May Fuel charges	1400000135321 Gas And Oil
4641 Holiday Credit Office		94.97	1 Transactions	
13586 Palmer/John				
01- 122- 000- 0000- 6820		100.00	PARTIAL REFUND	#41084 Refunds & Reimbursements
13586 Palmer/John		100.00	1 Transactions	
5516 Paquette/Jeremy M				
01- 122- 038- 0000- 6330		82.23	BOA/ONSITE MILEAGE	143@.575 Boa/Pc Mileage
01- 122- 000- 0000- 6350		50.00	BOA MEETING	6/3/15 Per Diem
01- 122- 000- 0000- 6350		10.00	ONSITE	STANEK Per Diem
			05/29/2015 05/29/2015	
5516 Paquette/Jeremy M		142.23	3 Transactions	
13593 Plifka/Laurie				
01- 122- 000- 0000- 6820		25.00	Partial Refund #441164	Refunds & Reimbursements
13593 Plifka/Laurie		25.00	1 Transactions	
4010 Rasley Oil Company				
01- 122- 000- 0000- 6511		41.78	MAY FUEL CHARGES	AITCOZOS Gas And Oil
4010 Rasley Oil Company		41.78	1 Transactions	
10028 Spiel/Edward				



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Vendor Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		01- 122- 038- 0000- 6330			79.98	BOA/ONSITE MILEAGE		127.1@.575		Boa/Pc Mileage	
		01- 122- 000- 0000- 6350			50.00	BOA MEETING		6/3/15		Per Diem	
		01- 122- 000- 0000- 6350			10.00	ONSITE		FLATTEN		Per Diem	
		01- 122- 000- 0000- 6350			10.00	ONSITE		MOBERG		Per Diem	
		01- 122- 000- 0000- 6350			10.00	ONSITE		STANEK		Per Diem	
10028	Spiel/Edward				159.98						
									5 Transactions		
86235	The Office Shop Inc										
		01- 122- 000- 0000- 6405			12.99	Phone rest		966851- 0		Office, Computer, Film, & Field Supplies	
		01- 122- 000- 0000- 6405			14.16	Tape, paper		983420- 0		Office, Computer, Film, & Field Supplies	
						05/21/2015	05/21/2015				
		01- 122- 000- 0000- 6405			11.98	manilla file folders		984238- 0		Office, Computer, Film, & Field Supplies	
		01- 122- 000- 0000- 6405			12.99-	return phone rest		C966750- 0		Office, Computer, Film, & Field Supplies	
86235	The Office Shop Inc				26.14						
									4 Transactions		
10017	Tveit/Galen										
		01- 122- 038- 0000- 6330			107.53	BOA/ONSITE MILEAGE		187@.575		Boa/Pc Mileage	
		01- 122- 000- 0000- 6350			50.00	BOA MEETING		6/3/15		Per Diem	
		01- 122- 000- 0000- 6350			10.00	ONSITE		FLATTEN		Per Diem	
		01- 122- 000- 0000- 6350			10.00	ONSITE		MOBERG		Per Diem	
		01- 122- 000- 0000- 6350			10.00	ONSITE		STANEK		Per Diem	
10017	Tveit/Galen				187.53						
									5 Transactions		
6097	Verizon Wireless										
		01- 122- 000- 0000- 6250			39.61	Monthly cellular		38069013800001		Telephone	
						04/14/2015	05/13/2015				
6097	Verizon Wireless				39.61						
									1 Transactions		
122	DEPT Total:				4,536.52	Planning & Zoning			12 Vendors		29 Transactions
123	DEPT					Coroner					
	2939 McGee P.A./M.B.										
		01- 123- 000- 0000- 6231			1,000.00	ME 15- 1047,ME 15- 2016		2316		Coroner Fees	
						05/24/2015	05/24/2015				
	2939 McGee P.A./M.B.				1,000.00					1 Transactions	
123	DEPT Total:				1,000.00	Coroner			1 Vendors		1 Transactions

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
200	DEPT			Enforcement		
5322	A & M AUTO OF MCGREGOR					
	01- 200- 000- 0000- 6302		37.78	oil change #224 Explorer	44380	Car Maintenance
				05/28/2015 05/28/2015		
5322	A & M AUTO OF MCGREGOR		37.78	1 Transactions		
50	Aitkin Body Shop, Inc					
	01- 200- 000- 0000- 6302		50.00	Repair #223	478	Car Maintenance
				05/20/2015 05/20/2015		
	01- 200- 000- 0000- 6302		504.40	Repair #217	6805	Car Maintenance
				05/20/2015 05/20/2015		
50	Aitkin Body Shop, Inc		554.40	2 Transactions		
86222	Aitkin Independent Age					
	01- 200- 000- 0000- 6405		33.00	Age subscription ACSO	1088	Office Supplies
				05/31/2015 05/31/2015		
86222	Aitkin Independent Age		33.00	1 Transactions		
170	Aitkin Motor Company					
	01- 200- 000- 0000- 6302		46.44	oil change #223	5387	Car Maintenance
170	Aitkin Motor Company		46.44	1 Transactions		
11960	ASAP Towing					
	01- 200- 000- 0000- 6359		458.00	Tow forfeiture 15- 2100	2222	Wrecker Service
				05/31/2015 05/31/2015		
11960	ASAP Towing		458.00	1 Transactions		
612	BCA CJTE					
	01- 200- 003- 0000- 6241		75.00	DMT Recertification #224	22409	Registration Fee
				06/02/2015 06/02/2015		
	01- 200- 003- 0000- 6241		75.00	DMT Recertification #218	23733	Registration Fee
				06/02/2015 06/02/2015		
	01- 200- 003- 0000- 6241		75.00	DMT Recertification #209	23735	Registration Fee
				06/02/2015 06/02/2015		
612	BCA CJTE		225.00	3 Transactions		
12445	Brandl Chevrolet, Buick GMC					
	01- 200- 000- 0000- 6302		389.18	Replace harness, battery #219	214443	Car Maintenance
				05/19/2015 05/19/2015		

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
12445 Brandl Chevrolet, Buick GMC		389.18	1 Transactions	
13325 Bruggman/Paul				
01- 200- 040- 0000- 6304		10.00	May Phone	TZD Grant Expenses
01- 200- 040- 0000- 6304		97.75	May Miles	170@.575 TZD Grant Expenses
01- 200- 040- 0000- 6304		1,376.00	May Hours worked	43@32.00 TZD Grant Expenses
13325 Bruggman/Paul		1,483.75	3 Transactions	
10715 Civil Air Patrol Magazine				
01- 200- 000- 0000- 6230		95.00	05/18/2015 05/18/2015	HSB 2704185 Printing, Publishing & Adv
10715 Civil Air Patrol Magazine		95.00	1 Transactions	
1339 Dennis Auto Body & Auto Sales				
01- 200- 000- 0000- 6359		212.00	Tow Impala 15- 2180	06/08/15 Wrecker Service
1339 Dennis Auto Body & Auto Sales		212.00	1 Transactions	
13589 Desert Snow				
01- 200- 003- 0000- 6241		590.00	DesertSnow Trg.Reg./#210	3635 Registration Fee
13589 Desert Snow		590.00	06/08/2015 06/08/2015	1 Transactions
10405 Digital Ally,Inc.				
01- 200- 000- 0000- 6409		120.00	Squad camera parts	1076966 Deputy Supplies
10405 Digital Ally,Inc.		120.00	05/08/2015 05/08/2015	1 Transactions
13590 Grand Itasca Clinic and Hospital				
01- 200- 000- 0000- 6231		1,043.10	Admitted- SANE 15- 1013	Services & Labor (Incl Contracts)
13590 Grand Itasca Clinic and Hospital		1,043.10	1 Transactions	
13591 HCMC				
01- 200- 000- 0000- 6231		1,150.00	SARS nurse 15- 1765	39730 Services & Labor (Incl Contracts)
13591 HCMC		1,150.00	05/10/2015 05/10/2015	1 Transactions
4641 Holiday Credit Office				
01- 200- 000- 0000- 6511		85.24	Gas	1400000288942 Gas And Oil
			06/01/2015 06/01/2015	

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<u>Vendor</u>	<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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4641	Holiday Credit Office		85.24	1 Transactions		
10567	Lake Country Auto Center Of Aitkin					
	01- 200- 000- 0000- 6302		89.29	Oil change #207	20137	Car Maintenance
				05/04/2015	05/04/2015	
10567	Lake Country Auto Center Of Aitkin		89.29	1 Transactions		
252	Lynn Peavey Company					
	01- 200- 000- 0000- 6405		28.50	Currency bags	303571	Office Supplies
				06/04/2015	06/04/2015	
252	Lynn Peavey Company		28.50	1 Transactions		
3100	McGregor Oil					
	01- 200- 000- 0000- 6511		16.54	Gas #220	AITKINSH	Gas And Oil
				05/13/2015	05/13/2015	
3100	McGregor Oil		16.54	1 Transactions		
3334	MCIT					
	01- 200- 000- 0000- 6352		358.00	2014 annual auto adjustment	149106	Insurance
3334	MCIT		358.00	1 Transactions		
3371	Minnesota Sheriffs' Association					
	01- 200- 039- 0000- 6425		180.00	Permits to Acquire	085770	Gun Permit Expenses
				05/26/2015	05/26/2015	
3371	Minnesota Sheriffs' Association		180.00	1 Transactions		
3712	Office Depot					
	01- 200- 000- 0000- 6405		67.99	Toner/printer cartridges	773016165001	Office Supplies
				05/29/2015	05/29/2015	
3712	Office Depot		67.99	1 Transactions		
3927	Post Board					
	01- 200- 000- 0000- 6240		90.00	Renew POST License #218		Dues
	01- 200- 000- 0000- 6240		90.00	Renew POST License #210		Dues
	01- 200- 000- 0000- 6240		90.00	Renew POST License #224		Dues
	01- 200- 000- 0000- 6240		90.00	Renew POST License #203		Dues
	01- 200- 000- 0000- 6240		90.00	Renew POST License #220		Dues
	01- 200- 000- 0000- 6240		90.00	Renew POST License #219		Dues
	01- 200- 000- 0000- 6240		90.00	Renew POST License #212		Dues

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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>
3927	Post Board		630.00	7 Transactions		
4010	Rasley Oil Company					
	01- 200- 000- 0000- 6511		177.20	Sheriff gas	AITCOSHES	Gas And Oil
4010	Rasley Oil Company		177.20	1 Transactions		
84172	Riverwood Healthcare Center					
	01- 200- 000- 0000- 6231		37.40		V7566094	Services & Labor (Incl Contracts)
				05/26/2015	05/26/2015	
84172	Riverwood Healthcare Center		37.40	1 Transactions		
86235	The Office Shop Inc					
	01- 200- 000- 0000- 6405		24.82	Office supplies	984201- 0	Office Supplies
				06/04/2015	06/04/2015	
86235	The Office Shop Inc		24.82	1 Transactions		
4797	TransUnion Risk and Alternative					
	01- 200- 000- 0000- 6231		0.50	Reverse phone #222	1371322	Services & Labor (Incl Contracts)
				06/01/2015	06/01/2015	
4797	TransUnion Risk and Alternative		0.50	1 Transactions		
4870	Turner/Scott A.					
	01- 200- 003- 0000- 6330		48.45	Mileage MSA conference	102@.475	Transportation & Travel & Parking
				06/10/2015	06/10/2015	
4870	Turner/Scott A.		48.45	1 Transactions		
6097	Verizon Wireless					
	01- 200- 000- 0000- 6250		16.63	Cellular phone	28609041200001	Telephone
				04/11/2015	05/10/2015	
6097	Verizon Wireless		16.63	1 Transactions		
200	DEPT Total:		8,198.21	Enforcement	28 Vendors	39 Transactions
202	DEPT			Boat & Water		
10567	Lake Country Auto Center Of Aitkin					
	01- 202- 000- 0000- 6302		269.27	oil change,rotate- Silverado	20352	B&W Maintenance
10567	Lake Country Auto Center Of Aitkin		269.27	1 Transactions		
4010	Rasley Oil Company					

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
01- 202- 000- 0000- 6511		180.18	Gas B&W	AITCOB&WS Gas And Oil
01- 202- 000- 0000- 6511		59.91	Sheriff gas	AITCOSHERS Gas And Oil
4010 Rasley Oil Company		240.09	2 Transactions	
4425 Shirts Plus				
01- 202- 000- 0000- 6410		169.50	B&W HATS	61735 Clothing Allowance
4425 Shirts Plus		169.50	1 Transactions	
202 DEPT Total:		678.86	Boat & Water	3 Vendors 4 Transactions
206 DEPT			Forfeitures	
11960 ASAP Towing				
01- 206- 000- 0000- 6409		150.00	Tow forfeiture	2495 Forfeiture Supplies
			05/27/2015 05/27/2015	
11960 ASAP Towing		150.00	1 Transactions	
206 DEPT Total:		150.00	Forfeitures	1 Vendors 1 Transactions
252 DEPT			Corrections	
86222 Aitkin Independent Age				
01- 252- 252- 0000- 6405		33.00	Age subscription jail	1088 Prisoner Welfare
			05/31/2015 05/31/2015	
86222 Aitkin Independent Age		33.00	1 Transactions	
456 Bob Barker Company, Inc.				
01- 252- 000- 0000- 6424		17.69	Inmate supplies	WEB000372878 Inmate Supplies
			05/22/2015 05/22/2015	
456 Bob Barker Company, Inc.		17.69	1 Transactions	
5583 Crawford Supply Company				
01- 252- 252- 0000- 6408		30.24	Commissary supplies	557766 Commissary Supplies
			05/26/2015 05/26/2015	
01- 252- 252- 0000- 6408		215.40	Commissary supplies	560630 Commissary Supplies
			06/01/2015 06/01/2015	
5583 Crawford Supply Company		245.64	2 Transactions	
88628 Dalco				
01- 252- 000- 0000- 6422		563.62	Paper products for jail	2891697 Janitorial Supplies

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
88628 Dalco		563.62	06/03/2015 06/03/2015 1 Transactions		
1310 Door Doctor					
01- 252- 000- 0000- 6590		68.50	Hinge for sally port door	37133	Repair & Maintenance Supplies
			06/01/2015 06/01/2015 1 Transactions		
1310 Door Doctor		68.50			
1598 Ferrara's Htg Air Cond & Refrig Inc					
01- 252- 000- 0000- 6590		62.24	Outdoor air sensor	Menden43	Repair & Maintenance Supplies
			05/15/2015 05/15/2015 1 Transactions		
1598 Ferrara's Htg Air Cond & Refrig Inc		62.24			
2186 Hillyard Inc - Kansas City					
01- 252- 000- 0000- 6422		700.86	Janitorial	601628490	Janitorial Supplies
			05/27/2015 05/27/2015		
01- 252- 000- 0000- 6422		637.20	Janitorial	601636844	Janitorial Supplies
			06/02/2015 06/02/2015 2 Transactions		
2186 Hillyard Inc - Kansas City		1,338.06			
11889 Honeywell International Inc.					
01- 252- 000- 0000- 6590		569.69	Air damper service	5232821710	Repair & Maintenance Supplies
			05/13/2015 05/13/2015		
01- 252- 000- 0000- 6590		779.56	Heat valve motor above jail	5232835397	Repair & Maintenance Supplies
			05/14/2015 05/14/2015		
01- 252- 000- 0000- 6590		989.43	Air damper service	5232955069	Repair & Maintenance Supplies
			05/27/2015 05/27/2015 3 Transactions		
11889 Honeywell International Inc.		2,338.68			
5503 Keefe Supply Company					
01- 252- 252- 0000- 6405		136.80	Commissary supplies	560629	Prisoner Welfare
			06/01/2015 06/01/2015 1 Transactions		
5503 Keefe Supply Company		136.80			
5756 KEEPRS, Inc					
01- 252- 000- 0000- 6410		62.87	Uniform shirts Ashley	272521-01	Clothing Allowance
			05/11/2015 05/11/2015 1 Transactions		
5756 KEEPRS, Inc		62.87			

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<u>Vendor Name</u>	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Paid On Bhf #</u>	<u>Account/Formula Description</u>	<u>On Behalf of Name</u>
3284 Minnesota Department Of Health		01- 252- 000- 0000- 6231			35.00	Statewide Hospitality fee 2015	04/16/2015 04/16/2015			Services & Labor (Incl Contracts)	
3284 Minnesota Department Of Health					35.00		1 Transactions				
89765 Minnesota Elevator, Inc		01- 252- 000- 0000- 6231			160.63	June service		625061		Services & Labor (Incl Contracts)	
89765 Minnesota Elevator, Inc					160.63		06/02/2015 06/02/2015			1 Transactions	
3638 Northern Air Plumbing & Heating, Inc		01- 252- 000- 0000- 6590			856.25	service garbage disposal		21811		Repair & Maintenance Supplies	
3638 Northern Air Plumbing & Heating, Inc					856.25		1 Transactions				
3712 Office Depot		01- 252- 000- 0000- 6405			267.89	Toner/printer cartridges		773016165001		Office & Computer Supplies	
3712 Office Depot					267.89		05/29/2015 05/29/2015			1 Transactions	
3789 Pan- O- Gold Baking Company		01- 252- 000- 0000- 6418			157.22	Groceries		010024514919		Groceries	
		01- 252- 000- 0000- 6418			138.74	Groceries	05/29/2015 05/29/2015			Groceries	
3789 Pan- O- Gold Baking Company					295.96		06/04/2015 06/04/2015			2 Transactions	
11947 Phoenix Supply		01- 252- 000- 0000- 6424			82.04	Toothbrush, deodorant, shampoo		6909		Inmate Supplies	
11947 Phoenix Supply					82.04		06/01/2015 06/01/2015			1 Transactions	
9499 Reliance Telephone Systems, Inc		01- 252- 252- 0000- 6406			1,500.00	PHONE CARDS		D- 15172		Phone Card Prisoner Welfare	
9499 Reliance Telephone Systems, Inc					1,500.00		1 Transactions				
4761 Sysco Minnesota Inc		01- 252- 000- 0000- 6418			3,557.79	GROCERIES		505280813		Groceries	
		01- 252- 000- 0000- 6418			3,044.49	Groceries	06/04/2015 06/04/2015			Groceries	



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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>
4761	Sysco Minnesota Inc		6,602.28			
				2 Transactions		
86235	The Office Shop Inc					
	01- 252- 000- 0000- 6231		48.93	Legal pads, steno books	983739- 0	Services & Labor (Incl Contracts)
				05/28/2015 05/28/2015		
	01- 252- 000- 0000- 6405		48.93	Legal pads, steno books	983739- 0	Office & Computer Supplies
				05/28/2015 05/28/2015		
	01- 252- 000- 0000- 6231		8.12	Receipt books	983739- 1	Services & Labor (Incl Contracts)
				06/01/2015 06/01/2015		
	01- 252- 000- 0000- 6405		8.12	Receipt books	983739- 1	Office & Computer Supplies
				06/01/2015 06/01/2015		
	01- 252- 000- 0000- 6405		24.82	Office supplies	984201- 0	Office & Computer Supplies
				06/04/2015 06/04/2015		
86235	The Office Shop Inc		138.92			
				5 Transactions		
11608	Thrifty White Pharmacy- McGregor					
	01- 252- 000- 0000- 6262		546.10	May	52914536063080	Medical Expenses & Supplies - Inmates
				05/30/2015 05/30/2015		
11608	Thrifty White Pharmacy- McGregor		546.10			
				1 Transactions		
252	DEPT Total:		15,352.17	Corrections	20 Vendors	30 Transactions
253	DEPT			Aitkin Co Community Corrections		
88879	Central Mn Community Corrections- DT					
	01- 253- 000- 0000- 6823		12,499.08	2015 monthly appropriation	July	County Allocation
88879	Central Mn Community Corrections- DT		12,499.08			
				1 Transactions		
10567	Lake Country Auto Center Of Aitkin					
	01- 253- 000- 0000- 6302		62.66	Oil change 09 Ford Econoline	20254	Car Maintenance
				05/15/2015 05/15/2015		
10567	Lake Country Auto Center Of Aitkin		62.66			
				1 Transactions		
4010	Rasley Oil Company					
	01- 253- 000- 0000- 6511		268.71	Sheriff gas	AITCOSHES	Gas And Oil
4010	Rasley Oil Company		268.71			
				1 Transactions		
12214	Shopko Store Operating Co. LLC					
	01- 253- 000- 0000- 6405		13.19	Blinds for office	5921	Operating Supplies
				05/14/2015 05/14/2015		

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Vendor	Name	Rpt					
No.	Account/Formula	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	
				Service Dates	Paid On Bhf #	On Behalf of Name	
12214	Shopko Store Operating Co. LLC		13.19				
				1 Transactions			
11608	Thrifty White Pharmacy- McGregor						
	01- 253- 000- 0000- 6405		324.99	May	52914536063080	Operating Supplies	
				05/30/2015 05/30/2015			
11608	Thrifty White Pharmacy- McGregor		324.99				
				1 Transactions			
253	DEPT Total:		13,168.63	Aitkin Co Community Corrections	5 Vendors	5 Transactions	
257	DEPT			Sobriety Court			
13056	McKenzie/Jill						
	01- 257- 022- 0000- 6406		10.00	Holiday gift cards		Sobriety Crt Expenses	
				05/29/2015 05/29/2015			
	01- 257- 022- 0000- 6406		39.56	Meals/Drug court conference		Sobriety Crt Expenses	
				06/02/2015 06/03/2015			
13056	McKenzie/Jill		49.56		2 Transactions		
257	DEPT Total:		49.56	Sobriety Court	1 Vendors	2 Transactions	
390	DEPT			Environmental Health (FBL)			
4641	Holiday Credit Office						
	01- 390- 000- 0000- 6511		114.59	May Fuel charges	1400000135321	Gas And Oil	
4641	Holiday Credit Office		114.59		1 Transactions		
10567	Lake Country Auto Center Of Aitkin						
	01- 390- 000- 0000- 6302		71.99	Oil change, Lube, tire rotatio	20426	Car Maintenance	
10567	Lake Country Auto Center Of Aitkin		71.99		1 Transactions		
12214	Shopko Store Operating Co. LLC						
	01- 390- 000- 0000- 6625		9.57	BD Alcohol Swabs	6887	Office Equipment & Other Equipment	
12214	Shopko Store Operating Co. LLC		9.57		1 Transactions		
390	DEPT Total:		196.15	Environmental Health (FBL)	3 Vendors	3 Transactions	
391	DEPT			Solid Waste			
170	Aitkin Motor Company						
	01- 391- 000- 0000- 6302		47.62	Fuel saver package for Escape	05133	Car Maintenance	

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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>
170	Aitkin Motor Company		47.62	1 Transactions		
1754	Garrison Disposal Company, Inc					
	01- 391- 000- 0000- 6231		545.55	20YD Dumpster- HHW Day	8200080	Services, Labor, & Minor Contracts
1754	Garrison Disposal Company, Inc		545.55	1 Transactions		
4641	Holiday Credit Office					
	01- 391- 000- 0000- 6511		21.98	May Fuel charges	1400000135321	Gas And Oil
4641	Holiday Credit Office		21.98	1 Transactions		
3810	Paulbeck's County Market					
	01- 391- 000- 0000- 6405		35.64	SUPPLIES- HHW DAY	9277342	Office & Film Supplies
3810	Paulbeck's County Market		35.64	1 Transactions		
4150	Rosallini's					
	01- 391- 000- 0000- 6405		105.75	PIZZA/HHW DAY	#9- 4/28/15	Office & Film Supplies
4150	Rosallini's		105.75	1 Transactions		
391	DEPT Total:		756.54	Solid Waste	5 Vendors	5 Transactions
392	DEPT			Water Wells		
405	A.W. Research Laboratories, Inc.					
	01- 392- 000- 0000- 6231		56.00	Coliform,nitrate,arsenic	12410	Services, Labor, Contracts
				05/11/2015 05/11/2015		
	01- 392- 000- 0000- 6231		41.00	Coliform,nitrate	12455	Services, Labor, Contracts
				05/19/2015 05/19/2015		
	01- 392- 000- 0000- 6231		41.00	Coliform,nitrate	12480	Services, Labor, Contracts
				05/22/2015 05/22/2015		
405	A.W. Research Laboratories, Inc.		138.00	3 Transactions		
2353	Idexx Laboratories, Inc					
	01- 392- 000- 0000- 6405		715.38	gamma irrad clolert 100ML	289419606	Office & Film Supplies
2353	Idexx Laboratories, Inc		715.38	1 Transactions		
12486	Leitinger/Michelle					
	01- 392- 000- 0000- 6405		12.89	sampling cups		Office & Film Supplies
12486	Leitinger/Michelle		12.89	1 Transactions		
12214	Shopko Store Operating Co. LLC					

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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>
	01- 392- 000- 0000- 6405		21.92	isopropyl alcohol/alcohol swab	6887	Office & Film Supplies
12214	Shopko Store Operating Co. LLC		21.92	1 Transactions		
392	DEPT Total:		888.19	Water Wells	4 Vendors	6 Transactions
711	DEPT			Economic Development		
4641	Holiday Credit Office					
	01- 711- 000- 0000- 6511		16.16	May Gas	1400000135895	Gas And Oil
4641	Holiday Credit Office		16.16	1 Transactions		
711	DEPT Total:		16.16	Economic Development	1 Vendors	1 Transactions
1	Fund Total:		75,405.23	General Fund		224 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
13575	FOSTER/ANITA				
	03- 000- 000- 0000- 5855				
		90.00	CALCIUM CHLORIDE REFUND 060415		Charges- Individuals
13575	FOSTER/ANITA		1 Transactions		
		90.00			
0	DEPT Total:	90.00	Undesignated	1 Vendors	1 Transactions
301	DEPT		R&B Administration		
10855	Culligan				
	03- 301- 000- 0000- 6400				
		41.40	WATER 061015	375722	Supplies And Materials
10855	Culligan		1 Transactions		
		41.40			
4010	Rasley Oil Company				
	03- 301- 000- 0000- 6296				
		16.91	SARAH MEETING GAS 050115	40173	Meeting Expense/Physicals
4010	Rasley Oil Company		1 Transactions		
		16.91			
11605	Shred Right				
	03- 301- 000- 0000- 6400				
		30.00	DOCUMENT DESTRUCTION 052815	209634	Supplies And Materials
11605	Shred Right		1 Transactions		
		30.00			
6097	Verizon Wireless				
	03- 301- 000- 0000- 6250				
		270.82	DEPT CELL PHONES 060115	9746605498	Telephone
6097	Verizon Wireless		1 Transactions		
		270.82			
301	DEPT Total:	359.13	R&B Administration	4 Vendors	4 Transactions
302	DEPT		R&B Engineering/Construction		
5774	Riverwood Healthcare Clinic				
	03- 302- 000- 0000- 6296				
		165.00	Pre- Employment physicals	May15	Meeting Expense/Physicals
			04/11/2015 04/11/2015		
5774	Riverwood Healthcare Clinic		1 Transactions		
		165.00			
302	DEPT Total:	165.00	R&B Engineering/Construction	1 Vendors	1 Transactions
303	DEPT		R&B Highway Maintenance		
50	Aitkin Body Shop, Inc				
	03- 303- 000- 0000- 6523				
		154.91	SHOP SUPPLIES 050415	454	Misc Bldg & Shop Supplies

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
50	Aitkin Body Shop, Inc		154.91	1 Transactions	
195	Aitkin Tire Shop				
	03- 303- 000- 0000- 6590		10.00	CHANGE TIRE 060415	54651 Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		79.00	TIRE 060415	54651 Repair & Maintenance Supplies
195	Aitkin Tire Shop		89.00	2 Transactions	
8411	American Welding & Gas, Inc.				
	03- 303- 000- 0000- 6523		117.73	ACETYLENE 052915	0- 3293639 Misc Bldg & Shop Supplies
8411	American Welding & Gas, Inc.		117.73	1 Transactions	
467	Backstrom/Robert				
	03- 303- 000- 0000- 6411		145.00	WORK BOOTS REIMB 060715	4412 Safety Footwear
467	Backstrom/Robert		145.00	1 Transactions	
8674	Boyer Trucks				
	03- 303- 000- 0000- 6590		12.64	REPAIR PARTS 052915	79560SAV Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590		144.18	REPAIR PARTS 052915	963389 Repair & Maintenance Supplies
8674	Boyer Trucks		156.82	2 Transactions	
8544	Brock White Construction Materials				
	03- 303- 000- 0000- 6521		639.60	ROUTER RENTAL 052915	12544653- 00 Maintenance Supplies
	03- 303- 000- 0000- 6521		639.60	ROUTER RENTAL 052915	12544653- 00 Maintenance Supplies
	03- 303- 000- 0000- 6521		319.80	ROUTER RENTAL 052915	12544653- 00 Maintenance Supplies
8544	Brock White Construction Materials		1,599.00	3 Transactions	
8265	Centurylink				
	03- 303- 000- 0000- 6250		44.09	PHONE: HILL CITY 052615	Telephone
8265	Centurylink		44.09	1 Transactions	
1570	Freedom Valu Centers, Inc				
	03- 303- 000- 0000- 6513		53.78-	DISCOUNT 053115	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		31.36	GASOLINE 050715	22111 Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		45.08	GASOLINE 050815	22319 Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		58.80	GASOLINE 051115	23436 Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		50.96	GASOLINE 051215	23865 Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		54.92	GASOLINE 051315	24224 Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		57.86	GASOLINE 051415	24700 Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		58.87	GASOLINE 051515	25076 Motor Fuel & Lubricants

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Vendor Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		03- 303- 000- 0000- 6513			56.88	GASOLINE 051815		26152		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			33.35	GASOLINE 052715		28797		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			37.27	GASOLINE 052815		29360		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			53.94	GASOLINE 052915		29657		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			49.00	GASOLINE 050115		29833		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			52.96	GASOLINE 052215		34927		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			56.88	GASOLINE 052615		36397		Motor Fuel & Lubricants	
1570 Freedom Valu Centers, Inc					644.35						
							15 Transactions				
13468 G & K Services											
		03- 303- 000- 0000- 6523			17.40	SHOP LAUNDRY 052515		1043197276		Misc Bldg & Shop Supplies	
		03- 303- 000- 0000- 6523			17.40	SHOP LAUNDRY 060115		1043202662		Misc Bldg & Shop Supplies	
		03- 303- 000- 0000- 6523			17.40	SHOP LAUNDRY 060815		104328106		Misc Bldg & Shop Supplies	
13468 G & K Services					52.20		3 Transactions				
1754 Garrison Disposal Company, Inc											
		03- 303- 000- 0000- 6254			78.69	MCGREGOR SHOP 053115		8201559		Utilities	
		03- 303- 000- 0000- 6254			20.00	ROAD CLEAN UP 052915		862664		Utilities	
		03- 303- 000- 0000- 6254			36.00	ROAD CLEAN UP 050415		862705		Utilities	
		03- 303- 000- 0000- 6254			40.00	ROAD CLEAN UP 050415		862707		Utilities	
		03- 303- 000- 0000- 6254			50.00	ROAD CLEAN UP 050715		862712		Utilities	
		03- 303- 000- 0000- 6254			45.00	ROAD CLEAN UP 051215		862723		Utilities	
		03- 303- 000- 0000- 6254			24.00	ROAD CLEAN UP 051215		862724		Utilities	
		03- 303- 000- 0000- 6254			18.00	ROAD CLEAN UP 051515		862741		Utilities	
1754 Garrison Disposal Company, Inc					311.69		8 Transactions				
9336 Graber/Daniel											
		03- 303- 000- 0000- 6411			145.00	WORK BOOTS REIMB 032815				Safety Footwear	
9336 Graber/Daniel					145.00		1 Transactions				
4641 Holiday Credit Office											
		03- 303- 000- 0000- 6513			21.94-	FEDERAL TAX ADJUSTMENT 053115				Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			3.60-	REBATE 053115				Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			67.00	GASOLINE 051815		0- 92046034		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			61.00	GASOLINE 050615		100421047		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			77.00	GASOLINE 050615		113202072		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			65.00	GASOLINE 052815		114516049		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			40.00	GASOLINE 050815		142321117		Motor Fuel & Lubricants	

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4641 Holiday Credit Office	284.46	7 Transactions		
2340 Hyytinen Hardware Hank				
03- 303- 000- 0000- 6521	12.25	GUARDRAIL REPAIR 051115	1254733	Maintenance Supplies
03- 303- 000- 0000- 6523	1.98	AITKIN SHOP SUPPLIES 051815	1256398	Misc Bldg & Shop Supplies
03- 303- 000- 0000- 6523	1.44	AITKIN SHOP SUPPLIES 052615	1258642	Misc Bldg & Shop Supplies
03- 303- 000- 0000- 6523	5.49	AITKIN SHOP SUPPLIES 052815	1259072	Misc Bldg & Shop Supplies
03- 303- 000- 0000- 6521	17.99	MAILBOX 052915	1259469	Maintenance Supplies
2340 Hyytinen Hardware Hank	39.15	5 Transactions		
2763 J & H Transfer Station- Lakes Sanitary				
03- 303- 000- 0000- 6254	93.89	AITKIN 060115	91920	Utilities
03- 303- 000- 0000- 6254	57.65	PALISADE 060115	91921	Utilities
2763 J & H Transfer Station- Lakes Sanitary	151.54	2 Transactions		
91187 Lake Country Power				
03- 303- 000- 0000- 6254	60.96	JACOBSON SHOP 060415	1400073000	Utilities
03- 303- 000- 0000- 6254	54.18	APR- MAY CSAH 14 052615	141979801	Utilities
03- 303- 000- 0000- 6254	51.78	APR- MAY CSAH 6 052615	141979901	Utilities
91187 Lake Country Power	166.92	3 Transactions		
2941 M R Sign Co Inc				
03- 303- 000- 0000- 6516	202.82	RD CLSD THRU TRFC SIGN 052715	186027	Signs & Posts
03- 303- 000- 0000- 6516	244.36	RD CLSD AHEAD 052715	186027	Signs & Posts
03- 303- 000- 0000- 6516	139.64	IND CO RTE MKR _____ 052715	186027	Signs & Posts
03- 303- 000- 0000- 6516	50.16	NORTH SIGN 052715	186027	Signs & Posts
03- 303- 000- 0000- 6516	50.16	SOUTH 052715	186027	Signs & Posts
03- 303- 000- 0000- 6516	245.10	RD CLSD BEG _____ 052715	186027	Signs & Posts
2941 M R Sign Co Inc	932.24	6 Transactions		
2991 Malmo Market				
03- 303- 000- 0000- 6513	39.09	GASOLINE 050115	20723	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	56.34	GASOLINE 050715	33033	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	55.35	GASOLINE 051415	34871	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	64.12	GASOLINE 051915	36042	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	61.98	GASOLINE 052615	38507	Motor Fuel & Lubricants
2991 Malmo Market	276.88	5 Transactions		
3100 McGregor Oil				



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Vendor Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		03- 303- 000- 0000- 6513			8.17-	DISCOUNT 053115				Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			13.71	GASOLINE 050715		52813		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			20.49	GASOLINE 050415		52814		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			18.65	GASOLINE 050515		52815		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			17.64	GASOLINE 050715		52816		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			28.55	GASOLINE 051115		52819		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			23.01	GASOLINE 051215		52820		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			25.15	GASOLINE 051515		52821		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			30.05	GASOLINE 051815		52822		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			18.17	GASOLINE 051915		52826		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			38.52	GASOLINE 052015		52827		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			18.38	GASOLINE 052115		52828		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			19.06	GASOLINE 052215		52829		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			9.37	GASOLINE 052615		52830		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			37.13	GASOLINE 052615		52831		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			12.96	GASOLINE 052715		52832		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			16.70	GASOLINE 052915		52833		Motor Fuel & Lubricants	
		03- 303- 000- 0000- 6513			29.51	GASOLINE 050715		61580		Motor Fuel & Lubricants	
3100	McGregor Oil				368.88						
							18 Transactions				
3334	MCIT										
		03- 303- 000- 0000- 6590			252.00	2014 AUTO ADJUSTMENT 052615		PC108014ADJ		Repair & Maintenance Supplies	
		03- 303- 000- 0000- 6590			48.00	2014 AUTO ADJUSTMENT 052615		PC108014ADJ		Repair & Maintenance Supplies	
		03- 303- 000- 0000- 6590			48.00	2014 AUTO ADJUSTMENT 052615		PC108014ADJ		Repair & Maintenance Supplies	
		03- 303- 000- 0000- 6590			32.00-	2014 AUTO ADJUSTMENT 052615		PC108014ADJ		Repair & Maintenance Supplies	
		03- 303- 000- 0000- 6590			12.00-	2014 AUTO ADJUSTMENT 052615		PC108014ADJ		Repair & Maintenance Supplies	
3334	MCIT				304.00		5 Transactions				
12927	Midwest Machinery Co.										
		03- 303- 000- 0000- 6590			174.20	FILTERS 060315		1069868		Repair & Maintenance Supplies	
		03- 303- 000- 0000- 6590			203.46	FILTERS 060915		1073547		Repair & Maintenance Supplies	
12927	Midwest Machinery Co.				377.66		2 Transactions				
5917	Mike's Bobcat Service										
		03- 303- 000- 0000- 6825			400.00	BLADING 060115				Maintenance Agreements	
5917	Mike's Bobcat Service				400.00		1 Transactions				
9692	Minnesota Energy Resources Corporation										
		03- 303- 000- 0000- 6297			200.48	NAT GAS: AITKIN SHOP 060415		4255217-4		Shop Fuel	

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
9692 Minnesota Energy Resources Corporation		200.48			
			1 Transactions		
10948 MN Dept of Labor & Industry					
03- 303- 000- 0000- 6298		10.00	PRESSURE VESSEL 060115	ABR01186801	Shop Maintenance
10948 MN Dept of Labor & Industry		10.00			
			1 Transactions		
8436 Northland Parts					
03- 303- 000- 0000- 6590		14.38	WIPER BLADE 051115	300678	Repair & Maintenance Supplies
03- 303- 000- 0000- 6523		8.18	SHOP SUPPLIES 051115	300719	Misc Bldg & Shop Supplies
8436 Northland Parts		22.56			
			2 Transactions		
10720 Nuss Truck & Equipment					
03- 303- 000- 0000- 6590		119.55	REPAIR PARTS 060415	3137302P	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		180.30	REPAIR PARTS 060415	3137328P	Repair & Maintenance Supplies
10720 Nuss Truck & Equipment		299.85			
			2 Transactions		
10412 O'Reilly Auto Parts					
03- 303- 000- 0000- 6590		3.99	SOCKET 061015	1878- 301141	Repair & Maintenance Supplies
10412 O'Reilly Auto Parts		3.99			
			1 Transactions		
13562 Olson/Gerald					
03- 303- 000- 0000- 6411		145.00	WORK BOOTS REIMB 052915		Safety Footwear
13562 Olson/Gerald		145.00			
			1 Transactions		
3760 Palisade Cooperative Oil Assoc					
03- 303- 000- 0000- 6513		38.11	GASOLINE 050415	309816	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		20.21	GASOLINE 050415	309849	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		46.98	GASOLINE 050515	309961	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		34.38	GASOLINE 050715	310118	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		34.38	GASOLINE 050715	310137	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		33.45	GASOLINE 051115	310406	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		30.62	GASOLINE 051515	310671	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		50.18	GASOLINE 052015	311061	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		36.72	GASOLINE 052115	311114	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		42.74	GASOLINE 052215	311316	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513		42.00	GASOLINE 052815	311752	Motor Fuel & Lubricants
3760 Palisade Cooperative Oil Assoc		409.77			
			11 Transactions		
4010 Rasley Oil Company					

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Vendor Name		Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	03- 303- 000- 0000- 6513		100.98	GASOLINE 050115	40154	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		19.35	GASOLINE 050415	40253	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		41.71	GASOLINE 050415	40262	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		39.91	GASOLINE 050415	40275	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		49.82	GASOLINE 050415	40278	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		64.46	GASOLINE 050415	40286	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		63.21	GASOLINE 050515	40310	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		5.01	GASOLINE 050515	40311	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		37.98	GASOLINE 050515	40323	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		28.44	GASOLINE 050615	40349	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		31.52	GASOLINE 050615	40352	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		34.74	GASOLINE 050615	40358	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		46.70	GASOLINE 050615	40380	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		80.29	GASOLINE 050815	40450	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		52.90	GASOLINE 050815	40451	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		49.97	GASOLINE 050815	40472	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		62.76	GASOLINE 051115	40565	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		39.51	GASOLINE 051115	40571	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		45.39	GASOLINE 051215	40598	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		15.67	GASOLINE 051215	40600	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		37.06	GASOLINE 051215	40613	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		72.72	GASOLINE 051215	40616	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		52.61	GASOLINE 051415	40704	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		59.59	GASOLINE 051415	40735	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		58.18	GASOLINE 051415	40742	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		70.79	GASOLINE 051515	40776	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		52.69	GASOLINE 051915	40892	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		15.80	GASOLINE 051915	40894	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		31.89	GASOLINE 051915	40899	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		25.93	GASOLINE 052015	40947	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		20.44	GASOLINE 052015	40948	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		59.76	GASOLINE 052015	40952	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		22.54	GASOLINE 052115	40997	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		33.46	GASOLINE 052115	40997	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		74.66	GASOLINE 052115	41000	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		38.24	GASOLINE 052615	42120	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		40.58	GASOLINE 052615	42121	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		48.32	GASOLINE 052615	42135	Motor Fuel & Lubricants
	03- 303- 000- 0000- 6513		64.49	GASOLINE 052615	42162	Motor Fuel & Lubricants

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Vendor Name	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03-303-000-0000-6513		36.86	GASOLINE 052715	42180	Motor Fuel & Lubricants
03-303-000-0000-6513		41.55	GASOLINE 052715	42219	Motor Fuel & Lubricants
03-303-000-0000-6513		69.24	GASOLINE 052815	42633	Motor Fuel & Lubricants
03-303-000-0000-6513		54.05	GASOLINE 052915	42657	Motor Fuel & Lubricants
03-303-000-0000-6513		70.73	GASOLINE 052915	42661	Motor Fuel & Lubricants
03-303-000-0000-6513		35.00	GASOLINE 052915	42664	Motor Fuel & Lubricants
03-303-000-0000-6513		55.78	GASOLINE 052915	42666	Motor Fuel & Lubricants
03-303-000-0000-6513		67.14	GASOLINE 052915	42691	Motor Fuel & Lubricants
03-303-000-0000-6513		27.37	GASOLINE 052915	42693	Motor Fuel & Lubricants
4010 Rasley Oil Company		2,247.79			
			48 Transactions		
4070 Riley Auto Supply					
03-303-000-0000-6523		18.00	AITKIN SHOP SUPPLIES 050115	560798	Misc Bldg & Shop Supplies
03-303-000-0000-6590		12.98	REPAIR PARTS 050515	560972	Repair & Maintenance Supplies
03-303-000-0000-6590		43.10	REPAIR PARTS 050615	561031	Repair & Maintenance Supplies
03-303-000-0000-6590		3.79	REPAIR PARTS 050715	561053	Repair & Maintenance Supplies
03-303-000-0000-6523		4.28	AITKIN SHOP SUPPLIES 050815	561100	Misc Bldg & Shop Supplies
03-303-000-0000-6590		38.95	REPAIR PARTS 051115	561199	Repair & Maintenance Supplies
03-303-000-0000-6523		61.00	AITKIN SHOP SUPPLIES 051115	561233	Misc Bldg & Shop Supplies
03-303-000-0000-6523		46.77	AITKIN SHOP SUPPLIES 051215	561272	Misc Bldg & Shop Supplies
03-303-000-0000-6523		11.98	PALISADE SHOP SUPPLIES 051515	561386	Misc Bldg & Shop Supplies
03-303-000-0000-6590		95.17	REPAIR PARTS 051515	561396	Repair & Maintenance Supplies
03-303-000-0000-6590		67.53	REPAIR PARTS 051515	561414	Repair & Maintenance Supplies
03-303-000-0000-6590		52.95	REPAIR PARTS 051915	561522	Repair & Maintenance Supplies
03-303-000-0000-6590		51.59	REPAIR PARTS 052715	561871	Repair & Maintenance Supplies
03-303-000-0000-6590		31.64	REPAIR PARTS 052715	561876	Repair & Maintenance Supplies
03-303-000-0000-6590		0.78	REPAIR PARTS 052715	561878	Repair & Maintenance Supplies
03-303-000-0000-6590		1.30	REPAIR PARTS 052815	561899	Repair & Maintenance Supplies
03-303-000-0000-6590		149.99	REPAIR PARTS 052815	561927	Repair & Maintenance Supplies
03-303-000-0000-6523		16.99	MCGREGOR SHOP SUPPLIES 052915	561961	Misc Bldg & Shop Supplies
03-303-000-0000-6590		59.99	REPAIR PARTS 052915	561971	Repair & Maintenance Supplies
4070 Riley Auto Supply		768.78			
			19 Transactions		
8279 Winzer Corporation					
03-303-000-0000-6523		210.47	AITKIN SHOP SUPPLIES 052715	5350357	Misc Bldg & Shop Supplies
8279 Winzer Corporation		210.47			
			1 Transactions		
303 DEPT Total:		11,080.21	R&B Highway Maintenance	31 Vendors	179 Transactions

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Vendor	Name	Rpt					
No.	Account/Formula	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	
				Service Dates	Paid On Bhf #	On Behalf of Name	
307	DEPT			R&B Capital Infrastructure			
48	Aitkin Co Abstract Company						
	03- 307- 000- 0000- 6260		15.00	EXAMINATION FEE 060315	48091	Professional Services	
48	Aitkin Co Abstract Company		15.00	1 Transactions			
13496	Apfelbacher/Jeffery John						
	03- 307- 000- 0000- 6362		450.00	LAND R- W 060415	PARCEL NO 57	Right Of Way	
13496	Apfelbacher/Jeffery John		450.00	1 Transactions			
12341	Apfelbacher/Scott						
	03- 307- 000- 0000- 6362		450.00	LAND R- W 060415	PARCEL NO 57	Right Of Way	
12341	Apfelbacher/Scott		450.00	1 Transactions			
13497	Apfelbacher/Steven						
	03- 307- 000- 0000- 6362		450.00	LAND R- W 060415	PARCEL NO 57	Right Of Way	
13497	Apfelbacher/Steven		450.00	1 Transactions			
13582	Boisen & G. Gene Anderson/Cynthia						
	03- 307- 000- 0000- 6362		3,071.92	LAND R- W 060415	PARCEL 59,63,6	Right Of Way	
	03- 307- 000- 0000- 6362		1,428.08	DAMAGES R- W 060415	PARCEL 59,63,6	Right Of Way	
13582	Boisen & G. Gene Anderson/Cynthia		4,500.00	2 Transactions			
12774	Case/Stephanie & Kevin						
	03- 307- 000- 0000- 6362		250.00	DRAINAGE EASEMENT 060415	PARCEL NO 37	Right Of Way	
12774	Case/Stephanie & Kevin		250.00	1 Transactions			
13583	Herbranson/Kathy L.						
	03- 307- 000- 0000- 6362		450.00	LAND R- W 060415	PARCEL NO 57	Right Of Way	
13583	Herbranson/Kathy L.		450.00	1 Transactions			
13587	US Bank National Association						
	03- 307- 000- 0000- 6362		1,925.00	LAND R- W 061015	PARCEL NO 35	Right Of Way	
13587	US Bank National Association		1,925.00	1 Transactions			
5128	Widseth Smith & Nolting Inc						
	03- 307- 000- 0000- 6260		105.00	SERVICES 052215	103224	Professional Services	
5128	Widseth Smith & Nolting Inc		105.00	1 Transactions			

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
307	DEPT Total:		8,595.00	R&B Capital Infrastructure	9 Vendors	10 Transactions
308	DEPT			R&B Equipment & Facilities		
	5128 Widseth Smith & Nolting Inc					
	03- 308- 000- 0000- 6600		2,900.00	JACOBSON SHOP ADDITION 052215	REV 102745	Capital Outlay- Facilities
	5128 Widseth Smith & Nolting Inc		2,900.00	1 Transactions		
308	DEPT Total:		2,900.00	R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:		23,189.34	Road & Bridge		196 Transactions

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# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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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>
0	DEPT			Undesignated		
	4580 Mn Dept Of Finance		420.00	May marriage license fees		State Fees, Assessments & Surcharges
	09- 000- 000- 0000- 2030					
	4580 Mn Dept Of Finance		420.00	1 Transactions		
0	DEPT Total:		420.00	Undesignated	1 Vendors	1 Transactions
9	Fund Total:		420.00	State		1 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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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>
923	DEPT		Forfeited Tax Sales		
89471	Aitkin Co 4- H Council				
	10- 923- 000- 0000- 6406	40.00	Plat Bk for new Forest Tech	4854	Field Supplies
89471	Aitkin Co 4- H Council	40.00	1 Transactions		
170	Aitkin Motor Company				
	10- 923- 000- 0000- 6590	45.26	Lube, oil, filter #799	5153	Repair & Maintenance Supplies
			05/13/2015 05/13/2015		
170	Aitkin Motor Company	45.26	1 Transactions		
10452	AT&T Mobility				
	10- 923- 000- 0000- 6254	60.90	Cell phone	287257204209	Utilities
10452	AT&T Mobility	60.90	1 Transactions		
783	Canon Financial Services, Inc				
	10- 923- 000- 0000- 6231	390.94	Copier contract 022	14967175	Services, Labor, Contracts
783	Canon Financial Services, Inc	390.94	1 Transactions		
2410	Jacobs/Mark H				
	10- 923- 000- 0000- 6330	50.35	MACLC Meeting mileage	106@.475	Transportation & Travel
			06/03/2015 06/03/2015		
2410	Jacobs/Mark H	50.35	1 Transactions		
923	DEPT Total:	587.45	Forfeited Tax Sales	5 Vendors	5 Transactions
10	Fund Total:	587.45	Trust		5 Transactions



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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11 Forest Development

Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
924	DEPT			Forest Resource			
10452	AT&T Mobility						
	11- 924- 000- 0000- 6250		114.18	Cell phone	287257204209	Telephone	
10452	AT&T Mobility		114.18	1 Transactions			
1570	Freedom Valu Centers, Inc						
	11- 924- 000- 0000- 6511		514.61	May gas	9423	Gas And Oil	
1570	Freedom Valu Centers, Inc		514.61	1 Transactions			
4641	Holiday Credit Office						
	11- 924- 000- 0000- 6511		586.69	May gas	1400000134961	Gas And Oil	
4641	Holiday Credit Office		586.69	1 Transactions			
2991	Malmo Market						
	11- 924- 000- 0000- 6511		99.69	May gas		Gas And Oil	
2991	Malmo Market		99.69	1 Transactions			
3100	McGregor Oil						
	11- 924- 000- 0000- 6511		123.61	May gas	AITKINLA	Gas And Oil	
3100	McGregor Oil		123.61	1 Transactions			
3760	Palisade Cooperative Oil Assoc						
	11- 924- 000- 0000- 6511		255.47	May gas	ACPARKS	Gas And Oil	
3760	Palisade Cooperative Oil Assoc		255.47	1 Transactions			
4010	Rasley Oil Company						
	11- 924- 000- 0000- 6511		1,164.56	May gas	AITCOL&PS	Gas And Oil	
4010	Rasley Oil Company		1,164.56	1 Transactions			
924	DEPT Total:		2,858.81	Forest Resource	7 Vendors	7 Transactions	
925	DEPT			Reforestation			
9354	Kangas Enterprises, Inc						
	11- 925- 000- 0000- 6231		270.00	ATV Outhouses	11139	Services, Labor, Contracts	
				05/01/2015	05/01/2015		
9354	Kangas Enterprises, Inc		270.00	1 Transactions			
8436	Northland Parts						
	11- 925- 000- 0000- 6590		12.69	Fuel filter #403	288711	Repair & Maintenance Supplies	

# Aitkin County



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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
8436	Northland Parts		05/12/2015 05/12/2015 1 Transactions		
90805	Temco				
	11- 925- 000- 0000- 6406	361.00	rods for beaver gates	18672	Field Supplies
90805	Temco	361.00	1 Transactions		
12788	Timmer Implement of Aitkin				
	11- 925- 000- 0000- 6590	68.59	air filters	IA03973	Repair & Maintenance Supplies
12788	Timmer Implement of Aitkin	68.59	1 Transactions		
925	DEPT Total:	712.28	Reforestation	4 Vendors	4 Transactions
935	DEPT		Forest Road		
87	Aitkin Co Highway Dept				
	11- 935- 000- 0000- 6590	254.30	Cutting edges #412	2257	Repair & Maintenance Supplies
			05/04/2015 05/04/2015 1 Transactions		
87	Aitkin Co Highway Dept	254.30			
3100	McGregor Oil				
	11- 935- 000- 0000- 6511	330.99	May gas - grader	AITKINLA	Gas And Oil
3100	McGregor Oil	330.99	1 Transactions		
3760	Palisade Cooperative Oil Assoc				
	11- 935- 000- 0000- 6511	1,389.26	May gas - grader	ACPARKS	Gas And Oil
3760	Palisade Cooperative Oil Assoc	1,389.26	1 Transactions		
4010	Rasley Oil Company				
	11- 935- 000- 0000- 6511	59.54	May gas - grader	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company	59.54	1 Transactions		
935	DEPT Total:	2,034.09	Forest Road	4 Vendors	4 Transactions
11	Fund Total:	5,605.18	Forest Development		15 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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19 Long Lake Conservation Co

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
521	DEPT			LLCC Administration		
12710	Adventure Publications					
	19- 521- 000- 0000- 6400		210.50	Journals for Canteen	400861	Commissary Items
12710	Adventure Publications		210.50	1 Transactions		
13320	Amer Sports Winter and Outdoor					
	19- 521- 000- 0000- 6400		234.02	Compasses for Commissary (24)	4517919946	Commissary Items
13320	Amer Sports Winter and Outdoor		234.02	1 Transactions		
5998	Appert's Foodservice					
	19- 521- 000- 0000- 6400		86.60	Groceries	506040370	Commissary Items
5998	Appert's Foodservice		86.60	1 Transactions		
783	Canon Financial Services, Inc					
	19- 521- 000- 0000- 6231		126.47	Contract Charges- 020	14967177	Services, Labor, Contracts
783	Canon Financial Services, Inc		126.47	1 Transactions		
8622	Frontier					
	19- 521- 000- 0000- 6250		441.32	Service & Long Distance	2187684653	Telephone
8622	Frontier		441.32	1 Transactions		
2763	J & H Transfer Station- Lakes Sanitary					
	19- 521- 000- 0000- 6255		92.38	June Garbage Service	91953	Garbage
2763	J & H Transfer Station- Lakes Sanitary		92.38	1 Transactions		
9463	NMN,Inc					
	19- 521- 000- 0000- 6400		117.70	71 packs playing cards	10051216	Commissary Items
9463	NMN,Inc		117.70	1 Transactions		
4425	Shirts Plus					
	19- 521- 000- 0000- 6400		342.52	(300) SUNGLASSES	61775	Commissary Items
	19- 521- 000- 0000- 6400		345.60	(144) BANDANAS	61775	Commissary Items
	19- 521- 000- 0000- 6400		286.80	(24) HATS	61775	Commissary Items
4425	Shirts Plus		974.92	3 Transactions		
521	DEPT Total:		2,283.91	LLCC Administration	8 Vendors	10 Transactions
522	DEPT			LLCC Education		
116	Aitkin Feed & Farm Supply Inc					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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19 Long Lake Conservation C

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
116	Aitkin Feed & Farm Supply Inc		Sunflower Seeds	98987	Education Supplies
	19- 522- 000- 0000- 6416	39.90			
		39.90	1 Transactions		
12637	Falls Elementary School		Overpayment refund		Refunds & Reimbursements
	19- 522- 000- 0000- 6820	178.20	05/26/2015 05/26/2015		
		178.20	1 Transactions		
10104	Isanti Intermediate School		Overpayment refund		Refunds & Reimbursements
	19- 522- 000- 0000- 6820	103.95	05/18/2015 05/18/2015		
		103.95	1 Transactions		
13592	Ogilvie Public Schools		Refund- Overpayment		Refunds & Reimbursements
	19- 522- 000- 0000- 6820	348.00			
		348.00	1 Transactions		
13594	School for All Seasons		Refund- Overpayment		Refunds & Reimbursements
	19- 522- 000- 0000- 6820	178.63			
		178.63	1 Transactions		
86235	The Office Shop Inc		GOLDENROD PAPER	278520- 0	Education Supplies
	19- 522- 000- 0000- 6416	5.95			
		27.85	ED.SUPPLIES	278669- 0	Education Supplies
	19- 522- 000- 0000- 6416	117.63	CARD STOCK FOR AWARDS	982965- 0	Education Supplies
		151.43	3 Transactions		
522	DEPT Total:	1,000.11	LLCC Education	6 Vendors	8 Transactions
523	DEPT		LLCC Food		
5998	Appert's Foodservice		Credit for damaged item	504180012	Groceries- Students
	19- 523- 000- 0000- 6418	8.37-			
		733.23	Groceries	505280461	Groceries- Students
	19- 523- 000- 0000- 6418	718.15	Groceries	506040370	Groceries- Students
	19- 523- 000- 0000- 6420	54.44	Groceries	506040370	Food Service Supplies
		1,497.45	4 Transactions		
12709	K & N Electric LLC		wire griddle	1683	Repair & Maintenance Supplies
	19- 523- 000- 0000- 6590	1,096.63			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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19 Long Lake Conservation Co

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
12709	K & N Electric LLC		1,096.63		1 Transactions	
5662	McGregor Dairy,Inc					
	19- 523- 000- 0000- 6418		199.73	Groceries	23897	Groceries- Students
	19- 523- 000- 0000- 6418		259.65	Groceries	23961	Groceries- Students
5662	McGregor Dairy,Inc		459.38		2 Transactions	
3284	Minnesota Department Of Health					
	19- 523- 000- 0000- 6245		35.00	Statewide Hospitality Fee	606546	State Wide Hospitality Fee
3284	Minnesota Department Of Health		35.00		1 Transactions	
3810	Paulbeck's County Market					
	19- 523- 000- 0000- 6418		2.32	GROCERIES	7684653	Groceries- Students
3810	Paulbeck's County Market		2.32		1 Transactions	
4968	Upper Lakes Foods, Inc					
	19- 523- 000- 0000- 6420		45.21	GROCERIES	505797	Food Service Supplies
	19- 523- 000- 0000- 6420		36.38-	CREDIT- APPLES	508318- OA	Food Service Supplies
	19- 523- 000- 0000- 6418		507.45	GROCERIES	513196	Groceries- Students
	19- 523- 000- 0000- 6418		1,089.12	GROCERIES	517355	Groceries- Students
	19- 523- 000- 0000- 6418		851.13	GROCERIES	520432	Groceries- Students
	19- 523- 000- 0000- 6418		119.22	GROCERIES	520863	Groceries- Students
4968	Upper Lakes Foods, Inc		2,575.75		6 Transactions	
523	DEPT Total:		5,666.53	LLCC Food	6 Vendors	15 Transactions
524	DEPT			LLCC Maintenance		
87	Aitkin Co Highway Dept					
	19- 524- 000- 0000- 6208		15.50	Safety Day- Scott B	225	Training/Education
87	Aitkin Co Highway Dept		15.50		1 Transactions	
2340	Hyytinen Hardware Hank					
	19- 524- 000- 0000- 6422		59.90	Water softener Salt	1254963	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		59.90		1 Transactions	
12709	K & N Electric LLC					
	19- 524- 000- 0000- 6422		1,064.83	change bulbs in lot & path	1683	Janitorial Services/Supplies
12709	K & N Electric LLC		1,064.83		1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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19 Long Lake Conservation C

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>
3760	Palisade Cooperative Oil Assoc					
	19- 524- 000- 0000- 6511		62.60	FUEL- 311609	LONGLAK	Gas And Oil
	19- 524- 000- 0000- 6511		3.84	PD TOO MUCH- 306577- cr	LONGLAK	Gas And Oil
3760	Palisade Cooperative Oil Assoc		58.76	2 Transactions		
86235	The Office Shop Inc					
	19- 524- 000- 0000- 6422		5.79	MAINT. BATTERY	278669- 0	Janitorial Services/Supplies
86235	The Office Shop Inc		5.79	1 Transactions		
524	DEPT Total:		1,204.78	LLCC Maintenance	5 Vendors	6 Transactions
525	DEPT			LLCC Capital Improvement		
12709	K & N Electric LLC					
	19- 525- 000- 0000- 6601		938.02	trench pipe for solar panel	1683	Capital Outlay- Non Marcum House
12709	K & N Electric LLC		938.02	1 Transactions		
525	DEPT Total:		938.02	LLCC Capital Improvement	1 Vendors	1 Transactions
19	Fund Total:		11,093.35	Long Lake Conservation Center		40 Transactions

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21 Parks

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
10452	AT&T Mobility				
	21- 520- 000- 0000- 6250		Cell phone	287257204209	Telephone
10452	AT&T Mobility		1 Transactions		
9625	Blind Lake ATV Club				
	21- 520- 000- 0000- 6802		ATV Reimbursement	per contract	Trail Grants- State
9625	Blind Lake ATV Club		1 Transactions		
589	Blomberg/Judith				
	21- 520- 000- 0000- 6350		County Parks Commission Mtg	06/08/2015	Per Diem
589	Blomberg/Judith		1 Transactions		
10083	Cedarbrook Lumber Comp				
	21- 520- 000- 0000- 6590		Decking	69029	Repair & Maintenance Supplies
			05/01/2015 05/01/2015		
	21- 520- 000- 0000- 6590		Decking	69092	Repair & Maintenance Supplies
			05/04/2015 05/04/2015		
	21- 520- 000- 0000- 6590		Decking	69157	Repair & Maintenance Supplies
			05/05/2015 05/05/2015		
10083	Cedarbrook Lumber Comp		3 Transactions		
2186	Hillyard Inc - Kansas City				
	21- 520- 000- 0000- 6406		toilet paper, soap	601642522	Field Supplies
2186	Hillyard Inc - Kansas City		1 Transactions		
7525	Hometown Bldg Supply				
	21- 520- 000- 0000- 6590		Hanger, lumber for bog walk	64779	Repair & Maintenance Supplies
			05/13/2015 05/13/2015		
	21- 520- 000- 0000- 6590		Lumber for bog walk	64789	Repair & Maintenance Supplies
			05/13/2015 05/13/2015		
7525	Hometown Bldg Supply		2 Transactions		
2340	Hyytinen Hardware Hank				
	21- 520- 000- 0000- 6590		shop towels	1253052	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		anchors	1255191	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		keys	1255191	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		thinner,keys,sand paper	1256834	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590		hook & eye	1258772	Repair & Maintenance Supplies

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21 Parks

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	ACCR		Service Dates	Paid On Bhf #	On Behalf of Name
2340	Hyytinen Hardware Hank		66.05	5 Transactions		
2763	J & H Transfer Station- Lakes Sanitary					
	21- 520- 000- 0000- 6254		76.05	Aitkin Park	92018	Utilities
				06/01/2015 06/01/2015		
	21- 520- 000- 0000- 6254		75.00	Berglund Park	92019	Utilities
				06/01/2015 06/01/2015		
	21- 520- 000- 0000- 6254		75.00	Shop	92030	Utilities
				06/01/2015 06/01/2015		
2763	J & H Transfer Station- Lakes Sanitary		226.05	3 Transactions		
2448	Janzen/Carroll Mark					
	21- 520- 000- 0000- 6330		32.20	Co Pks Commission Meeting mlg	56@.575	Transportation & Travel
	21- 520- 000- 0000- 6350		35.00	Co Pks Commission meeting	6/8/15	Per Diem
2448	Janzen/Carroll Mark		67.20	2 Transactions		
9354	Kangas Enterprises, Inc					
	21- 520- 000- 0000- 6231		120.00	Snake River campground pump	11138	Services, Labor, Contracts
				06/04/2015 06/04/2015		
9354	Kangas Enterprises, Inc		120.00	1 Transactions		
5759	Kitzrow/Donald					
	21- 520- 000- 0000- 6350		35.00	Co Pks Commission meeting	6/8/15	Per Diem
	21- 520- 000- 0000- 6330		37.84	Co Pks Commission mtg mileage	65.8@.575	Transportation & Travel
5759	Kitzrow/Donald		72.84	2 Transactions		
9692	Minnesota Energy Resources Corporation					
	21- 520- 000- 0000- 6254		126.24	heating gas for shop	4162495- 8	Utilities
9692	Minnesota Energy Resources Corporation		126.24	1 Transactions		
10948	MN Dept of Labor & Industry					
	21- 520- 000- 0000- 6231		10.00	pressure vessel license	ABR0118621I	Services, Labor, Contracts
10948	MN Dept of Labor & Industry		10.00	1 Transactions		
12182	Northwoods Quads					
	21- 520- 000- 0000- 6802		193.05	ATV Reimbursement	per contract	Trail Grants- State
	21- 520- 000- 0000- 6802		123.66	ATV Reimbursement	per contract	Trail Grants- State
12182	Northwoods Quads		316.71	2 Transactions		



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21 Parks

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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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
90805	Temco				
	21- 520- 000- 0000- 6406		779.27	repair trailer	18623 Field Supplies
	21- 520- 000- 0000- 6406		361.00	rods for beaver gates	18672 Field Supplies
90805	Temco		1,140.27	2 Transactions	
4927	Turnock/Franklin Allen				
	21- 520- 000- 0000- 6350		35.00	Co Pks Commission Mtg	6/8/15 Per Diem
	21- 520- 000- 0000- 6330		34.50	Co Pks Commission Mtg Mileage	60@.575 Transportation & Travel
4927	Turnock/Franklin Allen		69.50	2 Transactions	
12065	Warnest/Timothy				
	21- 520- 000- 0000- 6350		35.00	Co Pks Commission Meeting	6/8/15 Per Diem
				06/08/2015 06/08/2015	
	21- 520- 000- 0000- 6330		35.65	Co Pks Commission Mtg Mileage	62@.575 Transportation & Travel
				06/08/2015 06/08/2015	
12065	Warnest/Timothy		70.65	2 Transactions	
520	DEPT Total:		6,300.18	Parks	17 Vendors 32 Transactions
21	Fund Total:		6,300.18	Parks	32 Transactions
	Final Total:		122,600.73	261 Vendors	513 Transactions

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# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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## Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	75,405.23	General Fund
3	23,189.34	Road & Bridge
9	420.00	State
10	587.45	Trust
11	5,605.18	Forest Development
19	11,093.35	Long Lake Conservation Center
21	6,300.18	Parks
All Funds	122,600.73	Total

Approved by,

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# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 1

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

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

may Sales + Use Tax

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1 General Fund

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 2

Vendor	Name		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
No.	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
40	DEPT			Auditor		
	89991 Bremer Bank					
1	01-040-000-0000-5840		0.05	Receipt Nbr 1179 05/13/2015		Misc Receipts
2	01-040-000-0000-5840		0.01	Receipt Nbr 1180 05/14/2015		Misc Receipts
3	01-040-000-0000-5840		0.02	Receipt Nbr 1180 05/14/2015		Misc Receipts
4	01-040-000-0000-5840		0.01	Receipt Nbr 1180 05/14/2015		Misc Receipts
5	01-040-000-0000-5840		0.04	Receipt Nbr 1180 05/14/2015		Misc Receipts
6	01-040-000-0000-5840		0.04	Receipt Nbr 1180 05/14/2015		Misc Receipts
7	01-040-000-0000-5840		0.08	Receipt Nbr 1180 05/14/2015		Misc Receipts
8	01-040-021-0000-5840		3.06	Receipt Nbr 1021 05/11/2015		Misc Receipts
9	01-040-021-0000-5840		1.93	Receipt Nbr 1021 05/11/2015		Misc Receipts
10	01-040-021-0000-5840		0.96	Receipt Nbr 1025 05/27/2015		Misc Receipts
	89991 Bremer Bank		6.20	10 Transactions		
40	DEPT Total:		6.20	Auditor	1 Vendors	10 Transactions
42	DEPT			Treasurer		
	89991 Bremer Bank					
11	01-042-000-0000-5840		0.13	Receipt Nbr 3701 05/01/2015		Misc Receipts
12	01-042-000-0000-5840		0.06	Receipt Nbr 3702 05/04/2015		Misc Receipts
13	01-042-000-0000-5840		0.13	Receipt Nbr 3703 05/04/2015		Misc Receipts
14	01-042-000-0000-5840		0.13	Receipt Nbr 3703 05/04/2015		Misc Receipts
15	01-042-000-0000-5840		0.26	Receipt Nbr 3706 05/06/2015		Misc Receipts
16	01-042-000-0000-5840		0.13	Receipt Nbr 3713 05/11/2015		Misc Receipts
17	01-042-000-0000-5840		0.71	Receipt Nbr 3714 05/12/2015		Misc Receipts
18	01-042-000-0000-5840		0.13	Receipt Nbr 3714 05/12/2015		Misc Receipts
19	01-042-000-0000-5840		0.13	Receipt Nbr 3716 05/12/2015		Misc Receipts
20	01-042-000-0000-5840		0.26	Receipt Nbr 3717 05/12/2015		Misc Receipts
21	01-042-000-0000-5840		0.39	Receipt Nbr 3717 05/12/2015		Misc Receipts
22	01-042-000-0000-5840		0.13	Receipt Nbr 3717 05/12/2015		Misc Receipts
23	01-042-000-0000-5840		0.13	Receipt Nbr 3717 05/12/2015		Misc Receipts
24	01-042-000-0000-5840		0.39	Receipt Nbr 3720 05/13/2015		Misc Receipts
25	01-042-000-0000-5840		0.64	Receipt Nbr 3720 05/13/2015		Misc Receipts
26	01-042-000-0000-5840		0.13	Receipt Nbr 3720 05/13/2015		Misc Receipts
27	01-042-000-0000-5840		0.26	Receipt Nbr 3721 05/14/2015		Misc Receipts
28	01-042-000-0000-5840		0.45	Receipt Nbr 3723 05/15/2015		Misc Receipts
29	01-042-000-0000-5840		0.77	Receipt Nbr 3723 05/15/2015		Misc Receipts
30	01-042-000-0000-5840		0.06	Receipt Nbr 3724 05/15/2015		Misc Receipts
31	01-042-000-0000-5840		0.06	Receipt Nbr 3725 05/15/2015		Misc Receipts

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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
32	01-042-000-0000-5840		0.32	Receipt Nbr 3726 05/18/2015		Misc Receipts	
33	01-042-000-0000-5840		0.06	Receipt Nbr 3731 05/20/2015		Misc Receipts	
34	01-042-000-0000-5840		0.13	Receipt Nbr 3731 05/20/2015		Misc Receipts	
35	01-042-000-0000-5840		0.13	Receipt Nbr 3731 05/20/2015		Misc Receipts	
36	01-042-000-0000-5840		0.39	Receipt Nbr 3731 05/20/2015		Misc Receipts	
37	01-042-000-0000-5840		0.39	Receipt Nbr 3731 05/20/2015		Misc Receipts	
38	01-042-000-0000-5840		0.06	Receipt Nbr 3732 05/20/2015		Misc Receipts	
39	01-042-000-0000-5840		0.13	Receipt Nbr 3732 05/20/2015		Misc Receipts	
40	01-042-000-0000-5840		0.51	Receipt Nbr 3732 05/20/2015		Misc Receipts	
41	01-042-000-0000-5840		0.06	Receipt Nbr 3733 05/21/2015		Misc Receipts	
42	01-042-000-0000-5840		0.13	Receipt Nbr 3735 05/21/2015		Misc Receipts	
43	01-042-000-0000-5840		0.13	Receipt Nbr 3737 05/27/2015		Misc Receipts	
44	01-042-000-0000-5840		0.13	Receipt Nbr 3737 05/27/2015		Misc Receipts	
45	01-042-000-0000-5840		0.06	Receipt Nbr 3740 05/28/2015		Misc Receipts	
89991	Bremer Bank		8.11	35 Transactions			
42	DEPT Total:		8.11	Treasurer	1 Vendors	35 Transactions	
43	DEPT			Assessor			
89991	Bremer Bank						
46	01-043-000-0000-5840		0.77	Receipt Nbr 882 05/08/2015		Misc Receipts	
47	01-043-000-0000-5840		1.29	Receipt Nbr 882 05/08/2015		Misc Receipts	
48	01-043-000-0000-5840		0.26	Receipt Nbr 882 05/08/2015		Misc Receipts	
49	01-043-000-0000-5840		0.77	Receipt Nbr 883 05/29/2015		Misc Receipts	
50	01-043-000-0000-5840		1.80	Receipt Nbr 883 05/29/2015		Misc Receipts	
89991	Bremer Bank		4.89	5 Transactions			
43	DEPT Total:		4.89	Assessor	1 Vendors	5 Transactions	
44	DEPT			Central Services			
89991	Bremer Bank						
51	01-044-000-0000-5840		0.80	Receipt Nbr 787 05/07/2015		Misc Receipts	
89991	Bremer Bank		0.80	1 Transactions			
44	DEPT Total:		0.80	Central Services	1 Vendors	1 Transactions	
49	DEPT			Information Technologies			
89991	Bremer Bank						

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Vendor	Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
52			01-049-000-0000-5525			3.44	Receipt Nbr 572 05/19/2015					
	89991		Bremer Bank			3.44		1 Transactions				Label & Listing Sales
49	DEPT Total:					3.44	Information Technologies		1 Vendors			1 Transactions
90	DEPT						Attorney					
	89991		Bremer Bank									
53			01-090-000-0000-5840			1.93	Receipt Nbr 1557 05/01/2015					Misc Receipts
54			01-090-000-0000-5840			1.29	Receipt Nbr 1560 05/07/2015					Misc Receipts
55			01-090-000-0000-5840			1.93	Receipt Nbr 1561 05/12/2015					Misc Receipts
56			01-090-000-0000-5840			1.29	Receipt Nbr 1562 05/12/2015					Misc Receipts
57			01-090-000-0000-5840			0.64	Receipt Nbr 1564 05/12/2015					Misc Receipts
58			01-090-000-0000-5840			1.29	Receipt Nbr 1565 05/15/2015					Misc Receipts
59			01-090-000-0000-5840			1.93	Receipt Nbr 1567 05/19/2015					Misc Receipts
60			01-090-000-0000-5840			0.64	Receipt Nbr 1568 05/22/2015					Misc Receipts
61			01-090-000-0000-5840			1.29	Receipt Nbr 1569 05/22/2015					Misc Receipts
62			01-090-000-0000-5840			1.29	Receipt Nbr 1570 05/22/2015					Misc Receipts
63			01-090-000-0000-5840			0.64	Receipt Nbr 1571 05/27/2015					Misc Receipts
	89991		Bremer Bank			14.16		11 Transactions				
90	DEPT Total:					14.16	Attorney		1 Vendors			11 Transactions
100	DEPT						Recorder					
	89991		Bremer Bank									
64			01-100-000-0000-5840			0.39	Receipt Nbr 1843 05/28/2015					Misc Receipts
145			01-100-000-0000-6311			97.73	May sales tax on copies					Sales Tax
146			01-100-000-0000-6312			0.27	May sales tax adjustment					Sales Tax Adjustment
	89991		Bremer Bank			98.39		3 Transactions				
100	DEPT Total:					98.39	Recorder		1 Vendors			3 Transactions
122	DEPT						Planning & Zoning					
	89991		Bremer Bank									
65			01-122-000-0000-5840			0.39	Receipt Nbr 1470 05/22/2015					Misc Receipts
	89991		Bremer Bank			0.39		1 Transactions				
122	DEPT Total:					0.39	Planning & Zoning		1 Vendors			1 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
252	DEPT		Corrections		
89991	Bremer Bank				
66	01- 252- 252- 0000- 5872	28.30	Receipt Nbr 2678 05/08/2015		Phone Card Prisoner Welfare(Taxable)
67	01- 252- 252- 0000- 5885	14.92	Receipt Nbr 2678 05/08/2015		Commissary Sales Taxable
68	01- 252- 252- 0000- 5885	33.02	Receipt Nbr 2688 05/20/2015		Commissary Sales Taxable
89991	Bremer Bank	76.24	3 Transactions		
252	DEPT Total:	76.24	Corrections	1 Vendors	3 Transactions
1	Fund Total:	212.62	General Fund		70 Transactions

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT			Undesignated		
89991	Bremer Bank					
69	03-000-000-0000-5855		1.93	Receipt Nbr 2239 05/04/2015		Charges- Individuals
70	03-000-000-0000-5855		1.93	Receipt Nbr 2240 05/04/2015		Charges- Individuals
71	03-000-000-0000-5855		1.93	Receipt Nbr 2241 05/04/2015		Charges- Individuals
72	03-000-000-0000-5855		1.93	Receipt Nbr 855 05/04/2015		Charges- Individuals
73	03-000-000-0000-5855		3.86	Receipt Nbr 855 05/04/2015		Charges- Individuals
74	03-000-000-0000-5855		3.44	Receipt Nbr 855 05/04/2015		Charges- Individuals
75	03-000-000-0000-5855		2.25	Receipt Nbr 855 05/04/2015		Charges- Individuals
76	03-000-000-0000-5855		1.93	Receipt Nbr 855 05/04/2015		Charges- Individuals
77	03-000-000-0000-5855		0.13	Receipt Nbr 855 05/04/2015		Charges- Individuals
78	03-000-000-0000-5855		1.93	Receipt Nbr 2251 05/08/2015		Charges- Individuals
79	03-000-000-0000-5855		3.86	Receipt Nbr 857 05/12/2015		Charges- Individuals
80	03-000-000-0000-5855		6.88	Receipt Nbr 857 05/12/2015		Charges- Individuals
81	03-000-000-0000-5855		0.26	Receipt Nbr 857 05/12/2015		Charges- Individuals
82	03-000-000-0000-5855		1.93	Receipt Nbr 2254 05/19/2015		Charges- Individuals
83	03-000-000-0000-5855		1.93	Receipt Nbr 2255 05/19/2015		Charges- Individuals
84	03-000-000-0000-5855		7.72	Receipt Nbr 859 05/21/2015		Charges- Individuals
85	03-000-000-0000-5855		11.58	Receipt Nbr 859 05/21/2015		Charges- Individuals
86	03-000-000-0000-5855		13.75	Receipt Nbr 859 05/21/2015		Charges- Individuals
87	03-000-000-0000-5855		0.26	Receipt Nbr 859 05/21/2015		Charges- Individuals
88	03-000-000-0000-5855		1.93	Receipt Nbr 2263 05/26/2015		Charges- Individuals
89	03-000-000-0000-5855		1.93	Receipt Nbr 2264 05/26/2015		Charges- Individuals
90	03-000-000-0000-5855		0.51	Receipt Nbr 860 05/27/2015		Charges- Individuals
91	03-000-000-0000-5855		1.93	Receipt Nbr 861 05/29/2015		Charges- Individuals
92	03-000-000-0000-5855		7.72	Receipt Nbr 861 05/29/2015		Charges- Individuals
93	03-000-000-0000-5855		3.44	Receipt Nbr 861 05/29/2015		Charges- Individuals
94	03-000-000-0000-5855		0.64	Receipt Nbr 861 05/29/2015		Charges- Individuals
89991	Bremer Bank		87.53	26 Transactions		
0	DEPT Total:		87.53	Undesignated	1 Vendors	26 Transactions
303	DEPT			R&B Highway Maintenance		
8410	Bremer Bank					
149	03-303-000-0000-6513		476.24	May Diesel Tax		Motor Fuel & Lubricants
8410	Bremer Bank		476.24	1 Transactions		



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	<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
303	DEPT Total:		476.24	R&B Highway Maintenance	1 Vendors	1 Transactions
3	Fund Total:		563.77	Road & Bridge		27 Transactions

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT			Undesignated		
	4580 Mn Dept Of Finance					
150	09- 000- 000- 0000- 2022		148.00	MAY BIRTH		Birth/Death Surcharges
151	09- 000- 000- 0000- 2022		124.00	MAY DEATH		Birth/Death Surcharges
152	09- 000- 000- 0000- 2024		111.00	MAY CHILDRENS		St Share Of Birth Cert.- Children
153	09- 000- 000- 0000- 2031		18.00	MAY TORRENS		Real Estate Assurance (Was 5874 And 627
154	09- 000- 000- 0000- 2036		5,166.00	MAY STATE GENERAL FUND		Recording Surcharges (Was 5871 & 6281)
155	09- 000- 000- 0000- 2036		370.00	MAY STATE GENERAL FUND		Recording Surcharges (Was 5871 & 6281)
	4580 Mn Dept Of Finance		5,937.00	6 Transactions		
	3375 Mn Dept Of Health					
156	09- 000- 000- 0000- 2027		1,275.00	MAY STATE WELL		State Well Cert Fees (Was 5097 & 6203)
	3375 Mn Dept Of Health		1,275.00	1 Transactions		
0	DEPT Total:		7,212.00	Undesignated	2 Vendors	7 Transactions
9	Fund Total:		7,212.00	State		7 Transactions

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10 Trust

Vendor Name		<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
921	DEPT			Co. Development		
	89991 Bremer Bank					
95	10- 921- 000- 0000- 5840		3.99	Receipt Nbr 2242 05/05/2015		Misc Receipts
	89991 Bremer Bank		3.99	1 Transactions		
921	DEPT Total:		3.99	Co. Development	1 Vendors	1 Transactions
923	DEPT			Forfeited Tax Sales		
	89991 Bremer Bank					
148	10- 923- 000- 0000- 6311		15.46	May sales tax/maps&gravel		Sales Tax
	89991 Bremer Bank		15.46	1 Transactions		
923	DEPT Total:		15.46	Forfeited Tax Sales	1 Vendors	1 Transactions
10	Fund Total:		19.45	Trust		2 Transactions

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11 Forest Development

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>
925	DEPT		Reforestation		
	89991 Bremer Bank				
96	11- 925- 000- 0000- 5840	6.82	Receipt Nbr 2242 05/05/2015		Misc Receipts
147	11- 925- 000- 0000- 6312	0.46-	May sales tax adjustment		Sales Tax Adjustment
	89991 Bremer Bank	6.36	2 Transactions		
925	DEPT Total:	6.36	Reforestation	1 Vendors	2 Transactions
11	Fund Total:	6.36	Forest Development		2 Transactions

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19 Long Lake Conservation C

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
521	DEPT		LLCC Administration		
	89991 Bremer Bank				
97	19- 521- 000- 0000- 5885	2.14	Receipt Nbr 1053 05/01/2015		Commissary Sales Taxable
98	19- 521- 000- 0000- 5885	15.57	Receipt Nbr 1054 05/04/2015		Commissary Sales Taxable
99	19- 521- 000- 0000- 5885	37.51	Receipt Nbr 1055 05/05/2015		Commissary Sales Taxable
100	19- 521- 000- 0000- 5885	15.01	Receipt Nbr 1056 05/05/2015		Commissary Sales Taxable
101	19- 521- 000- 0000- 5885	8.78	Receipt Nbr 1057 05/05/2015		Commissary Sales Taxable
102	19- 521- 000- 0000- 5885	0.50	Receipt Nbr 1058 05/06/2015		Commissary Sales Taxable
103	19- 521- 000- 0000- 5885	39.17	Receipt Nbr 1059 05/08/2015		Commissary Sales Taxable
104	19- 521- 000- 0000- 5885	4.84	Receipt Nbr 1060 05/08/2015		Commissary Sales Taxable
105	19- 521- 000- 0000- 5885	8.43	Receipt Nbr 1061 05/12/2015		Commissary Sales Taxable
106	19- 521- 000- 0000- 5885	39.70	Receipt Nbr 1062 05/12/2015		Commissary Sales Taxable
107	19- 521- 000- 0000- 5885	4.87	Receipt Nbr 1063 05/14/2015		Commissary Sales Taxable
108	19- 521- 000- 0000- 5885	66.36	Receipt Nbr 1065 05/20/2015		Commissary Sales Taxable
109	19- 521- 000- 0000- 5885	10.64	Receipt Nbr 1067 05/26/2015		Commissary Sales Taxable
110	19- 521- 000- 0000- 5885	79.76	Receipt Nbr 1068 05/27/2015		Commissary Sales Taxable
	89991 Bremer Bank	333.28	14 Transactions		
521	DEPT Total:	333.28	LLCC Administration	1 Vendors	14 Transactions
19	Fund Total:	333.28	Long Lake Conservation Center		14 Transactions

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21 Parks

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT			Parks		
89991	Bremer Bank					
111	21- 520- 000- 0000- 5510		3.47	Receipt Nbr 2243 05/05/2015		Co. Parks Campground Fees
112	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 2244 05/05/2015		Co. Parks Campground Fees
113	21- 520- 000- 0000- 5510		5.15	Receipt Nbr 2245 05/05/2015		Co. Parks Campground Fees
114	21- 520- 000- 0000- 5510		3.86	Receipt Nbr 2246 05/05/2015		Co. Parks Campground Fees
115	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 2246 05/05/2015		Co. Parks Campground Fees
116	21- 520- 000- 0000- 5510		5.15	Receipt Nbr 2246 05/05/2015		Co. Parks Campground Fees
117	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 2248 05/07/2015		Co. Parks Campground Fees
118	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 2249 05/07/2015		Co. Parks Campground Fees
119	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 2250 05/08/2015		Co. Parks Campground Fees
120	21- 520- 000- 0000- 5510		3.47	Receipt Nbr 2250 05/08/2015		Co. Parks Campground Fees
121	21- 520- 000- 0000- 5510		3.47	Receipt Nbr 2252 05/13/2015		Co. Parks Campground Fees
122	21- 520- 000- 0000- 5510		3.47	Receipt Nbr 2252 05/13/2015		Co. Parks Campground Fees
123	21- 520- 000- 0000- 5510		2.57	Receipt Nbr 2253 05/13/2015		Co. Parks Campground Fees
124	21- 520- 000- 0000- 5510		4.63	Receipt Nbr 2253 05/13/2015		Co. Parks Campground Fees
125	21- 520- 000- 0000- 5510		3.86	Receipt Nbr 2256 05/19/2015		Co. Parks Campground Fees
126	21- 520- 000- 0000- 5510		1.93	Receipt Nbr 2256 05/19/2015		Co. Parks Campground Fees
127	21- 520- 000- 0000- 5510		0.32	Receipt Nbr 2257 05/19/2015		Co. Parks Campground Fees
128	21- 520- 000- 0000- 5510		3.47	Receipt Nbr 2257 05/19/2015		Co. Parks Campground Fees
129	21- 520- 000- 0000- 5510		2.32	Receipt Nbr 2257 05/19/2015		Co. Parks Campground Fees
130	21- 520- 000- 0000- 5510		0.96	Receipt Nbr 2258 05/19/2015		Co. Parks Campground Fees
131	21- 520- 000- 0000- 5510		2.89	Receipt Nbr 2258 05/19/2015		Co. Parks Campground Fees
132	21- 520- 000- 0000- 5510		2.89	Receipt Nbr 2258 05/19/2015		Co. Parks Campground Fees
133	21- 520- 000- 0000- 5510		1.16	Receipt Nbr 2259 05/19/2015		Co. Parks Campground Fees
134	21- 520- 000- 0000- 5510		1.93	Receipt Nbr 2261 05/19/2015		Co. Parks Campground Fees
135	21- 520- 000- 0000- 5510		12.87	Receipt Nbr 2265 05/28/2015		Co. Parks Campground Fees
136	21- 520- 000- 0000- 5510		7.72	Receipt Nbr 2265 05/28/2015		Co. Parks Campground Fees
137	21- 520- 000- 0000- 5510		1.93	Receipt Nbr 2265 05/28/2015		Co. Parks Campground Fees
138	21- 520- 000- 0000- 5510		3.47	Receipt Nbr 2266 05/28/2015		Co. Parks Campground Fees
139	21- 520- 000- 0000- 5510		2.89	Receipt Nbr 2267 05/28/2015		Co. Parks Campground Fees
140	21- 520- 000- 0000- 5510		8.11	Receipt Nbr 2268 05/28/2015		Co. Parks Campground Fees
141	21- 520- 000- 0000- 5510		29.98	Receipt Nbr 2270 05/29/2015		Co. Parks Campground Fees
142	21- 520- 000- 0000- 5510		1.93	Receipt Nbr 2271 05/29/2015		Co. Parks Campground Fees
143	21- 520- 000- 0000- 5510		2.89	Receipt Nbr 2271 05/29/2015		Co. Parks Campground Fees
144	21- 520- 000- 0000- 5510		80.15	Receipt Nbr 2271 05/29/2015		Co. Parks Campground Fees
89991	Bremer Bank		221.76	34 Transactions		

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 13

DKB1  
6/15/15 9:29AM  
21 Parks

	<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>
520	DEPT Total:		221.76	Parks	1 Vendors	34 Transactions
21	Fund Total:		221.76	Parks		34 Transactions
	Final Total:		8,569.24	18 Vendors	156 Transactions	

DKB1  
6/15/15

9:29AM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 14

## Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	212.62	General Fund
3	563.77	Road & Bridge
9	7,212.00	State
10	19.45	Trust
11	6.36	Forest Development
19	333.28	Long Lake Conservation Center
21	221.76	Parks
All Funds	8,569.24	Total

Approved by,

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





# Board of County Commissioners Agenda Request

**2F**  
Agenda Item #

**Requested Meeting Date:** June 23, 2015

**Title of Item:** STS Donation

<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> Sheriff Scott Turner		<b>Department:</b> Sheriff's Office
<b>Presenter (Name and Title):</b> Sheriff Scott Turner		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  In appreciation for their assistance, the Jacobson Community Church has made a donation of \$25.00 "for treats" for our STS crew.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Accept donation.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** June 23, 2015

**Title of Item:** Request to Gather & Read Declaration of Independence

<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> Nathan Burkett		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  The Aitkin County Republican Party is requesting your permission to meet outside the Courthouse near the steps at 2:00pm on July 4th, 2015. We plan to have one person reading the Declaration of Independence to those who gather. Our intent is education, historical remembrance, and to honor the day as John Adams noted should occur without exception with the quote below. "I am apt to believe that it will be celebrated by succeeding generations as the great anniversary festival. It ought to be commemorated as the day of deliverance by solemn acts of devotion to God Almighty; it ought to be solemnized with pomp and parade, with shows, games, sports, guns, bells, bonfires and illuminations from one end of this continent to the other, from this time forward forever more." We will not be doing any of the above but do want to commemorate the anniversary of the Declaration by reading it.  Thank you for your consideration,  Kari Abbott Chair Aitkin County Republicans		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve request to read Declaration of Independence near the Courthouse steps at 2:00 p.m. on July 4, 2015.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 6/23/15

**Title of Item:** Soo Line trail crossing 16-49-25

<input type="checkbox"/> REGULAR AGENDA <input checked="" 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> Land Commissioner		<b>Department:</b> Land
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b>  Charles and Linda Olson of Palisade, MN have requested a crossing on the North Soo Line Trail in 16-49-25 (Logan) as they have property on both sides of the old railroad grade. They have been getting annual crossing permits for a number of years but now decided to get a permanent crossing with the conditions outlined in the attached draft resolution. They have submitted the required fees. I recommend approval.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<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 June 23, 2015

By Commissioner: xx

**20150623-0xx**

**Soo Line Trail Crossing 16-49-25**

**WHEREAS**, Charles E. Olson and Linda L. Olson, husband and wife, of 49602 334<sup>th</sup> Place Palisade, Mn. 56469 made application to obtain a crossing easement on the old Soo Line Railroad R/W for access to their property which is located on both sides of the old railroad line in Section 16 Twp 49 Range 2, and to obtain an easement to use this crossing over and across the following described County fee lands, to wit:

**LEGAL DESCRIPTION –crossing easement in the Northwest Quarter of the Northwest Quarter of Section 16, in Township 49, Range 25, Aitkin County, Minnesota**

An easement for driveway crossing purposes over and across the old Soo Line Railroad right-of-way, said right-of way now owned by Aitkin County, Minnesota. Said easement being 33 feet in width, lying 16.5 feet on each side of the following described centerline: Commencing at the southwest corner of said Northwest Quarter (W ¼ Cor.) 364 of said Section 16; thence North 00 degrees 24 minutes 20 seconds West, assumed bearing, 2050.40 feet along the west line of said Northwest Quarter to the center of said old Soo line Railroad right-of-way; thence South 44 degrees 29 minutes 50 seconds East 1058.63 feet along the center of said right-of-way to the point of beginning of the centerline of the driveway easement; thence North 45 degrees 30 minutes 10 seconds East 50.00 feet along said centerline to the northerly line of said old Soo Line Railroad right-of-way line. Also: beginning at the previously described point of beginning of said centerline; thence South 45 degrees 30 minutes 10 seconds West 50.00 feet along said centerline to the southerly line of said old Soo Line Railroad right-of way line. It is intended to extend or shorten the sidelines of said easement so as to terminate at the northerly and southerly right-of way lines.

**WHEREAS**, said applicant will be charged a four hundred dollar (\$400.00) fee as appraised by the County Land Commissioner, and

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

**NOW THEREFORE, BE IT RESOLVED**, that pursuant to Minnesota Statutes, Section 282.04, Subdivision 4, the County Auditor be and is hereby authorized to issue to Charles E. Olson and Linda L. Olson, their heirs and assigns, a perpetual crossing easement to use said strip of land, if consistent with the law, as in the special conditions set forth herein, over and across the before mentioned legal descriptions.

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

1. This crossing easement will be valid only if the property on both sides of the Old Soo Grade is owned by the same entity. This crossing easement is not to be used as a permanent driveway easement for the property on the northeast side of the old Soo Line railroad. If at any time the two properties become owned by separate entities, this crossing easement will terminate.
2. Aitkin County manages County owned and tax-forfeited lands to produce direct and indirect revenue for the taxing districts. This management includes the harvesting and extraction of timber, gravel, minerals, and other resources. The issuing and use of this easement shall not adversely affect the management and harvesting of timber and other resources on County owned and tax forfeited land. If for any reason, including township or county road construction or reconstruction, the easement needs to be relocated, the county and township will not be responsible for any relocation costs.

3. Any such easement may be canceled by resolution of the County Board for any substantial breach of its terms or if at any time its continuance will conflict with public use of the land, or any part thereof, on which it is granted, after ninety (90) days written notice, addressed to the record owner of the easement at the last known address.
4. Land affected by this easement may be sold or leased for any legal purpose, but such sale or lease shall be subject to this easement and excepted from the conveyance or lease, while such easement remains in force.
5. Failure to use the right of way described in this document for the purpose for which this easement is granted for a period of five years, shall result in the cancellation of this easement and any rights granted to the grantee by this easement shall cease to exist and shall revert to the grantor.
6. All Federal, State, and local laws, ordinances rules, and regulations regarding wetlands, construction of road, placement of fill material, and disposal of excavated material shall be followed and are the responsibility of the grantee.
7. Upon termination of this easement, the grantee shall promptly remove all lines, wires, poles and other personal property and restore said lands to proper condition at no cost to the lessor. If the lessee fails to do so within 60 days of termination, the lessor shall have the right to remove said personal property and restore said land in which event the lessee shall promptly reimburse the lessor for all costs incurred plus 15%.
8. Any land survey markers or monuments, disturbed, moved or destroyed during the construction or maintenance of this easement area shall be replaced and restored at the expense of the applicant. If not replaced or restored by the applicant, the County may restore said monument and the applicant shall be responsible for all costs of said replacement and restoration plus 15%.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

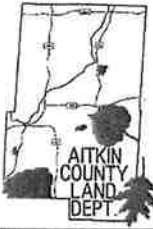
STATE OF MINNESOTA)  
County of Aitkin ) ss.  
Office of County Auditor,)

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 23<sup>rd</sup> day of June 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 23<sup>rd</sup> day of June A.D., 2015

KIRK PEYSAR, County Auditor

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



## Request for Access Across Tax-Forfeited Lands In Aitkin County

August 29, 2006

Before completing this request, read the accompanying instructions to determine the type of easement that you are requesting. Please attach a map showing the proposed easement that you are requesting. A non-refundable application fee of \$400.00 must accompany this application. If approved, the application fee will be applied to the easement fee.

① Easement: Crossing easement

- ☐ Utility easement only
- ☐ Recreational road easement – no utilities are allowed, for recreation use only
- ☐ Residential road easement – includes utility easement, for year round use

See the instruction sheet for better definitions of the types of easements

② Applicant Information (please print or type)

Charles & Linda Olson

Name of applicant

49602-334th Place

Mailing address

218-8452706

Daytime phone number

Company name

Palisade

City

Mn.

State

56469

Zip Code

E-mail address

③ Please answer the following with regards to **YOUR** parcel being accessed:

Tax Parcel Number \_\_\_\_\_ Acreage \_\_\_\_\_

Location of Parcel: Legal Description : \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Do you own the property? ☒ yes ☐ no ☐ fee owner ☐ contract for deed purchaser

Do you have any other access into this property? ☐ yes ☒ no not to north parcel

Will the proposed easement route cross property other than Aitkin County tax forfeited lands?: ☐ yes ☒ no

If yes, has legal access been acquired from these other properties? ☐ yes ☒ no

④ Please write a brief note on why you are requesting an easement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

⑤ Signature of applicant or authorized representative

Charles & Linda Olson

5-14-15

Date

⑥ Please return the completed form, and map along with the nonrefundable application fee of \$400.00 to:

Aitkin County Land Department  
209 2<sup>nd</sup> St. NW Room 206  
Aitkin, Mn. 56431  
218-927-7364



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 6/23/15

**Title of Item:** Tax-Forfeit repurchase application 32-44-25

<input type="checkbox"/> REGULAR AGENDA <input checked="" 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> Land Commissioner		<b>Department:</b> Land
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b>  Terry Hennessey Zimmerman, MN has applied to repurchase tax-forfeited property Part of SE-NW tract 1 in document # 316830 in Section 32 of Lakeside Township (44-25). The attached application and draft resolution describes the hardship and he has submitted the required repurchase payment (\$ 2118.50).  I recommend approval of the repurchase as being in the best interest of Aitkin County.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<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>		

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

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

ADOPTED June 23, 2015

By Commissioner: xx

**20150623-0xx**

**Tax-Forfeit Repurchase Application 32-44-25**

**WHEREAS**, Terry Hennessey, the owner at the time of forfeiture, 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, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

Part of SE-NW (Tract I) as in Document #316830 Section Thirty-two (32) Township Forty-four (44) Range Twenty-five (25)

**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:
  - Medical reasons – Terry has had 3 major surgeries in last 5 years. Due for one more in July 2015.
  - Separation and divorce in last 7 years.
  - Terry's wages garnished for the past 5 years - \$600/\$900 per month
  - X-spouse unable to work at time/due to car accident 8 years prior.
- b. The repurchase of said land by me will promote and best serve the public interest, because:
  - Terry has satisfied all back dept/garnishments, as of May 2015. Clear paychecks now.
  - Terry has had friends and family to help maintain property.

**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 Terry Hennessey 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.

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 23<sup>rd</sup> day of June 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 23<sup>rd</sup> day of June A.D., 2015**

KIRK PEYSAR, County Auditor

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



**To the Honorable Board of County Commissioners of  
Aitkin County, Minnesota**

I, the undersigned owner-mortgagee-heir-representative of heirs Terry Hennessey, at the time of forfeiture of the parcel of land situated in the County of Aitkin, State of Minnesota, described as follows, to-wit:

Part of SE-NW (Tract I) as in Document # 316830  
Sec 32 Twp 44 Rge 25.

do hereby make application for the purchase of said parcel of land from the State of Minnesota, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

In support of this application for the repurchase of said land, I make the following statement:

(a) That hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:

- \* Medical reasons - Terry has had 3 major Surgeries in last 5 years. Due for one more in July 2015.
  - \* Separation + divorce in last 7 years.
  - \* Terry's wages garnished for the past 5 years - \$600/900 per month
  - \* X-spouse unable to work at time/due to car accident 8 years prior.
- (b) That the repurchase of said land by me will promote and best serve the public interest, because:

Terry has satisfied all back dept/garnishments, as of May 2015. Clear pay checks now.

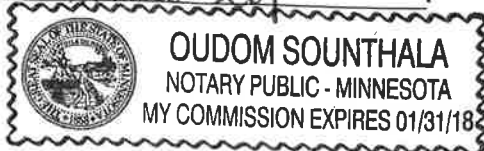
Terry has had friends + family to help maintain property.

State of Minnesota

County of STARKS

The foregoing instrument was acknowledged before me this 2<sup>nd</sup> day of JUNE, 2015 by

TERRY LYNN HENNESSEY



Notarial Seal

Terry Hennessey  
Owner-Mortgagee-Heir-Representative of Heirs

Oudom Sounthala  
Signature of person taking acknowledgement



# Board of County Commissioners Agenda Request

**25**  
Agenda Item #

**Requested Meeting Date:** 6/23/15

**Title of Item:** Timber permit # 13182 - 2nd extension request

<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> Land Commissioner		<b>Department:</b> Land
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b>  Our timber permits are 3-years in duration with one potential 1-year extension; approved by the Land Commissioners office. 2nd extensions are rarely granted and must be approved by the County Board based on extenuating circumstances.  I believe that #13182 (Sappi Fine Paper) meets the criteria, as the logger slated to harvest the permit last winter suffered a severe back injury that left him unable to complete harvesting the permit before it expired.  I recommend approval of the 2nd extension of permit # 13182 with the following conditions...  * stumpage rates adjusted to current levels = \$962.95  * 10% of uncut balance extension fee (adjusted rate) = \$1186.15  Total = \$2149.10		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<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>		



Fine Paper  
North America

**Sappi Cloquet LLC**

S.D. Warren Company  
20 N. 22nd Street  
Cloquet MN 55720  
Tel +1 218 879 2300

June 11, 2015

To the Honorable Aitkin County Board:

I'm writing to request if Sappi could purchase an extension for Aitkin County timber permit #13182.

Russ Kingsley partially harvested this permit prior to his logging business being down sized by the relocation his sons to work in North Dakota. Russ Kingsley went through the transition of selling his processor logging equipment and buying older conventional equipment to continue logging by himself. This was tough for him, and he came out of it with a greatly reduced logging capacity compared to what he used to have.

Last winter was the first winter that I was able to use John Croatt as a logging contractor and I planned for him to finish this permit. At the beginning of winter he sustained a bad fall on the tracks of his delimber and severely injured his back. John spent a month in the hospital and struggled to continue working through the winter. Winter logging came to a halt before John was able to finish the harvest on permit 13182.

I am very sorry for this situation and endeavor not to have it happen again. Regardless of your decision, I want to express my appreciation for the entire Land Department staff. They do a tremendous job managing the County land and contribute greatly to the forestry community.

Respectfully,

A handwritten signature in black ink that reads "Tom Cunningham". The signature is written in a cursive, flowing style.

Tom Cunningham

Procurement Forester

218-591-3162



# Board of County Commissioners Agenda Request

**2K**  
Agenda Item #

**Requested Meeting Date:** June 23, 2015

**Title of Item:** Temporary 3.2% Malt Liquor License

<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> Sally M. Huhta		<b>Department:</b> Auditor's
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b>  Seeking County Board approval for the following Temporary On Sale 3.2 Malt Liquor License for July 8 through July 11, 2015 (July 8,9,10, & 11, 2015)  ON Sale: Aitkin Fire Department, d/b/a Aitkin Fire Department Relief Association – Aitkin Township		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Temporary On Sale 3.2 Malt Liquor License as outlined above.		
<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? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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



# Board of County Commissioners Agenda Request

# 22

Agenda Item #

Requested Meeting Date: June 23, 2015

Title of Item: Temp 3.2% License

☐

REGULAR AGENDA

☒

CONSENT AGENDA

☐

INFORMATION ONLY

**Action Requested:**☒

Approve/Deny Motion

☐

Adopt Resolution (attach draft)

☐

Direction Requested

☐

Discussion Item

☐

Hold Public Hearing\*

*\*provide copy of hearing notice that was published***Submitted by:**

Sally M. Huhta

**Department:**

Auditor's

**Presenter (Name and Title):**

N/A

**Estimated Time Needed:**

N/A

**Summary of Issue:**

Seeking County Board approval for the following Temporary 3.2 Malt Liquor License for a period from September 5, 2015 through September 7, 2015.

**ON Sale:**

Isle Lions, d/b/a Isle Lions – Williams Township (White Pine Logging Show)

**Alternatives, Options, Effects on Others/Comments:****Recommended Action/Motion:**

Approve Temporary On Sale 3.2 Malt Liquor License for Isle Lions - Williams Township (White Pine Logging Show), from September 5, 2015 through September 7, 2015.

**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



**Requested Meeting Date:** June 23, 2015

**Title of Item:** LG220 Application-McGregor Area Chamber of Commerce

<input type="checkbox"/> REGULAR AGENDA <input checked="" 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> Sally M. Huhta		<b>Department:</b> Auditor's
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b>  Seeking County Board approval to adopt the following resolution:  BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the McGregor Area Chamber of Commerce, at the following location – Big Sandy Lodge & Resort, which has an address of 20534 487th St., McGregor, MN 55760 – Shamrock Township. (Note: Date of activity for Raffle – May 14, 2016)		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt the above resolution.		
<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? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** June 23, 2015

**Title of Item:** Donate Vehicle to Aitkin County Fair Board & Dispose of Vehicle

<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* <i>*provide copy of hearing notice that was published</i>
<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
<b>Summary of Issue:</b>  On February 10, 2015 the Board authorized the sale of the Courthouse Maintenance 2000 Dodge Dakota pickup.  Since that time it has been brought to our attention that the Aitkin County Fairboard is in need of a vehicle. Rather than sell the 2000 Dodge Dakota pickup, we would like to donate this vehicle to the Fairboard.  Also, for many years the Fairboard has had the use of a 1991 Ford pickup. That vehicle would be returned to the County, and we would like authorization to sell/scrap the 1991 Ford pickup.	
<b>Alternatives, Options, Effects on Others/Comments:</b>	
<b>Recommended Action/Motion:</b> Authorize the donation of the 2000 Dodge Dakota pickup to the Aitkin County Fairboard, and authorize the sale/scrap of the 1991 Ford pickup.	
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>	



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** June 23, 2015

**Title of Item:** Aitkin County Tourism and Development Grants

<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> Ross Wagner		<b>Department:</b> Economic Development & Forest Ind
<b>Presenter (Name and Title):</b> Ross Wagner, Economic Development & Forest Industry Coordinator		<b>Estimated Time Needed:</b> 20 minutes
<b>Summary of Issue:</b> Aitkin County has received eight grant requests through the Aitkin County Tourism and Development Grants. A total amount of \$7,475.00 has been requested out of \$6,000.00 available. After much discussion, the Economic Development Committee is recommending that \$5,250.00 be awarded. A memo with a description of the request and recommendations from the committee is attached as well the grant applications and a list of grants awarded through 2014.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve funding the applications as recommended by the Economic Development Committee		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 5,250.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		



**Aitkin County Economic Development & Forest Industry Coordinator**

**Aitkin County Courthouse**

**Ross Wagner**

217 Second Street N.W.

Aitkin, MN 56431

Phone: 218/927-7305

Fax: 218/927-7374

**TO:** Aitkin County Board of Commissioners

**FROM:** Ross Wagner, Economic Development & Forest Industry Coordinator

**DATE:** June 17, 2015

**SUBJECT:** Aitkin County Tourism and Development Grants

Aitkin County Tourism and Development Grants have been received. Below is a summary of each application in the opposite order they were received. We have \$6,000.00 in the fund with \$4,000.00 for promotion and development and \$2,000.00 set aside for trail enhancement grants. Below each summary is the recommendation of the Economic Development Committee. A total of \$7,475.00 has been requested and \$5,250 is being recommended.

- McGregor Area Chamber of Commerce; 2016 MN Governor's Fishing Opener. Requested \$1,000.00 would be used to promote all of the community events and activities that take place along with the GFO.
  - *Recommendation is to approve \$1,000.00, an important event for all of Aitkin County and this will allow the organizing committee to start promoting the event as soon as they feel appropriate.*
- Up North Riders ATV Club; Kiosk Signage, Northwood's ATV Trail, Lawler Loops. Requested \$1,000.00 would help purchase and install 6 informational signs.
  - *Recommendation is approve \$1,000.00 with the stipulation that the club match the grant on a 1 to 1 basis. To receive the whole \$1,000.00 the club must match it with \$1,000.00. Improved signage is being requested from trail users.*
- Economic Development & Forest Industry Coordinator on behalf of Aitkin County ATV Alliance; Signage, Northwood's ATV Trail, system wide. Requested \$1,000.00 would help fund the purchase of signs similar to Up North Riders signs to be consistent and used as a matching grant towards Polaris and other grant for ATV trails.
  - *Recommendation is approve \$1,000.00 with the stipulation that the alliance match the grant on a 1 to 1 basis. To receive the whole \$1,000.00 alliance must match it with \$1,000.00. Improved signage is being requested from trail users.*
- Economic Development & Forest Industry Coordinator; Advertising and promotion of McGregor Walleye tank. Requested \$1,000.00 would be used to create awareness of new event designed to bring ideas for new business to potential funders.
  - *Recommendation is approve \$1,000.00 so that the organizing committee can start promoting the event to potential inventors and people with ideas so they can have them ready for the actual event.*

- Jaques Art Center; Repair/replacement of Jaques Mural. Requested \$1,000.00 would replace nearly 20 year old peeled and cracking mural with new banner technology.
  - *Recommendation is approve \$500.00, committee is in favor of the mural but felt the JAC should contribute or fund raise more towards the cost.*
- City of Aitkin; Conduct Community Meetings, advertising and brochures on Phase II of Bike Trail. Requested \$1,000.00 would be used to prepare brochures and other advertising to promote and get input on Phase II of the Aitkin Bike trail.
  - *Recommendation is approve \$250.00 for promotional materials. Committee is in favor of the Bike Trail being extended but felt the project is not far enough along for full funding.*
- City of Tamarack; 4<sup>th</sup> of July Celebration. Requested \$475.00 to advertise 4<sup>th</sup> of July events and send donation letters. Proceeds of event will go to new playground equipment.
  - *Recommendation is to not approve funds for this event. Tamarack 4<sup>th</sup> of July has been funded several times in the past and it is basically the same event.*
- Aitkin Area Chamber of Commerce; Experience Aitkin advertising and promotion campaign. Requested \$1,000 would be used towards billboard and direct mail piece to over 3,500 residents in Iowa and Wisconsin.
  - *Recommendation is approve \$500.00 to assist the Aitkin Area Chamber in their marketing efforts.*

**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2015 - December 31, 2015**

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is June 12<sup>th</sup>.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

**General Criteria for funding annual or repeat events.** Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

***Note: No reimbursement grants will be awarded.***

**1. PROGRAM INFORMATION**

**Project Name:** 2016 Minnesota Governor's Fishing Opener

**Date(s) of Program:** May 12-14, 2016

**Location of Program:** McGregor, MN

**Organization/Community Name:** McGregor Area Chamber of Commerce

**Person in Charge of Project:** Lisa Kruse, Event Chairperson

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

25 N Maddy St, PO Box 68 McGregor, Minnesota 55760

**Contact Person's Phone #:** Nicole Eld, Chamber Director, 218-768-3692

**Legal Status of Organization:** \_\_\_\_\_ **Unit of Government (for example cities, townships etc.)**

\_\_\_\_\_ **Non-profit Tourism Association**

☒ **Non-profit Association**

**Is your organization registered as a nonprofit corporation with the Secretary of State?** Yes  
If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization:** The Chamber is a voluntary partnership of business, professional, and community individuals working together to build a healthy economy and to improve the quality of life in our community. The Chamber actively promotes tourism to the area further helping the local economy.

**2. FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC)  
(Minimum \$100.00, maximum request is 1,000.00)

\$ 1,000

Amount of your organization's match

\$ 100.00

**Total projected budget**

Working with Explore Minnesota

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

Next year's Minnesota Governor's Fishing Opener will be held on Big Sandy Lake in the McGregor area, May 12-14, 2016. This will be the first time in the history of the Governor's Fishing Opener that the event will be held here.

Explore Minnesota, the state's tourism promotion office, organizes this event each year in coordination with a host community. The 69th annual Governor's Fishing Opener will be hosted by the McGregor Area Chamber of Commerce, with Big Sandy Lodge & Resort as headquarters.

"The McGregor and Big Sandy Lake area is a premier Minnesota travel destination," said John Edman, director of Explore Minnesota. "The Minnesota Governor's Fishing Opener will help even more travelers discover the natural beauty and charm of this northern Minnesota community."

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

This is an Explore Minnesota event and we will be working with them. The grant funds that we are asking for will be used for community meeting and education explaining the event and what it means to tourism in the area.

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

This event will bring approximately 300 members of the media to the area. The impact of this media attention will highlight this areas wonderful natural amenities as well as our local businesses.

**List target markets:**

Where - geographic areas (s)  
STATEWIDE

**List target audience:**

Who - type of group or activity  
MEDIA mostly, but this event is for everyone

**Please estimate the number of people who will come from: Your local community and surrounding area:**

100

From other communities in Minnesota: 350  
From outside of Minnesota: 100

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

Category	ACTGAC Funds	Applicant Funds	Total
Working with Explore Minnesota on budget. This grant would be for community meetings on a local level			

<b>TOTALS</b>			

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name Nicole Eld, Chamber Director Date: June 12, 2015

**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2014 - December 31, 2014**

**DEADLINE** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is May 30<sup>th</sup>.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

**Note: No reimbursement grants will be awarded.**

**1. PROGRAM INFORMATION**

**Project Name:** KIOSK SIGNAGE ON NORTHWOODS ATV TRAIL SYSTEM

**Date(s) of Program:** JULY 2015 **Location of Program:** EAST SIDE OF TRAIL SYSTEM

**Organization/Community Name:** UP NORTH RIDERS ATV SOCIETY, REDTOP, LAWLER LOOPS

**Person in Charge of Project:** GARY HENNER

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

P.O. BOX 96 MCGREGOR MN 55760

**Contact Person's Phone #:** 763-238-8128

**Legal Status of Organization:** \_\_\_\_\_ **Unit of Government (for example cities, townships etc.)**

\_\_\_\_\_ **Non-profit Tourism Association**

☒ **Non-profit Association**

**Is your organization registered as a nonprofit corporation with the Secretary of State?** YES

If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization** PROVIDE SAFE AND RESPONSIBLE ATV RIDING AND MAINTAINING THE LAWLER LOOPS

**2. FUNDING:**

**Amount requested from Aitkin County Tourism (ACTGAC)**  
(Minimum \$100.00, maximum request is 1,000.00)

\$ 1000

**Amount of your organization's match**

\$ 541.52

Total projected budget

\$ 1541.52

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

BUILD KIOSK SIGNS THROUGHOUT THE TRAIL SYSTEM, THIS WOULD INCLUDE COLOR COORDINATED TRAILS, LEGENDS, KEY SYMBOLS, MILE MARKERS, GPS COORDINATES, SCALES AND COMPASS. THIS ALSO WOULD HAVE YOU ARE HERE MARKERS AND SYMBOLS FOR GAS, LODGING, FOOD, AND POSSIBLE LOCAL SPONSORS.

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

WE WOULD INSTALL 3'X4' SIGNS ON 4"X4" POSTS LOCATED THROUGHOUT THE SYSTEM. THESE WOULD BE PRE-TREATED AND SHOULD HOLD UP TO THE WEATHER. THE GRANT WOULD BE USED TO PURCHASE ENCLOSED MATERIALS.

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

THE SIGNS WOULD INCLUDE THE NORTHWOODS LOGO AND EAGLE LOCAL CLUB. WE FEEL THE SIGNS WOULD ENHANCE THE RIDER EXPERIENCE, PROVIDING THEM WITH THE ASSISTANCE ON WHERE THEY ARE AND WHAT SERVICES ARE AVAILABLE.

List target markets:

Where - geographic areas (s)

LAUREL, MCGEE  
AITKIN, PAULSANE

List target audience:

Who - type of group or activity

ADV. RIDERS, BOTH LOCAL AND  
RIDERS THROUGHOUT THE STATE.

Please estimate the number of people who will come from: Your local community and surrounding area: 200 PEOPLE  
From other communities in Minnesota: 150 PEOPLE  
From outside of Minnesota: 100 PEOPLE

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

Category	ACTGAC Funds	Applicant Funds	Total
SIGNS POSTS (LAUREL AND MCGEE PER ATTACHED)	1000 <sup>00</sup>	541.52	1541.52
6 TOTAL SIGNS			
TOTALS			1541.52

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to: ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> & NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

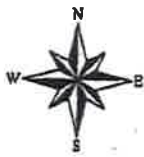
Name

A stylized, handwritten signature in black ink, possibly reading "J. M. Smith", written over a horizontal line.

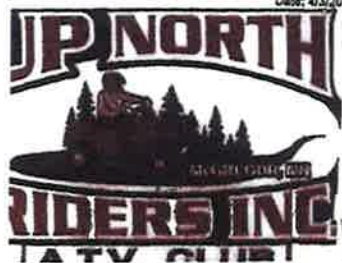
Date:

6/8/2015





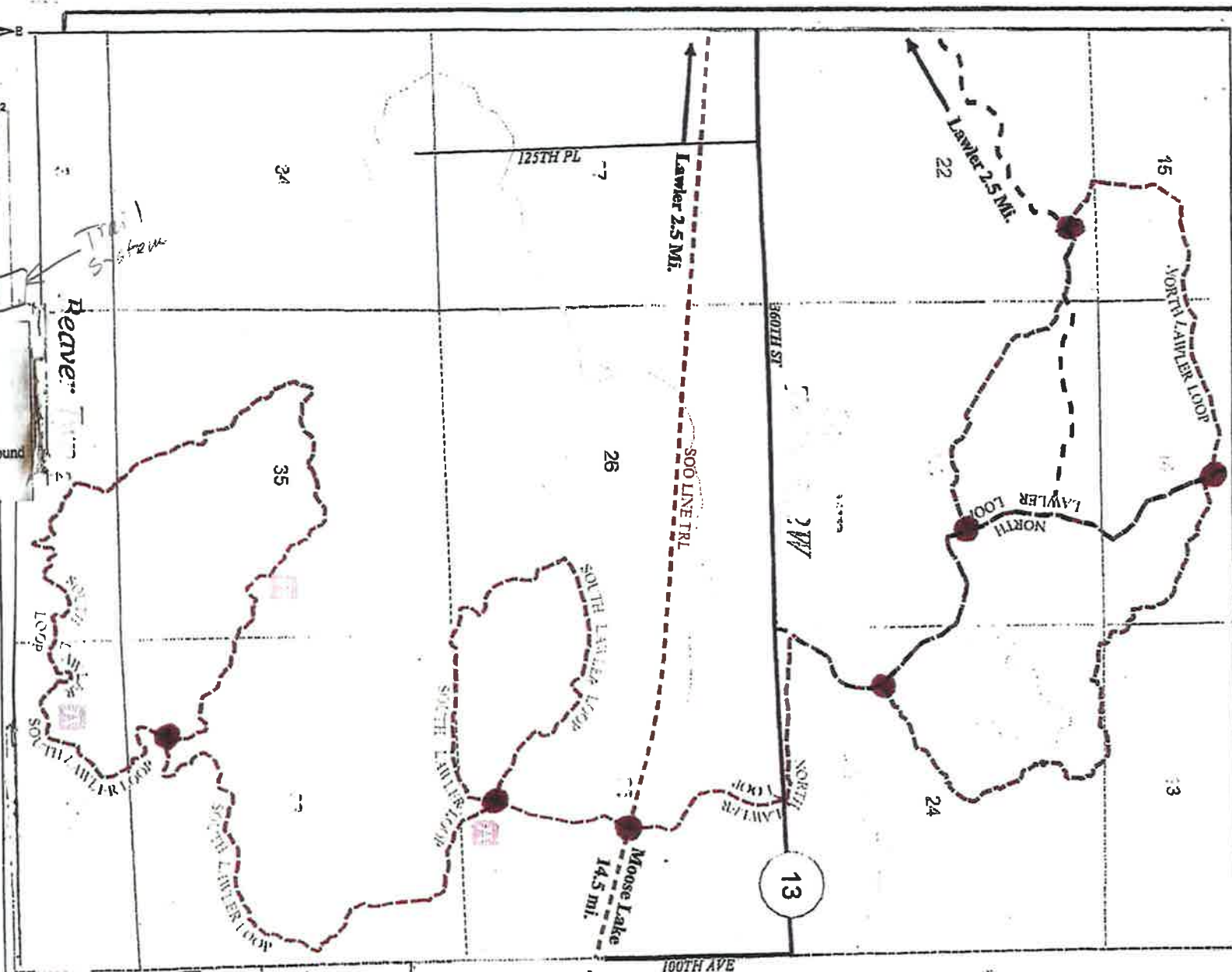
Date: 4/13/2012



### Legend

- ATV Trail
- Forest Road
- ▮ Parking
- ▮ Picnic Area
- Gas
- Food
- ▲ Public Campground
- kiosk

### ADVERTISEMENTS

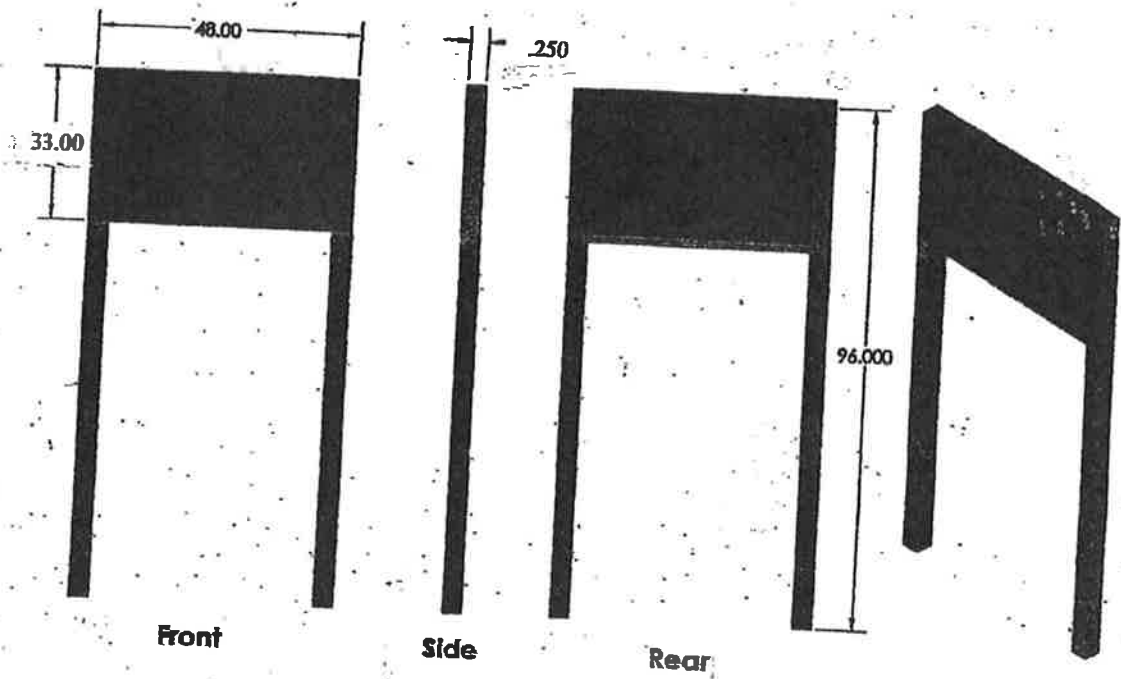


## Northwoods Regional ATV Trail System

### Lawler ATV Trail Aitkin County, MN

Trail Open May 15 - November 1

picture  
in  
picture



**Scaled Print of Kiosk (map) project**



24363 HIGHWAY 210 MCGREGOR, MN 55760

◇ INVOICE

◇ ☒ ESTIMATE

Account: UP North Riders ATV CLUB

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date: June 1 2015 Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

QTY.	DESCRIPTION	UNIT	TOTAL
1	3'X4" Sign with Map + Key and GPS location	120.00	120.00
	On Alumina - Bond		
	- PCI PVC - Aluminum		
	1/4" Composite Material		
	with Digital Print on		
	High Ref. Vinyl with 7 year		
	laminate.		

**PAY FROM THIS INVOICE**

**THANK YOU !**

**We Appreciate Your Business!**

WE ACCEPT

VISA

MasterCard

SUB TOTAL: 120.00

SALES TAX: \_\_\_\_\_

SET-UP CHARGE : 50.00

ART WORK, LABOR : 25.00

SHIPPING: \_\_\_\_\_

GRAND TOTAL: \$ 195.00

**1.5 % Charged Per Month On All Past Due Accounts**

KEVIN

JUN 4, 2015

HOMETOWN BLDG SUPPLY  
\*\*\* QUOTE \*\*\*

PAGE: 1

CUSTOMER CASHS  
CASH SALES

SHIP TO  
MCGREGOR 4-WHEEL CLUB

QUOTE# : DA3602 TERMS : QUOTE ONLY SLMN : DA EXPIRES : 06/02/15  
ATTN OF : ENTERED : 06/02/15

QUANTITY	DESCRIPTION	PRICE	EXTENSION
2.00 EA	4x4 10' TREATED .40 4410T4 LN# 5	12.510 PER	25.02*
2.00 EA	1x2 8' PINE STRIPPING 128PS LN# 10	1.120 PER	2.24*
2.00 EA	2x4 8' TREATED 248T LN# 15	4.130 PER	8.26*
2.00 LB	9 X 3 1/8 BRONZE TORX 318BT LN# 20	4.741 PER	9.48*
12.00 EA	#25 TORX BIT 1" 25T1 LN# 25	0.751 PER	9.01*
8.00 EA	39 CENT FASTNER 39 LN# 30	0.371 PER	2.97*
8.00 EA	3/8X3" GALV LAG 13 CENT FASTENER 13 LN# 40	0.120 PER	0.96*
	3/8 GALV WASHER		
MERCHANDISE			57.94
OTHER			0.00
TAX ( 6.87%)			3.98
FREIGHT			0.00
TOTAL			61.92

Lumber would be ground contact lumber

Price for lumber and material for one Map

PRICES ON THIS QUOTE WILL BE GUARANTEED IF ACCEPTED BY  
THE EXPIRATION DATE. \*\*\* PLEASE CHECK CLOSELY - ERRORS  
ARE SUBJECT TO CORRECTION.\*

**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2015 - December 31, 2015**

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is June 12th.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

***Note: No reimbursement grants will be awarded.***

**1. PROGRAM INFORMATION**

**Project Name:** Kiosk Signage to enhance proposed Up North Riders signage program.

**Date(s) of Program:** Summer/Fall 2015, 2016

**Location of Program:** Aitkin County

**Organization/Community Name:** Aitkin County Economic Development & Forest Industry Coordinator on Behalf of the Aitkin County ATV Alliance

**Person in Charge of Project:** Ross Wagner

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

Aitkin County Courthouse, 217 2<sup>nd</sup> Street NW, Aitkin, MN 56431

**Contact Person's Phone #:** \_\_\_\_\_

**Legal Status of Organization:** ☒ **Unit of Government (for example cities, townships etc.)**

\_\_\_\_\_ **Non-profit Tourism Association**

\_\_\_\_\_ **Non-profit Association**

**Is your organization registered as a nonprofit corporation with the Secretary of State?** \_\_\_\_\_

If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization** To promote Economic Development in Aitkin County

**2. FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC) \$ 1,000.00  
(Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match \$ 100

**Total projected budget** \$1,100.00

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

One of the most common complaints the clubs hear from riders is the lack of mileage and amenity markers. The Up North Riders ATV Club of McGregor has designed a sign that not only provides that information but also has a space for a club logo so riders will see which club is working on which trail and can create awareness for clubs to recruit new members.

**What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.**  
Various means have been used to promote use of the relatively new ATV Trail system. Judging from ridership and use of the trail, those efforts have been successful. Now it is about enhancing the riding experience so that riders are not getting lost and to make them aware that there are places to eat and get gas along the trail.

**Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.**  
We compete for ATV riders against trails in Wisconsin, the U.P. and out west. We need our trails to be user friendly so riders and their friends come back. Word of mouth is still the best advertising we can have. The grant funds would be used to purchase and install at least 6 signs but before that the Alliance would apply for Polaris and other grant funds in an effort to have the entire system signed all at once. If other grant funds cannot be secured the alliance would do the project over a number of years and do one trail at a time.

**List target markets:**

**Where – geographic areas (s)**

ATV and OHM riders in the Midwest.

**List target audience:**

**Who – type of group or activity**

Families and groups

**Please estimate the number of people who will come from:** Your local community and surrounding area:30%  
From other communities in Minnesota:60%  
From outside of Minnesota:10%

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

Category	ACTGAC Funds	Applicant Funds	Total
Sign post and lumber	\$1,000.00	\$100.00	\$1,100.00
<b>TOTALS</b>	<b>\$1,000.00</b>	<b>\$100.00</b>	<b>\$1,100.00</b>

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to: ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name

*Ross Wagner*

Date:

*6/11/15*



**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2015 - December 31, 2015**

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is June 12th.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

***Note: No reimbursement grants will be awarded.***

**1. PROGRAM INFORMATION**

**Project Name:** McGregor Walleye Tank

**Date(s) of Program:** June 25, 2016

**Location of Program:** McGregor, MN

**Organization/Community Name:** Aitkin County Economic Development & Forest Industry Coordinator

**Person in Charge of Project:** Ross Wagner

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

Aitkin County Courthouse, 217 2<sup>nd</sup> Street NW, Aitkin, MN 56431

**Contact Person's Phone #:** \_\_\_\_\_

**Legal Status of Organization:**   X   Unit of Government (for example cities, townships etc.)

\_\_\_\_\_ Non-profit Tourism Association

\_\_\_\_\_ Non-profit Association

**Is your organization registered as a nonprofit corporation with the Secretary of State?** \_\_\_\_\_

If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization** To promote Economic Development in Aitkin County

**2. FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC)  
(Minimum \$100.00, maximum request is 1,000.00)

**\$ 1,000.00**

Amount of your organization's match

**\$ 100**

**Total projected budget**

**\$1,100.00**

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

This event will combine the TV Show "Shark Tank" and the Minnesota Inventors Congress showcase into McGregor's own version, called the McGregor Walleye Tank. The concept is to provide an event that will allow people with a new or better product or new business idea to present their idea or product to potential funders that is "Walleyes". In addition to potential funders, business experts and entrepreneurs would be on the panel to offer ideas and feedback. Cash prizes will be awarded by a judges panel to best invention/product and to best business idea. We hope to create opportunities for economic development as well as an event that will draw spectators.

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

We hope to accomplish an event that draws in visitors as well create economic development by identifying potential products and ideas for local businesses or start ups. Grant funds will be used to promote the event as we need to get the word out to potential inventors and visitors well in advance so appropriate planning can occur.

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

We feel the event will draw inventors and people with new ideas as prizes and awards will be given. Due to the popularity of Shark Tank we feel area residents and beyond will come to see the inventions and presentations. In addition to the ideas and products, booths will be set up by organizations such the SBA that can provide business assistance to the inventors.

**List target markets:**

**Where – geographic areas (s)**

State of Minnesota

**List target audience:**

**Who – type of group or activity**

Inventors and business assistance and spectators.

**Please estimate the number of people who will come from: Your local community and surrounding area:**100

**From other communities in Minnesota:**400

**From outside of Minnesota:** \_\_\_\_\_

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

Category	ACTGAC Funds	Applicant Funds	Total
Advertsing in business publications	\$750.00	\$100.00	\$850.00
Mailings	\$250.00		\$250.00
TOTALS	\$1,000.00	\$100.00	\$1,100.00

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name Ross Wagner

Date: 6/11/15



## McGregor Walleye Tank

### Background/Summary

On Saturday April 11<sup>th</sup> at 10:00 AM in the Holy Family Catholic Church in McGregor a group of people met to discuss economic development in the McGregor area by creating a setting where people with ideas or inventions can be matched with people able to help or possibly invest in those ideas or inventions. Those in attendance, or at least those signing the attendance sheet were; Christine Nelson, Egan/Minnewawa, Bill Forder, Aitkin/McGregor area, Ryan Menzel, works at Floe, Bob Forder, Aitkin/McGregor area, Shari Larson, McGregor, Fr. Paul, McGregor, Ross Wagner, Aitkin County, Don Haller, McGregor, Bobbie Martz, McGregor, Lisa Kruse, McGregor. A decision was made by the group to form a committee with the purpose of staging a McGregor Walleye Tank event that will allow inspiration to meet opportunity. Which in turn can lead to or create economic expansion in the community and surrounding area. The McGregor Walleye Tank will be held the second weekend after the 2016 fishing opener.

### Shark Tank & Minnesota Inventors Congress' Innovation Expo

The group reviewed and discussed information from the TV Show "Shark Tank" and the upcoming 2015 Innovation Expo sponsored by the Minnesota Inventors Congress. These two venues were chosen as a comparison as both bring ideas to opportunity as is the goal of McGregor Walleye Tank.

- Shark Tank; creates a venue where an entrepreneur will appear before a panel of experts and pitches their idea, invention or new product. The panel not only gives advice and criticism it also has investors who invest in some of the ideas or rejects them. The process isn't much different than a potential loan applicant making a pitch to a panel of bankers only dramatized for TV. Even if an idea does not find investors through the program, the advice and feedback they receive from the experts is valuable for the development of their idea.
- 2015 Innovation Expo; this event focus' on new inventions whereas Shark Tank can be an invention or somebody looking to open a store at a second location. The expo is designed to bring exposure to the inventors and is set up more like a trade show, held at the Minneapolis Convention Center. Inventors rent booth space and organizers encourage manufacturers, investors, product scouts as well as the general public to attend and check out the inventor booths, sales to the public is allowed. Workshops and educational presentations are given and open to all attendees including an Inventor's Resource Center. Various awards are given out for the new products or prototypes; a panel of independent judges selects the inventions that receive the awards. Top awards include a cash prize and there is a people's choice award.

### How do we want to do this?

The Shark or Walleye Tank concept seemed to be the preferred concept as is it can be a one day event and potential participants would not have to pay a fee. Although we do want an invention or new product element. However, many details need to be worked out thus the event date over a year from now was chosen, all felt it is better to do it right than to rush it through. Some of the details to be worked on;

- Where should the McGregor Walleye Tank event be held?

- What type or area of expertise do we want on the panel?
- Potential funders may or not be on the panel so we need to be sure they are present.
- Since we are looking for ideas and products, how many categories/awards should we have? Such as, new invention or product categories, emerging entrepreneur and mature entrepreneur categories.
- What type of protection do we provide for participants in way of patent protection and or disclosure of possibly sensitive information?
- In addition to the awards contest should we have help tables for public and participants with such things as legal advice, business plan writing, etc.
- Sponsors for the event and the awards? Should that be pursued, are there local businesses that would provide a cash award for winners in each category?
- Should participants have some type of connection with Aitkin County or the McGregor area?
- Can this be made into a public event, say the top 5 finishers in each category give a 5 – 10 minute presentation.

#### Next Steps

The next meeting of the group will be May 22<sup>nd</sup> at 3:00 in Barbie Martz's, Century 21 Real Estate Office. In addition to the details specific to the McGregor Walleye Tank event, other items the group may want to consider;

- Name of the committee, how often to meet, do we want a chair, vice-chair etc.
- Who else should be on the committee or should get meeting notes and other information.
- How do we publicize and get the word out both to potential participants and potential walleyes.

**Aitkin County Tourism Promotion and Development Grant Program**

**APPLICANT INFORMATION**

**Program Information**

**Project Name:** Renewal of Jaques Mural

**Date(s) of Program:** July 15, 2015 - August 30, 2015

**Organization/Community Name:** Jaques Art Center

**Person in Charge of Project:** Angie Barnhart

**Organization Mailing Address:** 121 2nd Street NW, Aitkin, MN 56431

**Contact Person's Phone:** 218-927-2363

**Legal Status of Organization:** Non-profit Association

**Is your organization registered as a nonprofit with the Secretary of State?:**

Yes (Copy of Certificate of Corporation attached)

**Description/focus/purpose of your organization:**

The Jaques Art Center publicly presents exhibits, workshops, seminars and programming for people of all ages, cultures and backgrounds. We collect and exhibit the art of renowned wildlife artist, naturalist, and one-time Aitkin resident, Francis Lee Jaques. (1887 - 1969)

**Amount requested:** \$1000

**Amount of your organizations match:** \$115.24

## **Project Description: Renewal of Jaques Mural and Side Directional Sign.**

In 1996 a member of the Jaques Art Center, Louis Hasskamp, was granted money from the Arrowhead Regional Arts Council for the purpose of creating a large mural on Minnesota Avenue North near the Bremer Bank parking lot. The 16' x 16' mural's purpose was to promote interest in the new Jaques Art Center located in the old Carnegie Library across the street from the Aitkin County Court House. Ellen Mueller was chosen to design and paint the mural and it was very attractive. In addition to the mural, a 4' x 8' horizontal side sign states "Hometown of Francis Lee Jaques" with a logo. Now, almost twenty years later, the mural and side board have become an eyesore. The paint is cracked and peeling. The image is faded, worn (even gone in many areas) and it has become an embarrassment to our beautiful art center. We realize that the mural certainly does not put our town's best foot forward to visitors. We would like to correct this perception by erecting a new mural using modern billboard technology, heavy duty vinyl banner material. The mural's framework has been evaluated and its structure is still sound and usable. The owner of the building, Kirk Peysar, has agreed to the art center's renewal project. Many small towns in Central Minnesota have murals on buildings which give an interesting and welcoming look to their town. The art center wants our mural to be something the community can be proud of and will beautify the town of Aitkin as well as bring visitors and residents in the door. The side board would boldly state "Welcome to Aitkin, hometown of Francis Lee Jaques."

### **What do you hope to accomplish?**

Using digital graphic design and modern large format banner making techniques, the Jaques Art Center will contract with a large billboard/sign company to print an attractive, colorful mural which would cover the existing sign. After the digital file has been created it will be approved by the Jaques Board of Directors and Kirk Peysar, the owner of the building. The art will be given to an experienced company which will: 1) enlarge the design 2) print it on heavy weight - 10 year durable, UV protected, seamless billboard vinyl material 3) hem the borders 4) add grommets to the edges of the vinyl allowing attachment to the existing structure. The structure itself will need to be scraped to smooth out the surface and get it ready to receive the vinyl mural. We want to beautify the space where the old mural is located and let it give a good impression to visitors in hopes they will come to the Jaques Art Center and other businesses in Aitkin.

The Aitkin County Tourism grant funds would be used to help print the banner, pay the designer, pay to have the old peeling paint scraped from the structure and have the mural hung properly.

### **How will your project bring visitors to or provide a positive economic impact on Aitkin County.**

An attractive banner, professionally designed, would portray the art of Francis Lee Jaques and the Jaques Art Center and Museum. It would entice and direct visitors to come to this destination spot in Aitkin. Each year we have U.S. and international visitors come to the Jaques Art Center. Many are fans of Aitkin's former artist resident, Francis Lee Jaques. Many have never heard of him or his wildlife art, but love art and are simply looking for a spot of visual culture. They are in awe of the fact

that Aitkin has this wonderful art center housed in a beautifully renovated historic building with outstanding exhibits *and* free admission. Visitors have an opportunity to purchase original art and handmade crafts made by local and regional artists in our Gift Gallery Shop. Many visitors ask about business establishments in town, where to eat and what else is interesting to see in the area. We have a sign telling the hours of the Depot Museum which many visitors and history buffs have interest. A pamphlet is available describing where to eat in the area and also provide maps of Aitkin County to anyone who needs one. A Discover Rack is near the entry filled with pamphlets and brochures from other area attractions.

**List Target markets:**

Visitors and Residents of Aitkin County

**List Target audience:**

**Who - type of group or activity:**

Art lovers, Jaques enthusiasts, visitors looking for a 'go to' spot in Aitkin, families looking for a free educational experience enjoyed by all ages.

**Estimate the number of people who will come:**

From your local community area \_\_\_\_\_ 500 \_\_\_\_\_

From other communities in Minnesota \_\_\_\_\_ 1500 \_\_\_\_\_

From outside Minnesota \_\_\_\_\_ 1500 \_\_\_\_\_

**Project Budget:**

Category	ACTGAC Funds	Applicant Funds	Total
16' x 16' Mural Vinyl Banner	\$400	\$87.04	\$487.04
4' X 8' Side Vinyl Banner	\$100	\$28.20	\$128.20
Design Banner	\$300	—	\$300
Prepare Surface and Hang Vinyl	\$200	—	\$200
TOTALS	\$1,000	\$115.24	\$1,115.24

Signed

*Angie Barnhart*

Date

*June 9, 2015*

# Application for Aitkin County Tourism Promotion and Development Grant Program

To: Aitkin County Board of Commissioners

From: The Jaques Art Center

WHEREAS, the Jaques Art Center is a non-profit corporation organized/operating under the laws of the State of Minnesota; and

WHEREAS, the applicant has a need for a grant to refurbish and renew the Jaques Art Center's mural overlooking the parking lot of Bremer Bank, Minnesota Ave. North, Aitkin; and,

WHEREAS, the Applicant has determined that it will need an ACTPDG Fund grant for \$1000 in order to do the program/event; and,

WHEREAS, the Applicant has available One Hundred Dollars (\$100.00) as matching funds for the Program/Event; which funds the Applicant will not use as matching funds for any other programs or events; and

WHEREAS, the Applicant understands and agrees that ACTPDG Funds will not be used to reimburse the Applicant for any costs incurred prior to the date on which this Project/Event is approved by the Aitkin County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED THAT the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for \$1000 to provide funds to do the program/event.

BE IT FURTHER RESOLVED that the Applicant. Angie Barnhart, Office Manager, is hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreement associated with the grant or application for it;

BE IT FURTHER RESOLVED that Angie Barnhart is here by designated as the person who will supervise the Program/Event and successfully complete the Program/Event in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

ADOPTED: June 9, 2015

By: Terrav G. Hohn

Its: James C. Helm  
(President)

I, the undersigned Secretary of the Applicant organization, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the Jaques Art Center on the Eleventh of June, 2015.

By: Leslie A. Noble  
Its Secretary

# Product Specifications

## Media Roll Size:

- **102" x 164'** (max print size 100" x 150'),
- **126" x 164'** (max print size 124" x 150'),
- **198" x 164'** (max print size 196" x 150').

Bigger size banners can be created by welding smaller panels together with our RF welding machine to create one large banner up to 200' x 300' feet.

## Vinyl Banner Characteristics:

- Three-ply material with PVC on the outside layers and an 1000x1000 denier polyester scrim inside.
- Vinyl banners with Solvent ink have a semi-gloss finish. UV ink have a matte finish.
- All banners are Anti-mildew, anti-UV.
- Our custom vinyl banners are designed to withstand temperatures as low as minus 55 degrees Fahrenheit and have a tensile strength of 333x281 lbs/in.

Please note: due to the nature of vinyl characteristics, a discrepancy of up 2" is possible when producing large scale banner sizes. Vinyl can shrink from heat, or when rolled or folded in shipping.

## Fire Retardant:

- All our vinyls are flame retardant, Meets NFPA701, CA Fire Marshall, NYC (MEA) (certificates available upon request)

## Product Weight:

- 0.13 oz per square meter. (0.08 per square foot)

## Printing Resolution:

- Full Color Printing in CMYK mode.
- Solvent Printer is 360 DPI (Apparent 720 DPI)
- UV Printer is 1000 DPI

## Standard Printing Turn Around Time:

- Upon Graphic Approval of Proofs, 3-5 Business Days. (turn around times are subject to change if proof approval is delayed)
- Rush Printing is available for additional charge.

## Warranty:

- Solvent Ink printing on the custom banners are made with automotive-grade pigments designed to resist fading for 2 years of no more than 15%.
- UV Prints is with 3M UV ink and have a 5 Year fading warranty of no more than 15%.

# Installation:

## **Grommets on all sides**

Banners with grommets: You can either mount your banner directly to a wall using screws and washers. Against a chain link fence, fasten through the grommets with nylon ties or wire. Also you can run a rope (or a bungee cord) through the grommets and attach your banner to two poles (reinforced webbing is required for this option).



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VINYL BANNERS	MESH PRINTING	BILLBOARD FLEX	POLE BANNERS	BACKDROP PRINTING	FABRIC PRINTING	STEP & REPEAT
BANNER STANDS & DISPLAYS	CUTOUT BOARDS	VEHICLE GRAPHICS & LETTERS	ACCESSORIES & MORE	VISUAL SEARCH	SHOP BY PRODUCT DISPLAY	
CANVAS PRINTING & GALLERY WRAP	POSTER PRINTING	RIGID SIGN PRINTING	WALLPAPER PRINTING	WINDOW SHADE PRINTING	BACKLIT PRINTING	WINDOW DISPLAY PRINTING
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13 oz Vinyl Banner

Leightweight 8 oz Vinyl Banner Blackback

13 oz Banner Blackback

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Banner Stands

## Billboard Printing - 13 oz Vinyl Banner

13 oz Vinyl Banner → **Most Popular**  
13 oz Banner Blackback

Leightweight 8 oz Vinyl Banner Blackback



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Echod Graphics offer the lowest billboard prices on printing billboard signage, get started on your custom banner order by selecting your banners size, add the grommets placement, chose the finishing such as hems, pockets, or a simple straight cut. Select the date you want your banner delivered or ready to pickup from our facility and place your order. You can upload your print artwork on the last page once your order is completed

Don't have a banner design? No problem. We can have our professional banner designers assist you and our knowledgeable staff is ready to assist you with printing billboards

### 1 JOB DETAILS

#### Pick A Size

H x W	Price	Sale
<input type="radio"/> 12' x 24'	<del>\$295.42</del>	\$169.92
<input type="radio"/> 14' x 48'	<del>\$666.28</del>	\$398.48

#### Or Choose Custom Size

☒ Feet ☐ Inches

Height		Width	
Foot	Inch	Foot	Inch
16	0	16	0

**Banner Price: \$227.84**

**Grommets**

(every 2 feet recommended)

Grommet Type:

**Silver - Standard**

Grommet

Grommet qty is based on calculation of 24"

### 2 FINISHING

- ☒ Hems on All 4 Sides
- ☐ Pockets with Extra Wrap 6"
- ☐ Pockets on All 4 Sides
- ☐ Pockets on Top & Bottom only  
Hems on left & right side
- ☐ Pockets on Left & Right only  
Hems on top & bottom
- ☐ Pockets on Top only  
Hems on left side, right side & bottom
- ☐ Pockets on Bottom only  
Hems on left & right side & top
- ☐ None
- ☒ Reinforced Hems 1"
- ☐ Reinforced Webbing 1"

### 3 SHIPPING / PICK UP

SHIPPING

PICK UP

Country

United States\*

Zip

56431

**CALCULATE**

Please note: Maximum length for banners to be shipped rolled in a tube allowed by UPS, is 8 feet

BANNERS EXCEEDING 8 FEET IN BOTH DIMENSIONS, WILL BE FOLDED INTO A SMALLER BOX

If you wish to have your over sized banners shipped rolled in a tube, please select "FREIGHT" option below. Available up to 16 feet by any length.

Ship Method

☐ Rush

Banner will be delivered by

6/4/2015

Shipping Cost

**\$334.63**

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### Placements

#### Grommet Position:

- ☒ All Sides ☐ Top and Bottom  
☐ All 4 Corners Only ☐ Bottom Only  
☐ Left & Right sides ☐ Top Only  
☐ Other ☐ No Grommets

**Sub Total: \$275.84**

☒ **Seamless Vinyl** (up to 16' x 150')

Additional charge of \$0.35 Per Sq Foot

☒ **UV Printing**

Additional charge of \$0.35 Per Sq Foot

### Hems Placement

- ☒ All 4 Sides ☐ Top Only  
☐ All 4 Corners ☐ Bottom Only  
☐ Top Corners Only ☐ Top & Bottom  
☐ Left & Right sides

<input type="radio"/> Priority	6/5/2015	<b>\$246.96</b>
<input type="radio"/> Express	6/9/2015	<b>\$163.62</b>
<input type="radio"/> Standard	6/12/2015	<b>\$79.21</b>
<input checked="" type="radio"/> Economy Ground	6/15/2015	<b>\$0.00</b>
<b>Free over \$150</b>		
<input type="radio"/> Freight	6/16/2015	<b>\$300.00</b>

### Select Qty

Option to add multiple files with same specifications are on the next page

**UPDATE TOTAL PRICE**

### ARTWORK

☒ Use my provided artwork  
(Upload on checkout page)

Artwork file name

i.e. showbanner.jpg

☐ Have Echod create artwork for me.  
(Additional charges may apply)

☐ Design My Own Graphics.

### Proofing Option

\*Please Note: Turnaround time does not start until proof(s) are approved

☐ No Proofs

☒ **FREE Press Ready proofs by email**

Proofs Email:

☐ Match Print Proof \$35.00

### Special Notes:

<b>Banner Price</b>	<b>\$227.84</b>
<b>Grommets</b>	<b>\$48.00</b>
<b>Finishing</b>	
Seamless Vinyl - \$89.60	
UV Printing - \$89.60	
Hems on All 4 Sides - Reinforced Hems - 1" \$32.00	<b>\$211.20</b>
<b>Proofs</b> FREE Press Ready proofs by email	<b>\$0.00</b>
<b>Discount</b>	
<b>Shipping</b>	<b>\$0.00</b>
<b>Tax</b>	<b>\$0.00</b>

**TOTAL = \$487.04**

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**Description   Specifications   Product Use   Product Installation   Product Care   Template Download   Quantity Discount**

A custom vinyl banner provides a easy and affordable way to get your message seen. Full color custom vinyl banners, whether displayed horizontally, vertically, indoors or outdoors, make an ideal choice for just about any message you wish to convey.

Our vinyl signs can be printed to any size to accommodate any occasion. You can create custom banners for corporate events, parties, or any other event that needs to say it big. Our vinyl banners are professionally printed on heavy duty vinyl making them weather-proof and very durable and easy to display.

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- **How big do you need your vinyl banners?** We can produce any size banner from 1 foot to 1000 feet.
- **How long will they be hung outdoors?** We offer banners that have a 2-3 year life span up to 10 years.
- **How will they be attached?** We can make grommets, pole pockets, Velcro. You can use wire tie, bungee cords, screws with washers, metal rods, pvc rods, etc.
- **What is it being attached to?** Brick wall, sheetrock, fence, stucco.

These are all important questions that should be answered.

Based on the answers to these questions we can choose the appropriate material for your outdoor banners and the correct finishing so that it won't tear or fail prematurely. Our standard 13oz vinyl banners are suitable for use anchored to a wall under normal wind conditions.

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VINYL BANNER PRINTING AS LOW AS **.99¢** A SQ. FT. On banner sizes over 200 Sq Ft **UPS FREE SHIPPING** On banner orders over \$150

RF WELDING **LASER GUIDED PRECISION** GUARANTEED DURABILITY

3M UV fade resistance inks - **Seamless vinyl, mesh, fabric, up 16' x 150'**

VINYL BANNERS	MESH PRINTING	BILLBOARD FLEX	POLE BANNERS	BACKDROP PRINTING	FABRIC PRINTING	STEP & REPEAT
BANNER STANDS & DISPLAYS	CUTOUT BOARDS	VEHICLE GRAPHICS & LETTERS	ACCESSORIES & MORE	VISUAL SEARCH	SHOP BY PRODUCT DISPLAY	
CANVAS PRINTING & GALLERY WRAP	POSTER PRINTING	RIGID SIGN PRINTING	WALLPAPER PRINTING	WINDOW SHADE PRINTING	BACKLIT PRINTING	WINDOW DISPLAY PRINTING
						SELF ADHESIVE VINYL STICKERS



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## BROWSE

Vinyl Banner Printing

Vinyl Mesh Printing

Billboard Printing

13 oz Vinyl Banner

Leightweight 8 oz Vinyl Banner Blackback

13 oz Banner Blackback

Pole Banners

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## Billboard Printing - 13 oz Vinyl Banner

13 oz Vinyl Banner → **Most Popular**  
13 oz Banner Blackback

Leightweight 8 oz Vinyl Banner Blackback



billboard advertisement plays a very important role in giving publicity to masses

We print banners for billboard advertisements on heavy duty 13 oz. vinyl or on lightweight 8 oz vinyl, at 1000 DPI with UV fade resistance inks, full color process for outdoor use. Our state-of-the-art process delivers crisp consistent colors and high resolution reproduction for clear sharp images and text at almost any distance and is guaranteed to lower your billboard costs

Echod Graphics offer the lowest billboard prices on printing billboard signage, get started on your custom banner order by selecting your banners size, add the grommets placement, chose the finishing such as hems, pockets, or a simple straight cut. Select the date you want your banner delivered or ready to pickup from our facility and place your order. You can upload your print artwork on the last page once your order is completed

Don't have a banner design? No problem. We can have our professional banner designers assist you and our knowledgeable staff is ready to assist you with printing billboards.

### 1 JOB DETAILS

#### Pick A Size

H x W	Price	Sale
<input type="radio"/> 12' x 24'	\$286.42	\$169.92
<input type="radio"/> 14' x 48'	\$666.28	\$398.48

#### Or Choose Custom Size

☒ Feet ☐ Inches

Height	Width
Feet Inch	Feet Inch
4 0	8 0

**Banner Price: \$60.80**

**Grommets**

(every 2 feet recommended)

Grommet Type: ☐ Silver - Standard

Grommet ☐ 12 Grommet qty is based on calculation of 24"

### 2 FINISHING

- ☒ Hems on All 4 Sides
- ☐ Pockets with Extra Wrap 6"
- ☐ Pockets on All 4 Sides
- ☐ Pockets on Top & Bottom only  
Hems on left & right side
- ☐ Pockets on Left & Right only  
Hems on top & bottom
- ☐ Pockets on Top only  
Hems on left side, right side & bottom
- ☐ Pockets on Bottom only  
Hems on left & right side & top
- ☐ None
- ☒ Reinforced Hems 1"
- ☐ Reinforced Webbing 1"

### 3 SHIPPING / PICK UP

SHIPPING

PICK UP

Country

United States\*

Zip

56431

**CALCULATE**

Please note: Maximum length for banners to be shipped rolled in a tube allowed by UPS, is 8 feet

BANNERS EXCEEDING 8 FEET IN BOTH DIMENSIONS, WILL BE FOLDED INTO A SMALLER BOX

If you wish to have your over sized banners shipped rolled in a tube, please select "FREIGHT" option below. Available up to 16 feet by any length.

Ship Method

☐ Rush

6/4/2015

**\$106.17**



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**Recently Viewed Items:**

Quantity  space increments.

☒ Auto Calculate \$1.50 Per Piece

**Placements**

**Grommet Position:**

- ☒ All Sides ☐ Top and Bottom  
☐ All 4 Corners Only ☐ Bottom Only  
☐ Left & Right sides ☐ Top Only  
☐ Other ☐ No Grommets

**Sub Total: \$78.80**

☒ **Seamless Vinyl** (up to 16' x 150')

Additional charge of \$0.35 Per Sq Foot

☒ **UV Printing**

Additional charge of \$0.35 Per Sq Foot

**Hems Placement**

- ☒ All 4 Sides ☐ Top Only  
☐ All 4 Corners ☐ Bottom Only  
☐ Top Corners Only ☐ Top & Bottom  
☐ Left & Right sides

<input type="radio"/> Priority	8/5/2015	<b>\$65.79</b>
<input type="radio"/> Express	6/9/2015	<b>\$43.97</b>
<input type="radio"/> Standard	6/12/2015	<b>\$28.27</b>
<input checked="" type="radio"/> Economy	6/15/2015	<b>\$15.00</b>
<b>Free over \$150</b>		
<input type="radio"/> Freight	6/16/2015	\$--

**Select Qty**

1

Option to add multiple files with same specifications are on the next page.

**UPDATE TOTAL PRICE**

#### 4 ARTWORK

☒ Use my provided artwork (Upload on checkout page)

**Artwork file name**

i.e. showbanner.jpg

☐ Have Echod create artwork for me. (Additional charges may apply)

☐ Design My Own Graphics

#### Proofing Option\*

\*Please Note: Turnaround time does not start until proof(s) are approved

- ☐ No Proofs  
☒ **FREE** Press Ready proofs by email

Proofs Email:

☐ Match Print Proof \$35.00

**Special Notes:**

<b>Banner Price</b>	<b>\$60.80</b>
<b>Grommets</b>	<b>\$18.00</b>
<b>Finishing</b>	
Seamless Vinyl - \$11.20	
UV Printing - \$11.20	
Hems on All 4 Sides - \$12.00	
Reinforced Hems - 1"	
<b>Proofs FREE</b> Press Ready proofs by email	<b>\$0.00</b>
<b>Discount</b>	<b>---</b>
<b>Shipping</b>	<b>\$15.00</b>
<b>Tax</b>	<b>\$0.00</b>

**TOTAL = \$128.20**

**ADD TO CART**

E-mail me this quote  
Enter your email address

**Send**

**Description Specifications Product Use Product Installation Product Care Template Download Quantity Discount**

A custom vinyl banner provides a easy and affordable way to get your message seen. Full color custom vinyl banners, whether displayed horizontally, vertically, indoors or outdoors, make an ideal choice for just about any message you wish to convey.

Our vinyl signs can be printed to any size to accommodate any occasion. You can create custom banners for corporate events, parties, or any other event that needs to say it big. Our vinyl banners are professionally printed on heavy duty vinyl making them weather-proof and very durable and easy to display.

These are important questions that should be answered before you want to order a vinyl banner:

- **How big do you need your vinyl banners?** We can produce any size banner from 1 foot to 1000 feet.
- **How long will they be hung outdoors?** We offer banners that have a 2-3 year life span up to 10 years.
- **How will they be attached?** We can make grommets, pole pockets, Velcro. You can use wire tie, bungee cords, screws with washers, metal rods, pvc rods, etc.
- **What is it being attached to?** Brick wall, sheetrock, fence, stucco.

These are all important questions that should be answered.

Based on the answers to these questions we can choose the appropriate material for your outdoor banners and the correct finishing so that it won't tear or fail prematurely. Our standard 13oz vinyl banners are suitable for use anchored to a wall under normal wind conditions.

[Turn OFF History](#)

## NEW AND NOTEWORTHY

**SPECIAL OF THE MONTH**

**UV HIGH QUALITY PRINTING**

**NEW PRODUCT**

**CANVAS WRAP UP TO 10 X 16 FEET**



The present condition of the Jaques Mural:

Eight - 4' x 8' sheets of plywood.

Measuring 16' x 16'

The structure is still sturdy and usable

Eyesore



Peeling paint

Paint worn off



Colors are dull

Bad impression for Aitkin visitors



A 4' x 8' horizontal next to the mural will also have to be renewed.



**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2014 - December 31, 2014**

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. J.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is May 30<sup>th</sup>.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used as an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

**Note: No reimbursement grants will be awarded.**

**1. PROGRAM INFORMATION**

Project Name: Bike Trail Phase II  
Date(s) of Program: TBD Location of Program: City of Aitkin  
Organization/Community Name: City of Aitkin  
Person in Charge of Project: Tammy Lou PFAFF  
Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):  
109 1st Ave NW  
Contact Person's Phone #: 218-927-2527  
Legal Status of Organization: ☒ Unit of Government (for example cities, townships etc.)  
☐ Non-profit Tourism Association  
☐ Non-profit Association

Is your organization registered as a nonprofit corporation with the Secretary of State? Gov  
If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

Description/focus/purpose of your organization We would like to have  
Community Meeting to Engage and Educate the Public on the Bike Trail project

**2. FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC)  
(Minimum \$100.00, maximum request is 1,000.00)

\$ 1000.00

Amount of your organization's match

\$ 1000.00

Total projected budget

\$ 2000.00

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

We would like to get Community Support to Extend the Bike trail to the Tank Trail - We need to get Public Input and Support.

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

The Funds would be used for Advertising and promotion of the Trail Extension indicating Plans, and design. We would have brochures made for Public Awareness + Tourism.

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

Bike Trails have become very popular in many communities, and Bike events bring in many people to the City.

List target markets:

Where - geographic areas (s)

Local and statewide

List target audience:

Who - type of group or activity

Bike groups of

All Ages

Please estimate the number of people who will come from: Your local community and surrounding area: 300

From other communities in Minnesota: 100 to 500

From outside of Minnesota: Unknown

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

Category	ACTGAC Funds	Applicant Funds	Total
Advertising	250.00	250.00	500.00
Brochures - Plan + Design	500.00	500.00	1000.00
Education Materials -	200.00	200.00	400.00
Events/Community meetings Present the Vision + Goals	50.00	50.00	100.00
<b>TOTALS</b>	<b>1000.00</b>	<b>1000.00</b>	<b>2000.00</b>

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to: ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name

Jerry Lee Hagg

Date:

6-2-15









City of Aitkin

109 First Avenue NW • Aitkin, MN 56431

218/927-2527 • Fax 218/927-1834

www.ci.aitkin.mn.us

**RESOLUTION 06-1-15**

**Application for Aitkin County Tourism Promotion and Development Grant**

To: Aitkin County Board of Commissioners

From: CITY OF AITKIN

WHEREAS, the City of Aitkin (hereafter the "Applicant" is a non-profit corporation organized/operating under the laws of the State of Minnesota; and

WHEREAS, the Applicant has a need for a grant to expand our bike trail to the tank trails and attract tourism to our community. (hereafter called "the Project"); and,

WHEREAS, the Applicant has determined that it will need an ACTPDG Fund grant for \$ 1,000 in order to do the program/event; and,

WHEREAS, the Applicant has available One Thousand Dollars (\$1000.00) as matching funds for the Program/Event; which funds the Applicant will not use as matching funds for any other programs or events; and

WHEREAS, the Applicant understands and agrees that ACTPDG Funds will not be used to reimburse the Applicant for any costs incurred prior to the date on which this Project/Event is approved by the Aitkin County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for \$1,000 to provide funds to do the program/event.

BE IT FURTHER RESOLVED that the Applicant City of Aitkin City Clerk, Tammy Lou Pfaff is/are hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or application for it; and

BE IT FURTHER RESOLVED that City Clerk, Tammy Lou Pfaff is here by designated as the person who will supervise the Program/Event and successfully complete the Program/Event in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

ADOPTED: June 1, 2015

By:

Its:

Mayor, Gary Tibbitts

I, the undersigned Secretary of the Applicant organization, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the (insert the full name of the organization here) on the (insert the date on which the Resolution was adopted by the organization), 2015.

By:

Its City Clerk, Tammy Lou Pfaff

**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2014 - December 31, 2014**

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is May 30<sup>th</sup>.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

***Note: No reimbursement grants will be awarded.***

**1. PROGRAM INFORMATION**

**Project Name:** 4<sup>th</sup> of July Celebration.

**Date of Program:** 7/04/2015

**Location of Program:** City of Tamarack's City Park.

**Organization/Community Name:** City of Tamarack

**Person in Charge of Project:** Beth Fredrickson & Cheryl Meld

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

235 North Maun Street PO Box 98 Tamarack, MN 55787

**Contact Person's Phone #:** 218-768-0975

**Legal Status of Organization:** X ☒ Unit of Government (for example cities, townships etc.)

☐ Non-profit Tourism Association

☐ Non-profit Association

**Is your organization registered as a nonprofit corporation with the Secretary of State?** \_\_\_\_\_  
If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization:** To serve the citizens Tamarack.

**2. FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC) \$ 475.00  
(Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match \$100.00

**Total projected budget** \$ 575.00

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

On July 4<sup>th</sup> the City of Tamarack celebrates the 4<sup>th</sup> of July with Fireworks, a pie sale, and food stand. This Fourth of July is the day that community people will get together; donating their pies, time and efforts to raise money towards the purchase of new park equipment for the kids. Tamarack only has 94 residents so having people from all across this area, along with tourists coming into town for this event is huge! Having people visit from other places may entice them to live here and start a business here!

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

Having fireworks in Tamarack promotes Family Fun and Tourism for Aitkin County. Tamarack's fireworks have drawn people from all across Aitkin County and this event has become a tradition for many area and cabin families alike. The City would use the grant money for advertising before and after the event. A flag page and 4<sup>th</sup> of July ad; advertising the July 4<sup>th</sup> Fireworks will be placed along with a "Thank you " ad naming fireworks contributors. Also postage and donation letters would be paid for with the Aitkin Tourism Grant. Getting help with the cost of advertizing and postage would greatly be appreciated; a little funding can go along way!

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

Having the "Thank you" ad listing fireworks contributors helps promote local businesses who contributed to Tamarack's 4<sup>th</sup> of July fireworks, having area residents and summer people read these names; we feel promotes a "Buy and Hire Local" idea which keeps money in our community. The City would be using local papers from Aitkin and McGregor.

**List target markets:**

**Where – geographic areas (s)**

Tamarack, Lawler, Round Lake, Lake Minnewawa,  
and McGregor.

**List target audience:**

**Who – type of group or activity**

Families. Tourists/Residents

**Please estimate the number of people who will come from: Your local community and surrounding area: 120\_**

**From other communities in Minnesota: 100\_\_\_\_\_**

**From outside of Minnesota: 10\_\_\_\_\_**

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

Category	ACTGAC Funds	Applicant Funds	Total
Advertising	\$350.00		
Donation Letters	\$100.00		
Postage	\$25.00		
<b>TOTALS</b>	<b>\$475.00</b>	<b>\$100.00</b>	<b>\$575.00</b>

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name

Both Jorden

Date:

5-26-15



**Tourism Resolution 052615**

To: Aitkin County Board of Commissioners  
From: City of Tamarack

WHEREAS, the City of Tamarack is a government entity operating under the laws of the State of Minnesota; and

WHEREAS, the City of Tamarack has a need for a grant to help promote the 4<sup>th</sup> of July celebration in Tamarack; and

WHEREAS, the City of Tamarack has determined that it will need an ACTPDG Fund grant for \$1,000.00 in order to do the 4<sup>th</sup> of July event; and

WHEREAS, the City of Tamarack has available One Hundred Dollars (\$100.00) as matching funds for the 4<sup>th</sup> of July Celebration; which funds the City of Tamarack will not use as matching funds for any other programs or events; and

WHEREAS, the City of Tamarack understands and agrees that ACTPDG Funds will not be used to reimburse the City of Tamarack for any costs incurred prior to the date on which the 4<sup>th</sup> of July celebration is approved by the Aitkin County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the City of Tamarack hereby authorizes and approves making application to Aitkin County for a grant for \$1,000.00 to provide funds to the 4<sup>th</sup> of July Celebration.

NOW, THEREFORE BE IT RESOLVED that the City of Tamarack Mayor Cyrus and Clerk Fredrickson are hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or application for it; and

BE IT FURTHER RESOLVED that the Clerk Fredrickson is hereby designated as the person who will supervise the 4<sup>th</sup> of July Celebration and successfully complete the Program/Event in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

ADOPTED: May 26, 2015

By: J. John Cyrus  
Its: Mayor

I, the undersigned Clerk of the City of Tamarack, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the City of Tamarack on the 26 of May 2015

By: Beth Fredrickson

**City Hall Phone & Fax: 218/768-0973**

**Email: [cityoftamarack@frontiernet.net](mailto:cityoftamarack@frontiernet.net)**

**Mayor: J. John Cyrus**

**Council Members: Dawn Foerster, Kathy Haugse, Megan Beck, Lisa MacDiarmid**

**Clerk /Treasurer: Beth Fredrickson**

**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2014 - December 31, 2014**

**DEADLINE** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is May 30<sup>th</sup>.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

***Note: No reimbursement grants will be awarded.***

**1. PROGRAM INFORMATION**

**Project Name:** Experience Aitkin

**Date(s) of Program:** 5/2015 - 5/2016      **Location of Program:** Aitkin MN

**Organization/Community Name:** Aitkin Area Chamber of Commerce

**Person in Charge of Project:** Amanda MacDonald

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

PO Box 127, Aitkin MN 56431

**Contact Person's Phone #:** 218.927.2316

**Legal Status of Organization:**            **Unit of Government (for example cities, townships etc.)**

      x       **Non-profit Tourism Association**

           **Non-profit Association**

**Is your organization registered as a nonprofit corporation with the Secretary of State?** Yes

If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization** The Aitkin Chamber represents more than 220 businesses in Aitkin County, our primary focus is community development, increasing tourism and offering marketing programs to our members.

**2. FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC)

\$ 1000.00

(Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match

\$ 2500.00

Total projected budget

\$ \$4950.00

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

Experience Aitkin is a project focussed on tourism. We carefully chose the assets of Aitkin County to promote, our lakes, camping and our ATV Trails. Two elements of the project have been implemented: a Lamar billboard on the north side of hwy 169 (close to Chico's) I have included a sample of the billboard. The second piece is a direct mail piece to over 3500 residents in Wisconsin and Iowa that have requested information on lakes, camping or ATVing from Explore MN.

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

Our goal is to increase visibility to the Aitkin Area and promote tourism. Explore MN provided the Chamber with a grant to cover 50% of the total expenses. We are asking the County to cover \$1000.00 of the Chamber's costs because we are specifically promoting the ATV Trails.

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

Our project targets tourism- camping, fishing, boating, ATV trails. Our direct mail piece specifically targets individuals who have contacted Explore MN for more information pertaining to one of those activities. The program also provides Aitkin County with branding and overall advertising.

**List target markets:**

**Where – geographic areas (s)**

Minneapolis- in state advertising

Wisconsin and Iowa - direct mail

**List target audience:**

**Who – type of group or activity**

Families, sportsmen, outdoor enthusiast

Please estimate the number of people who will come from: Your local community and surrounding area: \_\_\_\_\_

From other communities in Minnesota: unknown

From outside of Minnesota: unknown

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

Category	ACTGAC Funds	Applicant Funds	Total
Lamar Billboard 6 months	1000.00	1400.00	2400.00
Direct Mail 3500 plus pieces		2550.00	2550.00
<b>TOTALS</b>	1000.00	3950.00	4950.00

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to: ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name Amanda C MacDonald

Date: 5/18/2015





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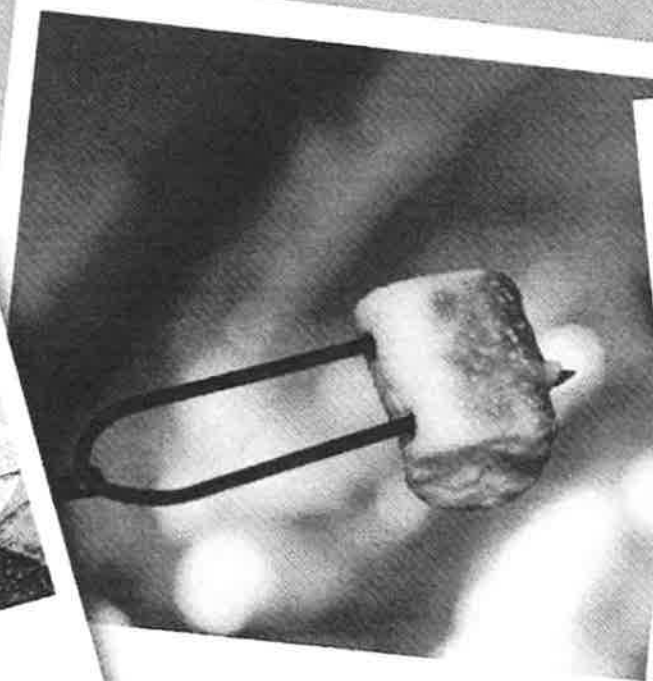


& Trails

A



*Lakes*



*Camping*



*& Trails*

EXPLORE **m** MINNESOTA

Experience  
*Aitkin.*

# Aitkin County Tourism Development and Promotion Grant Award History

Year Granted	Grant #	Organization	Grant Amount	Purpose
1995	1	Aitkin County Historical Society	7,500	Recreation and Tourism Guide Books
1995	2	Hill Lake Trail Association	1,000	Trail
1995	3	McGregor Chamber of Commerce	4,500	Tourism Booth
1995	4	Aitkin Chamber of Commerce	600	Phone System Upgrade to handle tourism calls
1995	5	Aitkin Chamber of Commerce	5,000	Printing and distribution of brochures
1995	6	City of Hill City	500	Printing and distribution of brochures
1995	7			
1995	8	McGregor Chamber of Commerce	4,000	Tourism Booth
1995	9	Aitkin Chamber of Commerce	7,500	Advertising and 800#
1995	10	Aitkin County Historical Society	500	Archaeology Week
1997	11	Aitkin Chamber of Commerce	4,838.85	Snowmobile Marketing
1997	12	Mid-Minnesota 150 Sled Dog Race	1,000	Sled Dog Race
1997	13	Aitkin Chamber of Commerce	900	Corn Feed Ad
1997	14	Aitkin Chamber of Commerce	7,100	Print Brochure and Advertising
1997	15	Aitkin Chamber of Commerce	4,868.50	Snowmobile Promotion and Advertising
1997	16	McGregor Chamber of Commerce	4,000	Tourism Booth
1997	17	McGregor Chamber of Commerce	2,000	Tourism Coordinator
1998	18	Aitkin Chamber of Commerce	1,807.73	County Snowmobile Promotion
1998	19	Mid-Minnesota 150 Sled Dog Race	1,000	Sled Dog Race
1998	20	Aitkin Chamber of Commerce	7,000	Advertising
1998	21	McGregor Chamber of Commerce	4,000	Tourism Booth
1998	22	Jaques Art Center	2,030	Superimpressionism Exhibit
1998	23	Mille Lacs Area Tourism	720	Tourism Marketing Video
1998	24	Aitkin County Rivers and Lakes Fair	1,300	Promotion
1999	25	City of McGregor	1,600	Airport Dedication
1999	26	Mid-Minnesota Dog Sled Race	1,000	Sled Dog Race
1999	27	Central Cattlemen's Association	475	4-H Beef Show
1999	28	Aitkin Chamber of Commerce	750	Riverboat Days
1999	29	Aitkin Chamber of Commerce	5000	Advertising
1999	30	McGregor Chamber of Commerce	7,500	Tourism Booth
1999	31	Tamarack Activities Club	750	Hey Days Promotion
1999	32	Aitkin Chamber of Commerce	2000	Snowmobile Promotion Advertising
1999	33	Aitkin County Rivers and Lakes Fair	700	Promotion
1999	34	City of Palisade	500	Brochures
1999	35	Aitkin County Historical Society	540	Advertising
1999	36	Aitkin Jaycee's	1,750	Fishing Contest Promotion
2000	37	McGregor Chamber of Commerce	7,500	Tourism Booth
2000	38	McGregor Jaycee's	1,000	Just Plane Fun and Up North Days
2000	39	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2000	40	City of Hill City	477.30	Community Profile
2000	41	Central Minnesota Cattleman's Assoc.	175	4-H Beef Show
2000	42	Aitkin Chamber of Commerce	1,597.70	Snowmobile Advertising
2000	43	Aitkin Jaycee's	2,500	Fishing Contest
2000	44	City of Palisade	120	Web Site Development

2001	45	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2001	46	Aitkin Chamber of Commerce	3,000	Snowmobile Advertising
2001	47	McGregor Chamber of Commerce	7,500	Tourism Booth
2001	48	Aitkin County Historical Society	550	Post Cards and Web Site
2001	49	Aitkin Chamber of Commerce	1,500	Fish House Parade
2001	50	Aitkin Jaycees	1,750	Fishing Contest
2002	51	Mid-Minnesota 150 Sled Dog Race	1,500	Sled Dog Race
2002	52	McGregor Chamber of Commerce	7,500	Tourism Booth
2002	53	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2002	54	Aitkin Chamber of Commerce	3,500	Snowmobile Advertising
2002	55	Aitkin Chamber of Commerce	3,000	Crappie USA Tourney
2003	56	Palisade Mid-Winter Festival	300	Mid-Winter Festival
2003	57	Aitkin Jaycees	1,350	Fishing Contest
2003	58	Mid-Minnesota 150 Sled Dog Race	1,000	Sled Dog Race
2003	59	McGregor Chamber of Commerce	7,500	Tourism Booth
2003	60	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2003	61	Tamarack Hey Days	300	Hey Days
2003	62	Palisade Mid-Winter Festival	400	Mid-Winter Festival
2003	63	Aitkin Chamber of Commerce	2,366.70	Snowmobile Advertising
2004	64	Jaques Art Center	300	Fresh Fish Exhibit
2004	65	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2004	66	McGregor Chamber of Commerce	7,500	Tourism Booth
2004	67	Mid-Minnesota 150 Sled Dog Race	850	Sled Dog Race
2004	68	McGregor Chamber of Commerce	1,473	Brochure Development
2004	69	Aitkin Chamber of Commerce	1,473	Snowmobile Advertising
2004	70	Hill City Chamber of Commerce	800	Wild Game – Fishing Contest
2004	71	Jaques Art Center	250	Juried Art – Ex – Fowl Play
2005	72	Jaques Art Center	2,000	2005 Advertising Campaign
2005	73	Hill City Chamber of Commerce	2,500	Tourism booth, signage, website
2005	74	McGregor Chamber of Commerce	2,500	Tourism booth
2005	75	Tamarack Hey Days	500	Banners
2005	76	Jaques Art Center	1,500	Adv. Riverboat Art Fest
2005	77	Aitkin Chamber of Commerce	3,773	Snowmobile Advertising
2005	78	Palisade Community Improvement C.	500	Midwinter Festival
2005	79	Friends of Rice Lake Refuge	2,500	Aitkin County Bird Trail Brochure
2005	80	Wild Encounters	2,000	1 <sup>st</sup> Annual Birding Festival
2005	81	Ball Bluff Township	375	Vintage Snowmobile Run
2006	82	McGregor Area Historical Society	150	Brochure, Adv. For Wild Rice Day Booth
2006	83	McGregor Chamber of Commerce	2,500	Advertising, Wild Rice Days
2006	84	Aitkin Chamber of Commerce	5,000	2006 County Marketing Campaign
2006	85	Jaques Art Center	1,060	Distribution of 2006 Program Booklet
2006	86	Aitkin Chamber of Commerce	3,709.50	2006/2007 Snowmobile Advertising
2006	87	Jaques Art Center	3,000	Billboard Advertising
2007	88	Aitkin Chamber of Commerce	3,000	Tourism Advertising
2007	89	McGregor Chamber of Commerce	2,000	Fishing Contest Promotion
2007	90	McGregor Chamber of Commerce	3,000	Travel Information Center
2007	91	Jaques Art Center	2,500	Twin City Advertising Campaign
2007	92	Aitkin Area Chamber of Commerce	1,800	Snowmobile Advertising

2007	93	Advancing Rural Talents (ARTS)	400	McGregor Music Festival
2008	94	Palisade Community Improvement Co.	500	20 <sup>th</sup> Mid Winter Festival
2008	95	McGregor Chamber of Commerce	5,000	WSA Pro Ice Racing
2008	96	Hill City Chamber of Commerce	3,000	All Class Reunion
2008	97	Dwelling in the Woods	1,500	Wetland Nature Walk Days
2008	98	McGrath Historical Committee	200	Promote McGrath Centennial Book
2008	99	McGrath Historical Committee	550	Promote 4 <sup>th</sup> of July and Historical
2008	100	Aitkin County Ag Society	1,200	Promote County Fair Rodeo
2008	101	City of Tamarack	250	Promote 4 <sup>th</sup> of July
2008	102	Hill City Chamber of Commerce	1,050	Arts in the Park
2008	103	Tamarack Activity Club	1,433	Expand Hey Day Advertising
2008	104	Aitkin Chamber of Commerce	3,000	Snowmobile Advertising
2008	105	Jaques Art Center	4,600	2009 Advertising Campaign
2008	106	Aitkin Co. Economic Development	3,900	Market Area Profiles
2009	107	Aitkin Chamber of Commerce	1,500	MN Gateways Advertising
2009	108	Hill City Chamber of Commerce	5,000	Summer Events Advertising
2009	109	McGregor Chamber of Commerce	3,800	Web Site Mgmt. Postage & Distribution
2009	110	McGrath Historical Committee	1,750	Museum Exhibit Promotion
2009	111	Palisade Community Improvement	500	River Fest Promotion
2009	112	Tamarack Activity Club	1,200	Hey Day Advertising/Promotion
2009	113	City of McGregor	600	Fly In Promotion, Trail Signage
2009	114	Aitkin Jaycees	1,000	Ice Fishing Contest
2009	115	Upper Miss. Cert. Wood Prod. Group	750	Living Green Expo Booth
2009	116	Jaques Art Center	1,181	2010 Advertising
2009	117	Tourism Committee, Aitkin County	2,330	Snowmobile Advertising
2010	118	Aitkin Area Chamber of Commerce	2,850	Commerce and Sport Show Promotions
2010	119	City of Tamarack	630	4 <sup>th</sup> of July Advertising
2010	120	Aitkin County Ag Society	1,200	2010 County Fair Adv, Promo
2010	121	McGrath Historical Committee	1,750	4 <sup>th</sup> of July, Threshing Show Exhibit Adv.
2010	122	Aitkin County Historical Society	650	New Brochures
2010	123	Aitkin County	4,635	Snowmobile Advertising
2010	124	Tamarack Activities Club	3,000	50 <sup>th</sup> Annual Hey Day Promotion
2010	125	Aitkin Riverboat Capt. & Queen Assoc	550	Renovate Riverboat Float
2010	126	McGrath Historical Committee	2,000	Promote Events, brochure printing
2010	127	Aitkin Area Chamber of Commerce	2,735	Fish House Parade promotion, advertising
2011	128	Aitkin Area Chamber of Commerce	2,500	2011 Aitkin Area Sports & Commerce Show
2011	129	Aitkin County Historical Society	485	2011 Discovery Rack Subscription
2011	130	Jaques Art Center	1,800	Century of Service Birthday Party
2011	131	City of Tamarack	1,885	4th of July Celebration
2011	132	Tamarack Activities Club	2,000	Annual Hey Days
2011	133	Aitkin Area Chamber of Commerce	3,550	Riverboat Days Advertising
2011	134	McGrath Historical Committee	1,210	Promote Display at Logging & Threshing Show
2011	135	Aitkin County Economic Development	2,060	Signage & Advertising Northwoods ATV
2011	136	Aitkin Area Chamber of Commerce	4,510	2011 Fish House Parade Promotion







# Board of County Commissioners Agenda Request

**4A**  
Agenda Item #

**Requested Meeting Date:** 6/23/2015

**Title of Item:** HR Strategic Objectives

- ☒ REGULAR AGENDA  
☐ CONSENT AGENDA  
☐ INFORMATION ONLY

**Action Requested:**

- ☐ Approve/Deny Motion  
☐ Adopt Resolution (attach draft)

☒ Direction Requested

☒ Discussion Item

☐ Hold Public Hearing\*

*\*provide copy of hearing notice that was published*

**Submitted by:**

Bobbie Danielson

**Department:**

Admin

**Presenter (Name and Title):**

Bobbie Danielson, HR Director and/or Nathan Burkett, County Administrator

**Estimated Time Needed:**

10 minutes

**Summary of Issue:**

Discussion on the County's HR strategic objectives is requested.

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

**Recommended Action/Motion:**

Discussion. Also, identify any changes or additions the Board would like to see made to the attached HR Strategic Objectives.

**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:*

*discussed  
w/ Jessica  
4-24-15*

I. Ensure best practices of Human Resources are used consistently across the county.

Importance:

- Developing and following a standard way (best practice) of doing things that multiple departments can use is intended to increase efficiency and productivity.
- Consistent use of human resources practices across departments promotes equality for all employees and reduces overall liability.

Intent:

- Research and adopt best practices by attending workshops, conferences, and networking with other HR professionals.
- Conduct audits of HR procedures and practices.

Measures:

- Number of HR procedures audited annually (we need to get through 2 processes per year)

II. Ensure that all employees are offered training and professional development opportunities.

Importance:

- Training and professional development supports departmental efforts to provide services in the most efficient and effective way possible.
- Training and professional development fosters positive employee relationships.
- Investing in employees can reduce professional liability by reducing errors and ensuring compliance with regulations.

Intent:

- Research and provide information to department heads on training and professional development opportunities. Meet with department heads to determine each department's training needs/wants.
- Offer annual onsite training opportunities for department heads, supervisors, and employees.
- Assess staff performance improvement needs and organize developmental programs for new and existing employees.

Measures:

- Number of professional development opportunities offered



- Number of employees attending professional development opportunities

III. Provide leadership and management support and resources to proactively manage staff performance.

Importance:

- Providing resources allows departments to focus on their core business.
- Shared resources can reduce costs by increasing efficiencies.

Intent:

- Develop a county-wide performance management system that delivers regular performance feedback, establishes clear expectations, identifies career paths, and recognizes top performers.
- Consult, advise, and build relationships with employees throughout the organization.
- Improve employee performance through coaching and career planning.

Measures:

- Number of performance evaluations completed by the annual deadline.

IV. Become an “employer of choice” by focusing on employee engagement and building a culture of high performance.

Importance:

- There is a connection between employee engagement, productivity, customer satisfaction, and employee retention, positive attitudes, and individual health. Job satisfaction, employee retention, and loyalty are some of the reasons employee engagement is important.
- Attracting qualified employees is important in providing efficient and effective services as demands for services increase.

Intent:

- Research Gallup Q12, 12 factors to determine the level of engagement.
- Identify areas for employee development, noting different professions will have their own specifics which need to be addressed during the engagement building process.

Measures:

- Average employee retention rates



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** June 23, 2015

**Title of Item:** Reclassification Request

<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, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator		<b>Estimated Time Needed:</b> 10 min
<b>Summary of Issue:</b> The personnel committee is recommending the following:  Approval of attached job descriptions for Health and Human Services Director and County Engineer.  Adjustment of classification of the following positions: Health and Human Services Director - D63 to E81, Grade 17 to Grade 18, Pay Range \$77,584 - 116,704 County Engineer - D63 to E81, Grade 17 to Grade 18, Pay Range \$77,584 - 116,704 County Administrator - E83 to E91, Remains Grade 20, No change to pay range  Adjustment of salary as follows: Tom Burke, Health and Human Services Director - No adjustment (over max of Grade 18 pay range) John Welle, County Engineer - \$116,161 (retroactive to January 1, 2015, to be back paid minus \$250.00 lump sum payment already paid) Nathan Burkett, County Administrator - No adjustment		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve personnel committee recommendation to adopt new job descriptions and classify Health and Human Services Director and County Engineer positions from D63(17) to E81(18). Approve salary adjustment for County Engineer to \$116,161 retroactive to January 1, 2015.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ 3,383 <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> Fund 3 budget will be able to absorb additional cost. Cost increases will occur in 2016 due to increased max pay ranges for HHS Dir and Cty Engineer.		



## Position Description

### COUNTY ENGINEER

**Department** Road and Bridge Department  
**Grade** Grade 17  
**Reports to** County Administrator  
**FLSA Status** Exempt  
**Union Status** Non-union Position

#### Final Appointing Authority

Per Minnesota Statute 163.07, the Board of Commissioners shall appoint the County Engineer for a four-year term, as outlined in the statute. This position reports to and is supervised by the County Administrator. This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing.

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#### Job Summary

To administer, plan, evaluate, and supervise all departmental functions of the Highway Department. To perform professional, supervisory and administrative civil engineering work and direct all county highway engineering and maintenance projects through assigned personnel to achieve transportation needs and objectives approved by the Board of County Commissioners. To act as drainage engineer for public drainage ditch system and to advise and report to the Drainage Authority on matters related to maintenance and improvement of the ditch system. To provide engineering and administrative direction on matters relating to environmental engineering, hydrology, flood protection, and legislative initiatives. To assist townships and residents with engineering related projects and inquiries.

#### Supervision Received

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

#### Supervision Exercised

Manages three subordinate supervisors who oversee staff in the maintenance, engineering, and administrative sections of the department. Is responsible for the overall direction, coordination, and evaluation of the department.

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Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; reprimanding employees, addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees-including suspensions, demotions, and terminations, and resolving grievances.



## Position Description

### Essential Functions

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

1. ~~Plans, develops and submits-recommends policy and objectives related to the Highway Department to the County Board. Advises County Board and County Administrator on all matters related to the Highway Department.~~
2. ~~In collaboration with the County Administrator develops and recommends budgets for the Highway Department to the County Board. Administers Highway Department budgets as approved by the County Board.~~
1. ~~In collaboration with the County Administrator develops and Recommends~~ Develops, manages, and monitors operating and highway capital improvement plans budgets by estimating, analyzing, evaluating and forecasting various costs and revenues ~~by evaluating long term highway needs, and forecasting revenue and expenses.~~
3. ~~Plans, develops, formulates, organizes, and administers all aspects the operations of the highway department to ensure engineering, construction, and maintenance objectives are attained by applying advanced engineering techniques and administrative experience.~~
5. ~~Designs and approves engineering plans and specifications prepared according to professional civil engineering standards and provides professional licensed certification of compliance with state law.~~
3. ~~Interprets requirements of state and federal laws, rules and regulations statutes and introduces, initiates, develops, testifies, and advocates for modifications to state statutes as they apply to environmental and transportation policy and transportation funding by conferring with state officials, legislators, lobbyists, and other specialists.~~
6. ~~Acts as Ditch Engineer for public drainage system and advises the Drainage Authority on matters related to maintenance and improvement of the ditch system.~~
- 6.8. ~~Provides engineering and administrative direction on matters relating to environmental engineering, hydrology, flood protection, and legislative initiatives.~~
- 7.9. ~~Oversees the execution of construction contracts according to estimates, budgets and design specifications.~~
8. ~~Negotiate and Authorize expenditures for right of way acquisitions, capital purchases, and construction work orders.~~
10. ~~Assist and eCounsel township and city governments, and private developers and residents with related to engineering, related projects and inquiries.~~
- 10.11. ~~Designs and approves engineering plans and specifications prepared according to professional civil engineering standards and provides professional licensed certification of compliance with state law.~~
11. ~~Delegates supervisory and technical authority to engineering, maintenance, mechanical and office staff according to work demand and capabilities of subordinate personnel.~~

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## Position Description

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12. Develops, manages, and monitors operating and capital improvement budgets by estimating, analyzing, evaluating and forecasting various costs and revenues.
- 13.12. Interprets requirements of state statutes and introduces, initiates, develops, testifies, and advocates modifications to state statutes as they apply to environmental and transportation policy and transportation funding by conferring with state officials, legislators, lobbyists, and other specialists.
14. Communicates with other local governmental agencies and the public on environmental and transportation related matters.
15. Oversees the execution of construction contracts according to estimates, budgets and design specifications.
- 16.13. Authorize expenditures for right of way acquisitions, capital purchases, and construction work orders.
- 17.14. Provides road safety audits to ensure the safe travel of the motoring public.
- 18.15. Recruits, screens and selects personnel capable of performing the demands of a department position, in collaboration with the Human Resources Department.
- 19.16. Trains, teaches, and motivates employees in various aspects of transportation engineering and maintenance.
- 20.17. Research, develop, invent, implement new construction and maintenance methods to provide cost effective transportation services.
- 21.18. Develop, inform, and enforce department policies on matters related to transportation, drainage, and environmental resources.
- 22.19. Conducts public meetings for the formulation of transportation programs and implementation of transportation and drainage projects.
- 23.20. Monitors highway safety, construction and maintenance safety and acts as program administrator for state and federal bridge safety inspections.
- 24.21. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
- 25.22. Conducts business in accordance with the Open Meeting law.
- 26.23. Serves as the Minnesota Government Data Practices Act, Road & Bridge Department, Responsible Authority Designee. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
- 27.24. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
- 28.25. Attends conferences and continuing education courses as needed.

- Performs other related duties as assigned or apparent.

### Minimum Qualifications

Bachelor's degree in civil engineering plus five years administrative experience in the transportation field involving supervision of highway engineering and maintenance projects, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the





## ***Position Description***

position. Requires licensure and continuing education as a Professional Engineer in the State of Minnesota.

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

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

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Comprehensive knowledge of federal, state, and local laws, rules, and regulations relevant to the work performed in this position for the planning, development, construction and maintenance of county roads, also including public drainage systems, data practices, the open meeting law, accounting, purchasing, information technology, and personnel administration.
3. Principles and practices of civil or highway engineering.
4. Current developments and literature in the field of civil engineering.
5. Construction and maintenance methods, materials and equipment as employed in roads, bridges and other public works.
6. Safety regulations as it relates to construction and maintenance.

Skills in:

1. Civil engineering.
2. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
3. Communication and interpersonal skills as applied to interaction with staff, board members, legislators, legislative staff, lobbyists, state and federal agency staff, and the general public sufficient to exchange or convey information and to receive work direction.
4. Critical thinking, planning and organization, high level of initiative and responsibility, leadership, managing emotions, confrontation, and problem solving.
5. Computer skills and typing sufficient to complete 30 net words per minute without errors.
6. Public speaking in front of large groups including public informational meetings, project meeting, and legislative committee hearings.
7. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
8. Effectively organizing and prioritizing workload.

Ability to:

1. Supervise staff and to assign, delegate, and coordinate work in a manner conducive to high morale and effective performance. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Compute complex engineering formulas; design and oversee the construction of highways and related structures.



## ***Position Description***

3. Direct the preparation of advanced engineering computations, estimates, designs, plans and specifications.
4. Plan, delegate and review the work of operating units engaged in road construction and maintenance activities.
5. Establish and maintain good working relationships with county officials and employees, officials of other governmental jurisdictions, other professional engineers, contractors and the general public.
6. Use proper grammar in preparing correspondence and writing specifications.
7. Follow and give oral and written instructions.
8. Maintain confidentiality regarding personnel matters.
9. Travel and work in excess of standard hours when necessary.

### **Language Skills**

**Highest Skills** – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing boards.

### **Mathematical Skills**

**Highest Skills** - Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **Reasoning Skills**

**Highest Skills** - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

### **Computer Skills**

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



## ***Position Description***

County Financial System (IFS), County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, Publisher, Access, Webfusion, AutoCADD Civil Design Software, System Software Inventory Management Software, Web Design Software, Internet and numerous other job-related software programs.

### **Ability to Travel**

Travel is generally required on a daily basis, in all types of weather, within the county to inspect road conditions, provide oversight on maintenance and construction projects, and to meet with the public to address complaints and concerns. Travel is also required out of the county for numerous meetings, training, and legislative hearings on a routine basis. Estimate 15,000 miles per year in and out of county.

### **Competencies**

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

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

### **Work Environment**

The noise level in the office is usually moderate. Noise level is typically extremely loud on maintenance and construction job sites.

Work will vary between outdoor and indoor settings depending on the job function being performed. Indoor work will involve sitting in front of a computer for prolonged periods. Outdoor work will involve working in swamps, thick underbrush, and forested areas in the proximity of wood ticks, mosquitoes, flies, bees, and other insects. Outdoor work will frequently involve working on public roads in intense noise, severe atmospheric conditions, in extreme temperatures with work space restrictions and hazardous physical conditions, including high-speed moving traffic.

### **Equipment and Tools**

Computer, copier, fax, telephone, remote access equipment, printer, scientific calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

Occasional climbing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, are required of this job. Standing, walking, carrying, use of fingers, grasping, talking, hearing, and seeing are daily requirements of this job. Must have the ability to lift and/or carry up to 50 pounds.





### ***Position Description***

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

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

#### **Disclaimer**

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

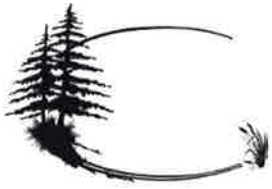
#### **Reasonable Accommodation Notice**

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

05/13/2014

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



## Position Description

### COUNTY ENGINEER

**Department** Road and Bridge Department  
**Grade** Grade 17  
**Reports to** County Administrator  
**FLSA Status** Exempt  
**Union Status** Non-union Position

#### Final Appointing Authority

Per Minnesota Statute 163.07, the Board of Commissioners shall appoint the County Engineer for a four-year term, as outlined in the statute. This position reports to and is supervised by the County Administrator. This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing.

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#### Job Summary

To administer, plan, evaluate, and supervise all departmental functions of the Highway Department. To perform professional, supervisory and administrative civil engineering work and direct all county highway engineering and maintenance projects through assigned personnel to achieve transportation needs and objectives approved by the Board of County Commissioners. To act as drainage engineer for public drainage ditch system and to advise and report to the Drainage Authority on matters related to maintenance and improvement of the ditch system. To provide engineering and administrative direction on matters relating to environmental engineering, hydrology, flood protection, and legislative initiatives. To assist townships and residents with engineering related projects and inquiries.

#### Supervision Received

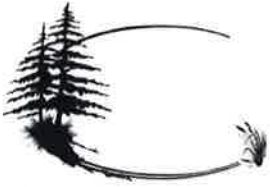
Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization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

#### Supervision Exercised

Manages three subordinate supervisors who oversee staff in the maintenance, engineering, and administrative sections of the department. Is responsible for the overall direction, coordination, and evaluation of the department.

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Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; reprimanding employees, addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees-including suspensions, demotions, and terminations, and resolving grievances.



## Position Description

### Essential Functions

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

1. ~~Plans, develops and submits-recommends policy and objectives related to the Highway Department to the County Board. Advises County Board and County Administrator on all matters related to the Highway Department.~~
2. ~~In collaboration with the County Administrator develops and recommends budgets for the Highway Department to the County Board. Administers Highway Department budgets as approved by the County Board.~~
1. ~~In collaboration with the County Administrator develops and Recommends~~ Develops, manages, and monitors operating and highway capital improvement plans ~~budgets by estimating, analyzing, evaluating and forecasting various costs and revenues by evaluating long term highway needs, and forecasting revenue and expenses.~~
3. ~~Plans, develops, formulates, organizes, and administers all aspects the operations of the highway department to ensure engineering, construction, and maintenance objectives are attained by applying advanced engineering techniques and administrative experience.~~
5. ~~Designs and approves engineering plans and specifications prepared according to professional civil engineering standards and provides professional licensed certification of compliance with state law.~~
3. ~~Interprets requirements of state and federal laws, rules and regulations statutes and introduces, initiates, develops, testifies, and advocates for modifications to state statutes as they apply to environmental and transportation policy and transportation funding by conferring with state officials, legislators, lobbyists, and other specialists.~~
6. ~~Acts as Ditch Engineer for public drainage system and advises the Drainage Authority on matters related to maintenance and improvement of the ditch system.~~
- 6.8. ~~Provides engineering and administrative direction on matters relating to environmental engineering, hydrology, flood protection, and legislative initiatives.~~
- 7.9. ~~Oversees the execution of construction contracts according to estimates, budgets and design specifications.~~
8. ~~Negotiate and Authorize expenditures for right of way acquisitions, capital purchases, and construction work orders.~~
10. ~~Assist and e~~ Counsel township and city governments, and private developers and residents with related to engineering ~~related projects and~~ inquiries.
- 10.11. ~~Designs and approves engineering plans and specifications prepared according to professional civil engineering standards and provides professional licensed certification of compliance with state law.~~
11. Delegates supervisory and technical authority to engineering, maintenance, mechanical and office staff according to work demand and capabilities of subordinate personnel.

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## Position Description

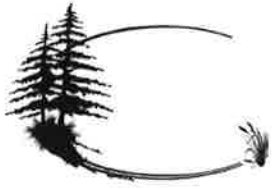
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- ~~12. Develops, manages, and monitors operating and capital improvement budgets by estimating, analyzing, evaluating and forecasting various costs and revenues.~~
  - ~~13.12. Interprets requirements of state statutes and introduces, initiates, develops, testifies, and advocates modifications to state statutes as they apply to environmental and transportation policy and transportation funding by conferring with state officials, legislators, lobbyists, and other specialists.~~
  14. Communicates with other local governmental agencies and the public on environmental and transportation related matters.
  - ~~15. Oversees the execution of construction contracts according to estimates, budgets and design specifications.~~
  - ~~16.13. Authorize expenditures for right of way acquisitions, capital purchases, and construction work orders.~~
  - ~~17.14. Provides road safety audits to ensure the safe travel of the motoring public.~~
  - ~~18.15. Recruits, screens and selects personnel capable of performing the demands of a department position, in collaboration with the Human Resources Department.~~
  - ~~19.16. Trains, teaches, and motivates employees in various aspects of transportation engineering and maintenance.~~
  - 20.17. Research, develop, invent, implement new construction and maintenance methods to provide cost effective transportation services.
  - ~~21.18. Develop, inform, and enforce department policies on matters related to transportation, drainage, and environmental resources.~~
  - 22.19. Conducts public meetings for the formulation of transportation programs and implementation of transportation and drainage projects.
  - ~~23.20. Monitors highway safety, construction and maintenance safety and acts as program administrator for state and federal bridge safety inspections.~~
  - ~~24.21. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.~~
  - 25.22. Conducts business in accordance with the Open Meeting law.
  - ~~26.23. Serves as the Minnesota Government Data Practices Act, Road & Bridge Department, Responsible Authority Designee. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.~~
  - 27.24. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
  - 28.25. Attends conferences and continuing education courses as needed.
- Performs other related duties as assigned or apparent.

### Minimum Qualifications

Bachelor's degree in civil engineering plus five years administrative experience in the transportation field involving supervision of highway engineering and maintenance projects, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the



### ***Position Description***

position. Requires licensure and continuing education as a Professional Engineer in the State of Minnesota.

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

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

Knowledge of:

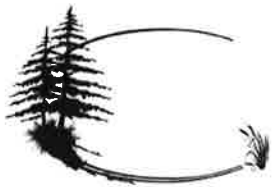
1. County and departmental policies, procedures, and practices.
2. Comprehensive knowledge of federal, state, and local laws, rules, and regulations relevant to the work performed in this position for the planning, development, construction and maintenance of county roads, also including public drainage systems, data practices, the open meeting law, accounting, purchasing, information technology, and personnel administration.
3. Principles and practices of civil or highway engineering.
4. Current developments and literature in the field of civil engineering.
5. Construction and maintenance methods, materials and equipment as employed in roads, bridges and other public works.
6. Safety regulations as it relates to construction and maintenance.

Skills in:

1. Civil engineering.
2. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
3. Communication and interpersonal skills as applied to interaction with staff, board members, legislators, legislative staff, lobbyists, state and federal agency staff, and the general public sufficient to exchange or convey information and to receive work direction.
4. Critical thinking, planning and organization, high level of initiative and responsibility, leadership, managing emotions, confrontation, and problem solving.
5. Computer skills and typing sufficient to complete 30 net words per minute without errors.
6. Public speaking in front of large groups including public informational meetings, project meeting, and legislative committee hearings.
7. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
8. Effectively organizing and prioritizing workload.

Ability to:

1. Supervise staff and to assign, delegate, and coordinate work in a manner conducive to high morale and effective performance. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Compute complex engineering formulas; design and oversee the construction of highways and related structures.



## ***Position Description***

3. Direct the preparation of advanced engineering computations, estimates, designs, plans and specifications.
4. Plan, delegate and review the work of operating units engaged in road construction and maintenance activities.
5. Establish and maintain good working relationships with county officials and employees, officials of other governmental jurisdictions, other professional engineers, contractors and the general public.
6. Use proper grammar in preparing correspondence and writing specifications.
7. Follow and give oral and written instructions.
8. Maintain confidentiality regarding personnel matters.
9. Travel and work in excess of standard hours when necessary.

### **Language Skills**

**Highest Skills** – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing boards.

### **Mathematical Skills**

**Highest Skills** - Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **Reasoning Skills**

**Highest Skills** - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

### **Computer Skills**

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





## ***Position Description***

County Financial System (IFS), County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, Publisher, Access, Webfusion, AutoCADD Civil Design Software, System Software Inventory Management Software, Web Design Software, Internet and numerous other job-related software programs.

### **Ability to Travel**

Travel is generally required on a daily basis, in all types of weather, within the county to inspect road conditions, provide oversight on maintenance and construction projects, and to meet with the public to address complaints and concerns. Travel is also required out of the county for numerous meetings, training, and legislative hearings on a routine basis. Estimate 15,000 miles per year in and out of county.

### **Competencies**

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

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

### **Work Environment**

The noise level in the office is usually moderate. Noise level is typically extremely loud on maintenance and construction job sites.

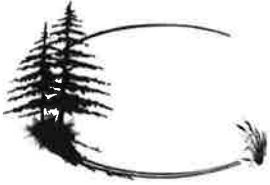
Work will vary between outdoor and indoor settings depending on the job function being performed. Indoor work will involve sitting in front of a computer for prolonged periods. Outdoor work will involve working in swamps, thick underbrush, and forested areas in the proximity of wood ticks, mosquitoes, flies, bees, and other insects. Outdoor work will frequently involve working on public roads in intense noise, severe atmospheric conditions, in extreme temperatures with work space restrictions and hazardous physical conditions, including high-speed moving traffic.

### **Equipment and Tools**

Computer, copier, fax, telephone, remote access equipment, printer, scientific calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

Occasional climbing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, are required of this job. Standing, walking, carrying, use of fingers, grasping, talking, hearing, and seeing are daily requirements of this job. Must have the ability to lift and/or carry up to 50 pounds.



### ***Position Description***

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

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

#### **Disclaimer**

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

#### **Reasonable Accommodation Notice**

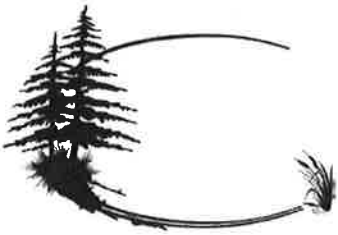
The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/13/2014

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





## ***Position Description***

# **COUNTY ENGINEER**

**Department** Road and Bridge Department  
**Grade** Grade 17  
**Reports to** County Administrator  
**FLSA Status** Exempt  
**Union Status** Non-union Position

### **Final Appointing Authority**

Per Minnesota Statute 163.07, the Board of Commissioners shall appoint the County Engineer for a four-year term.

### **Job Summary**

To administer, plan, evaluate, and supervise all departmental functions of the Highway Department. To perform professional, supervisory and administrative civil engineering work and direct all county highway engineering and maintenance projects through assigned personnel to achieve transportation needs and objectives approved by the Board of County Commissioners. To act as drainage engineer for public drainage ditch system and to advise and report to the Drainage Authority on matters related to maintenance and improvement of the ditch system. To provide engineering and administrative direction on matters relating to environmental engineering, hydrology, flood protection, and legislative initiatives. To assist townships and residents with engineering related projects and inquiries.

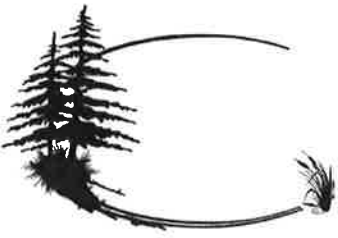
### **Supervision Received**

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

### **Supervision Exercised**

Manages subordinate supervisors who oversee staff in the maintenance, engineering, and administrative sections of the department. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; reprimanding employees, addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees-including suspensions, demotions, and terminations, and resolving grievances.

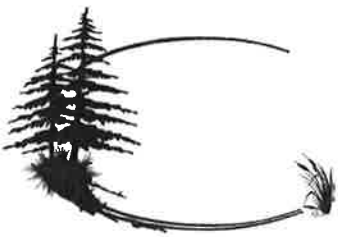


## ***Position Description***

### **Essential Functions**

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

1. Plans, develops and recommends policy and objectives related to the Highway Department to the County Board. Advises County Board and County Administrator on all matters related to the Highway Department.
2. In collaboration with the County Administrator develops and recommends budgets for the Highway Department to the County Board. Administers Highway Department budgets as approved by the County Board.
3. In collaboration with the County Administrator develops and Recommends highway capital improvement plans by evaluating long term highway needs, and forecasting revenue and expenses.
4. Plans, develops, formulates, organizes, and administers all aspects of the highway department to ensure engineering, construction, and maintenance objectives are attained by applying advanced engineering techniques and administrative experience.
5. Designs and approves engineering plans and specifications prepared according to professional civil engineering standards and provides professional licensed certification of compliance with state law.
6. Interprets requirements of state and federal laws, rules and regulations and introduces, initiates, develops, testifies, and advocates for modifications to state statutes as they apply to environmental and transportation policy and transportation funding by conferring with state officials, legislators, lobbyists, and other specialists.
7. Acts as Ditch Engineer for public drainage system and advises the Drainage Authority on matters related to maintenance and improvement of the ditch system.
8. Provides engineering and administrative direction on matters relating to environmental engineering, hydrology, flood protection, and legislative initiatives.
9. Oversees the execution of construction contracts according to estimates, budgets and design specifications.
10. Negotiate and Authorize expenditures for right of way acquisitions and construction work orders.
11. Counsel township and city governments, and private developer - related to engineering inquiries.
12. Delegates supervisory and technical authority to engineering, maintenance, mechanical and office staff according to work demand and capabilities of subordinate personnel.
13. Communicates with other local governmental agencies and the public on environmental and transportation related matters.
14. Provides road safety audits to ensure the safe travel of the motoring public.
15. Recruits, screens and selects personnel capable of performing the demands of a department position, in collaboration with the Human Resources Department.
16. Trains, teaches, and motivates employees in various aspects of transportation engineering and maintenance.
17. Research, develop, invent, implement new construction and maintenance methods to provide cost effective transportation services.
18. Develop, inform, and enforce department policies on matters related to transportation, drainage, and environmental resources.



## ***Position Description***

19. Conducts public meetings for the formulation of transportation programs and implementation of transportation and drainage projects.
  20. Monitors highway safety, construction and maintenance safety and acts as program administrator for state and federal bridge safety inspections.
  21. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
  22. Conducts business in accordance with the Open Meeting law.
  23. Serves as the Minnesota Government Data Practices Act, Road & Bridge Department, Responsible Authority Designee. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
  24. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
  25. Attends conferences and continuing education courses as needed.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Bachelor's degree in civil engineering plus five years administrative experience in the transportation field involving supervision of highway engineering and maintenance projects, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Requires licensure and continuing education as a Professional Engineer in the State of Minnesota.

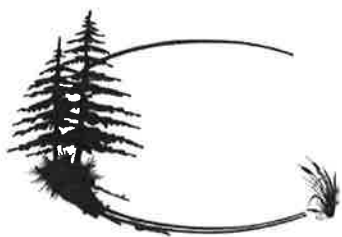
Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

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

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Comprehensive knowledge of federal, state, and local laws, rules, and regulations relevant to the work performed in this position for the planning, development, construction and maintenance of county roads, also including public drainage systems, data practices, the open meeting law, accounting, purchasing, information technology, and personnel administration.
3. Principles and practices of civil or highway engineering.
4. Current developments and literature in the field of civil engineering.
5. Construction and maintenance methods, materials and equipment as employed in roads, bridges and other public works.
6. Safety regulations as it relates to construction and maintenance.

Skills in:



## ***Position Description***

1. Civil engineering.
2. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
3. Communication and interpersonal skills as applied to interaction with staff, board members, legislators, legislative staff, lobbyists, state and federal agency staff, and the general public sufficient to exchange or convey information and to receive work direction.
4. Critical thinking, planning and organization, high level of initiative and responsibility, leadership, managing emotions, confrontation, and problem solving.
5. Computer skills and typing sufficient to complete 30 net words per minute without errors.
6. Public speaking in front of large groups including public informational meetings, project meeting, and legislative committee hearings.
7. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
8. Effectively organizing and prioritizing workload.

### **Ability to:**

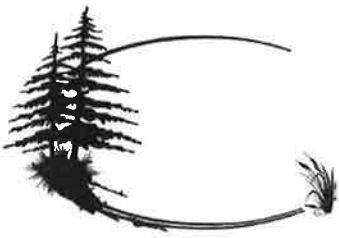
1. Supervise staff and to assign, delegate, and coordinate work in a manner conducive to high morale and effective performance. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Compute complex engineering formulas; design and oversee the construction of highways and related structures.
3. Direct the preparation of advanced engineering computations, estimates, designs, plans and specifications.
4. Plan, delegate and review the work of operating units engaged in road construction and maintenance activities.
5. Establish and maintain good working relationships with county officials and employees, officials of other governmental jurisdictions, other professional engineers, contractors and the general public.
6. Use proper grammar in preparing correspondence and writing specifications.
7. Follow and give oral and written instructions.
8. Maintain confidentiality regarding personnel matters.
9. Travel and work in excess of standard hours when necessary.

### **Language Skills**

**Highest Skills** – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing boards.

### **Mathematical Skills**

**Highest Skills** - Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.



## ***Position Description***

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **Reasoning Skills**

**Highest Skills** - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

### **Computer Skills**

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

County Financial System (IFS), County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, Publisher, Access, Webfusion, AutoCADD Civil Design Software, System Software Inventory Management Software, Web Design Software, Internet and numerous other job-related software programs.

### **Ability to Travel**

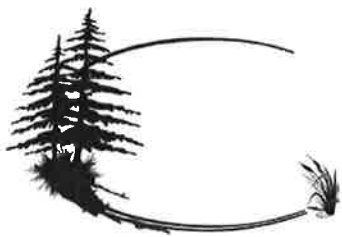
Travel is generally required on a daily basis, in all types of weather, within the county to inspect road conditions, provide oversight on maintenance and construction projects, and to meet with the public to address complaints and concerns. Travel is also required out of the county for numerous meetings, training, and legislative hearings on a routine basis. Estimate 15,000 miles per year in and out of county.

### **Competencies**

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

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

### **Work Environment**



## ***Position Description***

The noise level in the office is usually moderate. Noise level is typically extremely loud on maintenance and construction job sites.

Work will vary between outdoor and indoor settings depending on the job function being performed. Indoor work will involve sitting in front of a computer for prolonged periods. Outdoor work will involve working in swamps, thick underbrush, and forested areas in the proximity of wood ticks, mosquitoes, flies, bees, and other insects. Outdoor work will frequently involve working on public roads in intense noise, severe atmospheric conditions, in extreme temperatures with work space restrictions and hazardous physical conditions, including high-speed moving traffic.

### **Equipment and Tools**

Computer, copier, fax, telephone, remote access equipment, printer, scientific calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

Occasional climbing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, are required of this job. Standing, walking, carrying, use of fingers, grasping, talking, hearing, and seeing are daily requirements of this job. Must have the ability to lift and/or carry up to 50 pounds.

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

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

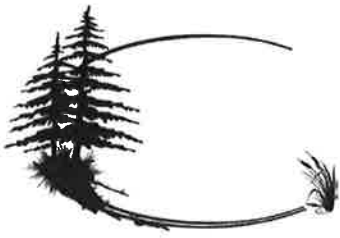
### **Disclaimer**

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

### **Reasonable Accommodation Notice**

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

05/13/2014



## ***Position Description***

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



## Position Description

### HEALTH AND HUMAN SERVICES DIRECTOR

**Department** Health and Human Services Department  
**Grade** Grade 17  
**Reports to** County Administrator  
**FLSA Status** Exempt  
**Union Status** Non-union

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#### Final Appointing Authority

Per MN Statute 402.05, Subd. 1a., the ~~Health and Human Services Board~~ shall appoint the director, who shall serve at the pleasure of the ~~Health and Human Services Board~~. ~~The HHS Board appoints the director and authorizes any termination. However, this position reports to and is supervised by the County Administrator. The County Administrator also completes the director's performance evaluations and issues discipline when applicable. All offers of employment are made in writing.~~

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#### Job Summary

To ~~manage-administer~~, plan, evaluate and supervise all departmental functions of the Health and Human Services Department. ~~The employee in this position will be responsible to make and over-see critical decisions in regards to the health and well being of vulnerable consumers often in crisis situations. To make critical decisions in regards to the health and well being of consumers who are vulnerable. lead assigned personnel in achievement of goals and objectives related to the health and human services policy area. Serves as subject matter expert on matters of health and human services for the County, including as mental health authority and public health authority. Responsible for high level decision making as it relates to individual, family and community impacts on the consumers of health and human services department resources. The decisions made will carry as high degree of liability as any other position in the county.~~

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#### Supervision Received

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

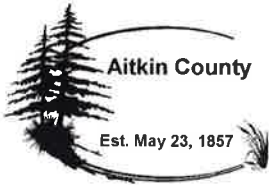
#### Supervision Exercised

Manages subordinate supervisors who oversee department staff, including social services, public health, financial assistance, accounting, and child support. ~~Direct supervises clerical support.~~ Is responsible for the overall direction, coordination, and evaluation of the department.

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Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.





## Position Description

### Essential Functions

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

1. ~~Manages, plans, evaluates, and coordinates the administration of the Health and Human Services Department which includes social services, public health, income maintenance, child support, and accounting.~~
- 2.1. ~~Plans, develops and submits-recommends, submits policy, program, and funding and objectives recommendations to the County Administrator and County Board regarding community and department services to ensure cost effectiveness and efficiencies related to the Health and Human Services Department. Advises County Board and County Administrator on all matters related to Health and Human Services.~~
- 3.2. ~~In collaboration with the County Administrator develops and Recommends overall departmental Health and Human Services budgets of over 6 million dollars to the County Administrator and County Board. Administers Implements and monitors board approved agency budgets. Advises County Administrator Board and County Board Administrator on all matters related to Health and Human Services.~~
4. ~~Manages Administers, plans, evaluates, and coordinates the administration all aspects of the Health and Human Services Department which includes social services, public health, income maintenance, child support, and accounting. This includes critical decisions around budget, critical care, vulnerable populations, crisis work, and the health and well being of our consumers.~~
- 3.
5. ~~Interprets federal and state laws, rules and regulations applicable to the Health and Human Services Department, ensures compliance and takes appropriate action to rectify any actual or potential violations.~~
- 4.
- 6.5. Provides leadership and involvement at the local, regional, state and federal levels on all matters that relate to Health and Human Services including regionalized efforts.
- 7.6. Serves as the county lead in HHS Reform with other counties and tribe(s) including appointment by the H&HSCounty Board to the Association of MN Counties (AMC) H&HS Policy Committee.
8. Serves as the county lead in managing and directing HHS in regards to tribal matters with courts and tribal court including appointment by the H&HSCounty Board to the AMC Tribal Affairs Comm.
- 9.7. ~~Interprets federal and state laws, rules and regulations~~
- 10.8. Advocates for consumers in need of services.
- 11.9. ~~Is Appointed by the H&HS County Board to serve Acts~~ as the Mental Health Authority for the county.
- 12.10. ~~Is a Appointed by the H&HSCounty Board to serve Acts~~ as the Public Health Authority for the county.
- 13.11. In collaboration with Human Resources and through the County Administrator aAdheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human

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## Position Description

Resources Department. Ensures departmental new hire orientations are completed promptly and completes staff performance appraisals in accordance with county policy.

- 14.12. Conducts business in accordance with the Open Meeting law.
- 15.13. Serves as the Minnesota Government Data Practices Act, HHS Department, Responsible Authority Designee. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
- 16.14. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
- 17.15. Attends training and meetings as needed.
- 18.16. Performs other related duties as assigned or apparent.

### Minimum Qualifications

Bachelor's degree in social work, psychology, sociology, public health, accounting or a related field, plus ten or more years experience in a public or private social services agency involving supervision of social services, public health, income maintenance, or social services programs or fiscal operations, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

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Master's degree in social work, public health, accounting, public administration, or a related field preferred.

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



## Position Description

### Knowledge, Skills, and Abilities Required

#### Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Considerable knowledge of Federal, State, and local laws, rules, and regulations relevant to the work performed in this position relating to social services, public health, and income maintenance programs, also including data practices, the open meeting law, accounting, purchasing, information technology, and personnel administration.
3. Knowledge of human behavior.
4. Considerable knowledge of the principles and practices of social services/~~human services and public health~~ administration.
5. Considerable knowledge of the functions and organization of state, tribal, federal, and local ~~social services agencies, H&HS agencies~~
6. Considerable knowledge of community resources.
7. Considerable knowledge of fiscal management and long-term planning.
8. Thorough knowledge of the principles of social work ~~and public health.~~
9. Knowledge of social-economic conditions in rural areas.

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#### Skill in:

1. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
2. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information and to receive work direction.
3. Critical thinking, planning and organization, high level of initiative and responsibility, leadership, managing emotions, confrontation, and problem solving.
4. Typing skill sufficient to complete 30 net words per minute without errors.
5. Preparing and making presentations to groups.
6. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
7. Effectively organizing and prioritizing workload.

#### Ability to:

1. Supervise professional and support staff and to assign, delegate, and coordinate work in a manner conducive to high morale and effective performance. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Be inclusive of differing professional philosophies in seeking common agency goals.
3. Interpret, understand, and manage complex systems and budgets with varying formula based costs and revenues.
4. Plan and organize work effectively.
5. Manage a wide range of emotions related to consumers' family and health issues. Deflect extreme anger, anxiety, and fear in order to assist consumers and staff.
6. Interpret federal and state laws/statutes and be able to explain them in common language.



## ***Position Description***

7. Collaborate and work with outside agencies, counties, courts and tribal governments. Work with the county board, school districts, and state and federal legislators.
8. Plan into the future with limited information and direction.
9. Communicate professionally to a diverse audience both verbally and in writing. Think and respond efficiently and effectively.
10. Maintain confidentiality.
11. Travel and work in excess of standard hours when necessary.
12. Supervise staff in a manner that will stimulate growth and development.
13. Establish and maintain good working relationships with staff, citizens and community officials.
14. Make sound decisions.
15. Formulate new methods and techniques to meet changing needs.

### **Language Skills**

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

### **Mathematical Skills**

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

### **Reasoning Skills**

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Computer Skills**

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

County Financial System (IFS), County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, and Internet.

### **Ability to Travel**

Travel required for trainings and meetings in and out of Aitkin County. Presently, there are at least four days per month that travel outside of the county is necessary. There are an additional 3-4 where travel within the county is required.

### **Competencies**

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



## **Position Description**

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

### **Work Environment**

The noise level in the work environment is usually quiet.

### **Equipment and Tools**

Computer, copier, fax, telephone, cell phone, remote access equipment, printer, 10-key calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

### **Disclaimer**

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

### **Reasonable Accommodation Notice**

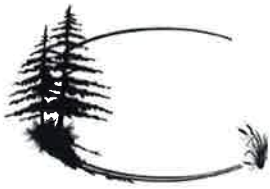
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05/13/2014

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





## Position Description

### HEALTH AND HUMAN SERVICES DIRECTOR

**Department** Health and Human Services Department  
**Grade** Grade 17  
**Reports to** County Administrator  
**FLSA Status** Exempt  
**Union Status** Non-union

#### Final Appointing Authority

Per MN Statute 402.05, Subd. 1a., the ~~Health and Human Services Board~~ shall appoint the director, who shall serve at the pleasure of the ~~Health and Human Services Board~~. ~~The HHS Board appoints the director and authorizes any termination. However, this position reports to and is supervised by the County Administrator. The County Administrator also completes the director's performance evaluations and issues discipline when applicable. All offers of employment are made in writing.~~

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#### Job Summary

To ~~manage-administer~~, plan, evaluate and supervise all departmental functions of the Health and Human Services Department. ~~The employee in this position will be responsible to make and over-see critical decisions in regards to the health and well being of vulnerable consumers often in crisis situations. To make critical decisions in regards to the health and well-being of consumers who are vulnerable, lead assigned personnel in achievement of goals and objectives related to the health and human services policy area. Serves as subject matter expert on matters of health and human services for the County, including as mental health authority and public health authority. Responsible for high level decision making as it relates to individual, family and community impacts on the consumers of health and human services department resources. The decisions made will carry as high degree of liability as any other position in the county.~~

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#### Supervision Received

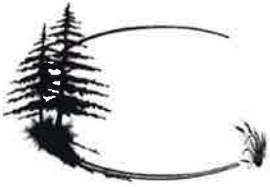
Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization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

#### Supervision Exercised

Manages subordinate supervisors who oversee department staff, including social services, public health, financial assistance, accounting, and child support. ~~Direct supervises clerical support.~~ Is responsible for the overall direction, coordination, and evaluation of the department.

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Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.



## Position Description

### Essential Functions

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

1. ~~Manages, plans, evaluates, and coordinates the administration of the Health and Human Services Department which includes social services, public health, income maintenance, child support, and accounting.~~
2. ~~1. Plans, develops and submits-recommends submits policy, program, and funding and objectives recommendations to the County Administrator and County Board regarding community and department services to ensure cost effectiveness and efficiencies related to the Health and Human Services Department. Advises County Board and County Administrator on all matters related to Health and Human Services.~~
3. ~~2. In collaboration with the County Administrator develops and Recommends overall departmental Health and Human Services budgets of over 6 million dollars to the County Administrator and County Board. Administers Implements and monitors board approved agency budgets. Advises County Administrator Board and County Board Administrator on all matters related to Health and Human Services.~~
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3. ~~Interprets federal and state laws, rules and regulations applicable to the Health and Human Services Department, ensures compliance and takes appropriate action to rectify any actual or potential violations.~~
4. ~~Provides leadership and involvement at the local, regional, state and federal levels on all matters that relate to Health and Human Services including regionalized efforts.~~
7. ~~6. Serves as the county lead in HHS Reform with other counties and tribe(s) including appointment by the H&HSCounty Board to the Association of MN Counties (AMC) H&HS Policy Committee.~~
8. ~~Serves as the county lead in managing and directing HHS in regards to tribal matters with courts and tribal court including appointment by the H&HSCounty Board to the AMC Tribal Affairs Comm.~~
9. ~~7. Interprets federal and state laws, rules and regulations~~
10. ~~8. Advocates for consumers in need of services.~~
11. ~~9. As Appointed by the H&HS County Board to serve Acts as the Mental Health Authority for the county.~~
12. ~~10. Is a Appointed by the H&HSCounty Board to serve Acts as the Public Health Authority for the county.~~
13. ~~11. In collaboration with Human Resources and through the County Administrator aAdheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human~~

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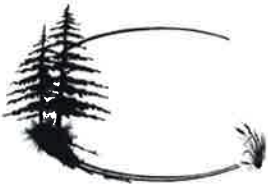
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### Position Description

Resources Department. Ensures departmental new hire orientations are completed promptly and completes staff performance appraisals in accordance with county policy.

44.12. Conducts business in accordance with the Open Meeting law.

45.13. Serves as the Minnesota Government Data Practices Act, HHS Department, Responsible Authority Designee. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.

46.14. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.

47.15. Attends training and meetings as needed.

48.16. Performs other related duties as assigned or apparent.

### Minimum Qualifications

Bachelor's degree in social work, psychology, sociology, public health, accounting or a related field, plus ten or more years experience in a public or private social services agency involving supervision of social services, public health, income maintenance, or social services programs or fiscal operations, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

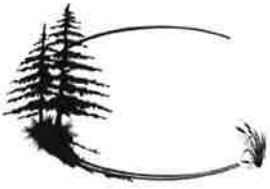
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Master's degree in social work, public health, accounting, public administration, or a related field preferred.

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## Position Description

### Knowledge, Skills, and Abilities Required

#### Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Considerable knowledge of Federal, State, and local laws, rules, and regulations relevant to the work performed in this position relating to social services, public health, and income maintenance programs, also including data practices, the open meeting law, accounting, purchasing, information technology, and personnel administration.
3. Knowledge of human behavior.
4. Considerable knowledge of the principles and practices of social services/~~human services~~ and public health administration.
5. Considerable knowledge of the functions and organization of state, tribal, federal, and local ~~social services agencies~~. H&HS agencies
6. Considerable knowledge of community resources.
7. Considerable knowledge of fiscal management and long-term planning.
8. Thorough knowledge of the principles of social work and public health.
9. Knowledge of social-economic conditions in rural areas.

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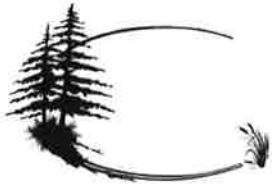
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#### Skill in:

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### ***Position Description***

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#### **Language Skills**

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#### **Mathematical Skills**

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

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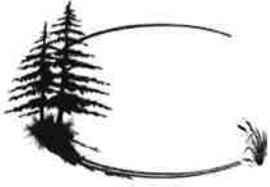
County Financial System (IFS), County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, and Internet.

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#### **Competencies**

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



## ***Position Description***

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

### **Work Environment**

The noise level in the work environment is usually quiet.

### **Equipment and Tools**

Computer, copier, fax, telephone, cell phone, remote access equipment, printer, 10-key calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

### **Disclaimer**

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

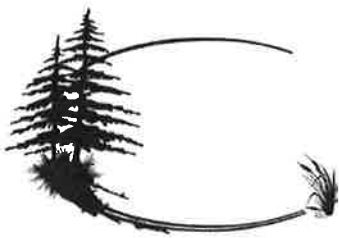
### **Reasonable Accommodation Notice**

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

05/13/2014

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



## ***Position Description***

# **HEALTH AND HUMAN SERVICES DIRECTOR**

**Department** Health and Human Services Department  
**Grade** Grade 17  
**Reports to** County Administrator  
**FLSA Status** Exempt  
**Union Status** Non-union

### **Final Appointing Authority**

Per MN Statute 402.05, Subd. 1a., the Health and Human Services Board shall appoint the director, who shall serve at the pleasure of the Health and Human Services Board.

### **Job Summary**

To administer, plan, evaluate and supervise all departmental functions of the Health and Human Services Department. The employee in this position will be responsible to make and oversee critical decisions in regards to the health and well being of vulnerable consumers often in crisis situations. To lead assigned personnel in achievement of goals and objectives related to the health and human services policy area. Serves as subject matter expert on matters of health and human services for the County, including as mental health authority and public health authority. Responsible for high level decision making as it relates to individual, family and community impacts on the consumers of health and human services department resources.

### **Supervision Received**

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

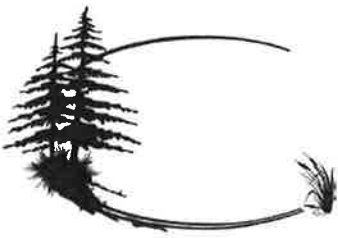
### **Supervision Exercised**

Manages subordinate supervisors who oversee department staff, including social services, public health, financial assistance, accounting, and child support. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

### **Essential Functions**

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



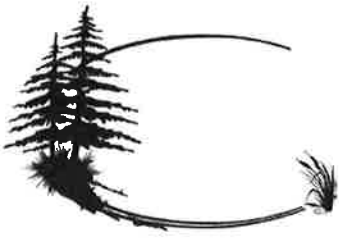
## ***Position Description***

1. Plans, develops and recommends policy and objectives to the County Board related to the Health and Human Services Department. Advises County Board and County Administrator on all matters related to Health and Human Services.
2. In collaboration with the County Administrator develops and recommends Health and Human Services budgets to the County Board. Administers board approved budgets.
3. Administers, plans, evaluates, and coordinates all aspects of the Health and Human Services Department which includes social services, public health, income maintenance, child support, and accounting. This includes critical decisions around budget, critical care, vulnerable populations, crisis work, and the health and well being of consumers.
4. Interprets federal and state laws, rules and regulations applicable to the Health and Human Services Department, ensures compliance and takes appropriate action to rectify any actual or potential violations.
5. Provides leadership and involvement at the local, regional, state and federal levels on all matters that relate to Health and Human Services including regionalized efforts.
6. Serves as the county lead in HHS Reform with other counties and tribe(s) including appointment by the County Board to the Association of MN Counties (AMC) H&HS Policy Committee
7. Serves as the county lead in managing and directing HHS in regards to tribal matters with courts and tribal court including appointment by the County Board to the AMC Tribal Affairs Comm.
8. Advocates for consumers in need of services.
9. Appointed by the County Board to serve as the Mental Health Authority for the county.
10. Appointed by the County Board to serve as the Public Health Authority for the county.
11. In collaboration with Human Resources and through the County Administrator adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Ensures departmental new hire orientations are completed promptly and completes staff performance appraisals in accordance with county policy.
12. Conducts business in accordance with the Open Meeting law.
13. Serves as the Minnesota Government Data Practices Act, HHS Department, Responsible Authority Designee. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
14. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
15. Attends training and meetings as needed.
16. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Bachelor's degree in social work, psychology, sociology, public health, accounting or a related field, plus ten or more years experience in a public or private social services agency involving supervision of social services, public health, income maintenance-or fiscal operations, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

Master's degree in social work, public health, accounting, public administration, or a related field preferred.



## ***Position Description***

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

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

Knowledge of:

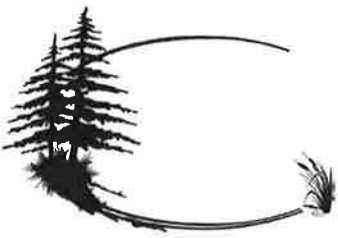
1. County and departmental policies, procedures, and practices.
2. Considerable knowledge of Federal, State, and local laws, rules, and regulations relevant to the work performed in this position relating to social services, public health, and income maintenance programs, also including data practices, the open meeting law, accounting, purchasing, information technology, and personnel administration.
3. Knowledge of human behavior.
4. Considerable knowledge of the principles and practices of social services and public health administration.
5. Considerable knowledge of the functions and organization of state, tribal, federal, and local H&HS agencies
6. Considerable knowledge of community resources.
7. Considerable knowledge of fiscal management and long-term planning.
8. Thorough knowledge of the principles of social work and public health
9. Knowledge of social-economic conditions in rural areas.

Skill in:

1. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
2. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information and to receive work direction.
3. Critical thinking, planning and organization, high level of initiative and responsibility, leadership, managing emotions, confrontation, and problem solving.
4. Typing skill sufficient to complete 30 net words per minute without errors.
5. Preparing and making presentations to groups.
6. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
7. Effectively organizing and prioritizing workload.

Ability to:

1. Supervise professional and support staff and to assign, delegate, and coordinate work in a manner conducive to high morale and effective performance. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Be inclusive of differing professional philosophies in seeking common agency goals.
3. Interpret, understand, and manage complex systems and budgets with varying formula based costs and revenues.
4. Plan and organize work effectively.



## ***Position Description***

5. Manage a wide range of emotions related to consumers' family and health issues. Deflect extreme anger, anxiety, and fear in order to assist consumers and staff.
6. Interpret federal and state laws/statutes and be able to explain them in common language.
7. Collaborate and work with outside agencies, counties, courts and tribal governments. Work with the county board, school districts, and state and federal legislators.
8. Plan into the future with limited information and direction.
9. Communicate professionally to a diverse audience both verbally and in writing. Think and respond efficiently and effectively.
10. Maintain confidentiality.
11. Travel and work in excess of standard hours when necessary.
12. Supervise staff in a manner that will stimulate growth and development.
13. Establish and maintain good working relationships with staff, citizens and community officials.
14. Make sound decisions.
15. Formulate new methods and techniques to meet changing needs.

### **Language Skills**

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

### **Mathematical Skills**

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

### **Reasoning Skills**

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Computer Skills**

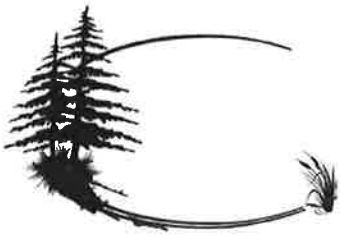
To perform this job successfully, an individual should be proficient at using the following software:

County Financial System (IFS), County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, and Internet.

### **Ability to Travel**

Travel required for trainings and meetings in and out of Aitkin County. Presently, there are at least four days per month that travel outside of the county is necessary. There are an additional 3-4 where travel within the county is required.

### **Competencies**



## ***Position Description***

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

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

### **Work Environment**

The noise level in the work environment is usually quiet.

### **Equipment and Tools**

Computer, copier, fax, telephone, cell phone, remote access equipment, printer, 10-key calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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### **Disclaimer**

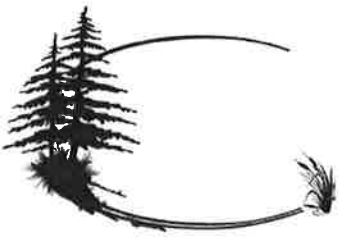
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05/13/2014





## ***Position Description***

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



May 25, 2015

Nathan Burkett  
Aitkin County Administrator  
Aitkin County Courthouse  
217 2nd Street NW, Room 134  
Aitkin, MN 56431

Dear Mr. Burkett:

We received the job descriptions of County Engineer, Health and Human Services Director, and County Administrator to determine the appropriate evaluation. We reviewed the job descriptions as well as comparable position descriptions to understand the essential duties, level of responsibilities and other requirements. We reviewed the County's DBM hierarchy to ensure equity was maintained among all jobs. Our recommendation for the evaluations can be found on the following pages.

We look forward to assisting your organization with any job evaluation or compensation needs it may have in the future. If you have any questions, or wish to see additional documentation, please do not hesitate to contact me at (651) 234-0843 or Mike Verdoorn at (651) 234-0845.

Sincerely,

Quyang Pan  
Consulting Associate  
Fox Lawson & Associates  
A Division of Gallagher Benefit Services

**Position: County Engineer**

**COMMENTS:**

The position is currently evaluated at D63.

The County Engineer administers, plans, evaluates, and supervises all departmental functions of the County's Highway Department. The position provides engineering and administrative direction on civil engineering work, highway engineering and maintenance projects, and environmental engineering projects.

We have examined the essential duties of the position and have classified the position using the Decision Band™ Method (DBM). The job evaluation shows the following:

Highest Banded Task: E8

Number of Highest Banded Tasks: 4/25 major responsibility areas

Percent of Time on High Banded Tasks: N/A

Degree of Difficulty/Diversity: Low

The position performs tasks that formulating or adjusting programs for the major functions/department, and allocating resources. Such activities include: developing, recommending and administering budgets for the Highway Department; developing and recommending capital improvement plans by evaluating long term needs, forecasting revenue and expenses; planning, developing, organizing all aspects of the highway department.

The classification receives a sub-grade of one (1), because of the low diversity of the E8 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is E81.

**Position: Health and Human Services Director**

**COMMENTS:**

The position is currently evaluated at D63.

The Health and Human Services Director administers, plans, evaluates, and supervises all departmental functions of the County's Health and Human Services Department. The position provides leadership and direction of goals, objectives and implementation of programs related to the health and human services area.

We have examined the essential duties of the position and have classified the position using the Decision Band™ Method (DBM). The job evaluation shows the following:

Highest Banded Task: E8

Number of Highest Banded Tasks: 4/16 major responsibility areas

Percent of Time on High Banded Tasks: N/A

Degree of Difficulty/Diversity: Low

The position performs tasks that formulating or adjusting programs for the major functions/department, and allocating resources. Such activities include: administering, planning, evaluating, and coordinating all aspects of the Health and Human Services Department which includes critical decisions around budget, critical care, vulnerable populations, crisis work, and the health and well-being of consumers; ensuring compliance with federal and state laws, rules and regulations applicable to the department; providing leadership and involvement at the local, regional, state and federal levels on Health and Human Services matters, programs and projects.

The classification receives a sub-grade of one (1), because of the low diversity of the E8 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is E81.

**Position: County Administrator**

**COMMENTS:**

The position is currently evaluated at E83.

The County Administrator is responsible for the administration of all County Board ordinances, regulations, resolutions and policies for the administration and direction of County all programs and functions.

We have examined the essential duties of the position and have classified the position using the Decision Band™ Method (DBM). The job evaluation shows the following:

Highest Banded Task: E9

Number of Highest Banded Tasks: 6/19 major responsibility areas

Percent of Time on High Banded Tasks: N/A

Degree of Difficulty/Diversity: Low

The position performs tasks that formulating or adjusting programs for the major functions, divisions, and departments, and allocating resources. Such activities include: directing and coordinating County central services including budgeting, human resources, safety and risk management, property maintenance, and information services; provides supervision and direction to department heads in developing programs, projects and policy recommendations; continually evaluating the organization, administration and services provided by county government.

The classification receives a sub-grade of one (1), because of the low diversity of the E8 tasks in relation to similarly banded and graded classifications. Thus, the correct evaluation of this position is E91.



# Aitkin County Board of Commissioners Agenda Request Form

# 5

Agenda Item #

**Requested Meeting Date:** June 23, 2015

**Title of Item:** Committee Reports

<input checked="checked" type="checkbox"/> <b>REGULAR AGENDA</b>	<b>Action Requested by:</b> 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		Westerlund
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	Niemi, Alt. Marcotte
NE MN Office Job Training	As called		Napstad
Northeast MN ATP	2x year		Niemi and Engineer Welle
Northeast Waste Advisory Committee	Quarterly	2 <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