

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS July 14, 2015 – BOARD AGENDA**

**9:00 1) J. Mark Wedel, County Board Chairperson**

- A) Call to Order**
- B) Pledge of Allegiance**
- C) Board of Commissioners Meeting Procedure**
- D) Approval of Agenda**
- E) Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those three minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.

- 2) Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.

- A) Correspondence File June 23, 2015 – July 13, 2015**
- B) Approve June 23, 2015 County Board Minutes**
- C) Approve Auditor Warrants – May/June Real Estate Tax Settlements**
- D) Approve Auditor Warrants – Real Estate Tax Overpays**
- E) Approve June Manual Warrants**
- F) Approve Commissioner Warrants**
- G) Approve Commissioner Warrants**
- H) Approve Purchase of Rear Mount Brush Mower – Land Department**
- I) Approve Payment Processing Service Agreement – Environmental Services**
- J) Accept \$150 Donation to STS from Workman Township**
- K) Approve Corrected County Engineer and Health & Human Services Director Classifications, Pay Ranges, and Salary Changes**
- L) Adopt Resolution – LG240B Jacobson Landing Recreation Area**
- M) Approve Equipment Purchase – Highway Department**

**9:02 3) Bobbie Danielson, Human Resources Director**

- A) Employee Recognition**

**9:05 4) Scott Turner, Sheriff**

- A) Dangerous Dog Hearing - Theo**

**9:30 5) Senator Carrie Ruud and Representative Dale Lueck**

- A) Legislative Update**

**10:00 6) Kirk Peysar, County Auditor**

- A) 10:00 Public Hearing – Wine/Strong Beer Ordinance**

**10:20 7) John Welle, County Engineer**

- A) Adopt Resolution – Award S.P. 001-628-012**

**10:30 8) Nathan Burkett, County Administrator**  
**A) Arrowhead Transit Rural Rides Program**  
**B) Personnel Policy Discussion**

**11:00 9) Committee Updates**

**12:00 Adjourn**

The Aitkin County Board of Commissioners met this 23<sup>rd</sup> day of June, 2015 at 9:03 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Nathan Burkett, and Administrative Assistant Sue Bingham.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the June 23, 2015 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
June 23, 2015**

**CALL TO ORDER****APPROVED  
AGENDA****HEALTH &  
HUMAN  
SERVICES  
BOARD****I. Attendance**

The Aitkin County Board of Commissioners met this 23<sup>rd</sup> day of June, 2015, at 9:04 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Anne Marcotte, Brian Napstad, Don Niemi, and Laurie Westerlund; and others present included: County Administrator Nathan Burkett; H&HS Staff Members Tom Burke, Director; Sue Tange & Ann Rivas, Social Service Supervisors; Erin Melz, Public Health Supervisor; Eileen Foss and Jessica Goble, Income Maintenance Supervisors; Kathy Ryan, Fiscal Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; Holly Bray, Marlene Abear, and Roberta Elvecrog, H&HS Advisory Committee Members; and Amanda Ysen and Melissa Canfield, Support Within Reach.

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

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

**III. Review May 26, 2015 Health & Human Service Board Minutes**

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

**IV. Review Bills**

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

**V. General/Miscellaneous Information**

**A. Support Within Reach** - Amanda Ysen / Melissa Canfield – Discussed the Support Within Reach Programs, their advocates, along with some statistical information and a new grant they received.

**B. Child Protection Legislative Updates** – Tom Burke noted this information is an FYI as the Legislature takes the lead to determine the number of positions each county will need and the fact that by adding one worker in Aitkin County it will reduce caseloads, share the workload and reduce burn out.

**VI. Contracts / Resolutions**

**A. Warming / Cooling Center Site Agreement – LLCC** - Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried; the vote was to approve the Warming/Cooling Center Site Agreement between Aitkin County Health & Human Services and the Long Lake Conservation Center.

**B. Resolution** – Ann Rivas updated the Board that she has been developing a plan to help reduce the number of people with mental illnesses in the jail and has been collaborating with Sheriff Turner to have voluntary services which would provide a social worker to assist with discharge planning. It was clarified that these services would be provided to the Aitkin County Residents only and the Resolution would reflect that change (from the word “Individuals” to “Aitkin County Residents” in the capitalized paragraph on page one of the Resolution). Following the discharge, the social worker will continue to work with the person for integration back into the community as well as with transportation and other issues.

**Stepping Up Initiative Resolution**

**“Stepping Up Initiative to Reduce the Number of People with Mental Illnesses in Jails”**

**WHEREAS**, counties routinely provide treatment services to the estimated 2 million people with serious mental illnesses booked into jail each year; and

**WHEREAS**, prevalence rates of serious mental illnesses in jails are three to six times higher than for the general population; and

**WHEREAS**, almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders; and

**WHEREAS**, adults with mental illnesses tend to stay longer in jail and upon release are at a higher risk of recidivism than people without these disorders; and

**WHEREAS**, county jails spend two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs; and

**WHEREAS**, without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families; and

**WHEREAS**, AITKIN COUNTY and all counties take pride in their responsibility to protect and enhance the health, welfare and safety of its residents in efficient and cost-effective ways; and

**WHEREAS, AITKIN COUNTY HEALTH AND HUMAN SERVICES IN COLLABORATION WITH THE AITKIN COUNTY SHERIFF DEPARTMENT WILL OFFER VOLUNTARY DISCHARGE PLANNING SERVICES TO INCARCERATED AITKIN COUNTY RESIDENTS WHO LIVE WITH MENTAL ILLNESS. THE GOAL IS TO SUPPORT INCARCERATED AITKIN COUNTY RESIDENTS TO INTERGRATE BACK INTO THE COMMUNITY AND RECEIVE ONGOING SUPPORT SERVICES.**

**WHEREAS**, through the *Stepping Up* initiative, the National Association of Counties, the Council of State Governments Justice Center and the American Psychiatric Foundation are encouraging public, private and nonprofit partners to reduce the number of people with mental illnesses in jails;

**NOW, THEREFORE, LET IT BE RESOLVED, THAT I, J. MARK WEDEL, CHAIR, AITKIN COUNTY BOARD OF COMMISSIONERS**, do hereby sign on to the Call to Action to reduce the number of people with mental illnesses in our county jail, commit to sharing lessons learned with other counties in my state and across the country to support a national initiative and encourage all county officials, employees and residents to participate in *Stepping Up*. We



resolve to utilize the comprehensive resources available through *Stepping Up* to:

- Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails.
- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making.
- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community.
- Develop a plan with measurable outcomes that draws on the needs and prevalence assessment data and examination of available treatment and service capacity, while considering identified barriers.
- Implement research-based approaches that advance the plan.
- Create a process to track progress using data and information systems, and to report on successes.

Commissioner Marcotte moved the adoption of the resolution, seconded by Commissioner Niemi, and it was declared adopted upon the following vote:

Members Present: 5 ALL MEMBERS VOTING "YES"

## VII. Administrative Reports:

**A. Financial & Transportation Reports** – Kathy Ryan informed the Board that as of July 1<sup>st</sup>, 2015 we will receive the \$60,000 of the Governor's Task Force money which cannot supplant any existing worker or program. We will receive an additional \$15,000 in February of 2016 based on our outcomes with a new worker.

## VIII. Joint Powers Board Reports:

### A. Tri-County Community Health Services Board (CHS)

Commissioner Westerlund / Erin Melz / Tom Burke noted that they have had several meetings recently and conducted interviews of five candidates for the Community Health Planner with the hopes of having the person start on July 6<sup>th</sup>. It was also noted that the Koochiching County Public Health Supervisor resigned.

## IX. Committee Reports from Commissioners

**A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Holly Bray, Roberta Elvecrog, & Marlene Abear. Marlene Abear discussed the interview & hiring practices. The Board was updated on the recent Technology discussion at the meeting and the security measures in place which protects the clients we serve noting that the county IT department is involved with the purchasing of all our equipment which includes I-phones and I-pads.

**B. AEOA Committee Update** – Commissioner Westerlund updated the Board that they met last week and reviewed their \$34 million budget and discussed the Meals on Wheels program, and signed and approved contracts.

**C. NEMOJT Committee Update** – Commissioner Napstad updated the Board that due to the layoffs on the Iron Range they are looking for emergency grants for these

displaced workers.

**D. CJI (Children's Justice Initiative)** – Commissioner Westerlund noted there was no meeting.

**E. Lakes & Pines Update** – Commissioner Niemi noted there was no meeting.

Tom Burke reminded the Board that Eileen Foss' last day of work with Aitkin County is this Friday, June 26<sup>th</sup>. Tom also introduced Eileen's replacement, Jessica Goble to the Board. Eileen expressed her thanks to the Board for allowing her the opportunity to work with Jess for this past month before her departure. Jess also expressed appreciation for that to happen to make the transition much smoother for everyone.

Break: 10:43 a.m. to 11:02 a.m.

Agenda Item 2C – Approve June 16, 2015 BAE minutes, was pulled from the consent agenda to be addressed under the regular agenda.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: June 9, 2015 to June 22, 2015; B) Approve County Board Minutes: June 9, 2015; D) Approve Commissioner Warrants: General Fund \$75,405.23, Road & Bridge \$23,189.34, State \$420.00, Trust \$587.45, Forest Development \$5,605.18, Long Lake Conservation Center \$11,093.35, Parks \$6,300.18 for a total of \$122,600.73; E) Approve Auditor Warrants – May Sales & Use Tax: General Fund \$212.62, Road & Bridge \$563.77, State \$7,212.00, Trust \$19.45, Forest Development \$6.36, Long Lake Conservation Center \$333.28, Parks \$221.76 for a total of \$8,569.24; 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

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve request from Kari Abbott, Aitkin County Republicans to read Declaration of Independence near the Courthouse steps at 2:00 p.m. on July 4, 2015.

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to adopt resolution – 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,**

**BREAK**

**REGULAR  
BOARD  
RECONVENED**

**CONSENT  
AGENDA**

**READING OF  
DECLARATION  
OF  
INDEPENDENCE**

**RESOLUTION  
20150623-036  
SOO LINE TRAIL  
CROSSING  
16-49-25**

## 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%.

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to adopt resolution – 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

**RESOLUTION  
20150623-037  
TAX-FORFEIT  
REPURCHASE  
APPLICATION  
32-44-25**

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.

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the 2<sup>nd</sup> extension of Permit #13182 with the following conditions: Stumpage rates adjusted to current levels = \$962.95, and 10% of uncut balance extension fee (adjusted rate) = \$1186.15 for a total of \$2,149.10.

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the following Temporary On Sale 3.2% Malt Liquor License for July 8 through July 11, 2015 (July 8, 9, 10, and 11, 2015)

ON Sale:

Aitkin Fire Department, d/b/a Aitkin Fire Department Relief Association – Aitkin Township

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the following Temporary On Sale 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)

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to adopt resolution – LG220 McGregor Area Chamber of Commerce:

**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 487<sup>th</sup> St., McGregor, MN 55760 – Shamrock Township. (Note: Date of activity for Raffle – May 14, 2016)

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to authorize the donation of 2000 Dodge Dakota pickup to the Aitkin County Fairboard, and to authorize the sale/disposal of 1991 Ford pickup.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried (4-0-1 Marcotte abstained) to approve the June 16, 2015 Board of Appeal and Equalization (BAE) Minutes.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the following Aitkin County Tourism Grants:

**2<sup>ND</sup> EXTENSION  
REQUEST –  
TIMBER PERMIT  
#13182**

**TEMPORARY ON  
SALE 3.2% MALT  
LIQUOR  
LICENSE –  
AITKIN FIRE  
DEPT.**

**TEMPORARY ON  
SALE 3.2% MALT  
LIQUOR  
LICENSE –  
ISLE LIONS**

**RESOLUTION  
20150623-038  
LG220  
MCGREGOR  
AREA CHAMBER  
OF COMMERCE**

**DONATE  
VEHICLE TO  
FAIRBOARD**

**JUNE 16, 2015  
BAE MINUTES**

**AITKIN COUNTY  
TOURISM**

\$1,000.00 McGregor Area Chamber of Commerce  
 \$1,000.00 Up North Riders ATV Club  
 \$1,000.00 Economic Development & Forest Industry Coordinator on behalf of Aitkin County  
 ATV Alliance  
 \$1,000.00 Economic Development & Forest Industry Coordinator (McGregor Walleye Tank)  
 \$ 500.00 Jaques Art Center  
 \$ 250.00 City of Aitkin  
\$ 500.00 Aitkin Area Chamber of Commerce  
 \$5,250.00

Bobbie Danielson, HR Director and Nathan Burkett, County Administrator discussed Human Resources Strategic Objectives with the Board.

Nathan Burkett, County Administrator discussed Aitkin County Engineer, Health & Human Services Director, and County Administrator classifications with the Board. Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve Personnel Committee recommendation to adopt new job descriptions and classify Health & Human Services Director and County Engineer positions from D63 (17) to E81 (18), to approve salary adjustment for County Engineer to \$116,161 retroactive to January 1, 2015, and to approve County Administrator classification from E83 to E91 (remains Grade 20) with no change in pay range.

Nathan Burkett, County Administer discussed his representation on the County Program Aid Working Group with the Board.

The Board reported on the following: AMC District 1 Spring Meeting, Joint Powers Natural Resource Board, MRCC, State General Tax, ARDC, Economic Development, ATV Event at Quadna, Upcoming September ATV Event in Hill City, BAE Meeting, Mille Lacs Watershed, CMCC, TZD, Lake Association Annual Mtg., and Forest Advisory.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 12:45 p.m. until Tuesday, July 14, 2015 at 9:00 a.m.

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

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

## GRANTS

## HR STRATEGIC OBJECTIVES

## REQUEST TO RECLASSIFY POSITIONS

## COUNTY PROGRAM AID

## BOARD DISCUSSION

## ADJOURN

20

DKB1  
6/19/15 10:35AM

# 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

may / June Real Estate Tax Settlements

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  
6/19/15 10:35AM  
12 Agency

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 2

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>
931	DEPT		Towns		
1010	City Of Aitkin				
	12- 931- 156- 0000- 2045	503,831.51	May/June Settlement		Payable To Village Of Aitkin
	12- 931- 156- 0000- 2045	264.02	Forfeited Tax Sales		Payable To Village Of Aitkin
1010	City Of Aitkin	504,095.53		2 Transactions	
173	City Of Hill City				
	12- 931- 157- 0000- 2045	141,500.80	May/June Settlement		Payable To Village Of Hill City
	12- 931- 157- 0000- 2045	547.91	FTS		Payable To Village Of Hill City
	12- 931- 157- 0000- 2045	26.40	Prop.Tax Overpay Settlement		Payable To Village Of Hill City
173	City Of Hill City	142,075.11		3 Transactions	
1025	City Of McGrath- Treasurer				
	12- 931- 158- 0000- 2045	6,139.30	May/June Settlement		Payable To Village Of Mcgrath
1025	City Of McGrath- Treasurer	6,139.30		1 Transactions	
175	City Of McGregor				
	12- 931- 159- 0000- 2045	126,551.79	May/June Settlement		Payable To Village Of McGregor
175	City Of McGregor	126,551.79		1 Transactions	
176	City Of Palisade				
	12- 931- 160- 0000- 2045	38,277.57	May/June Settlement		Payable To Village Of Palisade
176	City Of Palisade	38,277.57		1 Transactions	
178	City Of Tamarack				
	12- 931- 161- 0000- 2045	16,854.05	May/June Settlement		Payable To Village Of Tamarack
178	City Of Tamarack	16,854.05		1 Transactions	
13110	Lake Minnewawa Lake Improvement Dist				
	12- 931- 163- 0000- 2045	18,838.88	May/June Settlement		Payable To Lake Minnewawa LID
13110	Lake Minnewawa Lake Improvement Dist	18,838.88		1 Transactions	
7000	Town Of Aitkin Treasurer				
	12- 931- 101- 0000- 2045	89,342.57	May/June Settlement		Payable To Aitkin Twp
	12- 931- 101- 0000- 2045	6.60	FTS		Payable To Aitkin Twp
7000	Town Of Aitkin Treasurer	89,349.17		2 Transactions	
7001	Town Of Ball Bluff Treasurer				
	12- 931- 102- 0000- 2045	63,832.58	May/June Settlement		Payable To Ball Bluff Twp



# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

DKB1  
6/19/15 10:35AM  
12 Agency

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
7001 Town Of Ball Bluff Treasurer	12- 931- 102- 0000- 2045	3,277.96	FTS	Payable To Ball Bluff Twp
	67,110.54		2 Transactions	
7002 Town Of Balsam Treasurer	12- 931- 103- 0000- 2045	4,287.70	2013 May/June Settlement	Payable To Balsam Twp
	4,287.70		1 Transactions	
7003 Town Of Beaver Treasurer	12- 931- 104- 0000- 2045	27,347.80	May/June Settlement	Payable To Beaver Twp
	1,541.01	FTS		Payable To Beaver Twp
	28,888.81		2 Transactions	
7004 Town Of Clark Treasurer	12- 931- 105- 0000- 2045	28,023.78	May/June Settlement	Payable To Clark Twp
	47.19	FTS		Payable To Clark Twp
	28,070.97		2 Transactions	
7005 Town Of Cornish Treasurer	12- 931- 106- 0000- 2045	17,329.73	May/June Settlement	Payable To Cornish Twp
	3,673.44	FTS		Payable To Cornish Twp
	21,003.17		2 Transactions	
7006 Town Of Farm Island Treasurer	12- 931- 107- 0000- 2045	175,642.97	May/June Settlement	Payable To Farm Island Twp
	1.32	FTS		Payable To Farm Island Twp
	175,644.29		2 Transactions	
7007 Town Of Fleming Treasurer	12- 931- 108- 0000- 2045	81,814.96	May/June Settlement	Payable To Fleming Twp
	58.35	FTS		Payable To Fleming Twp
	12.52	Prop.Tax Overpay Settlement		Payable To Fleming Twp
	81,885.83		3 Transactions	
7008 Town Of Glen Treasurer	12- 931- 109- 0000- 2045	1,567.68	FTS	Payable To Glen Twp
	59,261.27	May/June Settlement		Payable To Glen Twp
	0.53	Prop.Tax Overpay Settlement		Payable To Glen Twp
	60,829.48		3 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
7009	Town Of Haugen Treasurer					
	12- 931- 110- 0000- 2045		30,551.99	May/June Settlement		Payable To Haugen Twp
	12- 931- 110- 0000- 2045		2,524.11	FTS		Payable To Haugen Twp
	12- 931- 110- 0000- 2045		4.06	Prop.Tax Overpay Settlement		Payable To Haugen Twp
7009	Town Of Haugen Treasurer		33,080.16	3 Transactions		
7010	Town Of Hazelton Treasurer					
	12- 931- 111- 0000- 2045		113,551.67	May/June Settlement		Payable To Hazelton Twp
	12- 931- 111- 0000- 2045		0.72	Prop.Tax Overpay Settlement		Payable To Hazelton Twp
	12- 931- 111- 0000- 2045		55.76	FTS		Payable To Hazelton Twp
7010	Town Of Hazelton Treasurer		113,608.15	3 Transactions		
4879	Town Of Hill Lake Clerk- Treas					
	12- 931- 112- 0000- 2045		53,158.92	May/June Settlement		Payable To Hill Lake Twp
	12- 931- 112- 0000- 2045		2,615.71	FTS		Payable To Hill Lake Twp
	12- 931- 112- 0000- 2045		1.06	Prop.Tax Overpay Settlement		Payable To Hill Lake Twp
4879	Town Of Hill Lake Clerk- Treas		55,775.69	3 Transactions		
7011	Town Of Idun Treasurer					
	12- 931- 113- 0000- 2045		4,215.24	FTS		Payable To Idun Twp
	12- 931- 113- 0000- 2045		32,020.52	May/June Settlement		Payable To Idun Twp
7011	Town Of Idun Treasurer		36,235.76	2 Transactions		
7012	Town Of Jevne Treasurer					
	12- 931- 114- 0000- 2045		56,556.70	May/June Settlement		Payable To Jevne Twp
	12- 931- 114- 0000- 2045		117.49	FTS		Payable To Jevne Twp
7012	Town Of Jevne Treasurer		56,674.19	2 Transactions		
7013	Town Of Kimberly Treasurer					
	12- 931- 115- 0000- 2045		1,580.37	FTS		Payable To Kimberly Twp
	12- 931- 115- 0000- 2045		53,758.48	May/June Settlement		Payable To Kimberly Twp
7013	Town Of Kimberly Treasurer		55,338.85	2 Transactions		
7014	Town Of Lakeside Treasurer					
	12- 931- 116- 0000- 2045		162,608.78	May/June Settlement		Payable To Lakeside Twp
	12- 931- 116- 0000- 2045		668.37	FTS		Payable To Lakeside Twp
	12- 931- 116- 0000- 2045		0.74	Prop.Tax Overpay Settlement		Payable To Lakeside Twp
7014	Town Of Lakeside Treasurer		163,277.89	3 Transactions		

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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>
7015	Town Of Lee Treasurer				
	12- 931- 117- 0000- 2045		2,644.80	FTS	Payable To Lee Twp
	12- 931- 117- 0000- 2045		6,115.26	May/June Settlement	Payable To Lee Twp
7015	Town Of Lee Treasurer		8,760.06	2 Transactions	
7016	Town Of Libby Treasurer				
	12- 931- 118- 0000- 2045		16,126.03	May/June Settlement	Payable To Libby Twp
	12- 931- 118- 0000- 2045		1,267.29	FTS	Payable To Libby Twp
7016	Town Of Libby Treasurer		17,393.32	2 Transactions	
7017	Town Of Logan Treasurer				
	12- 931- 119- 0000- 2045		28,324.99	May/June Settlement	Payable To Logan Twp
	12- 931- 119- 0000- 2045		405.06	FTS	Payable To Logan Twp
7017	Town Of Logan Treasurer		28,730.05	2 Transactions	
7018	Town Of Macville Treasurer				
	12- 931- 120- 0000- 2045		22,408.59	May/June Settlement	Payable To Macville Twp
	12- 931- 120- 0000- 2045		6,315.18	FTS	Payable To Macville Twp
7018	Town Of Macville Treasurer		28,723.77	2 Transactions	
7019	Town Of Malmo Treasurer				
	12- 931- 121- 0000- 2045		964.59	FTS	Payable To Malmo Twp
	12- 931- 121- 0000- 2045		48,125.05	May/June Settlement	Payable To Malmo Twp
	12- 931- 121- 0000- 2045		4.94	Prop.Tax Overpay Settlement	Payable To Malmo Twp
7019	Town Of Malmo Treasurer		49,094.58	3 Transactions	
7020	Town Of McGregor - Treasurer				
	12- 931- 122- 0000- 2045		5,740.14	May/June Settlement	Payable To McGregor Twp
	12- 931- 122- 0000- 2045		30.92	FTS	Payable To McGregor Twp
7020	Town Of McGregor - Treasurer		5,771.06	2 Transactions	
7021	Town Of Millward Treasurer				
	12- 931- 141- 0000- 2045		461.31	FTS 44- 22	Payable To Millward Twp
	12- 931- 141- 0000- 2045		8,393.99	May/June Settlement	Payable To Millward Twp
	12- 931- 141- 0000- 2045		1,936.39	FTS 45- 22	Payable To Millward Twp
7021	Town Of Millward Treasurer		10,791.69	3 Transactions	
7022	Town Of Morrison Treasurer				
	12- 931- 123- 0000- 2045		20,934.81	May/June Settlement	Payable To Morrison Twp

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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
7022	Town Of Morrison Treasurer	12- 931- 123- 0000- 2045	1.65	FTS	Payable To Morrison Twp
		20,936.46		2 Transactions	
7023	Town Of Nordland Treasurer	12- 931- 124- 0000- 2045	129,299.77	May/June Settlement	Payable To Nordland Twp
		12- 931- 124- 0000- 2045	5.72	Prop.Tax Overpay Settlement	Payable To Nordland Twp
7023	Town Of Nordland Treasurer	129,305.49		2 Transactions	
7024	Town Of Pliny Treasurer	12- 931- 125- 0000- 2045	9,827.76	May/June Settlement	Payable To Pliny Twp
		12- 931- 125- 0000- 2045	4,374.27	FTS	Payable To Pliny Twp
7024	Town Of Pliny Treasurer	14,202.03		2 Transactions	
7025	Town Of Rice River Treasurer	12- 931- 126- 0000- 2045	38,674.76	May/June Settlement	Payable To Rice River Twp
7025	Town Of Rice River Treasurer	38,674.76		1 Transactions	
7026	Town Of Salo Treasurer	12- 931- 127- 0000- 2045	14,707.84	May/June Settlement	Payable To Salo Twp
		12- 931- 127- 0000- 2045	2,049.56	FTS	Payable To Salo Twp
7026	Town Of Salo Treasurer	16,757.40		2 Transactions	
7027	Town Of Seavey Treasurer	12- 931- 128- 0000- 2045	8,489.90	FTS	Payable To Seavey Twp
		12- 931- 128- 0000- 2045	16,012.99	May/June Settlement	Payable To Seavey Twp
7027	Town Of Seavey Treasurer	24,502.89		2 Transactions	
7028	Town Of Shamrock Treasurer	12- 931- 129- 0000- 2045	390,127.51	May/June Settlement	Payable To Shamrock Twp
		12- 931- 129- 0000- 2045	4,150.53	FTS	Payable To Shamrock Twp
		12- 931- 129- 0000- 2045	18,838.88-	to lake minnewawa LID	Payable To Shamrock Twp
		12- 931- 129- 0000- 2045	19.00	Property Tax Overpayment	Payable To Shamrock Twp
7028	Town Of Shamrock Treasurer	375,458.16		4 Transactions	
7029	Town Of Spalding Treasurer	12- 931- 130- 0000- 2045	1,499.49	FTS	Payable To Spalding Twp
		12- 931- 130- 0000- 2045	28,605.38	May/June Settlement	Payable To Spalding Twp
7029	Town Of Spalding Treasurer	30,104.87		2 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>
7030 Town Of Spencer Treasurer 12- 931- 131- 0000- 2045		43,836.71	May/June Settlement	Payable To Spencer Twp
7030 Town Of Spencer Treasurer		43,836.71	1 Transactions	
7031 Town Of Turner Treasurer 12- 931- 132- 0000- 2045		49,747.18	May/June Settlement	Payable To Turner Twp
7031 Town Of Turner Treasurer		49,747.18	1 Transactions	
7032 Town Of Verdon Treasurer 12- 931- 133- 0000- 2045		12,745.09	May/June Settlement	Payable To Verdon Twp
12- 931- 133- 0000- 2045		2,003.77	FTS	Payable To Verdon Twp
7032 Town Of Verdon Treasurer		14,748.86	2 Transactions	
7033 Town Of Wagner Treasurer 12- 931- 134- 0000- 2045		2,110.91	FTS	Payable To Wagner Twp
12- 931- 134- 0000- 2045		44,555.80	May/June Settlement	Payable To Wagner Twp
7033 Town Of Wagner Treasurer		46,666.71	2 Transactions	
7034 Town Of Waukenabo Treasurer 12- 931- 135- 0000- 2045		49,778.16	May/June Settlement	Payable To Waukenabo Twp
12- 931- 135- 0000- 2045		434.82	FTS	Payable To Waukenabo Twp
7034 Town Of Waukenabo Treasurer		50,212.98	2 Transactions	
7035 Town Of Wealthwood Treasurer 12- 931- 136- 0000- 2045		19,469.93	May/June Settlement	Payable To Wealthwood Twp
7035 Town Of Wealthwood Treasurer		19,469.93	1 Transactions	
7036 Town Of White Pine Treasurer 12- 931- 137- 0000- 2045		2,306.87	May/June Settlement	Payable To White Pine Twp
7036 Town Of White Pine Treasurer		2,306.87	1 Transactions	
7037 Town Of Williams Treasurer 12- 931- 138- 0000- 2045		909.52	FTS	Payable To Williams Twp
12- 931- 138- 0000- 2045		18,421.84	May/June Settlement	Payable To Williams Twp
7037 Town Of Williams Treasurer		19,331.36	2 Transactions	
7038 Town Of Workman - Treasurer 12- 931- 139- 0000- 2045		46,913.10	May/June Settlement	Payable To Workman Twp
12- 931- 139- 0000- 2045		293.26	FTS	Payable To Workman Twp

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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
7038	Town Of Workman - Treasurer		47,206.36	2 Transactions	
931	DEPT Total:	3,016,626.43	Towns	47 Vendors	94 Transactions
932	DEPT		Schools		
393	Isd 1 Aitkin- Treasurer				
	12- 932- 000- 0000- 6801	30,897.24	FTS		Appropriations
	12- 932- 000- 0000- 6801	33,677.55	May/June Settlement		Appropriations
	12- 932- 000- 0000- 6801	6.66	Prop.Tax Overpay Settlement		Appropriations
393	Isd 1 Aitkin- Treasurer	64,581.45	3 Transactions		
1985	Isd 182 Crosby- Treasurer				
	12- 932- 000- 0000- 6801	0.26	May/June Settlement		Appropriations
1985	Isd 182 Crosby- Treasurer	0.26	1 Transactions		
392	Isd 2 Hill City- Treasurer				
	12- 932- 000- 0000- 6801	46,640.17	FTS		Appropriations
	12- 932- 000- 0000- 6801	24,893.84	May/June Settlement		Appropriations
	12- 932- 000- 0000- 6801	4.94	Prop.Tax Overpay Settlement		Appropriations
392	Isd 2 Hill City- Treasurer	71,538.95	3 Transactions		
1983	Isd 2165 Hinckley Finlayson- Treasurer				
	12- 932- 000- 0000- 6801	727.78	FTS		Appropriations
	12- 932- 000- 0000- 6801	2,502.12	May/June Settlement		Appropriations
1983	Isd 2165 Hinckley Finlayson- Treasurer	3,229.90	2 Transactions		
1979	Isd 2580 East Central- Treasurer				
	12- 932- 000- 0000- 6801	1,172.56	May/June Settlement		Appropriations
	12- 932- 000- 0000- 6801	1,220.61	FTS		Appropriations
1979	Isd 2580 East Central- Treasurer	2,393.17	2 Transactions		
395	ISD 4 McGregor- Treasurer				
	12- 932- 000- 0000- 6801	36,476.94	May/June Settlement		Appropriations
	12- 932- 000- 0000- 6801	83,731.61	FTS		Appropriations
	12- 932- 000- 0000- 6801	21.03	Prop.Tax Overpay Settlement		Appropriations
395	ISD 4 McGregor- Treasurer	120,229.58	3 Transactions		
1982	Isd 473 Isle- Treasurer				
	12- 932- 000- 0000- 6801	7,213.39	May/June Settlement		Appropriations

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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>
	12- 932- 000- 0000- 6801		9,767.23	FTS	Appropriations
	12- 932- 000- 0000- 6801		0.51	Prop.Tax Overpay Settlement	Appropriations
1982	Isd 473 Isle- Treasurer		16,981.13	3 Transactions	
1981	Isd 577 Willow River- Treasurer				
	12- 932- 000- 0000- 6801		4,606.99	FTS	Appropriations
	12- 932- 000- 0000- 6801		493.14	May/June Settlement	Appropriations
1981	Isd 577 Willow River- Treasurer		5,100.13	2 Transactions	
394	Isd 698 Floodwood- Treasurer				
	12- 932- 000- 0000- 6801		262.61	May/June Settlement	Appropriations
	12- 932- 000- 0000- 6801		728.94	FTS	Appropriations
394	Isd 698 Floodwood- Treasurer		991.55	2 Transactions	
1984	Isd 95 Cromwell- Wright- Treasurer				
	12- 932- 000- 0000- 6801		15.39	May/June Settlement	Appropriations
1984	Isd 95 Cromwell- Wright- Treasurer		15.39	1 Transactions	
932	DEPT Total:		285,061.51	Schools	10 Vendors 22 Transactions
12	Fund Total:		3,301,687.94	Agency	116 Transactions
	Final Total:		3,301,687.94	57 Vendors	116 Transactions

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## Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
12	3,301,687.94	Agency
All Funds	3,301,687.94	Total

Approved by, .....

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

Page Break By: 1  
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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

Real Estate Tax Overpays

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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
943	DEPT			Taxes And Penalties		
13549	Bauer or Victoria Joyner/Larry					
	13- 943- 000- 0000- 2001		94.00	26- 0- 031600 overpay per 1	Bauer/Joyner	Cur - Property Taxes
13549	Bauer or Victoria Joyner/Larry		94.00	1 Transactions		
13509	Blumberg/Richard					
	13- 943- 000- 0000- 2001		25.26	18- 9- 000400015 overpay per 1	Blumberg	Cur - Property Taxes
13509	Blumberg/Richard		25.26	1 Transactions		
13550	Boleman/Zebidiah or Erin					
	13- 943- 000- 0000- 2001		53.00	12- 0- 024903 overpay per 1	Boleman	Cur - Property Taxes
	13- 943- 000- 0000- 2001		14.00	12- 0- 024902 overpay per 1	Boleman	Cur - Property Taxes
13550	Boleman/Zebidiah or Erin		67.00	2 Transactions		
12233	Bremer Bank					
	13- 943- 000- 0000- 2001		87.00	35- 0- 017901 overpay per 1	Petrick	Cur - Property Taxes
12233	Bremer Bank		87.00	1 Transactions		
11472	Corelogic Real Estate Tax Service					
	13- 943- 000- 0000- 2001		617.00	29- 1- 410500 overpay per 1	Boettcher	Cur - Property Taxes
	13- 943- 000- 0000- 2001		8.00	11- 0- 005304 overpay per 1	Bothof	Cur - Property Taxes
	13- 943- 000- 0000- 2001		2.00	22- 1- 054600 overpay per 1	Corelogic	Cur - Property Taxes
	13- 943- 000- 0000- 2001		371.00	46- 0- 004900 overpay per 1	Drasner	Cur - Property Taxes
	13- 943- 000- 0000- 2001		341.00	29- 0- 057901 overpay per 1	Farah	Cur - Property Taxes
	13- 943- 000- 0000- 2001		18.00	29- 1- 237400 overpay per 1	Hounsell	Cur - Property Taxes
	13- 943- 000- 0000- 2001		18.00	29- 1- 237500 overpay per 1	Hounsell	Cur - Property Taxes
	13- 943- 000- 0000- 2001		337.00	29- 1- 237600 overpay per 1	Hounsell	Cur - Property Taxes
	13- 943- 000- 0000- 2001		18.00	29- 1- 237700 overpay per 1	Hounsell	Cur - Property Taxes
	13- 943- 000- 0000- 2001		18.00	29- 1- 237800 overpay per 1	Hounsell	Cur - Property Taxes
	13- 943- 000- 0000- 2001		18.00	01- 0- 038000 overpay per 1	Pierce	Cur - Property Taxes
	13- 943- 000- 0000- 2001		28.00	02- 0- 028503 overpay per 1	Seiberlich	Cur - Property Taxes
	13- 943- 000- 0000- 2001		52.00	29- 1- 475502 overpay per 1	Westrom	Cur - Property Taxes
11472	Corelogic Real Estate Tax Service		1,846.00	13 Transactions		
13510	Cummings/Jan					
	13- 943- 000- 0000- 2001		91.75	07- 1- 090100 overpay per 1	Cummings	Cur - Property Taxes
13510	Cummings/Jan		91.75	1 Transactions		
13363	Dotzler/Ronald or Sharon					

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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
13363	Dotzler/Ronald or Sharon		70.00	01-0-010100 overpay per 1	Dotzler	Del - Property Taxes
			70.00	1 Transactions		
13511	Durbin/David or Elaine					
	13-943-000-0000-2001		54.00	19-0-052204 overpay per 1	Durbin	Cur - Property Taxes
13511	Durbin/David or Elaine		54.00	1 Transactions		
13512	Ellis/Robert					
	13-943-000-0000-2001		26.00	29-1-100100 overpay per 1	Ellis	Cur - Property Taxes
13512	Ellis/Robert		26.00	1 Transactions		
13552	Feidt/Stephen					
	13-943-000-0000-2001		239.00	10-0-049402 overpay per 1	Miller	Cur - Property Taxes
13552	Feidt/Stephen		239.00	1 Transactions		
12629	First National Bank of Moose Lake					
	13-943-000-0000-2001		192.00	41-1-077300 overpay per 1	Lee/First Natl	Cur - Property Taxes
12629	First National Bank of Moose Lake		192.00	1 Transactions		
13553	Gardas/Richard					
	13-943-000-0000-2001		44.00	39-0-039101 overpay per 1	Gardas	Cur - Property Taxes
13553	Gardas/Richard		44.00	1 Transactions		
13554	Giesler/Mary					
	13-943-000-0000-2001		10.00	01-0-077702 overpay per 1	Giesler	Cur - Property Taxes
13554	Giesler/Mary		10.00	1 Transactions		
1850	Graff/Robert or Alice					
	13-943-000-0000-2001		2.00	18-0-061502 overpay per 1	Graff	Cur - Property Taxes
	13-943-000-0000-2001		40.00	19-0-042802 overpay per 1	Graff	Cur - Property Taxes
1850	Graff/Robert or Alice		42.00	2 Transactions		
13513	Griffin/Kristina					
	13-943-000-0000-2001		4.00	29-1-085200 overpay per 1	Griffin	Cur - Property Taxes
13513	Griffin/Kristina		4.00	1 Transactions		
13555	Hacker/Sarah or Jason					
	13-943-000-0000-2001		200.00	24-0-021101 overpay per 1	Hacker	Cur - Property Taxes

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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>
13555 Hacker/Sarah or Jason		200.00	1 Transactions	
13514 Haeg/Michael or Cheryl				
13- 943- 000- 0000- 2001		4.00	11- 0- 055907 overpay per 1	Haeg
13514 Haeg/Michael or Cheryl		4.00	1 Transactions	Cur - Property Taxes
13556 Hazelton/Kristine				
13- 943- 000- 0000- 2001		769.47	09- 0- 035803 overpay per 1	Hazelton
13556 Hazelton/Kristine		769.47	1 Transactions	Cur - Property Taxes
13515 Hilla Jr./Ralph				
13- 943- 000- 0000- 2004		21.69	47- 0- 037600 overpay per 1	Hilla
13515 Hilla Jr./Ralph		21.69	1 Transactions	Del - Property Taxes
13571 Host or Melody Scheeler/Adam				
13- 943- 000- 0000- 2001		216.00	31- 0- 063302 overpay per 1	Host/Scheeler
13571 Host or Melody Scheeler/Adam		216.00	1 Transactions	Cur - Property Taxes
13557 Hyytinen/Glenn				
13- 943- 000- 0000- 2001		106.50	09- 0- 013700 overpay per 1	Hyytinen
13557 Hyytinen/Glenn		106.50	1 Transactions	Cur - Property Taxes
13558 Johnson/Mary				
13- 943- 000- 0000- 2001		517.00	09- 1- 085200 overpay per 1	Johnson
13558 Johnson/Mary		517.00	1 Transactions	Cur - Property Taxes
13516 Johnson/Richard				
13- 943- 000- 0000- 2001		10.00	32- 1- 082900 overpay per 1	Johnson
13516 Johnson/Richard		10.00	1 Transactions	Cur - Property Taxes
13559 Just Rev Trust/Beverly				
13- 943- 000- 0000- 2001		84.00	31- 0- 045800 overpay per 1	Just
13- 943- 000- 0000- 2001		88.00	31- 0- 045901 overpay per 1	Just
13- 943- 000- 0000- 2001		78.00	31- 0- 045902 overpay per 1	Just
13559 Just Rev Trust/Beverly		250.00	3 Transactions	Cur - Property Taxes
12078 Koland Trucking/Greg A				
13- 943- 000- 0000- 2001		301.00	34- 0- 040700 overpay per 1	Koland
				Cur - Property Taxes

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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13 Taxes & Penalties

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>
12078	Koland Trucking/Greg A		301.00	1 Transactions		
13560	Kruchowski/Thomas					
	13- 943- 000- 0000- 2001		109.00	29- 0- 013747 overpay per 1	Kruchowski	Cur - Property Taxes
13560	Kruchowski/Thomas		109.00	1 Transactions		
13548	Kummet Larson Bluth & Co PA					
	13- 943- 000- 0000- 2001		1,184.00	11- 0- 011600 overpay per 1	Closuit	Cur - Property Taxes
	13- 943- 000- 0000- 2001		326.00	56- 1- 088400 overpay per 1	Kummet	Cur - Property Taxes
13548	Kummet Larson Bluth & Co PA		1,510.00	2 Transactions		
13561	Martin/Terry Thomas					
	13- 943- 000- 0000- 2001		20.00	16- 1- 099300 overpay per 1	Martin	Cur - Property Taxes
13561	Martin/Terry Thomas		20.00	1 Transactions		
12200	Matta/Don Elmer					
	13- 943- 000- 0000- 2001		13.04	22- 0- 012500 overpay per 1	Matta	Cur - Property Taxes
12200	Matta/Don Elmer		13.04	1 Transactions		
13517	Maus/Daniel					
	13- 943- 000- 0000- 2001		42.00	11- 1- 228000 overpay per 1	Maus	Cur - Property Taxes
13517	Maus/Daniel		42.00	1 Transactions		
11706	Members Coop Credit Union					
	13- 943- 000- 0000- 2001		574.00	59- 1- 014401 overpay per 1	Green	Cur - Property Taxes
11706	Members Coop Credit Union		574.00	1 Transactions		
13099	Mendez/Sergio					
	13- 943- 000- 0000- 2001		34.00	21- 0- 051302 overpay per 1	Mendez	Cur - Property Taxes
13099	Mendez/Sergio		34.00	1 Transactions		
13563	Mlaker/Edward or Karen					
	13- 943- 000- 0000- 2001		160.00	02- 0- 033302 overpay per 1	Mlaker	Cur - Property Taxes
13563	Mlaker/Edward or Karen		160.00	1 Transactions		
13547	Monson/Jarrold L.					
	13- 943- 000- 0000- 2001		109.00	59- 1- 038200 overpay per 1	Monson	Cur - Property Taxes
13547	Monson/Jarrold L.		109.00	1 Transactions		

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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13 Taxes & Penalties

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>
13564 Neighborhood National Bank					
13- 943- 000- 0000- 2001		714.00	11- 1- 097100 overpay per 1	Ardner	Cur - Property Taxes
13- 943- 000- 0000- 2001		189.00	11- 0- 050500 overpay per 1	Ardner	Cur - Property Taxes
13564 Neighborhood National Bank		903.00	2 Transactions		
13565 Nelson/Mary Kay					
13- 943- 000- 0000- 2001		134.00	03- 0- 037202 overpay per 1	Nelson	Cur - Property Taxes
13565 Nelson/Mary Kay		134.00	1 Transactions		
13566 Nelson/Melinda or Chris					
13- 943- 000- 0000- 2001		4.00	31- 0- 062301 overpay per 1	Nelson	Cur - Property Taxes
13566 Nelson/Melinda or Chris		4.00	1 Transactions		
13100 Orth/Kathleen or Mark					
13- 943- 000- 0000- 2001		53.00	28- 0- 050401 overpay per 1	Orth	Cur - Property Taxes
13100 Orth/Kathleen or Mark		53.00	1 Transactions		
13518 Oss/Gerald					
13- 943- 000- 0000- 2001		20.00	29- 1- 082600 overpay per 1	Oss	Cur - Property Taxes
13518 Oss/Gerald		20.00	1 Transactions		
13567 Poetz/Mary					
13- 943- 000- 0000- 2001		73.00	24- 0- 038406 overpay per 1	Poetz	Cur - Property Taxes
13567 Poetz/Mary		73.00	1 Transactions		
13606 Rasmussen/Michael					
13- 943- 000- 0000- 2001		235.00	38- 1- 059800 Overpay per 1	Rasmussen/Mike	Cur - Property Taxes
13- 943- 000- 0000- 2001		235.00	38- 1- 059700 Overpay per 1	Rasmussen/Mike	Cur - Property Taxes
13606 Rasmussen/Michael		470.00	2 Transactions		
13568 Ripley/Michael					
13- 943- 000- 0000- 2001		8.52	52- 0- 011802 overpay per 1	Ripley	Cur - Property Taxes
13568 Ripley/Michael		8.52	1 Transactions		
13519 Rogde/Mark					
13- 943- 000- 0000- 2001		0.52	61- 0- 005800 overpay per 1	Rogde	Cur - Property Taxes
13519 Rogde/Mark		0.52	1 Transactions		
13570 Sander/Wayne					

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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13 Taxes & Penalties

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
13570 Sander/Wayne		01- 1- 122700 overpay per 1	Sander	Cur - Property Taxes
	48.00	1 Transactions		
13546 Spellerberg/Carol		15- 9- 000300035 overpay per 1	Spellerberg	Cur - Property Taxes
	3.20	1 Transactions		
13546 Spellerberg/Carol				
	3.20			
13572 Sundgaard/Scott		45- 0- 010201 overpay per 1	Sundgaard	Cur - Property Taxes
	618.70	1 Transactions		
13572 Sundgaard/Scott				
	618.70			
13573 T & M Marine Inc		18- 0- 004600 overpay per 1	T&M Marine	Cur - Property Taxes
	36.00	1 Transactions		
13573 T & M Marine Inc				
	36.00			
6119 Wells Fargo RE Tax Service		11- 0- 022305 overpay per 1	Schimke	Cur - Property Taxes
	48.00	1 Transactions		
6119 Wells Fargo RE Tax Service				
	48.00			
13574 Zipoy or Carmen Van Vickle/Bryan		32- 1- 092001 overpay per 1	Zipoy/VanVickl	Cur - Property Taxes
	56.22	1 Transactions		
13574 Zipoy or Carmen Van Vickle/Bryan				
	56.22			
943 DEPT Total:	10,334.87	Taxes And Penalties	49 Vendors	68 Transactions
13 Fund Total:	10,334.87	Taxes & Penalties		68 Transactions
Final Total:	10,334.87	49 Vendors	68 Transactions	

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# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
13	10,334.87	Taxes & Penalties
All Funds	10,334.87	Total

Approved by, .....

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# Aitkin County

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS

June

2E



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

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

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1 General Fund

# Aitkin County

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO



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Vendor Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
								Paid On Bhf #	On Behalf of Name
780 Bremer Bank									
10		01-040-000-0000-5081			0.05	May adjustment			Mortgage Registry- 3%
12		01-042-000-0000-5079			0.10	May Adjustment			3% State Deed Tax
780 Bremer Bank					0.15		2 Transactions		
8410 Bremer Bank									
29		01-044-904-0000-6231			2.11	catch up participant fee			Flex Services, Labor, Etc
6		01-044-904-0000-6360			2,337.81	Claims Paid			Flex Plan Withdrawals
						05/26/2015	05/29/2015		
15		01-044-904-0000-6360			2,098.31	Claims Paid			Flex Plan Withdrawals
						06/01/2015	06/05/2015		
25		01-044-904-0000-6360			2,568.51	Claims Paid			Flex Plan Withdrawals
						06/08/2015	06/12/2015		
27		01-044-904-0000-6360			1,453.00	Claims Paid			Flex Plan Withdrawals
						06/15/2015	06/19/2015		
28		01-044-904-0000-6231			346.04	Participant fees		060315	Flex Services, Labor, Etc
8410 Bremer Bank					8,805.78		6 Transactions		
5462 Bremer Bank (Elan ACH)									
60		01-043-000-0000-6208			45.00	reference text for appraisers			Training/Education
52		01-043-000-0000-6332			98.84	Hotel/Summer seminar- Tibbetts			Hotel / Motel Lodging
						05/20/2015	05/21/2015		
37		01-043-000-0000-6340			13.96	Meal/MAAO Conference			Meals (Overnight)
						05/21/2015	05/21/2015		
53		01-043-000-0000-6340			11.91	Meal/Summer seminar- Tibbetts			Meals (Overnight)
						05/21/2015	05/21/2015		
84		01-049-000-0000-6231			25.00	monthly AT&T data plan			Programming, Services, Contracts
46		01-049-000-0000-6402			110.98	RBC43 8 Batteries			Computer Supplies & Software
62		01-052-000-0000-6241			580.00	MCMA conference fee			Registration Fee
85		01-052-000-0000-6330			9.00	Parking- Enbridge testifying			Transportation & Travel & Parking
54		01-200-003-0000-6241			300.00	MSA Conference Fee #220			Registration Fee
35		01-200-039-0000-6425			1,331.04	Thermal printer- Exsted			Gun Permit Expenses
34		01-252-000-0000-6405			133.96	Desk Bracket- K White			Office & Computer Supplies
66		01-254-000-0000-6625			319.98	viewSonic dispatch monitor			E- 911 Equipment
43		01-280-000-0000-6332			117.29	Hotel/Emerg.Mgmt Mtg			Hotel / Motel Lodging
						05/18/2015	05/19/2015		
56		01-391-000-0000-6800			277.91	200 sports bottles- EED			Miscellaneous(Promotional)
38		01-043-000-0000-6208			50.00	MAAO Ethics Course- Sanbeck		8/31/15	Training/Education
39		01-043-000-0000-6208			50.00	MAAO Ethics Course- Tibbetts		8/31/15	Training/Education

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1 General Fund

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

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Vendor	Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula		Amount	Service Dates	Paid On Bhf #	On Behalf of Name
40	01- 043- 000- 0000- 6208		50.00	MAAO Ethics Course- Westerlund	8/31/15	Training/Education
79	01- 090- 000- 0000- 6208		41.06	Meals/MCAPS conference	Alexandria MN	Training/Education
81	01- 391- 000- 0000- 6332		87.20	Hotel/MAPCZA conference	Brainerd	Hotel / Motel Lodging
				05/27/2015 05/29/2015		
77	01- 200- 003- 0000- 6332		332.60	Hotel/MSA conference #220	Craguns	Hotels / Motels
				06/07/2015 06/09/2015		
36	01- 043- 000- 0000- 6332		76.36	Hotel/MAAO Conference	Darcy Moore	Hotel / Motel Lodging
				05/20/2015 05/20/2015		
78	01- 200- 003- 0000- 6332		196.10	Hotel/Interigation Trng #207	Fargo	Hotels / Motels
				06/08/2015 06/10/2015		
80	01- 001- 000- 0000- 6332		181.80-	credit for hotel chg error	February	Hotel / Motel Lodging
55	01- 391- 000- 0000- 6405		12.81	Recycle Relay candy- 6th grade	Shopco	Office & Film Supplies
83	01- 052- 000- 0000- 6108		7.86	meal/Testifying Enbridge	taxed thru pay	Meals (Not Overnight)
5462	Bremer Bank (Elan ACH)		4,097.06	25 Transactions		
13610	Gould/Autumn					
14	01- 255- 031- 0000- 5840		553.55	Reimb.travel expenses	for hearing	Emergency Fund Money
13610	Gould/Autumn		553.55	1 Transactions		
6115	Mn Gis Lis Conference					
1	01- 040- 000- 0000- 6241		90.00-	cancelled workshop- Liz		Registration Fee
6115	Mn Gis Lis Conference		90.00-	1 Transactions		
5748	Purchase Power					
21	01- 044- 048- 0000- 6205		3,300.00	POSTAGE		Postage
5748	Purchase Power		3,300.00	1 Transactions		
13014	WorldScout Corporation					
8	01- 200- 000- 0000- 6231		996.00-	ck was undeliverable		Services & Labor (Incl Contracts)
13014	WorldScout Corporation		996.00-	1 Transactions		
1 Fund Total:			15,670.54	General Fund	7 Vendors	37 Transactions

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3 Road & Bridge

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTION

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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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
30	86198	Aitkin County Treasurer		40.71	State Deed Tax		Right Of Way
	86198	Aitkin County Treasurer		40.71	1 Transactions		
23	7050	Anderson Bros Construction Co		307,777.54	Partial contract payment	0161022	Contract Payments
5		03- 307- 000- 0000- 6262		296,175.96	Partial Contract Payment	20142	Contract Payments
	7050	Anderson Bros Construction Co		603,953.50	2 Transactions		
7	91187	Lake Country Power		500.00	Jacobson Shop Addition		Capital Outlay- Facilities
	91187	Lake Country Power		500.00	1 Transactions		
13	8499	R.C. Habeck Excavating, LLC		21,723.63	Partial Contract Payment		Contract Payments
	8499	R.C. Habeck Excavating, LLC		21,723.63	1 Transactions		
3 Fund Total:				626,217.84	Road & Bridge	4 Vendors	5 Transactions

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5 Health & Human Services

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTION

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Vendor	<u>Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
No.	Account/Formula						Paid On Bhf #	On Behalf of Name
5462	Bremer Bank (Elan ACH)							
47	05- 400- 400- 0402- 6332			332.98	Under One Roof- Hotel			Hotel/Lodging
					05/18/2015	05/20/2015		
48	05- 400- 400- 0402- 6340			30.91	Under One Roof- Meals			Meal Reimbursement
					05/18/2015	05/19/2015		
57	05- 400- 400- 0402- 6340			63.39	Under One Roof- Meals			Meal Reimbursement
					05/18/2015	05/19/2015		
64	05- 400- 440- 0410- 6330			3.00	LPHA Parking			Mileage/Parking
67	05- 400- 440- 0410- 6402			237.00	DELL MONITOR			Computer/Technology Supplies
68	05- 400- 440- 0410- 6402			41.54	DELL MONITOR			Computer/Technology Supplies
59	05- 400- 450- 0451- 6406			403.79	SHIP/EBT Wooden Nickels			PH Program Related Supplies
82	05- 400- 450- 0451- 6406			29.00	Shutterstock- Family Logo			PH Program Related Supplies
68	05- 420- 600- 4800- 6402			96.94	DELL MONITOR			Computer/Technology Supplies
41	05- 430- 700- 4800- 6208			25.00	Elder Abuse Awareness Day			Staff Development/Training
58	05- 430- 700- 4800- 6340			31.80	Under One Roof- Meals			Meal Reimbursement
					05/18/2015	05/19/2015		
68	05- 430- 700- 4800- 6402			138.48	DELL MONITOR			Computer/Technology Supplies
45	05- 430- 700- 4800- 6450			125.26	Interview Room- Furniture			Small Equipment: Telephones,Chairs, etc.
63	05- 430- 700- 4800- 6800			130.00	Special kids- Robotics Camp			Direct Charge Expenses Non Ffp
42	05- 430- 710- 3180- 6057			153.99	Script/foster Care Client			Health Related Services- Foster Care
44	05- 430- 710- 3410- 6050			238.43	Hospital Bed & Commode		SA#5372777	Environment Access/Specialized Supplies
5462	Bremer Bank (Elan ACH)			2,081.51		16 Transactions		
13530	SPICER/JESSICA							
22	05- 420- 650- 4400- 6022			180.80-	Void- vendor name entered wrong			MA CEHI Reimbursement
13530	SPICER/JESSICA			180.80-		1 Transactions		
5 Fund Total:				1,900.71	Health & Human Services		2 Vendors	17 Transactions

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

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9 State

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>
	780 Bremer Bank					
11	09- 000- 000- 0000- 2025		36,538.72	May State Deed Tax		State's Share Of Deed Tax (97%)
32	09- 000- 000- 0000- 2025		32,969.60	June deed tax accelerated pymt		State's Share Of Deed Tax (97%)
9	09- 000- 000- 0000- 2026		35,473.57	May Mortgage Reg. Tax		State Share Of Mortgage Registry (97%)
31	09- 000- 000- 0000- 2026		20,169.15	June Mtg Reg accelerated pymt		State Share Of Mortgage Registry (97%)
	780 Bremer Bank		125,151.04	4 Transactions		
	8410 Bremer Bank					
33	09- 000- 000- 0000- 2058		31,730.38	State General Tax		State General Tax- Education
	8410 Bremer Bank		31,730.38	1 Transactions		
9 Fund Total:			156,881.42	State	2 Vendors	5 Transactions

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTION

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10 Trust

Vendor Name		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula					Paid On Bhf #	On Behalf of Name
2	6115 Mn Gls Lis Conference		90.00-	cancelled workshop- Dan			Training/Education
	10- 921- 000- 0000- 6208						
	6115 Mn Gls Lis Conference		90.00-		1 Transactions		
10 Fund Total:			90.00-	Trust		1 Vendors	1 Transactions

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTION

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11 Forest Development

<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>
65	5462 Bremer Bank (Elan ACH)		57.59	kids prizes- river/lakes fair	Field Supplies
	11- 925- 000- 0000- 6406				
	5462 Bremer Bank (Elan ACH)		57.59	1 Transactions	
11 Fund Total:			57.59	Forest Development	1 Vendors   1 Transactions



# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS

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13 Taxes & Penalties

Vendor	Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
									Paid On Bhf #	On Behalf of Name
18	8410	Bremer Bank	13- 943- 000- 0000- 2001			70.72	01- 0- 040000 NSF per 2		Kramer	Cur - Property Taxes
19			13- 943- 000- 0000- 2004			867.85	01- 0- 040000 NSF per 2		Kramer	Del - Property Taxes
3			13- 943- 000- 0000- 2001			94.00	30- 0- 021201 NSF per 2		Swedberg	Cur - Property Taxes
4			13- 943- 000- 0000- 2001			93.00	30- 0- 021501 NSF per 2		Swedberg	Cur - Property Taxes
24			13- 943- 000- 0000- 2001			801.00	09- 0- 046900 NSF per 1		Zimmerman	Cur - Property Taxes
	8410	Bremer Bank				1,926.57		5 Transactions		
26	4258	St Louis County Auditor	13- 943- 000- 0000- 2068			102,772.37	2015 1st 1/2 FD			Cur - State Aids
	4258	St Louis County Auditor				102,772.37		1 Transactions		
13 Fund Total:						104,698.94	Taxes & Penalties		2 Vendors	6 Transactions

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

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19 Long Lake Conservation C

Vendor	<u>Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>		<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
8410	Bremer Bank					
16	19- 522- 000- 0000- 6217		21.35	monthly lease CC machine		Credit Card Fees
17	19- 522- 000- 0000- 6217		253.30	monthly CC Fee from Transfirst		Credit Card Fees
8410	Bremer Bank		274.65	2 Transactions		
5462	Bremer Bank (Elan ACH)					
49	19- 521- 000- 0000- 6205		70.00	stamps for camp packets		Postage
69	19- 521- 000- 0000- 6205		54.75	stamps,package mailing		Postage
71	19- 521- 000- 0000- 6400		20.85	3 Pond Life Books		Commissary Items
72	19- 521- 000- 0000- 6400		14.72	10 Magnifying Glasses		Commissary Items
73	19- 521- 000- 0000- 6405		49.74	laminating roll		Office & Computer Supplies
74	19- 521- 000- 0000- 6405		27.84	office supplies		Office & Computer Supplies
75	19- 522- 000- 0000- 6330		864.40	Airfare- Leadership Institute		Transportation/Travel/Parking
51	19- 522- 000- 0000- 6416		23.47	Purell- to be refunded		Education Supplies
61	19- 522- 000- 0000- 6416		30.00	critter food		Education Supplies
70	19- 522- 000- 0000- 6416		30.00	critter food		Education Supplies
76	19- 522- 000- 0000- 6416		23.47-	Purell refund		Education Supplies
50	19- 524- 000- 0000- 6511		33.77	Fuel for van		Gas And Oil
5462	Bremer Bank (Elan ACH)		1,196.07	12 Transactions		
19 Fund Total:			1,470.72	Long Lake Conservation Center	2 Vendors	14 Transactions

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS

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21 Parks

Vendor Name		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula					Paid On Bhf #	On Behalf of Name
89991	Bremer Bank						
20	21- 520- 000- 0000- 5510		31.00	camping refund R#2290	VandeZande		Co. Parks Campground Fees
89991	Bremer Bank		31.00	1 Transactions			
21 Fund Total:			31.00	Parks	1 Vendors		1 Transactions
Final Total:			906,838.76	22 Vendors	87 Transactions		

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# Aitkin County

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS



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## Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	15,670.54	General Fund
3	626,217.84	Road & Bridge
5	1,900.71	Health & Human Services
9	156,881.42	State
10	-90.00	Trust
11	57.59	Forest Development
13	104,698.94	Taxes & Penalties
19	1,470.72	Long Lake Conservation Center
21	31.00	Parks
All Funds	906,838.76	Total

Approved by,

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# 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)  
2 - Department (Totals by Dept)  
3 - Vendor Number  
4 - Vendor Name

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

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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
1	DEPT		Commissioners		
8175	Centurylink				
	01- 001- 000- 0000- 6250	7.01	LOCAL PHONE	313645966	Telephone
8175	Centurylink	7.01		1 Transactions	
3590	Niemi/Donald				
	01- 001- 000- 0000- 6330	74.75	Mileage- MRCC meeting	130@.575	Transportation & Travel & Parking
	01- 001- 000- 0000- 6330	80.50	Mileage- AMC meeting	140@.575	Transportation & Travel & Parking
3590	Niemi/Donald	155.25		2 Transactions	
6097	Verizon Wireless				
	01- 001- 000- 0000- 6250	31.05	cell phone charges	286287802	Telephone
	01- 001- 000- 0000- 6250	26.02	Commissioner Mifi	78666388100002	Telephone
			06/04/2015	06/04/2015	
	01- 001- 000- 0000- 6250	35.01	Commissioner ipad	78666388100002	Telephone
			06/04/2015	06/04/2015	
6097	Verizon Wireless	92.08		3 Transactions	
1	DEPT Total:	254.34	Commissioners	3 Vendors	6 Transactions
12	DEPT		Court Administration		
8175	Centurylink				
	01- 012- 000- 0000- 6250	112.11	LOCAL PHONE Q3	313645966	Telephone
8175	Centurylink	112.11		1 Transactions	
10185	Centurylink Communications Inc				
	01- 012- 000- 0000- 6250	44.94	LD Phone Q3	320146217	Telephone
10185	Centurylink Communications Inc	44.94		1 Transactions	
11634	Gammello,Qualley & Pearson PLLC				
	01- 012- 000- 0000- 6232	67.50	01JV 15 337		Attorney Services
11634	Gammello,Qualley & Pearson PLLC	67.50		1 Transactions	
5176	Wetzel Law Firm				
	01- 012- 000- 0000- 6232	15.00	FEES- 28884 PX- 99- 99	2014- 0537	Attorney Services
			02/04/2015	02/04/2015	
	01- 012- 000- 0000- 6232	98.50	FEES- 28884 PX- 99- 99	2015- 0652	Attorney Services
			04/30/2015	04/30/2015	
	01- 012- 000- 0000- 6232	45.00	FEES- 28884 PX- 99- 99	2015- 0704	Attorney Services

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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	Amount	Service Dates	Paid On Bhf # On Behalf of Name
	5176 Wetzel Law Firm		158.50	06/04/2015 06/04/2015 3 Transactions	
12	DEPT Total:		383.05	Court Administration	4 Vendors 6 Transactions
40	DEPT			Auditor	
88012	Aitkin Co Auditor				
	01- 040- 021- 0000- 6205		200.00	Postage for License Center	Postage
88012	Aitkin Co Auditor		200.00	1 Transactions	
783	Canon Financial Services, Inc				
	01- 040- 000- 0000- 6231		220.24	Contract Charges- 026	14992596 Services, Labor, Contracts
783	Canon Financial Services, Inc		220.24	1 Transactions	
8175	Centurylink				
	01- 040- 000- 0000- 6250		49.01	LOCAL PHONE	313645966 Telephone
	01- 040- 021- 0000- 6250		298.07	LOCAL PHONE	314154028 License Center- Phone
8175	Centurylink		347.08	2 Transactions	
10185	Centurylink Communications Inc				
	01- 040- 000- 0000- 6250		12.14	LD Phone	320146217 Telephone
10185	Centurylink Communications Inc		12.14	1 Transactions	
1457	CPS Technology Solutions, Inc				
	01- 040- 000- 0000- 6231		26.40	July Maintenance	368444 Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		26.40	1 Transactions	
11406	Innovative Office Solutions				
	01- 040- 000- 0000- 6405		8.49	Hanging Folders	01QW0355 Office & Computer Supplies
	01- 040- 000- 0000- 6405		11.49	4x6 Adhesive notes 4x6	01QW0356 Office & Computer Supplies
11406	Innovative Office Solutions		19.98	2 Transactions	
2778	Landgren/Pamela J				
	01- 040- 021- 0000- 6330		14.25	Mileage Crosby DMV	30@.475 Transportation/Travel/Parking (Own Auto)
				05/08/2015 05/08/2015	
	01- 040- 021- 0000- 6330		14.25	Mileage Crosby DMV	30@.475 Transportation/Travel/Parking (Own Auto)
				06/08/2015 06/08/2015	
2778	Landgren/Pamela J		28.50	2 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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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>
3267 Peysar/Kirk				
01- 040- 000- 0000- 6330		59.80	MCIS Tax meeting Mileage	104@.575 Transportation & Travel
3267 Peysar/Kirk		59.80	1 Transactions	
40 DEPT Total:		914.14	Auditor	8 Vendors 11 Transactions
42 DEPT			Treasurer	
8175 Centurylink				
01- 042- 000- 0000- 6250		28.03	LOCAL PHONE	313645966 Telephone
8175 Centurylink		28.03	1 Transactions	
10185 Centurylink Communications Inc				
01- 042- 000- 0000- 6250		9.50	LD Phone	320146217 Telephone
10185 Centurylink Communications Inc		9.50	1 Transactions	
86235 The Office Shop Inc				
01- 042- 000- 0000- 6405		2.00	Laminating	279167- 0 Office & Computer Supplies
86235 The Office Shop Inc		2.00	1 Transactions	
42 DEPT Total:		39.53	Treasurer	3 Vendors 3 Transactions
43 DEPT			Assessor	
8175 Centurylink				
01- 043- 000- 0000- 6250		77.08	LOCAL PHONE	313645966 Telephone
8175 Centurylink		77.08	1 Transactions	
10185 Centurylink Communications Inc				
01- 043- 000- 0000- 6250		13.28	LD Phone	320146217 Telephone
10185 Centurylink Communications Inc		13.28	1 Transactions	
1457 CPS Technology Solutions, Inc				
01- 043- 000- 0000- 6231		46.20	July Maintenance	368444 Services, Labor, Contracts
1457 CPS Technology Solutions, Inc		46.20	1 Transactions	
10330 Dangers/Mike				
01- 043- 000- 0000- 6330		28.50	Mileage User group meeting	60@.475 Transportation & Travel & Parking
			06/11/2015 06/11/2015	



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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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10330	Dangers/Mike		28.50	1 Transactions		
43	DEPT Total:		165.06	Assessor	4 Vendors	4 Transactions
44	DEPT			Central Services		
783	Canon Financial Services, Inc					
	01- 044- 000- 0000- 6231		326.43	Contract Charges- 031	14992600	Services, Labor, Contracts
783	Canon Financial Services, Inc		326.43	1 Transactions		
10185	Centurylink Communications Inc					
	01- 044- 000- 0000- 6250		1.17	LD Phone	320146217	Telephone
	01- 044- 000- 0000- 6250		0.27	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc		1.44	2 Transactions		
9671	Pitney Bowes					
	01- 044- 048- 0000- 6301		565.56	Rental charges June	8410541	Postage Rentals
				06/15/2015 06/15/2015		
9671	Pitney Bowes		565.56	1 Transactions		
44	DEPT Total:		893.43	Central Services	3 Vendors	4 Transactions
49	DEPT			Information Technologies		
5245	Bennett/Steve					
	01- 049- 000- 0000- 6340		27.87	meals/PLT Training		Meals (Overnight)
				06/16/2015 06/17/2015		
	01- 049- 000- 0000- 6330		112.10	mileage/PLT Training	236@.475	Transportation & Travel & Parking
				06/16/2015 06/17/2015		
5245	Bennett/Steve		139.97	2 Transactions		
5398	CDW Government, Inc					
	01- 049- 000- 0000- 6402		266.10	Ultrium5 tapes	VV27106	Computer Supplies & Software
				06/02/2015 06/02/2015		
	01- 049- 000- 0000- 6405		256.93	rack hardware, supplies, box	VX44560	Office Supplies (Non Computer)
				06/06/2015 06/06/2015		
5398	CDW Government, Inc		523.03	2 Transactions		
8175	Centurylink					
	01- 049- 000- 0000- 6250		35.03	LOCAL PHONE	313645966	Telephone

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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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8175	Centurylink		35.03	1 Transactions		
10185	Centurylink Communications Inc					
	01- 049- 000- 0000- 6250		4.72	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		4.72	1 Transactions		
13603	KnowledgeNet					
	01- 049- 000- 0000- 6208		1,990.00	2 yr online IT Training course	32436	Training/Education
13603	KnowledgeNet		1,990.00	1 Transactions		
9184	Thaemert/Carol					
	01- 049- 000- 0000- 6402		70.30	Reimb.Dreamweaver Software	1150600240	Computer Supplies & Software
9184	Thaemert/Carol		70.30	1 Transactions		
86235	The Office Shop Inc					
	01- 049- 000- 0000- 6402		3.49	Alligator clips	279052- 0	Computer Supplies & Software
				06/09/2015 06/09/2015		
86235	The Office Shop Inc		3.49	1 Transactions		
6097	Verizon Wireless					
	01- 049- 000- 0000- 6231		26.02	June Renewal	38669511000002	Programming, Services, Contracts
				06/01/2015 06/01/2015		
6097	Verizon Wireless		26.02	1 Transactions		
49	DEPT Total:		2,792.56	Information Technologies	8 Vendors	10 Transactions
52	DEPT			Administration/Personnel Dept		
8175	Centurylink					
	01- 052- 000- 0000- 6250		42.04	LOCAL PHONE	313645966	Telephone
8175	Centurylink		42.04	1 Transactions		
10185	Centurylink Communications Inc					
	01- 052- 000- 0000- 6250		20.55	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		20.55	1 Transactions		
13412	Pemberton, Sorlie, Rufer & Kershner PLLI					
	01- 052- 000- 0000- 6232		165.60	Atty Mileage		Attorney Services
	01- 052- 000- 0000- 6232		2,163.00	Legal Assistant fees	May	Attorney Services
	01- 052- 000- 0000- 6232		4,641.00	Attorney fees	May	Attorney Services

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE



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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
13412	Pemberton, Sorlie, Rufer & Kershner PLLI		6,969.60	3 Transactions		
6097	Verizon Wireless					
	01-052-000-0000-6250		26.02	HR Mifi charge 06/04/2015 06/04/2015	78666388100002	Telephone
6097	Verizon Wireless		26.02	1 Transactions		
52	DEPT Total:		7,058.21	Administration/Personnel Dept	4 Vendors	6 Transactions
90	DEPT			Attorney		
783	Canon Financial Services, Inc					
	01-090-000-0000-6625		355.45	Copier contract 06/12/2015 06/12/2015	15008115	Office Equipment
783	Canon Financial Services, Inc		355.45	1 Transactions		
8175	Centurylink					
	01-090-000-0000-6250		63.06	LOCAL PHONE	313645966	Telephone
8175	Centurylink		63.06	1 Transactions		
10185	Centurylink Communications Inc					
	01-090-000-0000-6250		23.46	LD Phone	320146217	Telephone
	01-090-000-0000-6250		2.15	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc		25.61	2 Transactions		
11293	League Of Minnesota Cities					
	01-090-000-0000-6230		225.00	Web Advertising- Weekly	218834	Printing, Publishing & Adv
	01-090-000-0000-6230		53.55	Web Advertising- Daily	218834	Printing, Publishing & Adv
11293	League Of Minnesota Cities		278.55	2 Transactions		
3195	MCCC					
	01-090-000-0000-6208		130.00	MCCC Conference Registration 06/09/2015 06/09/2015	2Y150642	Training/Education
3195	MCCC		130.00	1 Transactions		
86235	The Office Shop Inc					
	01-090-000-0000-6405		5.00	Ribbon, TW, COR, Broth 06/05/2015 06/05/2015	983843-1	Office & Computer Supplies
	01-090-000-0000-6405		15.78	White paper pads 06/10/2015 06/10/2015	984517-0	Office & Computer Supplies

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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
86235	The Office Shop Inc		20.78	2 Transactions		
5173	West Payment Center					
	01- 090- 000- 0000- 6406		113.02	MN Practice Series	832007128	Law Publ. & Subscriptions
				06/04/2015	06/04/2015	
5173	West Payment Center		113.02	1 Transactions		
90	DEPT Total:		986.47	Attorney	7 Vendors	10 Transactions
100	DEPT			Recorder		
8175	Centurylink					
	01- 100- 000- 0000- 6250		21.02	LOCAL PHONE	313645966	Telephone
8175	Centurylink		21.02	1 Transactions		
10185	Centurylink Communications Inc					
	01- 100- 000- 0000- 6250		17.75	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		17.75	1 Transactions		
9373	ESRI					
	01- 100- 195- 0000- 6231		3,166.67	GIS Software Maint.& Support	92993106	Services, Labor, Contracts- Land Records
				09/16/2015	09/15/2016	
	01- 100- 196- 0000- 6231		3,166.66	GIS Software Maint.& Support	92993106	Services, Labor, Contracts- Recorder's
				09/16/2015	09/15/2016	
9373	ESRI		6,333.33	2 Transactions		
10795	Moriarty/Michael					
	01- 100- 000- 0000- 6241		25.00	Conference Registration		Registration Fee
				04/06/2015	04/06/2015	
	01- 100- 000- 0000- 6340		74.38	Commuter meal plan		Meals
				06/09/2015	06/12/2015	
	01- 100- 000- 0000- 6330		55.48	Mileage	116@.475	Transportation & Travel
				06/09/2015	06/12/2015	
10795	Moriarty/Michael		154.86	3 Transactions		
13502	Stangle Research					
	01- 100- 000- 0000- 6625		150.00	two IBM Selectric Typewriters	6/22/15	Office Equipment
13502	Stangle Research		150.00	1 Transactions		

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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	Amount	Service Dates	Paid On Bhf # On Behalf of Name
100 DEPT Total:		6,676.96	Recorder	5 Vendors 8 Transactions
110 DEPT			Courthouse Maintenance	
8175 Centurylink				
01- 110- 000- 0000- 6250		14.01	LOCAL PHONE	313645966 Phone
8175 Centurylink		14.01		1 Transactions
10185 Centurylink Communications Inc				
01- 110- 000- 0000- 6250		3.94	LD Phone	320146217 Phone
10185 Centurylink Communications Inc		3.94		1 Transactions
11889 Honeywell International Inc.				
01- 110- 000- 0000- 6231		2,901.20	Quarterly Maintenance	5233125237 Services, Labor, Contracts
			07/15/2015 10/14/2015	
11889 Honeywell International Inc.		2,901.20		1 Transactions
9692 Minnesota Energy Resources Corporation				
01- 110- 000- 0000- 6254		133.25	Gas- Courthouse	4323328- 7 Utilities & Heating
9692 Minnesota Energy Resources Corporation		133.25		1 Transactions
3950 Public Utilities				
01- 110- 000- 0000- 6254		1,857.32	Courthouse	Utilities & Heating
01- 110- 000- 0000- 6254		22.51	Old county garage	Utilities & Heating
01- 110- 000- 0000- 6254		359.61	Jail West Annex	Utilities & Heating
01- 110- 000- 0000- 6254		115.07	CH Building Coord.	Utilities & Heating
01- 110- 000- 0000- 6254		118.72	Motor Pool Garage	Utilities & Heating
01- 110- 000- 0000- 6254		194.16	LA Tool Building	Utilities & Heating
3950 Public Utilities		2,667.39		6 Transactions
10698 Stericycle,Inc				
01- 110- 000- 0000- 6422		230.47	Steri- Safe bill	400560971 Janitorial Supplies
10698 Stericycle,Inc		230.47		1 Transactions
86235 The Office Shop Inc				
01- 110- 000- 0000- 6405		76.98	2 printer cartridges	279161- 0 Office Supplies
86235 The Office Shop Inc		76.98		1 Transactions
6097 Verizon Wireless				
01- 110- 000- 0000- 6250		31.05	cell phone charges	286287802 Phone

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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
6097	Verizon Wireless		31.05	1 Transactions		
110	DEPT Total:		6,058.29	Courthouse Maintenance	8 Vendors	13 Transactions
120	DEPT			Service Officer		
8175	Centurylink					
	01- 120- 000- 0000- 6250		7.01	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.01	1 Transactions		
10185	Centurylink Communications Inc					
	01- 120- 000- 0000- 6250		21.74	LD Phone	320146217	Telephone
	01- 120- 000- 0000- 6250		2.60	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc		24.34	2 Transactions		
86235	The Office Shop Inc					
	01- 120- 000- 0000- 6405		72.39	Receipt bks,notes,memo cubes	984536- 0	Office & Computer Supplies
86235	The Office Shop Inc		72.39	1 Transactions		
6128	Tire Barn					
	01- 120- 000- 0000- 6302		1,025.90	AC System - vet's van	31307	Car Maintenance
				06/11/2015 06/11/2015		
6128	Tire Barn		1,025.90	1 Transactions		
120	DEPT Total:		1,129.64	Service Officer	4 Vendors	5 Transactions
122	DEPT			Planning & Zoning		
8175	Centurylink					
	01- 122- 000- 0000- 6250		49.05	LOCAL PHONE	313645966	Telephone
8175	Centurylink		49.05	1 Transactions		
10185	Centurylink Communications Inc					
	01- 122- 000- 0000- 6250		52.67	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		52.67	1 Transactions		
13066	Hargrave/Bryan					
	01- 122- 000- 0000- 6231		3,500.00	CONTRACT INSPECTIONS		Services, Labor, Contracts, Programming
				06/15/2015 06/26/2015		

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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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
13066	Hargrave/Bryan		3,500.00	1 Transactions		
6097	Verizon Wireless					
	01- 122- 000- 0000- 6250		40.12	Cellular charges	380690138	Telephone
				05/14/2015	06/13/2015	
6097	Verizon Wireless		40.12	1 Transactions		
122	DEPT Total:		3,641.84	Planning & Zoning	4 Vendors	4 Transactions
123	DEPT			Coroner		
3987	Ramsey County Medical Examiner					
	01- 123- 000- 0000- 6260		1,400.00	FEES	ME 15- 1155	Autopsies- - Pathologist, Xrays, Etc
3987	Ramsey County Medical Examiner		1,400.00	1 Transactions		
4192	Regions Hospital					
	01- 123- 000- 0000- 6260		76.00	FEES	ME 15- 1155	Autopsies- - Pathologist, Xrays, Etc
4192	Regions Hospital		76.00	1 Transactions		
123	DEPT Total:		1,476.00	Coroner	2 Vendors	2 Transactions
200	DEPT			Enforcement		
88430	Aitkin County Fair Board					
	01- 200- 000- 0000- 6231		125.00	2015 FAIR BOOTH		Services & Labor (Incl Contracts)
88430	Aitkin County Fair Board		125.00	1 Transactions		
13598	ANOKA COUNTY SOCIAL SERVICES					
	01- 200- 000- 0000- 5530		10.00	duplicate pymt of inv.15- 0127		County Sheriff Fees
13598	ANOKA COUNTY SOCIAL SERVICES		10.00	1 Transactions		
86467	Auto Value Aitkin					
	01- 200- 000- 0000- 6302		25.98	headlamps	40063738	Car Maintenance
	01- 200- 000- 0000- 6302		14.99	headlamps	40066253	Car Maintenance
86467	Auto Value Aitkin		40.97	2 Transactions		
612	BCA CJTE					
	01- 200- 003- 0000- 6241		75.00	#210 Field Analysis of Drugs	23744	Registration Fee
	01- 200- 003- 0000- 6241		240.00	#207 Interview & Interrogation	32912	Registration Fee

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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>
612 BCA CJTE		315.00	2 Transactions	
5398 CDW Government, Inc				
01- 200- 000- 0000- 6231		2,483.79	Cisco SSL Lic Upg 50U	VV56335 Services & Labor (Incl Contracts)
01- 200- 000- 0000- 6231		2,418.58	Cisco SSL VPN Lic CREDIT	VW15179 Services & Labor (Incl Contracts)
5398 CDW Government, Inc		65.21	2 Transactions	
8175 Centurylink				
01- 200- 000- 0000- 6250		182.18	LOCAL PHONE	313645966 Telephone
01- 200- 000- 0000- 6250		56.06	LOCAL PHONE- PROBATION	313645966 Telephone
8175 Centurylink		238.24	2 Transactions	
10185 Centurylink Communications Inc				
01- 200- 000- 0000- 6250		92.32	LD Phone	320146217 Telephone
01- 200- 000- 0000- 6250		80.48	LD Phone- Probation	320146217 Telephone
01- 200- 000- 0000- 6250		8.91	TOLL FREE PHONE CHARGES	320295974 Telephone
10185 Centurylink Communications Inc		181.71	3 Transactions	
2340 Hyttinen Hardware Hank				
01- 200- 000- 0000- 6409		34.99	tape measure	1248792 Deputy Supplies
01- 200- 000- 0000- 6409		4.99	dust mask	1251458 Deputy Supplies
2340 Hyttinen Hardware Hank		39.98	2 Transactions	
5756 KEEPRS, Inc				
01- 200- 000- 0000- 6410		112.86	uniforms	278753 Clothing Allowance
5756 KEEPRS, Inc		112.86	1 Transactions	
2925 L & M Supply, Inc.				
01- 200- 019- 0000- 6409		2.87	Waterproof matches	7027885 Supplies
			05/30/2015 05/30/2015	
2925 L & M Supply, Inc.		2.87	1 Transactions	
10567 Lake Country Auto Center Of Aitkin				
01- 200- 000- 0000- 6302		49.29	oil change #203	20476 Car Maintenance
01- 200- 000- 0000- 6302		49.29	oil change #212	20483 Car Maintenance
10567 Lake Country Auto Center Of Aitkin		98.58	2 Transactions	
252 Lynn Peavey Company				
01- 200- 000- 0000- 6405		160.85	Evidence processing supplies	303894 Office 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
252 Lynn Peavey Company		06/12/2015 06/12/2015 1 Transactions		
6057 Nate's Towing				
01- 200- 000- 0000- 6359	160.85	Tow ATV Forfeiture	15- 2181	Wrecker Service
		06/06/2015 06/06/2015		
01- 200- 000- 0000- 6359	218.00	Tow Boat & trailer forfeiture	15- 2240	Wrecker Service
		06/12/2015 06/12/2015		
6057 Nate's Towing	404.00	2 Transactions		
86235 The Office Shop Inc				
01- 200- 000- 0000- 6405	112.22	Office supplies	984842- 0	Office Supplies
01- 200- 000- 0000- 6405	11.30	Office supplies	984871- 0	Office Supplies
86235 The Office Shop Inc	123.52	2 Transactions		
5066 Visa				
01- 200- 000- 0000- 6231	35.00	Late Fee	#3082 Card 2	Services & Labor (Incl Contracts)
01- 200- 000- 0000- 6231	6.65-	Overpay	#3082 Card 2	Services & Labor (Incl Contracts)
01- 200- 000- 0000- 6409	85.85	telephone recorders	#3082 Card 2	Deputy Supplies
01- 200- 000- 0000- 6409	165.86	digital recorders	#3082 Card 2	Deputy Supplies
01- 200- 000- 0000- 6409	65.39	extension cord, cord reel	#3082 Card 2	Deputy Supplies
01- 200- 000- 0000- 6409	49.33	rifle safety tool	#3082 Card 2	Deputy Supplies
01- 200- 000- 0000- 6231	35.00	Late Fee Card 4	#3108	Services & Labor (Incl Contracts)
01- 200- 003- 0000- 6340	18.55	meals/training #207	#5738 Card 1	Meals
		06/08/2015 06/10/2015		
01- 200- 003- 0000- 6340	35.00	Annual Fee	#5738 Card 1	Meals
01- 200- 003- 0000- 6340	2.00	fee on disputed charges	#5738 Card 1	Meals
5066 Visa	485.33	10 Transactions		
9642 WEX BANK				
01- 200- 000- 0000- 6511	4,451.96	Gas for Squads	0424007043961	Gas And Oil
9642 WEX BANK	4,451.96	1 Transactions		
13132 Zuercher Technologies, LLC				
01- 200- 000- 0000- 6405	25.00	Wasp Ribbon	800	Office Supplies
13132 Zuercher Technologies, LLC	25.00	1 Transactions		
200 DEPT Total:	6,881.08	Enforcement	17 Vendors	36 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
202	DEPT				Boat & Water		
	2340	Hyytinen Hardware Hank					
		01- 202- 000- 0000- 6405		82.87	bug repellant	1256758	Office Supplies
		01- 202- 000- 0000- 6405		1.98	keys cut	1259293	Office Supplies
	2340	Hyytinen Hardware Hank		84.85	2 Transactions		
	3950	Public Utilities					
		01- 202- 000- 0000- 6254		19.31	Boat & Water		Utilities
	3950	Public Utilities		19.31	1 Transactions		
	4425	Shirts Plus					
		01- 202- 000- 0000- 6410		99.00	B&W T shirts	61845	Clothing Allowance
					06/11/2015	06/11/2015	
	4425	Shirts Plus		99.00	1 Transactions		
	9642	WEX BANK					
		01- 202- 000- 0000- 6511		621.64	Gas	0424007043961	Gas And Oil
	9642	WEX BANK		621.64	1 Transactions		
202	DEPT Total:			824.80	Boat & Water	4 Vendors	5 Transactions
204	DEPT				ATV		
	13403	Siggy's Small Engine Repair					
		01- 204- 000- 0000- 6302		510.67	ATV work- Arctic Cat & Can Am	6/8/15	Car Maintenance
	13403	Siggy's Small Engine Repair		510.67	1 Transactions		
204	DEPT Total:			510.67	ATV	1 Vendors	1 Transactions
252	DEPT				Corrections		
	3483	AAF International					
		01- 252- 000- 0000- 6590		1,007.81	AIR FILTERS	90900663	Repair & Maintenance Supplies
		01- 252- 000- 0000- 6590		832.84	AIR FILTERS	90900664	Repair & Maintenance Supplies
	3483	AAF International		1,840.65	2 Transactions		
	116	Aitkin Feed & Farm Supply Inc					
		01- 252- 000- 0000- 6590		293.51	SOFTENER PELLETS	99542	Repair & Maintenance Supplies
	116	Aitkin Feed & Farm Supply Inc		293.51	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
12106	Antoine Electric					
	01- 252- 000- 0000- 6590		225.00	Cable for outdoor sensor	13861	Repair & Maintenance Supplies
	01- 252- 000- 0000- 6590		129.37	Replace ballasts, fixture	13867	Repair & Maintenance Supplies
				06/08/2015	06/08/2015	
12106	Antoine Electric		354.37		2 Transactions	
456	Bob Barker Company, Inc.					
	01- 252- 000- 0000- 6424		100.46	inmate supplies	000375353	Inmate Supplies
	01- 252- 000- 0000- 6424		90.26	Inmate supplies	WEB000375202	Inmate Supplies
				06/09/2015	06/09/2015	
456	Bob Barker Company, Inc.		190.72		2 Transactions	
783	Canon Financial Services, Inc					
	01- 252- 000- 0000- 6231		96.07	Copier contract- 032 Dispatch	14992593	Services & Labor (Incl Contracts)
783	Canon Financial Services, Inc		96.07		1 Transactions	
5398	CDW Government, Inc					
	01- 252- 000- 0000- 6625		223.19	ViewSonic monitor- Lana	VV17493	Office Equipment
5398	CDW Government, Inc		223.19		1 Transactions	
8175	Centurylink					
	01- 252- 000- 0000- 6250		112.11	LOCAL PHONE	313645966	Telephone
8175	Centurylink		112.11		1 Transactions	
10185	Centurylink Communications Inc					
	01- 252- 000- 0000- 6250		99.11	LD Phone	320146217	Telephone
	01- 252- 000- 0000- 6250		8.91	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc		108.02		2 Transactions	
5583	Crawford Supply Company					
	01- 252- 252- 0000- 6408		167.28	Commissary supplies	563900	Commissary Supplies
				06/09/2015	06/09/2015	
5583	Crawford Supply Company		167.28		1 Transactions	
88628	Dalco					
	01- 252- 000- 0000- 6422		244.43	Jail paper products	2897233	Janitorial Supplies
88628	Dalco		244.43		1 Transactions	
1491	Dutch's Electric, Inc					

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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
1491 Dutch's Electric, Inc		replace switch- Cell 144	23353	Repair & Maintenance Supplies
		1 Transactions		
1598 Ferrara's Htg Air Cond & Refrig Inc				
01- 252- 000- 0000- 6590	70.00	jail chiller	7644	Repair & Maintenance Supplies
01- 252- 000- 0000- 6590	122.50	2nd floor recirc line	7663	Repair & Maintenance Supplies
		06/08/2015 06/08/2015		
1598 Ferrara's Htg Air Cond & Refrig Inc	192.50	2 Transactions		
1570 Freedom Valu Centers, Inc				
01- 252- 000- 0000- 6330	27.60	May Gasoline	9334	Prisoner Transportation & Travel
01- 252- 003- 0000- 6330	21.21	May Gasoline	9334	School Tran & Travel & Parking
1570 Freedom Valu Centers, Inc	48.81	2 Transactions		
2186 Hillyard Inc - Kansas City				
01- 252- 000- 0000- 6422	605.65	Janitorial	601655301	Janitorial Supplies
2186 Hillyard Inc - Kansas City	605.65	1 Transactions		
2340 Hyytinen Hardware Hank				
01- 252- 000- 0000- 6590	10.68	plunger for kitchen	1253057	Repair & Maintenance Supplies
01- 252- 000- 0000- 6590	6.99	wheel for kitchen cart	1256818	Repair & Maintenance Supplies
01- 252- 000- 0000- 6590	5.49	hinge for sally port door	1258778	Repair & Maintenance Supplies
01- 252- 000- 0000- 6590	5.49	return sally port door hinge	1258828	Repair & Maintenance Supplies
2340 Hyytinen Hardware Hank	17.67	4 Transactions		
5503 Keefe Supply Company				
01- 252- 252- 0000- 6405	167.22	Commissary supplies	563922	Prisoner Welfare
		06/09/2015 06/09/2015		
5503 Keefe Supply Company	167.22	1 Transactions		
5756 KEEPRS, Inc				
01- 252- 000- 0000- 6410	301.59	uniforms	278753	Clothing Allowance
5756 KEEPRS, Inc	301.59	1 Transactions		
3160 Mille Lacs Energy Coop- Albert Lea				
01- 252- 000- 0000- 6254	512.19	Shelter/tower	34- 54- 015- 01	Utilities & Heating
		06/10/2015 06/10/2015		
3160 Mille Lacs Energy Coop- Albert Lea	512.19	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
9692 Minnesota Energy Resources Corporation				
01- 252- 000- 0000- 6254		23.24	Gas- STS	4058862- 6 Utilities & Heating
01- 252- 000- 0000- 6254		380.12	Gas- Jail	4244670- 8 Utilities & Heating
9692 Minnesota Energy Resources Corporation		403.36	2 Transactions	
10948 MN Dept of Labor & Industry				
01- 252- 000- 0000- 6231		10.00	Boiler renewal	ABR0118685I Services & Labor (Incl Contracts)
			06/01/2015 06/01/2015	
10948 MN Dept of Labor & Industry		10.00	1 Transactions	
3789 Pan- O- Gold Baking Company				
01- 252- 000- 0000- 6418		201.75	Groceries	010024516221 Groceries
			06/11/2015 06/11/2015	
01- 252- 000- 0000- 6418		17.76	Return	010024516222 Groceries
			06/11/2015 06/11/2015	
01- 252- 000- 0000- 6418		214.70	Groceries	010024516914 Groceries
3789 Pan- O- Gold Baking Company		398.69	3 Transactions	
3950 Public Utilities				
01- 252- 000- 0000- 6254		63.68	Sheriff's storage garage	Utilities & Heating
01- 252- 000- 0000- 6254		154.06	New Jail	Utilities & Heating
01- 252- 000- 0000- 6254		5,728.35	New Jail 2	Utilities & Heating
3950 Public Utilities		5,946.09	3 Transactions	
11538 RCB Collections Range Credit Bureau Inc				
01- 252- 000- 0000- 6231		15.13	employment backgrounds	103693 Services & Labor (Incl Contracts)
11538 RCB Collections Range Credit Bureau Inc		15.13	1 Transactions	
9499 Reliance Telephone Systems, Inc				
01- 252- 252- 0000- 6406		200.00	PHONE CARDS	D- 15312 Phone Card Prisoner Welfare
01- 252- 252- 0000- 6406		1,300.00	PHONE CARDS	D- 15313 Phone Card Prisoner Welfare
9499 Reliance Telephone Systems, Inc		1,500.00	2 Transactions	
5774 Riverwood Healthcare Clinic				
01- 252- 000- 0000- 6262		258.00	Janet Larson Services	368675 Medical Expenses & Supplies - Inmates
			06/05/2015 06/05/2015	
5774 Riverwood Healthcare Clinic		258.00	1 Transactions	
4761 Sysco Minnesota Inc				

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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>
	01- 252- 000- 0000- 6418		Groceries	506110807	Groceries
		3,613.79	06/11/2015 06/11/2015		
	01- 252- 000- 0000- 6418		Groceries	506180887	Groceries
4761	Sysco Minnesota Inc	3,266.07			
		6,879.86	2 Transactions		
86235	The Office Shop Inc				
	01- 252- 000- 0000- 6405	112.22	Office supplies	984842- 0	Office & Computer Supplies
	01- 252- 000- 0000- 6405	11.30	Office supplies	984871- 0	Office & Computer Supplies
86235	The Office Shop Inc	123.52	2 Transactions		
5066	Visa				
	01- 252- 000- 0000- 6262	147.96	glucose test strips	#3082 Card 2	Medical Expenses & Supplies - Inmates
5066	Visa	147.96	1 Transactions		
10005	Watson/Linda				
	01- 252- 000- 0000- 6231	10.00	Indigent inmate haircuts		Services & Labor (Incl Contracts)
			06/06/2015 06/06/2015		
10005	Watson/Linda	10.00	1 Transactions		
9642	WEX BANK				
	01- 252- 000- 0000- 6330	242.30	Gas	0424007043961	Prisoner Transportation & Travel
9642	WEX BANK	242.30	1 Transactions		
252	DEPT Total:	21,526.21	Corrections	30 Vendors	47 Transactions
253	DEPT		Aitkin Co Community Corrections		
8175	Centurylink				
	01- 253- 000- 0000- 6250	7.01	LOCAL PHONE	313645966	Telephone
8175	Centurylink	7.01	1 Transactions		
10185	Centurylink Communications Inc				
	01- 253- 000- 0000- 6250	3.42	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc	3.42	1 Transactions		
7525	Hometown Bldg Supply				
	01- 253- 000- 0000- 6405	23.89	door lock installation kit	65160	Operating Supplies
7525	Hometown Bldg Supply	23.89	1 Transactions		
12927	Midwest Machinery Co.				

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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- 253- 000- 0000- 6405		25.95	Flashlight, pump diaphragm	1075597	Operating Supplies
				06/11/2015 06/11/2015		
	01- 253- 000- 0000- 6405		0.27	pump diaphragm, return product	1080482	Operating Supplies
	01- 253- 000- 0000- 6405		8.52	brake- strap	1080484	Operating Supplies
12927	Midwest Machinery Co.		34.74	3 Transactions		
6072	North Homes - Treatment Foster Care					
	01- 253- 000- 0000- 6204		1,327.14	Secure	30340	Juvenile Detention
				04/25/2015 04/30/2015		
	01- 253- 000- 0000- 6204		132.00	Transport 01- 08- 15	IJC16791	Juvenile Detention
	01- 253- 000- 0000- 6204		297.00	Transport 01- 15- 15,01- 22- 15	IJC16792	Juvenile Detention
	01- 253- 000- 0000- 6204		154.00	Transport for court 04/28/15	M00026IH	Juvenile Detention
6072	North Homes - Treatment Foster Care		1,910.14	4 Transactions		
5551	Unclaimed Freight North					
	01- 253- 000- 0000- 6405		21.53	paint trays,roller covers	33332	Operating Supplies
	01- 253- 000- 0000- 6405		15.92	jumbo hooks, bungees	33536	Operating Supplies
5551	Unclaimed Freight North		37.45	2 Transactions		
253	DEPT Total:		2,016.65	Aitkin Co Community Corrections	6 Vendors	12 Transactions
255	DEPT			General Crime Victim Grant		
8175	Centurylink					
	01- 255- 000- 0000- 6250		7.01	LOCAL PHONE	313645966	Telephone
	01- 255- 000- 0000- 6250		7.01	LOCAL PHONE	313645966	Telephone
8175	Centurylink		14.02	2 Transactions		
10185	Centurylink Communications Inc					
	01- 255- 000- 0000- 6250		1.76	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		1.76	1 Transactions		
255	DEPT Total:		15.78	General Crime Victim Grant	2 Vendors	3 Transactions
257	DEPT			Sobriety Court		
450	Bare/Janice M					
	01- 257- 022- 0000- 6406		27.70	Meals/Drug court conference		Sobriety Crt Expenses
				06/02/2015 06/03/2015		
	01- 257- 022- 0000- 6406		156.68	Mileage/Drug court conference	272.5@.575	Sobriety Crt Expenses

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No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
450 Bare/Janice M		06/02/2015 06/03/2015 2 Transactions		
4139 Roggenkamp- Rakotz/Lisa M				
01- 257- 022- 0000- 6406		149.70 Hotel/Sobriety Court Training		Sobriety Crt Expenses
		06/02/2015 06/03/2015		
01- 257- 022- 0000- 6406		38.33 Mealsl/Sobriety Court Training		Sobriety Crt Expenses
		06/02/2015 06/03/2015		
01- 257- 022- 0000- 6406		161.00 Mealsl/Sobriety Court Training	280@.575	Sobriety Crt Expenses
4139 Roggenkamp- Rakotz/Lisa M		349.03 3 Transactions		
257 DEPT Total:		533.41 Sobriety Court	2 Vendors	5 Transactions
280 DEPT		Emergency Management		
8175 Centurylink				
01- 280- 000- 0000- 6250		14.01 LOCAL PHONE	313645966	Telephone
8175 Centurylink		14.01 1 Transactions		
10185 Centurylink Communications Inc				
01- 280- 000- 0000- 6250		1.55 TOLL FREE PHONE CHARGES	320295974	Telephone
10185 Centurylink Communications Inc		1.55 1 Transactions		
1570 Freedom Valu Centers, Inc				
01- 280- 000- 0000- 6330		20.50 May Gasoline	9334	Transportation & Travel & Parking
1570 Freedom Valu Centers, Inc		20.50 1 Transactions		
280 DEPT Total:		36.06 Emergency Management	3 Vendors	3 Transactions
390 DEPT		Environmental Health (FBL)		
8175 Centurylink				
01- 390- 000- 0000- 6250		7.01 LOCAL PHONE	313645966	Telephone
8175 Centurylink		7.01 1 Transactions		
10185 Centurylink Communications Inc				
01- 390- 000- 0000- 6250		6.12 LD Phone	320146217	Telephone
10185 Centurylink Communications Inc		6.12 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
390 DEPT Total:		13.13 Environmental Health (FBL)	2 Vendors	2 Transactions
391 DEPT		Solid Waste		
8175 Centurylink				
01- 391- 000- 0000- 6250	7.01	LOCAL PHONE	313645966	Telephone
8175 Centurylink	7.01		1 Transactions	
10185 Centurylink Communications Inc				
01- 391- 000- 0000- 6250	5.55	LD Phone	320146217	Telephone
10185 Centurylink Communications Inc	5.55		1 Transactions	
6097 Verizon Wireless				
01- 391- 000- 0000- 6250	58.48	Cellular charges	286252299	Telephone
		05/03/2015 06/02/2015		
6097 Verizon Wireless	58.48		1 Transactions	
391 DEPT Total:		71.04 Solid Waste	3 Vendors	3 Transactions
500 DEPT		Library And Historical Society		
11040 Raisanen/James E				
01- 500- 500- 0000- 6350	35.00	ECR Library Legacy Committee	03/18/2015	Library Per Diem
01- 500- 500- 0000- 6350	35.00	ECR Library Board	05/11/2015	Library Per Diem
01- 500- 500- 0000- 6350	35.00	ECR Library Board	06/08/2015	Library Per Diem
01- 500- 500- 0000- 6350	35.00	ECR Library Board	4/13/2015	Library Per Diem
11040 Raisanen/James E	140.00		4 Transactions	
500 DEPT Total:		140.00 Library And Historical Society	1 Vendors	4 Transactions
601 DEPT		Extension		
8175 Centurylink				
01- 601- 000- 0000- 6250	7.01	LOCAL PHONE	313645966	Telephone
8175 Centurylink	7.01		1 Transactions	
10185 Centurylink Communications Inc				
01- 601- 000- 0000- 6250	2.80	LD Phone	320146217	Telephone
10185 Centurylink Communications Inc	2.80		1 Transactions	
11187 Regents Of The University of Minnesota				

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1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE



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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
	01- 601- 000- 0000- 6262		Apr.- June MOA billing- Strande	0300013452	Univ Of Minn Contracts
11187	Regents Of The University of Minnesota		1 Transactions		
601	DEPT Total:	12,661.89	Extension	3 Vendors	3 Transactions
700	DEPT		Promotion,AEOA Tran,Airport,RC&D,Tot		
11458	MSPN				
	01- 700- 909- 0000- 6801	868.00	ATV Advertising	13286	Appropriations- Grant
			06/02/2015 06/02/2015		
11458	MSPN	868.00	1 Transactions		
700	DEPT Total:	868.00	Promotion,AEOA Tran,Airport,RC&D,T.	1 Vendors	1 Transactions
711	DEPT		Economic Development		
8175	Centurylink				
	01- 711- 000- 0000- 6250	7.01	LOCAL PHONE	313645966	Telephone
8175	Centurylink	7.01	1 Transactions		
10185	Centurylink Communications Inc				
	01- 711- 000- 0000- 6250	3.79	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc	3.79	1 Transactions		
4489	Rainforest Alliance, Inc.				
	01- 711- 000- 0000- 6303	7,219.00	Upper Mississippi FSC audit	139828	Mcnight/Blandin Grant Expenses
			05/13/2015 05/13/2015		
4489	Rainforest Alliance, Inc.	7,219.00	1 Transactions		
711	DEPT Total:	7,229.80	Economic Development	3 Vendors	3 Transactions
1	Fund Total:	85,807.85	General Fund		220 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>
301	DEPT		R&B Administration		
783	Canon Financial Services, Inc				
	03- 301- 000- 0000- 6300	212.26	CONTRACT CHARGE 061215	14992595	Service Contracts
783	Canon Financial Services, Inc	212.26	1 Transactions		
10185	Centurylink Communications Inc				
	03- 301- 000- 0000- 6250	43.80	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc	43.80	1 Transactions		
10855	Culligan				
	03- 301- 000- 0000- 6400	10.50	JAN RENTAL FEE 010115		Supplies And Materials
	03- 301- 000- 0000- 6400	10.50	FEB RENTAL FEE 020115		Supplies And Materials
	03- 301- 000- 0000- 6400	10.50	MAR RENTAL FEE 030115		Supplies And Materials
	03- 301- 000- 0000- 6400	10.50	JUNE RENTAL FEE 060115		Supplies And Materials
10855	Culligan	42.00	4 Transactions		
8694	Department of Transportation				
	03- 301- 000- 0000- 6241	170.42	PLANT MONITOR REVIEW 060915	P00004475	Fees/Prof/Misc
8694	Department of Transportation	170.42	1 Transactions		
9671	Pitney Bowes				
	03- 301- 000- 0000- 6205	60.00	LEASING 061315	2351056- JN15	Postage
9671	Pitney Bowes	60.00	1 Transactions		
3963	Quale/Michael J				
	03- 301- 000- 0000- 6296	111.15	MILEAGE: MCEA SUMMER CO 061115	QUALE	Meeting Expense/Physicals
3963	Quale/Michael J	111.15	1 Transactions		
10930	Tidholm Productions				
	03- 301- 000- 0000- 6400	163.61	ENVELOPES 061515	7780 4976	Supplies And Materials
10930	Tidholm Productions	163.61	1 Transactions		
5097	Welle/John Thomas				
	03- 301- 000- 0000- 6296	209.24	LODGING- 2015 MCEA SUMME 061015	WELLE	Meeting Expense/Physicals
	03- 301- 000- 0000- 6296	9.86	MEAL- 2015 MCEA SUMMER C 061015	WELLE	Meeting Expense/Physicals
	03- 301- 000- 0000- 6296	7.51	MEAL- 2015 MCEA SUMMER C 061215	WELLE	Meeting Expense/Physicals
5097	Welle/John Thomas	226.61	3 Transactions		

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Vendor Name	<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>
301	DEPT Total:	1,029.85	R&B Administration	8 Vendors	13 Transactions
302	DEPT		R&B Engineering/Construction		
3703	Frontier Precision, Inc				
	03- 302- 000- 0000- 6449	1,656.26	SURVEY CONTROLLER/GPS R 061515	138522	Rd/Br Engr. Supplies
3703	Frontier Precision, Inc	1,656.26	1 Transactions		
9882	University Of Minnesota				
	03- 302- 000- 0000- 6296	215.00	JODY MIES- CONST SITE MG 061915	MIES	Meeting Expense/Physicals
9882	University Of Minnesota	215.00	1 Transactions		
302	DEPT Total:	1,871.26	R&B Engineering/Construction	2 Vendors	2 Transactions
303	DEPT		R&B Highway Maintenance		
12136	Aitkin Rental Center				
	03- 303- 000- 0000- 6298	85.00	SCISSOR LIFT 061815	39873	Shop Maintenance
12136	Aitkin Rental Center	85.00	1 Transactions		
195	Aitkin Tire Shop				
	03- 303- 000- 0000- 6590	55.00	REPAIR TIRE 060415	54663	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590	30.00	CHANGE TIRE 060415	54663	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590	48.00	CHANGE TIRES 060915	54680	Repair & Maintenance Supplies
	03- 303- 000- 0000- 6590	35.00	CHANGE TIRE 061215	54696	Repair & Maintenance Supplies
195	Aitkin Tire Shop	168.00	4 Transactions		
12445	Brandl Chevrolet, Buick GMC				
	03- 303- 000- 0000- 6590	16.67	REPAIR PARTS 062215	6691	Repair & Maintenance Supplies
12445	Brandl Chevrolet, Buick GMC	16.67	1 Transactions		
8175	Centurylink				
	03- 303- 000- 0000- 6254	30.95	FAX: HWY OFFICE 061115		Utilities
8175	Centurylink	30.95	1 Transactions		
11411	Charter Communications				
	03- 303- 000- 0000- 6254	140.25	PHONE: HWY OFFICE 060915		Utilities
11411	Charter Communications	140.25	1 Transactions		
1491	Dutch's Electric, Inc				

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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
	03- 303- 000- 0000- 6298		HALIDE LAMP 061815	23407	Shop Maintenance
1491	Dutch's Electric, Inc				
		122.22			
		122.22	1 Transactions		
9373	ESRI				
	03- 303- 000- 0000- 6516		GIS Software Maint.&Support	92993106	Signs & Posts
9373	ESRI				
		250.00			
		250.00	1 Transactions		
9335	Flier/Randy				
	03- 303- 000- 0000- 6411		WORK BOOTS REIMBURSEMEN 061815	0- 201	Safety Footwear
9335	Flier/Randy				
		145.00			
		145.00	1 Transactions		
13468	G & K Services				
	03- 303- 000- 0000- 6298		SHOP LAUNDRY 061515	1043213532	Shop Maintenance
	03- 303- 000- 0000- 6298		SHOP LAUNDRY 062215	1043219012	Shop Maintenance
13468	G & K Services				
		17.40			
		17.40	2 Transactions		
1880	Gravelle Plumbing & Heating, Inc				
	03- 303- 000- 0000- 6298		DUST CLEANING 060315	69349	Shop Maintenance
	03- 303- 000- 0000- 6298		DUST CLEANING MATERIALS 060315	69349	Shop Maintenance
1880	Gravelle Plumbing & Heating, Inc				
		260.00			
		21.59	2 Transactions		
		281.59			
7930	Lacal Equipment, Inc				
	03- 303- 000- 0000- 6298		HARDWARE 061615	0215603- IN	Shop Maintenance
	03- 303- 000- 0000- 6590		MOWER BLADES 061615	0215603- IN	Repair & Maintenance Supplies
7930	Lacal Equipment, Inc				
		499.80			
		1,521.10	2 Transactions		
		2,020.90			
91187	Lake Country Power				
	03- 303- 000- 0000- 6254		SWATARA 060815	140946401	Utilities
91187	Lake Country Power				
		204.19			
		204.19	1 Transactions		
2941	M R Sign Co Inc				
	03- 303- 000- 0000- 6516		RESIDENT E- 911 SIGNS 060915	186235	Signs & Posts
2941	M R Sign Co Inc				
		751.42			
		751.42	1 Transactions		
10824	Maney International Inc				
	03- 303- 000- 0000- 6590		REPAIR PARTS 061615	699197	Repair & Maintenance Supplies
10824	Maney International Inc				
		1,492.25			
		1,492.25	1 Transactions		
12927	Midwest Machinery Co.				

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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
12927	Midwest Machinery Co.		REPAIR PARTS 061915	1081662	Repair & Maintenance Supplies
		2,512.61			
		2,512.61			
			1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea				
	03- 303- 000- 0000- 6254	212.76	POWER: PALISADE 061015	18- 52- 026- 01	Utilities
	03- 303- 000- 0000- 6254	45.55	169 & CSAH 3 061015	19- 23- 010- 01	Utilities
	03- 303- 000- 0000- 6254	28.24	GUN LAKE 061015	27- 56- 029- 03	Utilities
	03- 303- 000- 0000- 6254	102.48	POWER: MCGREGOR 061015	29- 53- 003- 01	Utilities
	03- 303- 000- 0000- 6254	764.61	POWER: AITKIN 061015	33- 52- 007- 02	Utilities
	03- 303- 000- 0000- 6254	51.76	169 & CSAH 28 061015	39- 62- 022- 01	Utilities
	03- 303- 000- 0000- 6254	36.21	CSAH 12 061015	40- 06- 000- 01	Utilities
	03- 303- 000- 0000- 6254	48.42	47 & CSAH 2 061015	54- 51- 104- 01	Utilities
3160	Mille Lacs Energy Coop- Albert Lea	1,290.03			
			8 Transactions		
8583	Olsen Companies				
	03- 303- 000- 0000- 6298	415.40	SHOP SUPPLIES 061015	561495	Shop Maintenance
8583	Olsen Companies	415.40			
			1 Transactions		
8537	Powerplan OIB				
	03- 303- 000- 0000- 6590	105.33	REPAIR SUPPLIES 061615	1299072	Repair & Maintenance Supplies
8537	Powerplan OIB	105.33			
			1 Transactions		
3950	Public Utilities				
	03- 303- 000- 0000- 6254	33.25	HWY 210 W & CR 28 061915	0200059455006	Utilities
	03- 303- 000- 0000- 6254	40.50	AITKIN SHOP: WATER 061915	0200063335002	Utilities
	03- 303- 000- 0000- 6254	39.12	HWY 210/169 E & CR 12 061915	0200063388000	Utilities
	03- 303- 000- 0000- 6254	51.35	HWY 47 & CR 12 061915	0200064092005	Utilities
3950	Public Utilities	164.22			
			4 Transactions		
13604	Sir Lines- A- Lot				
	03- 303- 000- 0000- 6514	1,880.48	PAVEMENT MARKING 061015	3982	Pavement Striping
	03- 303- 000- 0000- 6514	4,169.88	PAVEMENT MARKING 061015	3982	Pavement Striping
	03- 303- 000- 0000- 6514	2,202.12	PAVEMENT MARKING 061015	3982	Pavement Striping
	03- 303- 000- 0000- 6514	1,241.32	PAVEMENT MARKING 061015	3982	Pavement Striping
	03- 303- 000- 0000- 6514	6,108.67	PAVEMENT MARKING 061015	3982	Pavement Striping
	03- 303- 000- 0000- 6514	1,663.71	PAVEMENT MARKING 061015	3982	Pavement Striping
	03- 303- 000- 0000- 6514	245.19	PAVEMENT MARKING 061015	3982	Pavement Striping
	03- 303- 000- 0000- 6514	5,458.76	PAVEMENT MARKING 061015	3982	Pavement Striping
	03- 303- 000- 0000- 6514	1,999.37	PAVEMENT MARKING 061015	3982	Pavement Striping

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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
	03-303-000-0000-6514		2,692.45	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		3,197.48	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		2,057.29	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		1,603.90	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		56.24	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		1,135.60	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		1,109.14	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		383.42	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		1,955.02	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		1,073.02	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		213.36	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		1,530.27	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		1,418.59	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		485.77	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		1,258.19	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		185.56	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		2,284.76	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		102.61	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		184.80	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		285.73	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		153.72	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		104.16	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		491.28	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		86.94	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		7.56	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		440.55	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		82.32	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		246.54	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		272.16	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		246.96	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		207.06	PAVEMENT MARKING 061015	3982	Pavement Striping
	03-303-000-0000-6514		155.82	PAVEMENT MARKING 061015	3982	Pavement Striping
13604	Sir Lines- A- Lot		50,677.77	41 Transactions		
90805	Temco					
	03-303-000-0000-6521		31.90	BEAVER GATE SUPPLIES 061015	18702	Maintenance Supplies
	03-303-000-0000-6298		128.80	BEAVER GATE SUPPLIES 061615	18729	Shop Maintenance
	03-303-000-0000-6298		68.30	BEAVER GATE SUPPLIES 061715	18736	Shop Maintenance

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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
90805 Temco		229.00	3 Transactions	
10431 Verizon Business				
03- 303- 000- 0000- 6254		22.42	HWY OFFICE 060115	4227948181505 Utilities
10431 Verizon Business		22.42	1 Transactions	
8605 Wayne's Sanitation Llc				
03- 303- 000- 0000- 6254		26.25	GARBAGE: MCGRATH 051415	250361 Utilities
8605 Wayne's Sanitation Llc		26.25	1 Transactions	
5295 Ziegler Inc				
03- 303- 000- 0000- 6590		169.82	REPAIR PARTS 061315	PC190046627 Repair & Maintenance Supplies
03- 303- 000- 0000- 6590		253.81	REPAIR PARTS 061715	PC190046705 Repair & Maintenance Supplies
5295 Ziegler Inc		423.63	2 Transactions	
303 DEPT Total:		61,609.90	R&B Highway Maintenance	24 Vendors 83 Transactions
307 DEPT			R&B Capital Infrastructure	
86222 Aitkin Independent Age				
03- 307- 000- 0000- 6230		114.75	AD FOR BID 062515	Printing & Publishing
86222 Aitkin Independent Age		114.75	1 Transactions	
8694 Department of Transportation				
03- 307- 000- 0000- 6260		37.04	JOB COST TRANSFERS 060915	P00004475 Professional Services
8694 Department of Transportation		37.04	1 Transactions	
11124 Ladd/Arik				
03- 307- 000- 0000- 6362		2,059.05	LAND R- W 062215	PARCEL NO 30/4 Right Of Way
03- 307- 000- 0000- 6362		40.95	DAMAGES R- W 062215	PARCEL NO 30/4 Right Of Way
11124 Ladd/Arik		2,100.00	2 Transactions	
307 DEPT Total:		2,251.79	R&B Capital Infrastructure	3 Vendors 4 Transactions
3 Fund Total:		66,762.80	Road & Bridge	102 Transactions



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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>
422	DEPT		Unorganized Fire		
	1010 City Of Aitkin				
	04- 422- 000- 0000- 6801	2,311.35	Fire Protection Unorg.48- 27	2015	Appropriations
	1010 City Of Aitkin	2,311.35	1 Transactions		
422	DEPT Total:	2,311.35	Unorganized Fire	1 Vendors	1 Transactions
4	Fund Total:	2,311.35	Special Revenue(Unorg R&B,Fir		1 Transactions

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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>
400	DEPT		Public Health Department		
8175	Centurylink				
	05- 400- 440- 0410- 6250		63.06	LOCAL PHONE- PH	313645966 Telephone
	05- 400- 440- 0410- 6250		11.56	LOCAL PHONE- ACCTING	313645966 Telephone
8175	Centurylink		74.62		2 Transactions
10185	Centurylink Communications Inc				
	05- 400- 440- 0410- 6250		37.67	LD Phone- PH	320146217 Telephone
	05- 400- 440- 0410- 6250		1.23	LD Phone- ACCTING	320146217 Telephone
	05- 400- 440- 0410- 6250		4.71	LD Phone- HHS	320146217 Telephone
	05- 400- 440- 0410- 6250		7.34	TOLL FREE PHONE CHARGES	320295974 Telephone
10185	Centurylink Communications Inc		50.95		4 Transactions
1457	CPS Technology Solutions, Inc				
	05- 400- 440- 0410- 6231		10.56	July Maintenance	368444 Services/Labor/Contracts
1457	CPS Technology Solutions, Inc		10.56		1 Transactions
10698	Stericycle, Inc				
	05- 400- 440- 0410- 6231		138.28	Steri- Safe bill	400560971 Services/Labor/Contracts
10698	Stericycle, Inc		138.28		1 Transactions
400	DEPT Total:		274.41	Public Health Department	4 Vendors 8 Transactions
420	DEPT		Income Maintenance		
8175	Centurylink				
	05- 420- 600- 4800- 6250		70.07	LOCAL PHONE- IM	313645966 Telephone
	05- 420- 600- 4800- 6250		26.98	LOCAL PHONE- ACCTING	313645966 Telephone
	05- 420- 640- 4800- 6250		49.05	LOCAL PHONE- CS	313645966 Telephone
8175	Centurylink		146.10		3 Transactions
10185	Centurylink Communications Inc				
	05- 420- 600- 4800- 6250		114.47	LD Phone- IM	320146217 Telephone
	05- 420- 600- 4800- 6250		2.89	LD Phone- ACCTING	320146217 Telephone
	05- 420- 600- 4800- 6250		11.01	LD Phone- HHS	320146217 Telephone
	05- 420- 640- 4800- 6250		68.86	LD Phone- CS	320146217 Telephone
	05- 420- 600- 4800- 6250		17.13	TOLL FREE PHONE CHARGES	320295974 Telephone
10185	Centurylink Communications Inc		214.36		5 Transactions
1457	CPS Technology Solutions, Inc				

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5 Health & Human Services

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<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>
	05- 420- 600- 4800- 6231		24.64	July Maintenance	368444	Services/Labor/Contracts
	05- 420- 640- 4800- 6300		35.20	July Maintenance	368444	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc		59.84	2 Transactions		
10698	Stericycle, Inc					
	05- 420- 600- 4800- 6231		322.66	Steri- Safe bill	400560971	Services/Labor/Contracts
10698	Stericycle, Inc		322.66	1 Transactions		
420	DEPT Total:		742.96	Income Maintenance	4 Vendors	11 Transactions
430	DEPT			Social Services		
8175	Centurylink					
	05- 430- 700- 4800- 6250		38.54	LOCAL PHONE- ACCTING	313645966	Telephone
	05- 430- 700- 4800- 6250		182.18	LOCAL PHONE- SS	313645966	Telephone
8175	Centurylink		220.72	2 Transactions		
10185	Centurylink Communications Inc					
	05- 430- 700- 4800- 6250		257.38	LD Phone- SS	320146217	Telephone
	05- 430- 700- 4800- 6250		4.13	LD Phone- ACCTING	320146217	Telephone
	05- 430- 700- 4800- 6250		15.73	LD Phone- HHS	320146217	Telephone
	05- 430- 700- 4800- 6250		24.48	TOLL FREE PHONE CHARGES	320295974	Telephone
10185	Centurylink Communications Inc		301.72	4 Transactions		
1457	CPS Technology Solutions, Inc					
	05- 430- 700- 4800- 6231		35.20	July Maintenance	368444	Services/Labor/Contracts
1457	CPS Technology Solutions, Inc		35.20	1 Transactions		
10698	Stericycle, Inc					
	05- 430- 700- 4800- 6231		460.95	Steri- Safe bill	400560971	Services/Labor/Contracts
10698	Stericycle, Inc		460.95	1 Transactions		
430	DEPT Total:		1,018.59	Social Services	4 Vendors	8 Transactions
5	Fund Total:		2,035.96	Health & Human Services		27 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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10 Trust

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
900	DEPT		Timber Permit Bonds		
5938	Rieger Logging				
	10- 900- 000- 0000- 2300		Bond refund Rec 1428	13008	Timber Permit Bonds
	10- 900- 000- 0000- 2300		Bond refund Rec 2138	13239	Timber Permit Bonds
5938	Rieger Logging		2 Transactions		
900	DEPT Total:		Timber Permit Bonds	1 Vendors	2 Transactions
921	DEPT		Co. Development		
8175	Centurylink				
	10- 921- 000- 0000- 6250		LOCAL PHONE- SURVEYOR	313645966	Telephone
	10- 921- 000- 0000- 6250		LOCAL PHONE- GIS	313645966	Telephone
8175	Centurylink		2 Transactions		
10185	Centurylink Communications Inc				
	10- 921- 000- 0000- 6250		LD Phone- SURVEYOR	320146217	Telephone
	10- 921- 000- 0000- 6250		LD Phone- GIS	320146217	Telephone
10185	Centurylink Communications Inc		2 Transactions		
9373	ESRI				
	10- 921- 000- 0000- 6231		GIS Software Maint.& Support	92993106	Services, Labor, Contracts
			09/16/2015 09/15/2016		
9373	ESRI		1 Transactions		
921	DEPT Total:		Co. Development	3 Vendors	5 Transactions
923	DEPT		Forfeited Tax Sales		
11960	ASAP Towing				
	10- 923- 000- 0000- 6231		Tom's truck- Hill City to Aitki	2518	Services, Labor, Contracts
			06/18/2015 06/18/2015		
11960	ASAP Towing		1 Transactions		
5398	CDW Government, Inc				
	10- 923- 000- 0000- 6405		Monitors- Cathy	VW11168	Office Supplies
5398	CDW Government, Inc		1 Transactions		
8175	Centurylink				
	10- 923- 000- 0000- 6250		LOCAL PHONE	313645966	Telephone

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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
8175	Centurylink		56.06	1 Transactions		
10185	Centurylink Communications Inc					
	10- 923- 000- 0000- 6250		3.94	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		3.94	1 Transactions		
9373	ESRI					
	10- 923- 000- 0000- 6405		2,050.00	GIS Software Maint.& Support	92993106	Office Supplies
				09/16/2015 09/15/2016		
9373	ESRI		2,050.00	1 Transactions		
5938	Rieger Logging					
	10- 923- 000- 0000- 6820		3,322.81	Overappraised refund	13008	Refunds & Reimbursements
	10- 923- 000- 0000- 6820		3,028.35	Overappraised refund	13239	Refunds & Reimbursements
5938	Rieger Logging		6,351.16	2 Transactions		
6128	Tire Barn					
	10- 923- 000- 0000- 6590		43.35	LOF	31405	Repair & Maintenance Supplies
6128	Tire Barn		43.35	1 Transactions		
923	DEPT Total:		9,195.89	Forfeited Tax Sales	7 Vendors	8 Transactions
926	DEPT			Law Library		
8175	Centurylink					
	10- 926- 000- 0000- 6250		7.01	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.01	1 Transactions		
5173	West Payment Center					
	10- 926- 000- 0000- 6408		1,108.72	May Information Charges	831907289	Law Books
	10- 926- 000- 0000- 6408		611.34	Library Subscription	831986607	Law Books
5173	West Payment Center		1,720.06	2 Transactions		
926	DEPT Total:		1,727.07	Law Library	2 Vendors	3 Transactions
10	Fund Total:		16,999.17	Trust		18 Transactions

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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
924	DEPT		Forest Resource		
12526	Bixby/James				
	11- 924- 000- 0000- 6330	18.40	Mileage for FAC meeting	32@.575	Transportation & Travel
	11- 924- 000- 0000- 6350	35.00	FAC Meeting	6/16/15	Per Diem
12526	Bixby/James	53.40	2 Transactions		
2270	Hoppe/Russell Peter				
	11- 924- 000- 0000- 6330	11.50	FAC Mileage	20@.575	Transportation & Travel
	11- 924- 000- 0000- 6350	35.00	FAC Meeting	6/16/15	Per Diem
2270	Hoppe/Russell Peter	46.50	2 Transactions		
11685	Lahoud/John				
	11- 924- 000- 0000- 6350	35.00	FAC Meeting	6/16/15	Per Diem
	11- 924- 000- 0000- 6330	37.95	FAC Mileage	66@.575	Transportation & Travel
11685	Lahoud/John	72.95	2 Transactions		
9036	Neary/William F				
	11- 924- 000- 0000- 6350	35.00	FAC Meeting	6/16/15	Per Diem
	11- 924- 000- 0000- 6330	44.85	FAC Mileage	78@.575	Transportation & Travel
9036	Neary/William F	79.85	2 Transactions		
10906	Shipp/Dale				
	11- 924- 000- 0000- 6330	23.00	FAC Mileage	40@.575	Transportation & Travel
	11- 924- 000- 0000- 6350	35.00	FAC Meeting	6/16/15	Per Diem
10906	Shipp/Dale	58.00	2 Transactions		
6097	Verizon Wireless				
	11- 924- 000- 0000- 6250	77.79	May cell phone service	580683827	Telephone
6097	Verizon Wireless	77.79	1 Transactions		
924	DEPT Total:	388.49	Forest Resource	6 Vendors	11 Transactions
925	DEPT		Reforestation		
195	Aitkin Tire Shop				
	11- 925- 000- 0000- 6590	44.00	tire disposal 11@\$4	54691	Repair & Maintenance Supplies
195	Aitkin Tire Shop	44.00	1 Transactions		
13602	Hugley/Josh				
	11- 925- 000- 0000- 6231	90.00	Trap 3 beaver		Services, Labor, Contracts

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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
13602	Hugley/Josh		90.00		1 Transactions	
12927	Midwest Machinery Co.					
	11- 925- 000- 0000- 6590		1.68	spring pin	1069358	Repair & Maintenance Supplies
	11- 925- 000- 0000- 6590		20.77	spark plug	1074369	Repair & Maintenance Supplies
	11- 925- 000- 0000- 6590		374.54	pin, pan	1075629	Repair & Maintenance Supplies
12927	Midwest Machinery Co.		396.99		3 Transactions	
3810	Paulbeck's County Market					
	11- 925- 000- 0000- 6208		11.97	water,ice cubes for bat tour	9277364	Training/Education
3810	Paulbeck's County Market		11.97		1 Transactions	
10930	Tidholm Productions					
	11- 925- 000- 0000- 6406		2,677.00	2015 ATV trail maps (5000)	7761 4959	Field Supplies
10930	Tidholm Productions		2,677.00		1 Transactions	
925	DEPT Total:		3,219.96	Reforestation	5 Vendors	7 Transactions
934	DEPT			Memorial Forest		
13602	Hugley/Josh					
	11- 934- 000- 0000- 6231		60.00	Trap 2 beaver		Services, Labor, Contracts
13602	Hugley/Josh		60.00		1 Transactions	
934	DEPT Total:		60.00	Memorial Forest	1 Vendors	1 Transactions
935	DEPT			Forest Road		
86467	Auto Value Aitkin					
	11- 935- 000- 0000- 6590		211.25	402 Supplies	40064119	Repair & Maintenance Supplies
	11- 935- 000- 0000- 6590		97.46	fuel filters, HD fluid, 15W40	40064122	Repair & Maintenance Supplies
	11- 935- 000- 0000- 6590		70.89	gun lever, Kendall L247	40064689	Repair & Maintenance Supplies
86467	Auto Value Aitkin		379.60		3 Transactions	
8726	D & S Truck Repair & Service					
	11- 935- 000- 0000- 6590		400.00	Grader Repair	3024	Repair & Maintenance Supplies
8726	D & S Truck Repair & Service		400.00		1 Transactions	
935	DEPT Total:		779.60	Forest Road	2 Vendors	4 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>
11		Fund Total:		4,448.05	Forest Development				23 Transactions



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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19 Long Lake Conservation Co

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>
521	DEPT		LLCC Administration		
12710	Adventure Publications				
	19- 521- 000- 0000- 6400	51.51	JOURNALS FOR CANTEEN	401827	Commissary Items
12710	Adventure Publications	51.51	1 Transactions		
85003	Aitkin County DAC				
	19- 521- 000- 0000- 6231	875.00	MAY CLEANING SERVICE		Services, Labor, Contracts
85003	Aitkin County DAC	875.00	1 Transactions		
246	Brothers Fire Protection				
	19- 521- 000- 0000- 6231	149.50	Extinguisher Inspection	12202	Services, Labor, Contracts
	19- 521- 000- 0000- 6231	150.00	Hood Inspection	12203	Services, Labor, Contracts
246	Brothers Fire Protection	299.50	2 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea				
	19- 521- 000- 0000- 6254	71.74	Electric- Director's Residence	271300401	Utilities
	19- 521- 000- 0000- 6254	390.55	Electricity- Energy Center	271300502	Utilities
	19- 521- 000- 0000- 6254	686.01	Electricity- Dining Hall	271300601	Utilities
	19- 521- 000- 0000- 6254	586.91	Electricity- North Star Lodge	271300703	Utilities
	19- 521- 000- 0000- 6254	75.70	Electricity- Parking Lot	271300801	Utilities
3160	Mille Lacs Energy Coop- Albert Lea	1,810.91	5 Transactions		
3810	Paulbeck's County Market				
	19- 521- 000- 0000- 6400	32.00	pop for canteen	7684653	Commissary Items
3810	Paulbeck's County Market	32.00	1 Transactions		
12560	Rian/Scott				
	19- 521- 000- 0000- 6330	15.00	Parking/Quilt show		Transportation/Travel/Parking
			06/10/2015 06/13/2015		
	19- 521- 000- 0000- 6332	527.24	Hotel/Quilt show		Hotel / Motel Lodging
			06/10/2015 06/13/2015		
	19- 521- 000- 0000- 6340	112.26	Meals/Quilt show		Meals Reimbursed Non- Taxable
			06/10/2015 06/13/2015		
12560	Rian/Scott	654.50	3 Transactions		
13465	Sandstrom's				
	19- 521- 000- 0000- 6400	7.95	invoice chg. from inv. pd 5/8	950761	Commissary Items
	19- 521- 000- 0000- 6400	278.98	candy/snacks for canteen	958733	Commissary Items

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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	
13465	Sandstrom's		286.93	2 Transactions			
4425	Shirts Plus						
	19- 521- 000- 0000- 6400		262.80	24 tie dye T's	61802	Commissary Items	
	19- 521- 000- 0000- 6400		698.40	144 water bottles	61802	Commissary Items	
	19- 521- 000- 0000- 6400		434.40	51 new logo T's	61802	Commissary Items	
	19- 521- 000- 0000- 6400		403.20	48 new logo T's	61839	Commissary Items	
	19- 521- 000- 0000- 6400		355.50	18 new logo sweatshirts	61839	Commissary Items	
	19- 521- 000- 0000- 6400		143.40	12 white camo hats	61839	Commissary Items	
	19- 521- 000- 0000- 6400		377.00	45 Deer T's	61839	Commissary Items	
4425	Shirts Plus		2,674.70	7 Transactions			
521	DEPT Total:		6,685.05	LLCC Administration	8 Vendors	22 Transactions	
522	DEPT			LLCC Education			
13475	Carlson/Wendie						
	19- 522- 000- 0000- 6416		14.43	storage containers	Family Dollar	Education Supplies	
				06/02/2015	06/02/2015		
13475	Carlson/Wendie		14.43	1 Transactions			
9753	Mn Dept Of Natural Resources						
	19- 522- 000- 0000- 6224		120.00	Bow Hunter Certs.	24@\$5	Permits/License/Field Trips	
9753	Mn Dept Of Natural Resources		120.00	1 Transactions			
3810	Paulbeck's County Market						
	19- 522- 000- 0000- 6416		10.87	camp supplies	7684653	Education Supplies	
3810	Paulbeck's County Market		10.87	1 Transactions			
522	DEPT Total:		145.30	LLCC Education	3 Vendors	3 Transactions	
523	DEPT			LLCC Food			
13045	Dowell/Courtney						
	19- 523- 000- 0000- 6416		28.82	Garden seeds	Menards	Education Supplies	
				05/25/2015	05/25/2015		
13045	Dowell/Courtney		28.82	1 Transactions			
5662	McGregor Dairy,Inc						
	19- 523- 000- 0000- 6418		163.29	Groceries	23564	Groceries- Students	

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19 Long Lake Conservation C

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
5662	McGregor Dairy, Inc		163.29			
				1 Transactions		
2190	Northern Star Food Equipment					
	19- 523- 000- 0000- 6590		374.28	Dishwasher repair	DC765182	Repair & Maintenance Supplies
2190	Northern Star Food Equipment		374.28			
				1 Transactions		
12560	Rian/Scott					
	19- 523- 000- 0000- 6590		80.00	GAS GRIDDLE	STATE SURPLUS	Repair & Maintenance Supplies
12560	Rian/Scott		80.00			
				1 Transactions		
4968	Upper Lakes Foods, Inc					
	19- 523- 000- 0000- 6418		822.71	Supplies	508203- 00	Groceries- Students
	19- 523- 000- 0000- 6418		27.09	Supplies	525958- 00	Groceries- Students
4968	Upper Lakes Foods, Inc		849.80			
				2 Transactions		
523	DEPT Total:		1,496.19	LLCC Food	5 Vendors	6 Transactions
524	DEPT			LLCC Maintenance		
9600	Batteries Plus					
	19- 524- 000- 0000- 6422		13.16	Battery	035- 287942	Janitorial Services/Supplies
9600	Batteries Plus		13.16			
				1 Transactions		
8809	Biscoe/Scott A					
	19- 524- 000- 0000- 6422		33.27	Batteries	Costgo	Janitorial Services/Supplies
				05/29/2015 05/29/2015		
	19- 524- 000- 0000- 6422		17.50	misc.maintenance supplies	garage sale	Janitorial Services/Supplies
				05/23/2015 05/23/2015		
	19- 524- 000- 0000- 6422		48.14	Fence/Wire (Solar Panel)	Home Depot	Janitorial Services/Supplies
				05/29/2015 05/29/2015		
	19- 524- 000- 0000- 6422		2.66	chain link for sweeper	Menards	Janitorial Services/Supplies
				05/29/2015 05/29/2015		
8809	Biscoe/Scott A		101.57			
				4 Transactions		
524	DEPT Total:		114.73	LLCC Maintenance	2 Vendors	5 Transactions
19	Fund Total:		8,441.27	Long Lake Conservation Center		36 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>
520	DEPT				Parks		
	85003	Aitkin County DAC					
		21- 520- 000- 0000- 6231		300.00	Mow Aitkin campground x3	MAY	Services, Labor, Contracts
		21- 520- 000- 0000- 6231		150.00	Mow Jacob.camground x 1.5	MAY	Services, Labor, Contracts
		21- 520- 000- 0000- 6231		50.00	Mow SR campground x .5	MAY	Services, Labor, Contracts
	85003	Aitkin County DAC		500.00	3 Transactions		
	12106	Antoine Electric					
		21- 520- 000- 0000- 6406		78.12	light bulbs- Berg.Park toilets	13873	Field Supplies
	12106	Antoine Electric		78.12	1 Transactions		
	86467	Auto Value Aitkin					
		21- 520- 000- 0000- 6590		124.42	battery, safety assembly	40063744	Repair & Maintenance Supplies
		21- 520- 000- 0000- 6590		8.49	car wash	40063749	Repair & Maintenance Supplies
		21- 520- 000- 0000- 6590		74.15	fuel construction, Hydr.fluid	40064150	Repair & Maintenance Supplies
		21- 520- 000- 0000- 6590		26.99	ratchet	40065369	Repair & Maintenance Supplies
	86467	Auto Value Aitkin		234.05	4 Transactions		
	8175	Centurylink					
		21- 520- 000- 0000- 6250		7.01	LOCAL PHONE	313645966	Telephone
	8175	Centurylink		7.01	1 Transactions		
	10618	Erik's Lawn Service					
		21- 520- 000- 0000- 6231		150.00	Mow Round Lake Beach- May	5@\$30	Services, Labor, Contracts
		21- 520- 000- 0000- 6231		460.00	Mow Berglund Park Beach- May	5@\$92	Services, Labor, Contracts
	10618	Erik's Lawn Service		610.00	2 Transactions		
	1701	Forestry Suppliers Inc					
		21- 520- 000- 0000- 6406		165.56	Safety glasses, ear plugs	754855- 00	Field Supplies
	1701	Forestry Suppliers Inc		165.56	1 Transactions		
	12927	Midwest Machinery Co.					
		21- 520- 000- 0000- 6590		27.51	ball joint	1069627	Repair & Maintenance Supplies
		21- 520- 000- 0000- 6590		2.06	chain	1074366	Repair & Maintenance Supplies
	12927	Midwest Machinery Co.		25.45	2 Transactions		
	3160	Mille Lacs Energy Coop- Albert Lea					
		21- 520- 000- 0000- 6254		81.51	Electricity- Berglund Park	18- 51- 106- 02	Utilities

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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>
3160	Mille Lacs Energy Coop- Albert Lea		81.51		1 Transactions	
12182	Northwoods Quads					
	21- 520- 000- 0000- 6802		86.63	Rabey Line ATV work		Trail Grants- State
	21- 520- 000- 0000- 6802		55.85	N.Soo Line ATV work		Trail Grants- State
12182	Northwoods Quads		142.48		2 Transactions	
3950	Public Utilities					
	21- 520- 000- 0000- 6254		133.56	Land Department		Utilities
	21- 520- 000- 0000- 6254		108.50	Mississippi Landing		Utilities
3950	Public Utilities		242.06		2 Transactions	
12718	Up North Riders					
	21- 520- 000- 0000- 6802		1,207.53	Lawler ATV Reimbursement		Trail Grants- State
12718	Up North Riders		1,207.53		1 Transactions	
10339	White Pine Riders					
	21- 520- 000- 0000- 6802		987.98	Solana ATV Reimbursement		Trail Grants- State
10339	White Pine Riders		987.98		1 Transactions	
520	DEPT Total:		4,281.75	Parks	12 Vendors	21 Transactions
21	Fund Total:		4,281.75	Parks		21 Transactions
	Final Total:		191,088.20	252 Vendors	448 Transactions	

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# Aitkin County

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## Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	85,807.85	General Fund
3	66,762.80	Road & Bridge
4	2,311.35	Special Revenue(Unorg R&B,Fire
5	2,035.96	Health & Human Services
10	16,999.17	Trust
11	4,448.05	Forest Development
19	8,441.27	Long Lake Conservation Center
21	4,281.75	Parks
All Funds	191,088.20	Total

Approved by,

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7/10/15

2:26PM

# Aitkin County



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Page 1

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

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## 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
1	DEPT		Commissioners		
86222	Aitkin Independent Age				
	01-001-000-0000-6230	78.75	Synopsis 5/12	1014	Printing, Publishing & Adv
	01-001-000-0000-6230	74.25	Synopsis 5/26	1014	Printing, Publishing & Adv
86222	Aitkin Independent Age	153.00	2 Transactions		
248	Association Of Mn Counties				
	01-001-000-0000-6241	25.00	AMC Meeting Reg-Niemi	42119	Registration Fee
			06/12/2015 06/12/2015		
	01-001-000-0000-6241	25.00	AMC Meeting Reg-Westerlund	42119	Registration Fee
			06/12/2015 06/12/2015		
	01-001-000-0000-6241	25.00	AMC Meeting Reg-Napstad	42119	Registration Fee
			06/12/2015 06/12/2015		
	01-001-000-0000-6241	25.00	AMC Meeting Reg-Marcotte	42119	Registration Fee
			06/12/2015 06/12/2015		
248	Association Of Mn Counties	100.00	4 Transactions		
10452	AT&T Mobility				
	01-001-000-0000-6250	69.98	Wireless	287259994975	Telephone
			05/18/2015 06/17/2015		
10452	AT&T Mobility	69.98	1 Transactions		
9560	Wedel/Mark				
	01-001-000-0000-6330	220.80	CMCC mileage Jan-June	384@.575	Transportation & Travel & Parking
9560	Wedel/Mark	220.80	1 Transactions		
1	DEPT Total:	543.78	Commissioners	4 Vendors	8 Transactions
12	DEPT		Court Administration		
13153	Behavioral Forensic Services, LLC				
	01-012-000-0000-6252	1,750.00	01CR-14-1093 & 01CR-14-1098		Witnesses
13153	Behavioral Forensic Services, LLC	1,750.00	1 Transactions		
5158	Weitnauer/Paula				
	01-012-000-0000-6252	30.00	01CR-13-1175;01CR-14-397		Witnesses
5158	Weitnauer/Paula	30.00	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
12	DEPT Total:				1,780.00	Court Administration	2 Vendors	2 Transactions
40	DEPT					Auditor		
	86222	Aitkin Independent Age						
		01-040-000-0000-6230			58.50	Board of appeals notices	1014	Printing, Publishing & Adv
		01-040-021-0000-6230			32.00	Ser/Dir	1014	Printing, Publishing & Adv
	86222	Aitkin Independent Age			90.50		2 Transactions	
	2214	Holder/Maryann						
		01-040-021-0000-6301			750.00	License center rent	Aug 2015	Rentals
	2214	Holder/Maryann			750.00		1 Transactions	
	12287	Skattum/Brett						
		01-040-021-0000-6231			8.00	wash windows license center	618507	Services, Labor, Contracts
						06/26/2015	06/26/2015	
	12287	Skattum/Brett			8.00		1 Transactions	
40	DEPT Total:				848.50	Auditor	3 Vendors	4 Transactions
42	DEPT					Treasurer		
	4173	Grams/Lori						
		01-042-000-0000-6330			51.75	MACATFO Conf Mileage	90@.575	Transportation & Travel
						06/26/2015	06/26/2015	
	4173	Grams/Lori			51.75		1 Transactions	
	86235	The Office Shop Inc						
		01-042-000-0000-6405			22.79	Ink	279462-0	Office & Computer Supplies
						06/30/2015	06/30/2015	
	86235	The Office Shop Inc			22.79		1 Transactions	
42	DEPT Total:				74.54	Treasurer	2 Vendors	2 Transactions
43	DEPT					Assessor		
	170	Aitkin Motor Company						
		01-043-000-0000-6511			47.62	Oil change 2012 Ford	05600	Gas And Oil
						06/24/2015	06/24/2015	
	170	Aitkin Motor Company			47.62		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
10452	AT&T Mobility					
	01-043-000-0000-6250		209.94	Monthly wireless	287250162187	Telephone
				06/17/2015 06/17/2015		
10452	AT&T Mobility		209.94	1 Transactions		
1570	Freedom Valu Centers, Inc					
	01-043-000-0000-6405		15.80	Bug spray	011347	Office, Film & Computer Supplies
	01-043-000-0000-6511		591.96	June Fuel	011347	Gas And Oil
				07/01/2015 07/01/2015		
1570	Freedom Valu Centers, Inc		607.76	2 Transactions		
9686	MAAP					
	01-043-000-0000-6208		10.00	Karen Ladd Membership		Training/Education
	01-043-000-0000-6208		10.00	Cathy Olson Membership		Training/Education
	01-043-000-0000-6208		10.00	Marcia Hill Membership		Training/Education
	01-043-000-0000-6208		170.00	MAAP Seminary registration	Olson/Hills	Training/Education
9686	MAAP		200.00	4 Transactions		
86235	The Office Shop Inc					
	01-043-000-0000-6405		251.93	Copies	279308-0	Office, Film & Computer Supplies
				06/29/2015 06/29/2015		
	01-043-000-0000-6405		26.73	Envelopes, tape, binder, staple	985289-0	Office, Film & Computer Supplies
				06/22/2015 06/22/2015		
	01-043-000-0000-6405		9.48	Battery	985289-1	Office, Film & Computer Supplies
				06/23/2015 06/23/2015		
86235	The Office Shop Inc		288.14	3 Transactions		
6128	Tire Barn					
	01-043-000-0000-6511		39.54	Oil change Escape	31375	Gas And Oil
				06/16/2015 06/16/2015		
6128	Tire Barn		39.54	1 Transactions		
43	DEPT Total:		1,393.00	Assessor	6 Vendors	12 Transactions
44	DEPT			Central Services		
3336	Office Of Enterprise Technology					
	01-044-000-0000-6231		1,300.00	June 2015 usage	DV15060373	Services, Labor, Contracts
				07/06/2015 07/06/2015		

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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
3336	Office Of Enterprise Technology		1 Transactions		
5748	Purchase Power				
	01-044-048-0000-6205	3,300.00	Postage		Postage
5748	Purchase Power	3,300.00	1 Transactions		
44	DEPT Total:	4,600.00	Central Services	2 Vendors	2 Transactions
45	DEPT		Motor Pool		
170	Aitkin Motor Company				
	01-045-000-0000-6302	42.26	Oil change #34	05481	Car Maintenance
			06/12/2015 06/12/2015		
	01-045-000-0000-6302	45.26	Oil change #55	05482	Car Maintenance
			06/12/2015 06/12/2015		
170	Aitkin Motor Company	87.52	2 Transactions		
12445	Brandl Chevrolet, Buick GMC				
	01-045-000-0000-6302	40.72	Oil change, tires #64	215193	Car Maintenance
			06/19/2015 06/19/2015		
	01-045-000-0000-6302	1,405.93	Brakes, tires, pwr steering 60	215212	Car Maintenance
			06/29/2015 06/29/2015		
12445	Brandl Chevrolet, Buick GMC	1,446.65	2 Transactions		
10234	Miller/Conrad				
	01-045-000-0000-6302	29.62	Power steering fluid, ac chrg		Car Maintenance
			06/10/2015 06/10/2015		
10234	Miller/Conrad	29.62	1 Transactions		
45	DEPT Total:	1,563.79	Motor Pool	3 Vendors	5 Transactions
52	DEPT		Administration/Personnel Dept		
10452	AT&T Mobility				
	01-052-000-0000-6250	132.44	Wireless	287259994975	Telephone
			05/18/2015 06/17/2015		
10452	AT&T Mobility	132.44	1 Transactions		
13170	Burkett/Nathan				
	01-052-000-0000-6330	57.00	Mileage-Centr.Reg.Mtg	120@.475	Transportation & Travel & Parking

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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
	01-052-000-0000-6330		07/10/2015 07/10/2015 Mileage-Testifying St Paul	262@.475	Transportation & Travel & Parking
	01-052-000-0000-6330		06/04/2015 06/04/2015 Mileage-AMC St Paul	262@.475	Transportation & Travel & Parking
13170	Burkett/Nathan		07/08/2015 07/08/2015 3 Transactions		
12048	McDowell Agency, Inc./The				
	01-052-000-0000-6234		background screening	65074	Background Check Fee
12048	McDowell Agency, Inc./The		1 Transactions		
3334	MCIT				
	01-052-000-0000-6241		St Cloud Seminar	006304	Registration Fee
			06/19/2015 06/19/2015		
3334	MCIT		1 Transactions		
3462	MPELRA				
	01-052-000-0000-6241		MPELRA summer conf.-Bobbie		Registration Fee
			08/05/2015 08/07/2015		
3462	MPELRA		1 Transactions		
86235	The Office Shop Inc				
	01-052-000-0000-6405		Legal pads, staple remover	985723-0	Office & Computer Supplies
			06/29/2015 06/29/2015		
86235	The Office Shop Inc		1 Transactions		
10930	Tidholm Productions				
	01-052-000-0000-6405		Envelopes	78104981	Office & Computer Supplies
			06/18/2015 06/18/2015		
10930	Tidholm Productions		1 Transactions		
52	DEPT Total:		Administration/Personnel Dept	7 Vendors	9 Transactions
90	DEPT		Attorney		
	7810 Isanti County Sheriff's Office				
	01-090-000-0000-6234		Subpoena 01cr14778	10483	Co Sheriff Services
			05/26/2015 05/26/2015		
	7810 Isanti County Sheriff's Office		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
2390	Itasca Co Sheriff				
	01-090-000-0000-6234		Subpoena 01cr15270	4957	Co Sheriff Services
		55.00	06/18/2015 06/18/2015		
2390	Itasca Co Sheriff		1 Transactions		
		55.00			
3150	Mille Lacs Co Sheriff				
	01-090-000-0000-6234		Subpoena 01cr14808	6631	Co Sheriff Services
		45.00	06/30/2015 06/30/2015		
	01-090-000-0000-6234		subpoena 01CR13957	6646	Co Sheriff Services
		87.31			
3150	Mille Lacs Co Sheriff		2 Transactions		
		132.31			
4036	Ratz/James				
	01-090-000-0000-6333		Mileage Court in Brainerd	60@.575	Crt.Related Travel Expenses
		34.50			
4036	Ratz/James		1 Transactions		
		34.50			
90	DEPT Total:		Attorney	4 Vendors	5 Transactions
		291.81			
100	DEPT		Recorder		
13613	PRIA				
	01-100-000-0000-6240		PRIA membership dues		Dues
		60.00			
13613	PRIA		1 Transactions		
		60.00			
100	DEPT Total:		Recorder	1 Vendors	1 Transactions
		60.00			
110	DEPT		Courthouse Maintenance		
88628	Dalco				
	01-110-000-0000-6422		Towels, toilet tissue	2902030	Janitorial Supplies
		220.24	06/30/2015 06/30/2015		
88628	Dalco		1 Transactions		
		220.24			
1491	Dutch's Electric, Inc				
	01-110-000-0000-6231		Outdoor lighting, bldg lights	23152	Services, Labor, Contracts
		661.58	06/24/2015 06/24/2015		
1491	Dutch's Electric, Inc		1 Transactions		
		661.58			
1570	Freedom Valu Centers, Inc				
	01-110-000-0000-6511		Courthouse maint	20559	Gas And Oil
		94.02			

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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
1570 Freedom Valu Centers, Inc		94.02	1 Transactions	
1754 Garrison Disposal Company, Inc				
01-110-000-0000-6255		575.28	Waste removal services	8202864
		06/30/2015	06/30/2015	Garbage
1754 Garrison Disposal Company, Inc		575.28	1 Transactions	
2186 Hillyard Inc - Kansas City				
01-110-000-0000-6422		506.40	Bowl cleaner, liners, etc	601674025
		06/30/2015	06/30/2015	Janitorial Supplies
2186 Hillyard Inc - Kansas City		506.40	1 Transactions	
2340 Hyytinen Hardware Hank				
01-110-000-0000-6590		8.49	Padlock	1262199
		06/09/2015	06/09/2015	Repair & Maintenance
01-110-000-0000-6422		32.58	Roundup, clip	1262512
		06/10/2015	06/10/2015	Janitorial Supplies
01-110-000-0000-6590		0.99	Key	1264351
		06/16/2015	06/16/2015	Repair & Maintenance
01-110-000-0000-6422		32.76	Painting supplies	1264612
		06/17/2015	06/17/2015	Janitorial Supplies
01-110-000-0000-6590		9.45	Clamp, adapter, elbow	1264797
		06/18/2015	06/18/2015	Repair & Maintenance
01-110-000-0000-6590		10.49	Ball gas cockl, tube	1264839
		06/18/2015	06/18/2015	Repair & Maintenance
01-110-000-0000-6590		0.30-	Return/exchange elbow	1264931
		06/18/2015	06/18/2015	Repair & Maintenance
01-110-000-0000-6590		2.29	Star bit	1265989
		06/22/2015	06/22/2015	Repair & Maintenance
01-110-000-0000-6422		14.98	Mortar mix	1266204
		06/23/2015	06/23/2015	Janitorial Supplies
01-110-000-0000-6590		16.47	Utility knives, plunger	1267664
		06/29/2015	06/29/2015	Repair & Maintenance
2340 Hyytinen Hardware Hank		128.20	10 Transactions	
89765 Minnesota Elevator, Inc				
01-110-000-0000-6231		160.63	July monthly service	629199
89765 Minnesota Elevator, Inc		160.63	1 Transactions	Services, Labor, Contracts

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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>
110	DEPT Total:				2,346.35	Courthouse Maintenance	7 Vendors	16 Transactions
111	DEPT					Buildings		
	949	Chemsearch						
		01-111-000-0000-6605			1,306.58	Sidewalk patch/repair	1954940	Building & Structures
						06/24/2015	06/24/2015	
	949	Chemsearch			1,306.58		1 Transactions	
111	DEPT Total:				1,306.58	Buildings	1 Vendors	1 Transactions
120	DEPT					Service Officer		
	4641	Holiday Credit Office						
		01-120-000-0000-6511			298.80	Vet's van gas - June	1400000136034	Gas And Oil
						07/01/2015	07/01/2015	
	4641	Holiday Credit Office			298.80		1 Transactions	
	2448	Janzen/Carroll Mark						
		01-120-000-0000-6350			50.00	Drive vet van Mpls	06/16/15	Per Diem
	2448	Janzen/Carroll Mark			50.00		1 Transactions	
	3093	Jones/Stanley Carter						
		01-120-000-0000-6350			50.00	Drive vet van - St Cloud	06/05/15	Per Diem
	3093	Jones/Stanley Carter			50.00		1 Transactions	
	10234	Miller/Conrad						
		01-120-000-0000-6350			50.00	Drive vet van - Mpls	06/10/15	Per Diem
		01-120-000-0000-6350			50.00	Drive vet van - St Cloud	06/11/15	Per Diem
	10234	Miller/Conrad			100.00		2 Transactions	
	10677	Olsen/Gerald D						
		01-120-000-0000-6350			50.00	Drive vet van - St Cloud	06/01/15	Per Diem
	10677	Olsen/Gerald D			50.00		1 Transactions	
	3912	Peterson/Richard						
		01-120-000-0000-6350			50.00	Drive vet van - Mpls	06/26/15	Per Diem
	3912	Peterson/Richard			50.00		1 Transactions	
	11362	Roscoe/Bernie						

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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
	01-120-000-0000-6350		Drive Vet van - Mpls	06/15/15	Per Diem
	01-120-000-0000-6350		Drive Vet van - Mpls	06/18/15	Per Diem
11362	Roscoe/Bernie	100.00	2 Transactions		
6097	Verizon Wireless				
	01-120-000-0000-6250	12.93	Vet Van cell phone	88069036400001	Telephone
			06/20/2015 06/20/2015		
6097	Verizon Wireless	12.93	1 Transactions		
5960	Wilmo/Wesley S.				
	01-120-000-0000-6350	50.00	Drive Vet van - St Cloud	06/09/15	Per Diem
5960	Wilmo/Wesley S.	50.00	1 Transactions		
9255	Witt/Warren				
	01-120-000-0000-6350	50.00	Drive Vet van - Mpls	06/02/15	Per Diem
9255	Witt/Warren	50.00	1 Transactions		
9063	Workman/Jeff				
	01-120-000-0000-6350	50.00	Drive Vet van - St Cloud	06/25/15	Per Diem
9063	Workman/Jeff	50.00	1 Transactions		
120	DEPT Total:	861.73	Service Officer	11 Vendors	13 Transactions
121	DEPT		Housing & Redevelopment		
11113	Anderson/Edward				
	01-121-000-0000-6350	35.00	April HRA Meeting	04/22/15	Per Diem
	01-121-000-0000-6350	35.00	June HRA Meeting	06/24/15	Per Diem
11113	Anderson/Edward	70.00	2 Transactions		
11353	Crane/Cheri L				
	01-121-000-0000-6350	35.00	April HRA meeting	04/22/15	Per Diem
	01-121-000-0000-6350	35.00	June HRA Meeting	6/24/15	Per Diem
11353	Crane/Cheri L	70.00	2 Transactions		
13164	Turner/Evelyn				
	01-121-000-0000-6350	35.00	April HRA meeting	04/22/15	Per Diem
	01-121-000-0000-6350	35.00	June HRA Meeting	06/24/15	Per Diem
13164	Turner/Evelyn	70.00	2 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
10017	Tveit/Galen				
	01-121-000-0000-6350		April HRA meeting	04/22/15	Per Diem
	01-121-000-0000-6350		June HRA Meeting	06/24/15	Per Diem
10017	Tveit/Galen		2 Transactions		
11355	Williams/Ihleen E				
	01-121-000-0000-6350		April HRA meeting	04/22/15	Per Diem
	01-121-000-0000-6350		June HRA Meeting	06/24/15	Per Diem
11355	Williams/Ihleen E		2 Transactions		
121	DEPT Total:		Housing & Redevelopment	5 Vendors	10 Transactions
122	DEPT		Planning & Zoning		
734	Bright/Irene				
	01-122-000-0000-6350		BOA Meeting	07/01/15	Per Diem
	01-122-038-0000-6330		BOA mileage	168@.575	Boa/Pc Mileage
	01-122-000-0000-6350		BOA Onsite	Dahler	Per Diem
	01-122-000-0000-6350		BOA Onsite	Doten	Per Diem
	01-122-000-0000-6350		BOA Onsite	Fairchild	Per Diem
	01-122-000-0000-6350		BOA Onsite	Kazeck	Per Diem
	01-122-000-0000-6350		BOA Onsite	Martindale	Per Diem
	01-122-000-0000-6350		BOA Onsite	Rono	Per Diem
	01-122-000-0000-6350		BOA Onsite	Warne	Per Diem
734	Bright/Irene		9 Transactions		
783	Canon Financial Services, Inc				
	01-122-000-0000-6231		Copier contract 029	14992598	Services, Labor, Contracts, Programming
			06/12/2015	06/12/2015	
783	Canon Financial Services, Inc		1 Transactions		
13442	Hagen/Michael				
	01-122-000-0000-6350		PC Meeting	06/15/2015	Per Diem
	01-122-038-0000-6330		PC Mileage	106@.575	Boa/Pc Mileage
	01-122-000-0000-6350		PC onsite	Band of Ojibwe	Per Diem
			06/11/2015	06/11/2015	
13442	Hagen/Michael		3 Transactions		
13066	Hargrave/Bryan				
	01-122-000-0000-6231		Contract Inspections	10@350	Services, Labor, Contracts, Programming

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
13066 Hargrave/Bryan		3,500.00	06/22/2015 07/03/2015 1 Transactions	
4641 Holiday Credit Office 01-122-000-0000-6511		47.46	May fuel 07/07/2015 07/07/2015 1 Transactions	1400000135321 Gas And Oil
4641 Holiday Credit Office		47.46		
2340 Hyytinen Hardware Hank 01-122-000-0000-6405		11.99	Battery 06/04/2015 06/04/2015 1 Transactions	1261112 Office, Computer, Film, & Field Supplies
2340 Hyytinen Hardware Hank		11.99		
5784 Lake/Robert 01-122-000-0000-6350		50.00	BOA Meeting 07/01/2015	Per Diem
01-122-038-0000-6330		83.95	BOA Mileage 146@.575	Boa/Pc Mileage
01-122-000-0000-6350		10.00	BOA Onsite Dahler	Per Diem
01-122-000-0000-6350		10.00	BOA Onsite Doten	Per Diem
01-122-000-0000-6350		10.00	BOA Onsite Fairchild	Per Diem
01-122-000-0000-6350		10.00	BOA Onsite Kuzek	Per Diem
01-122-000-0000-6350		10.00	BOA Onsite Martindale	Per Diem
01-122-000-0000-6350		10.00	BOA Onsite Rono	Per Diem
01-122-000-0000-6350		10.00	BOA Onsite Warne	Per Diem
5784 Lake/Robert		203.95	9 Transactions	
11990 Lange/David 01-122-000-0000-6350		50.00	PC meeting 06/15/2015	Per Diem
01-122-038-0000-6330		105.80	PC Mileage 184@.575	Boa/Pc Mileage
01-122-000-0000-6350		10.00	PC Onsite 41123C	Per Diem
11990 Lange/David		165.80	3 Transactions	
5516 Paquette/Jeremy M 01-122-000-0000-6350		50.00	PC meeting 06/15/2015	Per Diem
01-122-000-0000-6350		50.00	BOA Meeting 07/01/2015	Per Diem
01-122-038-0000-6330		145.48	BOA Mileage 253@.575	Boa/Pc Mileage
01-122-038-0000-6330		49.45	PC Mileage 86@.575	Boa/Pc Mileage
01-122-000-0000-6350		10.00	BOA Onsite Dahler	Per Diem
01-122-000-0000-6350		10.00	BOA Onsite Doten	Per Diem
01-122-000-0000-6350		10.00	BOA Onsite Fairchild	Per Diem

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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
	01-122-000-0000-6350		10.00	BOA Onsite	Kazeck	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Martindale	Per Diem
	01-122-000-0000-6350		10.00	PC onsite	Mille Lacs	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Rono	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Warne	Per Diem
5516	Paquette/Jeremy M		374.93	12 Transactions		
4010	Rasley Oil Company					
	01-122-000-0000-6511		95.72	June fuel	AITCOZOS	Gas And Oil
				06/30/2015	06/30/2015	
4010	Rasley Oil Company		95.72	1 Transactions		
10028	Spiel/Edward					
	01-122-000-0000-6350		50.00	BOA Meeting	07/01/2015	Per Diem
	01-122-038-0000-6330		99.65	BOA Mileage	173.3@.575	Boa/Pc Mileage
	01-122-000-0000-6350		10.00	BOA Onsite	Dahler	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Doten	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Fairchild	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Kazeck	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Martindale	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Rono	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Warne	Per Diem
10028	Spiel/Edward		219.65	9 Transactions		
10017	Tveit/Galen					
	01-122-000-0000-6350		50.00	BOA Meeting	07/01/2015	Per Diem
	01-122-038-0000-6330		123.05	BOA Mileage	214@.575	Boa/Pc Mileage
	01-122-000-0000-6350		10.00	BOA Onsite	Dahler	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Doten	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Fairchild	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Hubert	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Martindale	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Rono	Per Diem
	01-122-000-0000-6350		10.00	BOA Onsite	Warne	Per Diem
10017	Tveit/Galen		243.05	9 Transactions		
13614	Welty/Myron					
	01-122-000-0000-6820		75.00	partial permit app refund	41248	Refunds & Reimbursements

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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
13614	Welty/Myron		75.00	1 Transactions	
5108	Westerlund Construction LLC				
	01-122-029-0000-5397		7,875.00	75% ISTS grant	MPCA SSTS Upgrade Grant
			06/22/2015	06/22/2015	
5108	Westerlund Construction LLC		7,875.00	1 Transactions	
10895	Westerlund/Laurie Ann				
	01-122-038-0000-6330		24.15	PC mileage	Boa/Pc Mileage
10895	Westerlund/Laurie Ann		24.15	1 Transactions	
122	DEPT Total:		13,422.98	Planning & Zoning	15 Vendors 62 Transactions
200	DEPT			Enforcement	
50	Aitkin Body Shop, Inc				
	01-200-000-0000-6302		60.00	Repair #208	Car Maintenance
				06/03/2015	06/03/2015
	01-200-000-0000-6302		6,126.06	Repair (deer) #225	Car Maintenance
				06/01/2015	06/01/2015
50	Aitkin Body Shop, Inc		6,186.06	2 Transactions	
86359	Aitkin Co Attorney				
	01-200-039-0000-6425		1,275.00	Permit to carry consultations	Gun Permit Expenses
86359	Aitkin Co Attorney		1,275.00	1 Transactions	
11960	ASAP Towing				
	01-200-000-0000-6359		218.00	Tow Forfeiture 15-2488	Wrecker Service
				06/29/2015	06/29/2015
11960	ASAP Towing		218.00	1 Transactions	
10452	AT&T Mobility				
	01-200-000-0000-6250		124.93	Cellular	Telephone
				06/17/2015	06/17/2015
10452	AT&T Mobility		124.93	1 Transactions	
86467	Auto Value Aitkin				
	01-200-000-0000-6409		21.98	Chemical absorbant	Deputy Supplies
				06/02/2015	06/02/2015
	01-200-000-0000-6302		14.99	Headlamps	Car Maintenance

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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
86467	Auto Value Aitkin		06/03/2015 06/03/2015 2 Transactions		
13325	Bruggman/Paul				
	01-200-040-0000-6304	10.00	June phone expense		TZD Grant Expenses
	01-200-040-0000-6304	1,120.00	June hours worked	35@32	TZD Grant Expenses
	01-200-040-0000-6304	28.75	June Mileage	50@.575	TZD Grant Expenses
13325	Bruggman/Paul	1,158.75	3 Transactions		
964	Chief Supply Corp				
	01-200-000-0000-6405	68.01	Batteries, hand cleanser	302641	Office Supplies
			06/16/2015 06/16/2015		
	01-200-000-0000-6405	387.09	Gloves	308070	Office Supplies
			06/24/2015 06/24/2015		
964	Chief Supply Corp	455.10	2 Transactions		
1059	CMI, Inc.				
	01-200-000-0000-6409	71.60	DataMaster Tubes	812048	Deputy Supplies
			06/25/2015 06/25/2015		
1059	CMI, Inc.	71.60	1 Transactions		
1339	Dennis Auto Body & Auto Sales				
	01-200-000-0000-6359	188.00	Tow Forfeiture 15-2481		Wrecker Service
			06/28/2015 06/28/2015		
1339	Dennis Auto Body & Auto Sales	188.00	1 Transactions		
1491	Dutch's Electric, Inc				
	01-200-000-0000-6231	233.88	Outdoor wall packs	23085	Services & Labor (Incl Contracts)
			06/24/2015 06/24/2015		
1491	Dutch's Electric, Inc	233.88	1 Transactions		
4641	Holiday Credit Office				
	01-200-000-0000-6511	239.14	June Gas	1400000288942	Gas And Oil
			07/01/2015 07/01/2015		
4641	Holiday Credit Office	239.14	1 Transactions		
5756	KEEPRS, Inc				
	01-200-000-0000-6410	155.98	Uniforms	278753-01	Clothing Allowance
			06/22/2015 06/22/2015		

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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
	01-200-000-0000-6410		Uniforms	280180	Clothing Allowance
		346.90	06/29/2015 06/29/2015		
	01-200-000-0000-6410		Sample Jacket	280696	Clothing Allowance
		354.99	06/30/2015 06/30/2015		
5756	KEEPRS, Inc	857.87	3 Transactions		
2736	Kustom Signals Inc				
	01-200-000-0000-6409	124.00	Remote for radar #216	515512	Deputy Supplies
			06/25/2015 06/25/2015		
2736	Kustom Signals Inc	124.00	1 Transactions		
10567	Lake Country Auto Center Of Aitkin				
	01-200-000-0000-6302	263.26	Oil change, sway bar #216	20546	Car Maintenance
			06/19/2015 06/19/2015		
	01-200-000-0000-6302	609.23	Rotors, pads, oil change #210	20600	Car Maintenance
			07/03/2015 07/03/2015		
	01-200-000-0000-6302	15.00	Tire repair #207	20634	Car Maintenance
			06/30/2015 06/30/2015		
	01-200-000-0000-6302	49.29	Oil change #207	20708	Car Maintenance
			07/08/2015 07/08/2015		
10567	Lake Country Auto Center Of Aitkin	936.78	4 Transactions		
3635	Northland Towing				
	01-200-000-0000-6359	274.50	Tow forfeiture Chev van	15-2579	Wrecker Service
			07/05/2015 07/05/2015		
3635	Northland Towing	274.50	1 Transactions		
12110	Revelin Vehicle Solutions, LLC				
	01-200-000-0000-6314	130.00	Radio, computer mount #223	126	Radio Maint
			06/29/2015 06/29/2015		
	01-200-000-0000-6314	130.00	Siren speaker, camera #207	126	Radio Maint
			06/29/2015 06/29/2015		
	01-200-000-0000-6314	265.00	Siren speaker #204	126	Radio Maint
			06/29/2015 06/29/2015		
	01-200-000-0000-6314	300.00	K9 Fan, fix lightheads #224	126	Radio Maint
			06/29/2015 06/29/2015		
12110	Revelin Vehicle Solutions, LLC	825.00	4 Transactions		
86235	The Office Shop Inc				

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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
	01-200-000-0000-6405		Office supplies	985524-0	Office Supplies
		56.86	06/25/2015 06/25/2015		
86235	The Office Shop Inc	56.86	1 Transactions		
4797	TransUnion Risk and Alternative				
	01-200-000-0000-6231	0.50	Reverse phone #222	1371322	Services & Labor (Incl Contracts)
			07/01/2015 07/01/2015		
4797	TransUnion Risk and Alternative	0.50	1 Transactions		
200	DEPT Total:	13,262.94	Enforcement	18 Vendors	31 Transactions
202	DEPT		Boat & Water		
6049	Farm Island Repair & Marine				
	01-202-000-0000-6302	80.69	Side scan transducer & bracket	52093	B&W Maintenance
			06/24/2015 06/24/2015		
	01-202-000-0000-6302	72.00	Prop repair	52213	B&W Maintenance
			06/30/2015 06/30/2015		
6049	Farm Island Repair & Marine	152.69	2 Transactions		
5756	KEEPRS, Inc				
	01-202-000-0000-6410	49.99	Uniforms	278753-01	Clothing Allowance
			06/22/2015 06/22/2015		
5756	KEEPRS, Inc	49.99	1 Transactions		
4681	Streichers				
	01-202-000-0000-6410	102.96	B&W BDU's	I1157061	Clothing Allowance
			06/18/2015 06/18/2015		
4681	Streichers	102.96	1 Transactions		
202	DEPT Total:	305.64	Boat & Water	3 Vendors	4 Transactions
204	DEPT		ATV		
12110	Revelin Vehicle Solutions, LLC				
	01-204-000-0000-6314	275.00	Battery maintainers for ATV	126	Radio Maint
			06/29/2015 06/29/2015		
12110	Revelin Vehicle Solutions, LLC	275.00	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
204	DEPT Total:			275.00	ATV	1 Vendors	1 Transactions
206	DEPT				Forfeitures		
	86359	Aitkin Co Attorney					
		01-206-000-0000-6409		39.35	20% Admin Forfeiture funds	13-0050	Forfeiture Supplies
					07/08/2015 07/08/2015		
		01-206-000-0000-6409		2,646.25	20% Admin Forfeiture funds	13-4144	Forfeiture Supplies
					07/08/2015 07/08/2015		
		01-206-000-0000-6409		18.08	30% Admin Forfeiture funds	14-2122	Forfeiture Supplies
					07/05/2015 07/05/2015		
		01-206-000-0000-6409		671.25	30% Admin Forfeiture funds	14-3246	Forfeiture Supplies
					07/05/2015 07/05/2015		
		01-206-000-0000-6409		193.88	30% Admin Forfeiture funds	14-4009	Forfeiture Supplies
					07/05/2015 07/05/2015		
	86359	Aitkin Co Attorney		3,568.81		5 Transactions	
	9429	State Treasurer's Office General Acct.					
		01-206-000-0000-6409		19.68	10% Admin Forf	13-0050	Forfeiture Supplies
					07/08/2015 07/08/2015		
		01-206-000-0000-6409		1,323.13	10% Admin Forf	13-4144	Forfeiture Supplies
					07/08/2015 07/08/2015		
	9429	State Treasurer's Office General Acct.		1,342.81		2 Transactions	
206	DEPT Total:			4,911.62	Forfeitures	2 Vendors	7 Transactions
252	DEPT				Corrections		
	10452	AT&T Mobility					
		01-252-000-0000-6250		17.16	Cellular	287258495419	Telephone
					06/17/2015 06/17/2015		
	10452	AT&T Mobility		17.16		1 Transactions	
	788	Bureau of Crim. Apprehension					
		01-252-000-0000-6231		390.00	CJDN Quarterly	13541	Services & Labor (Incl Contracts)
					06/30/2015 06/30/2015		
	788	Bureau of Crim. Apprehension		390.00		1 Transactions	
	163	Charter Communications					
		01-252-252-0000-6405		180.86	Cable tv	83523056600060	Prisoner Welfare



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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
163	Charter Communications		06/18/2015 06/18/2015		
		180.86	1 Transactions		
964	Chief Supply Corp				
	01-252-000-0000-6405	68.00	Batteries, hand cleanser	302641	Office & Computer Supplies
			06/16/2015 06/16/2015		
	01-252-000-0000-6405	387.09	Gloves	308070	Office & Computer Supplies
			06/24/2015 06/24/2015		
964	Chief Supply Corp	455.09	2 Transactions		
5583	Crawford Supply Company				
	01-252-252-0000-6408	49.56	Commissary supplies	570020	Commissary Supplies
			06/25/2015 06/25/2015		
	01-252-252-0000-6408	46.80	Commissary supplies	570104	Commissary Supplies
			06/25/2015 06/25/2015		
5583	Crawford Supply Company	96.36	2 Transactions		
88628	Dalco				
	01-252-000-0000-6422	427.85	Paper products	2902029	Janitorial Supplies
			06/30/2015 06/30/2015		
88628	Dalco	427.85	1 Transactions		
1880	Gravelle Plumbing & Heating, Inc				
	01-252-000-0000-6590	110.10	Repair water line in boiler rm	69511	Repair & Maintenance Supplies
			06/26/2015 06/26/2015		
1880	Gravelle Plumbing & Heating, Inc	110.10	1 Transactions		
2186	Hillyard Inc - Kansas City				
	01-252-000-0000-6422	429.37	Janitorial	601674059	Janitorial Supplies
			06/30/2015 06/30/2015		
2186	Hillyard Inc - Kansas City	429.37	1 Transactions		
5503	Keefe Supply Company				
	01-252-000-0000-6418	520.56	Commissary supplies	569906	Groceries
			06/24/2015 06/24/2015		
	01-252-252-0000-6405	111.36	Commissary supplies	570019	Prisoner Welfare
			06/25/2015 06/25/2015		
5503	Keefe Supply Company	631.92	2 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
5756	KEEPRS, Inc					
	01-252-000-0000-6410		81.99	Uniforms	278753-02	Clothing Allowance
				06/24/2015 06/24/2015		
	01-252-000-0000-6410		55.87	Uniforms	278753-03	Clothing Allowance
				06/26/2015 06/26/2015		
	01-252-000-0000-6410		183.97	Uniforms	279687	Clothing Allowance
				06/23/2015 06/23/2015		
	01-252-000-0000-6410		111.74	Uniforms	279687-01	Clothing Allowance
				06/29/2015 06/29/2015		
5756	KEEPRS, Inc		433.57	4 Transactions		
10567	Lake Country Auto Center Of Aitkin					
	01-252-000-0000-6302		1,301.32	AC on 2006 Ford Econoline	20382	Car Maintenance
				06/18/2015 06/18/2015		
10567	Lake Country Auto Center Of Aitkin		1,301.32	1 Transactions		
12777	Lammers Appliance Repair					
	01-252-000-0000-6231		408.49	Repair washer/dryer		Services & Labor (Incl Contracts)
				07/01/2015 07/01/2015		
12777	Lammers Appliance Repair		408.49	1 Transactions		
11946	McGuire Mechanical					
	01-252-000-0000-6590		1,150.00	Kitchen water leak repair	6544	Repair & Maintenance Supplies
				06/02/2015 06/02/2015		
	01-252-000-0000-6590		498.00	Fuses, bad condenser fan	6557	Repair & Maintenance Supplies
				06/10/2015 06/10/2015		
	01-252-000-0000-6590		787.09	Condenser fan motor	6562	Repair & Maintenance Supplies
				06/12/2015 06/12/2015		
11946	McGuire Mechanical		2,435.09	3 Transactions		
10276	Mowers/Ben					
	01-252-000-0000-6410		69.97	4 work pants		Clothing Allowance
				06/12/2015 06/12/2015		
10276	Mowers/Ben		69.97	1 Transactions		
3789	Pan-O-Gold Baking Company					
	01-252-000-0000-6418		17.76	Groceries	010024517123	Groceries
				06/20/2015 06/20/2015		
	01-252-000-0000-6418		169.30	Groceries	010024517617	Groceries

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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
3789	Pan-O-Gold Baking Company		187.06	06/25/2015 06/25/2015 2 Transactions		
11947	Phoenix Supply					
	01-252-000-0000-6424		175.99	Inmate supplies 7127		Inmate Supplies
				07/02/2015 07/02/2015		
11947	Phoenix Supply		175.99	1 Transactions		
9499	Reliance Telephone Systems, Inc					
	01-252-252-0000-6406		200.00	Phone cards D-15397		Phone Card Prisoner Welfare
				07/01/2015 07/01/2015		
	01-252-252-0000-6406		1,100.00	Phone cards D-15400		Phone Card Prisoner Welfare
				07/02/2015 07/02/2015		
9499	Reliance Telephone Systems, Inc		1,300.00	2 Transactions		
4070	Riley Auto Supply					
	01-252-000-0000-6590		40.48	Belts for air handling system 563029		Repair & Maintenance Supplies
				06/24/2015 06/24/2015		
4070	Riley Auto Supply		40.48	1 Transactions		
5774	Riverwood Healthcare Clinic					
	01-252-000-0000-6272		200.00	pre-employment physical 143874		Physical Examinations
5774	Riverwood Healthcare Clinic		200.00	1 Transactions		
10878	Sew Much & More					
	01-252-000-0000-6205		16.21	UPS 719249		Postage
				06/30/2015 06/30/2015		
10878	Sew Much & More		16.21	1 Transactions		
4761	Sysco Minnesota Inc					
	01-252-000-0000-6420		27.46	Kitchen supplies 505231866		Kitchen Supplies
				05/23/2015 05/23/2015		
	01-252-000-0000-6418		3,228.37	Groceries 506250934		Groceries
				06/25/2015 06/25/2015		
	01-252-000-0000-6418		3,480.15	Groceries 507020782		Groceries
				07/02/2015 07/02/2015		
	01-252-000-0000-6418		72.61	Groceries 507031309		Groceries
				07/03/2015 07/03/2015		

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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
4761	Sysco Minnesota Inc		6,808.59	4 Transactions	
86235	The Office Shop Inc				
	01-252-000-0000-6405		56.86	Office supplies	985524-0 Office & Computer Supplies
			06/25/2015	06/25/2015	
86235	The Office Shop Inc		56.86	1 Transactions	
6128	Tire Barn				
	01-252-000-0000-6302		60.44	Oil change, LOF, tire rotation	31504 Car Maintenance
			07/01/2015	07/01/2015	
6128	Tire Barn		60.44	1 Transactions	
5126	White/Karla D.				
	01-252-000-0000-6262		65.57	Jail supplies at Wal Mart	Medical Expenses & Supplies - Inmates
			06/25/2015	06/25/2015	
	01-252-000-0000-6405		25.92	Jail supplies at Wal Mart	Office & Computer Supplies
			06/25/2015	06/25/2015	
	01-252-000-0000-6424		32.88	Jail supplies at Wal Mart	Inmate Supplies
			06/25/2015	06/25/2015	
	01-252-252-0000-6405		396.00	Jail supplies at Wal Mart	Prisoner Welfare
			06/25/2015	06/25/2015	
5126	White/Karla D.		520.37	4 Transactions	
5295	Ziegler Inc				
	01-252-000-0000-6231		5,299.34	Safety inspection Cat 3306	SW050238068 Services & Labor (Incl Contracts)
			06/23/2015	06/23/2015	
	01-252-000-0000-6231		779.90	Safety inspection Gen 64238	SW050238069 Services & Labor (Incl Contracts)
			06/23/2015	06/23/2015	
5295	Ziegler Inc		6,079.24	2 Transactions	
252	DEPT Total:		22,832.39	Corrections	25 Vendors 42 Transactions
253	DEPT			Aitkin Co Community Corrections	
88879	Central Mn Community Corrections-DT				
	01-253-000-0000-6823		12,499.08	Jan-Nov 2015 Appropriation	County Allocation
88879	Central Mn Community Corrections-DT		12,499.08	1 Transactions	
12927	Midwest Machinery Co.				
	01-253-000-0000-6405		8.00	Filler cap, starter rope	1084231 Operating Supplies

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Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		01-253-000-0000-6405			11.95	Poly cut blades	06/23/2015 06/23/2015	1084626		Operating Supplies	
		01-253-000-0000-6405			11.95	Poly cut blades	06/24/2015 06/24/2015	1085893		Operating Supplies	
		01-253-000-0000-6405			11.95	Poly cut blades	06/25/2015 06/25/2015	1090339		Operating Supplies	
12927	Midwest Machinery Co.				43.85		07/01/2015 07/01/2015				
							4 Transactions				
12214	Shopko Store Operating Co. LLC										
		01-253-000-0000-6405			9.96	Inflating needles	06/16/2015 06/16/2015	4734		Operating Supplies	
12214	Shopko Store Operating Co. LLC				9.96		06/16/2015 06/16/2015				
							1 Transactions				
253	DEPT Total:				12,552.89	Aitkin Co Community Corrections		3 Vendors		6 Transactions	
257	DEPT					Sobriety Court					
11997	Minnesota Monitoring										
		01-257-022-0000-6406			263.50	Monitor Jacob D	06/04/2015 06/04/2015	1181		Sobriety Crt Expenses	
		01-257-022-0000-6406			93.50	Monitor Jerod I	06/04/2015 06/04/2015	1181		Sobriety Crt Expenses	
11997	Minnesota Monitoring				357.00		06/04/2015 06/04/2015				
							2 Transactions				
257	DEPT Total:				357.00	Sobriety Court		1 Vendors		2 Transactions	
390	DEPT					Environmental Health (FBL)					
4641	Holiday Credit Office										
		01-390-000-0000-6511			96.39	May fuel	07/07/2015 07/07/2015	1400000135321		Gas And Oil	
4641	Holiday Credit Office				96.39		07/07/2015 07/07/2015				
							1 Transactions				
86235	The Office Shop Inc										
		01-390-000-0000-6405			37.50	Laminating	06/25/2015 06/25/2015	279259-0		Office, Film, And Field Supplies	
86235	The Office Shop Inc				37.50		06/25/2015 06/25/2015				
							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
390	DEPT Total:		133.89	Environmental Health (FBL)	2 Vendors	2 Transactions
391	DEPT			Solid Waste		
170	Aitkin Motor Company 01-391-000-0000-6302		574.37	AC repairs on Escape 06/03/2015 06/03/2015	05349	Car Maintenance
170	Aitkin Motor Company		574.37		1 Transactions	
1754	Garrison Disposal Company, Inc 01-391-060-0000-6360		9,116.06	Monthly recycling 05/31/2015 05/31/2015		Recycling Contract
1754	Garrison Disposal Company, Inc		9,116.06		1 Transactions	
4641	Holiday Credit Office 01-391-000-0000-6511		32.14	May fuel 07/07/2015 07/07/2015	1400000135321	Gas And Oil
4641	Holiday Credit Office		32.14		1 Transactions	
2340	Hyytinen Hardware Hank 01-391-000-0000-6405		17.72	Gloves for Ewaste 06/25/2015 06/25/2015	1266805	Office & Film Supplies
2340	Hyytinen Hardware Hank		17.72		1 Transactions	
2763	J & H Transfer Station-Lakes Sanitary 01-391-060-0000-6360		610.65	Monthly recycling 05/31/2015 05/31/2015		Recycling Contract
2763	J & H Transfer Station-Lakes Sanitary		610.65		1 Transactions	
3503	Neff/Terry B. 01-391-000-0000-6340		9.60	Dinner MACPZA Conf. 05/28/2015 05/28/2015		Meals
3503	Neff/Terry B.		9.60		1 Transactions	
3810	Paulbeck's County Market 01-391-000-0000-6405		27.97	Water, pop, ice for E waste 06/27/2015 06/27/2015	9277342	Office & Film Supplies
3810	Paulbeck's County Market		27.97		1 Transactions	
4010	Rasley Oil Company					

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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
	01-391-000-0000-6511		June fuel	AITCOZOS	Gas And Oil
		19.56	06/30/2015 06/30/2015		
4010	Rasley Oil Company	19.56	1 Transactions		
4150	Rosallini's				
	01-391-000-0000-6405	130.32	Pizza, cookies for E waste		Office & Film Supplies
			06/27/2015 06/27/2015		
4150	Rosallini's	130.32	1 Transactions		
5056	Western Lake Superior Sanitary				
	01-391-000-0000-6231	1,741.80	1st quarter HHW fees	063015AITHHW	Services, Labor, & Minor Contracts
			06/30/2015 06/30/2015		
5056	Western Lake Superior Sanitary	1,741.80	1 Transactions		
391	DEPT Total:	12,280.19	Solid Waste	10 Vendors	10 Transactions
392	DEPT		Water Wells		
405	A.W. Research Laboratories, Inc.				
	01-392-000-0000-6231	41.00	Coliform, total & nitrate	12581	Services, Labor, Contracts
			06/09/2015 06/09/2015		
	01-392-000-0000-6231	21.00	Arsenic sampling	31788	Services, Labor, Contracts
			06/29/2015 06/29/2015		
	01-392-000-0000-6231	21.00	Arsenic sampling	31789	Services, Labor, Contracts
			06/29/2015 06/29/2015		
405	A.W. Research Laboratories, Inc.	83.00	3 Transactions		
392	DEPT Total:	83.00	Water Wells	1 Vendors	3 Transactions
500	DEPT		Library And Historical Society		
1495	East Central Regional Library				
	01-500-500-0000-6801	115,801.00	2015 2nd 1/2 Appropriation		Library Appropriations
1495	East Central Regional Library	115,801.00	1 Transactions		
500	DEPT Total:	115,801.00	Library And Historical Society	1 Vendors	1 Transactions
600	DEPT		Ag Society, Soil & Water, Ag Inspect		
89856	Aitkin Co Agricultural Society				
	01-600-550-0000-5840	1,075.27	10 pct reimb pmt 79486		Misc Receipts

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Vendor	Name	Rpt				
No.	Account/Formula	Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
89856	Aitkin Co Agricultural Society		1,075.27	1 Transactions		
600	DEPT Total:		1,075.27	Ag Society, Soil & Water, Ag Inspect	1 Vendors	1 Transactions
601	DEPT			Extension		
89471	Aitkin Co 4-H Council					
	01-601-551-0000-5840		40.00	Plat book License Rec 425	4808	4-H Plat Book Sales
	01-601-551-0000-5840		400.00	Plat book Recorders rec 424	4827-4836	4-H Plat Book Sales
89471	Aitkin Co 4-H Council		440.00	2 Transactions		
10120	Chute/Debra					
	01-601-000-0000-6350		35.00	Extension committee meeting	6/29/15	Per Diem
10120	Chute/Debra		35.00	1 Transactions		
9440	Dotzler/Sharon A					
	01-601-000-0000-6350		35.00	Extension committee meeting	06/29/15	Per Diem
9440	Dotzler/Sharon A		35.00	1 Transactions		
91345	Elvecrog/Roberta C					
	01-601-000-0000-6350		35.00	Extension committee meeting	06/29/15	Per Diem
91345	Elvecrog/Roberta C		35.00	1 Transactions		
12045	Janzen/Joy					
	01-601-000-0000-6350		35.00	Extension meeting	06/29/15	Per Diem
	01-601-000-0000-6360		10.35	Extension meeting mileage	18@.575	Extension Comm Expenses (Not Per Diem)
				06/29/2015 06/29/2015		
12045	Janzen/Joy		45.35	2 Transactions		
90853	Mickelson/Bonnie H					
	01-601-000-0000-6350		35.00	Extension committe meeting	06/29/15	Per Diem
90853	Mickelson/Bonnie H		35.00	1 Transactions		
86235	The Office Shop Inc					
	01-601-000-0000-6405		10.29	Business envelopes	985191-0	Office Supplies
				06/30/2015 06/30/2015		
86235	The Office Shop Inc		10.29	1 Transactions		



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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
601	DEPT Total:		635.64	Extension	7 Vendors	9 Transactions
700	DEPT			Promotion,AEOA Tran,Airport,RC&D,Tou		
22	Aitkin Area Chamber of Commerce					
	01-700-909-0000-6801		500.00	Tourism grant #166		Appropriations-Grant
22	Aitkin Area Chamber of Commerce		500.00	1 Transactions		
700	DEPT Total:		500.00	Promotion,AEOA Tran,Airport,RC&D,Tou	1 Vendors	1 Transactions
711	DEPT			Economic Development		
4641	Holiday Credit Office					
	01-711-000-0000-6511		13.31	June Gas	1400000135895	Gas And Oil
				07/01/2015 07/01/2015		
4641	Holiday Credit Office		13.31	1 Transactions		
711	DEPT Total:		13.31	Economic Development	1 Vendors	1 Transactions
1	Fund Total:		215,437.29	General Fund		273 Transactions

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
301	DEPT		R&B Administration		
13611	Johnson/Carol				
	03-301-000-0000-6241	20.00	NOTARY RECORDING 070215	337	Fees/Prof/Misc
13611	Johnson/Carol	20.00	1 Transactions		
10948	MN Dept of Labor & Industry				
	03-301-000-0000-6241	50.00	CARTER BOILER LICENSE 062615	CC0500	Fees/Prof/Misc
10948	MN Dept of Labor & Industry	50.00	1 Transactions		
86235	The Office Shop Inc				
	03-301-000-0000-6400	364.72	COPY CONTRACT 042815	379312-0	Supplies And Materials
86235	The Office Shop Inc	364.72	1 Transactions		
301	DEPT Total:	434.72	R&B Administration	3 Vendors	3 Transactions
302	DEPT		R&B Engineering/Construction		
3703	Frontier Precision, Inc				
	03-302-000-0000-6449	48.96	TOPO SHOE/CASE 062915	139034	Rd/Br Engr. Supplies
3703	Frontier Precision, Inc	48.96	1 Transactions		
2340	Hyytinen Hardware Hank				
	03-302-000-0000-6449	24.94	SURVEY SUPPLIES 061615	1264485	Rd/Br Engr. Supplies
	03-302-000-0000-6449	80.89	SURVEY SUPPLIES 062215	1266020	Rd/Br Engr. Supplies
2340	Hyytinen Hardware Hank	105.83	2 Transactions		
11985	Kazmerzak/Paul				
	03-302-000-0000-6411	119.97	WORK BOOT REIMBURSEMENT 062915	0-007	Safety Footwear
11985	Kazmerzak/Paul	119.97	1 Transactions		
302	DEPT Total:	274.76	R&B Engineering/Construction	3 Vendors	4 Transactions
303	DEPT		R&B Highway Maintenance		
195	Aitkin Tire Shop				
	03-303-000-0000-6590	20.00	TIRE REPAIR 062215	54741	Repair & Maintenance Supplies
	03-303-000-0000-6590	100.00	LABOR 063015	54755	Repair & Maintenance Supplies
	03-303-000-0000-6590	1,111.50	TIRES 063015	54755	Repair & Maintenance Supplies
195	Aitkin Tire Shop	1,231.50	3 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
12106	Antoine Electric				
	03-303-000-0000-6298		236.90	FIX FUEL PUMP 062215	13882 Shop Maintenance
	03-303-000-0000-6298		957.42	REPLACE WALL PACKS 062215	13883 Shop Maintenance
	03-303-000-0000-6298		117.72	HALIDE LAMPS 062915	13888 Shop Maintenance
12106	Antoine Electric		1,312.04	3 Transactions	
86467	Auto Value Aitkin				
	03-303-000-0000-6590		19.99	REPAIR PARTS 052815	40065440 Repair & Maintenance Supplies
	03-303-000-0000-6590		3.99	REPAIR PARTS 052815	400657426 Repair & Maintenance Supplies
	03-303-000-0000-6590		270.08	FILTERS 062515	40067122 Repair & Maintenance Supplies
86467	Auto Value Aitkin		294.06	3 Transactions	
8265	Centurylink				
	03-303-000-0000-6254		44.74	PHONE: HILL CITY 062615	Utilities
8265	Centurylink		44.74	1 Transactions	
8500	Diamond Mowers, Inc				
	03-303-000-0000-6590		510.92	REPAIR PARTS 062615	0099543-IN Repair & Maintenance Supplies
8500	Diamond Mowers, Inc		510.92	1 Transactions	
1430	Dotzler Power Equipment				
	03-303-000-0000-6298		79.86	CHAIN SAW SUPPLIES 070615	84802 Shop Maintenance
1430	Dotzler Power Equipment		79.86	1 Transactions	
7935	East Central Energy				
	03-303-000-0000-6254		159.64	MAY-JUN POWER-MCGRATH 061115	70415419 Utilities
7935	East Central Energy		159.64	1 Transactions	
1570	Freedom Valu Centers, Inc				
	03-303-000-0000-6513		66.48-	DISCOUNT 063015	Motor Fuel & Lubricants
	03-303-000-0000-6513		51.98	GASOLINE 060115	20580 Motor Fuel & Lubricants
	03-303-000-0000-6513		49.07	GASOLINE 060215	21056 Motor Fuel & Lubricants
	03-303-000-0000-6513		58.89	GASOLINE 060815	22394 Motor Fuel & Lubricants
	03-303-000-0000-6513		83.43	GASOLINE 061115	23106 Motor Fuel & Lubricants
	03-303-000-0000-6513		52.00	GASOLINE 061515	24424 Motor Fuel & Lubricants
	03-303-000-0000-6513		56.91	GASOLINE 061615	24881 Motor Fuel & Lubricants
	03-303-000-0000-6513		67.70	GASOLINE 061715	25155 Motor Fuel & Lubricants
	03-303-000-0000-6513		68.68	GASOLINE 061815	25526 Motor Fuel & Lubricants
	03-303-000-0000-6513		33.36	GASOLINE 062415	27352 Motor Fuel & Lubricants

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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
	03-303-000-0000-6513		GASOLINE 062515	27788	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE 062915	29009	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE 063015	29370	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE 060915	31300	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE 060315	38758	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE 060415	39244	Motor Fuel & Lubricants
1570	Freedom Valu Centers, Inc		830.36		
				16 Transactions	
8622	Frontier				
	03-303-000-0000-6254		JACOBSON 062215	218-752-6591	Utilities
	03-303-000-0000-6254		MCGREGOR 062215	218-768-4481	Utilities
	03-303-000-0000-6254		PALISADE 062215	218-845-2607	Utilities
	03-303-000-0000-6254		MCGRATH 062215	320-592-3580	Utilities
8622	Frontier		197.66		
				4 Transactions	
13468	G & K Services				
	03-303-000-0000-6298		SHOP LAUNDRY 062915	1043224478	Shop Maintenance
	03-303-000-0000-6298		SHOP LAUNDRY 070615	1043229966	Shop Maintenance
13468	G & K Services		34.80		
				2 Transactions	
1754	Garrison Disposal Company, Inc				
	03-303-000-0000-6254		MCGREGOR SHOP 063015	8203165	Utilities
	03-303-000-0000-6254		GARBAGE CLEAN UP 061115	862602	Utilities
	03-303-000-0000-6254		GARBAGE CLEAN UP 063015	862650	Utilities
	03-303-000-0000-6254		GARBAGE CLEAN UP 060215	862672	Utilities
1754	Garrison Disposal Company, Inc		199.69		
				4 Transactions	
4641	Holiday Credit Office				
	03-303-000-0000-6513		GASOLINE 062915	0-90558060	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE 061715	111207040	Motor Fuel & Lubricants
	03-303-000-0000-6513		FEDERAL TAX ADJUSTMENT 063015	1400000134236	Motor Fuel & Lubricants
	03-303-000-0000-6513		REBATE 063015	1400000134236	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE 060915	142748103	Motor Fuel & Lubricants
4641	Holiday Credit Office		197.07		
				5 Transactions	
2340	Hyytinen Hardware Hank				
	03-303-000-0000-6298		AITKIN SHOP SUPPLIES 060215	1260435	Shop Maintenance
	03-303-000-0000-6590		REPAIR PARTS 061115	1263030	Repair & Maintenance Supplies
	03-303-000-0000-6298		AITKIN SHOP SUPPLIES 061715	1264538	Shop Maintenance

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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
	03-303-000-0000-6298		17.99	MCGRATH SHOP SUPPLIES 061715	1264609	Shop Maintenance
	03-303-000-0000-6298		5.34	AITKIN SHOP SUPPLIES 062215	1265898	Shop Maintenance
	03-303-000-0000-6298		89.88	AITKIN SHOP SUPPLIES 062215	1265944	Shop Maintenance
	03-303-000-0000-6521		19.88	MAILBOX REPAIR SUPPLIES 062315	1266082	Maintenance Supplies
2340	Hyytinen Hardware Hank		173.79	7 Transactions		
7705	Isle Automotive Corp					
	03-303-000-0000-6590		96.12	REPAIR PARTS 062515	119070996	Repair & Maintenance Supplies
7705	Isle Automotive Corp		96.12	1 Transactions		
2763	J & H Transfer Station-Lakes Sanitary					
	03-303-000-0000-6254		93.89	AITKIN 070115	93079	Utilities
	03-303-000-0000-6254		57.65	PALISADE 070115	93080	Utilities
2763	J & H Transfer Station-Lakes Sanitary		151.54	2 Transactions		
91187	Lake Country Power					
	03-303-000-0000-6254		53.18	MAY-JUN CSAH 14 062515	141979801	Utilities
	03-303-000-0000-6254		51.28	MAY-JUN CSAH 6 062515	141979901	Utilities
91187	Lake Country Power		104.46	2 Transactions		
12626	Lubrication Technologies, Inc.					
	03-303-000-0000-6298		268.00	SHOP SUPPLIES 062915	651196	Shop Maintenance
12626	Lubrication Technologies, Inc.		268.00	1 Transactions		
2941	M R Sign Co Inc					
	03-303-000-0000-6516		163.68	ADOPT-A-HWY SIGN 063015	186583	Signs & Posts
	03-303-000-0000-6590		652.80	PARTS 063015	186584	Repair & Maintenance Supplies
2941	M R Sign Co Inc		816.48	2 Transactions		
10824	Maney International Inc					
	03-303-000-0000-6590		301.68	REPAIR PARTS 063015	700864	Repair & Maintenance Supplies
	03-303-000-0000-6590		102.88	FILTERS 063015	700864	Repair & Maintenance Supplies
10824	Maney International Inc		404.56	2 Transactions		
3100	McGregor Oil					
	03-303-000-0000-6513		4.68-	DISCOUNT 063015		Motor Fuel & Lubricants
	03-303-000-0000-6513		40.94	GASOLINE 060115	267	Motor Fuel & Lubricants
	03-303-000-0000-6513		18.56	GASOLINE 060115	52834	Motor Fuel & Lubricants
	03-303-000-0000-6513		16.13	GASOLINE 060415	52836	Motor Fuel & Lubricants

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6513		GASOLINE 060815	52837	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE 060815	52838	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE 061615	52840	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE 061615	52841	Motor Fuel & Lubricants
	03-303-000-0000-6298		SHOP SUPPLIES 061815	52842	Shop Maintenance
	03-303-000-0000-6513		GASOLINE 061815	52842	Motor Fuel & Lubricants
	03-303-000-0000-6513		GASOLINE 060915	531	Motor Fuel & Lubricants
3100	McGregor Oil	243.11	11 Transactions		
8446	Northern Star Coop Service				
	03-303-000-0000-6297	369.85	LP: SWATARA SHOP 063015	0-14138	Shop Fuel
8446	Northern Star Coop Service	369.85	1 Transactions		
8436	Northland Parts				
	03-303-000-0000-6590	21.49	REPAIR PARTS 060415	302201	Repair & Maintenance Supplies
	03-303-000-0000-6590	21.49	REPAIR PARTS 061515	302932	Repair & Maintenance Supplies
8436	Northland Parts	42.98	2 Transactions		
3760	Palisade Cooperative Oil Assoc				
	03-303-000-0000-6513	43.96	GASOLINE 060215	312124	Motor Fuel & Lubricants
	03-303-000-0000-6513	50.79	GASOLINE 060315	312214	Motor Fuel & Lubricants
	03-303-000-0000-6513	75.62	GASOLINE 060815	312620	Motor Fuel & Lubricants
	03-303-000-0000-6513	51.25	GASOLINE 060815	312622	Motor Fuel & Lubricants
	03-303-000-0000-6298	6.19	SHOP SUPPLIES 061115	312849	Shop Maintenance
	03-303-000-0000-6513	56.84	GASOLINE 061115	312895	Motor Fuel & Lubricants
	03-303-000-0000-6513	64.95	GASOLINE 061215	312975	Motor Fuel & Lubricants
	03-303-000-0000-6513	66.16	GASOLINE 061215	312980	Motor Fuel & Lubricants
	03-303-000-0000-6513	54.04	GASOLINE 061515	313262	Motor Fuel & Lubricants
	03-303-000-0000-6513	32.99	GASOLINE 061815	313468	Motor Fuel & Lubricants
	03-303-000-0000-6513	53.11	GASOLINE 061915	313576	Motor Fuel & Lubricants
	03-303-000-0000-6513	69.14	GASOLINE 062315	313903	Motor Fuel & Lubricants
	03-303-000-0000-6513	55.82	GASOLINE 062415	314032	Motor Fuel & Lubricants
	03-303-000-0000-6513	76.88	GASOLINE 062615	314153	Motor Fuel & Lubricants
	03-303-000-0000-6513	50.32	GASOLINE 062915	314443	Motor Fuel & Lubricants
3760	Palisade Cooperative Oil Assoc	808.06	15 Transactions		
4070	Riley Auto Supply				
	03-303-000-0000-6590	46.77	REPAIR PARTS 060215	562100	Repair & Maintenance Supplies
	03-303-000-0000-6590	42.05	REPAIR PARTS 060415	562197	Repair & Maintenance 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
	03-303-000-0000-6590		REPAIR PARTS 060815	562350	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 060915	562361	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 060915	562396	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 061015	562437	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 061115	562467	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 061115	562485	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 061615	562687	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 061615	562688	Repair & Maintenance Supplies
	03-303-000-0000-6298		AITKIN SHOP SUPPLIES 061615	562723	Shop Maintenance
	03-303-000-0000-6590		REPAIR PARTS 061815	562822	Repair & Maintenance Supplies
	03-303-000-0000-6298		AITKIN SHOP SUPPLIES 062215	562924	Shop Maintenance
	03-303-000-0000-6590		REPAIR PARTS 062315	562993	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 062415	563038	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 062515	563070	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 062515	563095	Repair & Maintenance Supplies
	03-303-000-0000-6298		MCGRATH SHOP SUPPLIES 063015	563293	Shop Maintenance
	03-303-000-0000-6590		REPAIR PARTS 063015	563304	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 063015	563320	Repair & Maintenance Supplies
4070	Riley Auto Supply	1,775.67	20 Transactions		
4867	Tri-City Paving Inc				
	03-303-000-0000-6521	15,512.97	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	27,481.24	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	178.97	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	4,532.78	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	715.89	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	6,405.78	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	1,163.32	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	536.92	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	715.89	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	1,160.66	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	7,923.50	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	178.97	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	3,534.25	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	9,429.70	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	5,074.12	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	178.97	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	626.40	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521	1,725.04	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies

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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
	03-303-000-0000-6521		3,145.30	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		5,012.99	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		4,017.12	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		626.40	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		715.89	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		1,860.60	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		9,365.91	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		1,620.00	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		8,464.84	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		3,636.14	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		180.00	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		180.00	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		3,195.80	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		2,840.52	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		3,745.12	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		20,840.49	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		180.00	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		1,178.38	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		540.00	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		9,641.45	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		1,018.90	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		540.00	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		2,459.54	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		5,648.25	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		180.00	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		540.00	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		540.00	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		22,494.65	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		360.00	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		3,880.68	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		360.00	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		978.14	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		991.43	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		180.00	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		4,227.11	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		997.64	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
	03-303-000-0000-6521		2,667.75	APPLY CALC CHLORIDE 062615	246162	Maintenance Supplies
4867	Tri-City Paving Inc		216,126.41	55 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
10431	Verizon Business					
	03-303-000-0000-6254		20.44	HWY OFFICE 070115	4227948181506	Utilities
10431	Verizon Business		20.44	1 Transactions		
8605	Wayne's Sanitation Llc					
	03-303-000-0000-6254		26.25	GARBAGE: MCGRATH 061115	251158	Utilities
8605	Wayne's Sanitation Llc		26.25	1 Transactions		
8279	Winzer Corporation					
	03-303-000-0000-6298		54.11	AITKIN SHOP SUPPLIES 062315	5369222	Shop Maintenance
8279	Winzer Corporation		54.11	1 Transactions		
5295	Ziegler Inc					
	03-303-000-0000-6590		2,468.40	7' CUTTING EDGES 062315	PC190046834	Repair & Maintenance Supplies
	03-303-000-0000-6590		6.72	REPAIR PARTS 062715	PC190046961	Repair & Maintenance Supplies
	03-303-000-0000-6590		186.29	REPAIR PARTS 063015	PC190047005	Repair & Maintenance Supplies
	03-303-000-0000-6590		421.95	REPAIR PARTS 070215	PC190047098	Repair & Maintenance Supplies
5295	Ziegler Inc		3,083.36	4 Transactions		
303	DEPT Total:		229,657.53	R&B Highway Maintenance	29 Vendors	172 Transactions
307	DEPT			R&B Capital Infrastructure		
1754	Garrison Disposal Company, Inc					
	03-307-000-0000-6362		200.00	OLDS HOUSE 062415	862633	Right Of Way
1754	Garrison Disposal Company, Inc		200.00	1 Transactions		
3486	Waste Management Of Northern Minneso					
	03-307-000-0000-6362		4,146.39	DEMOLITION LOADS 070115	1339731-2614-6	Right Of Way
3486	Waste Management Of Northern Minneso		4,146.39	1 Transactions		
307	DEPT Total:		4,346.39	R&B Capital Infrastructure	2 Vendors	2 Transactions
3	Fund Total:		234,713.40	Road & Bridge		181 Transactions

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	Vendor Name		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
	No.	Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT				Undesignated		
	4580	Mn Dept Of Finance					
		09-000-000-0000-2030		480.00	June marriage license fees		State Fees, Assessments & Surcharges
	4580	Mn Dept Of Finance		480.00	1 Transactions		
0	DEPT Total:			480.00	Undesignated	1 Vendors	1 Transactions
9	Fund Total:			480.00	State		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
923	DEPT		Forfeited Tax Sales		
170	Aitkin Motor Company 10-923-000-0000-6590		LOF, leaf spring 06/17/2015 06/17/2015	5411	Repair & Maintenance Supplies
170	Aitkin Motor Company	852.13	1 Transactions		
10452	AT&T Mobility 10-923-000-0000-6254		Cell phone 05/18/2015 06/17/2015	287257204209	Utilities
10452	AT&T Mobility	65.16	1 Transactions		
1570	Freedom Valu Centers, Inc 10-923-000-0000-6511		June gas purchases	9423	Gas And Oil
1570	Freedom Valu Centers, Inc	650.52	1 Transactions		
4641	Holiday Credit Office 10-923-000-0000-6511		June Billing	1400000134961	Gas And Oil
4641	Holiday Credit Office	623.77	1 Transactions		
3100	McGregor Oil 10-923-000-0000-6511		June gas	AITKINLA	Gas And Oil
3100	McGregor Oil	235.38	1 Transactions		
3354	Minnesota Safety Council 10-923-000-0000-6405		Instructor kit 06/04/2015 06/04/2015	36928	Office Supplies
3354	Minnesota Safety Council	197.25	1 Transactions		
3760	Palisade Cooperative Oil Assoc 10-923-000-0000-6511		June gas	ACPARKS	Gas And Oil
3760	Palisade Cooperative Oil Assoc	115.31	1 Transactions		
4010	Rasley Oil Company 10-923-000-0000-6511		June Gas	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company	1,995.00	1 Transactions		
10878	Sew Much & More 10-923-000-0000-6205		Ship broken compass to Ben M 06/30/2015 06/30/2015	719250	Postage
		9.74			

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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>
10878	Sew Much & More		9.74	1 Transactions		
10930	Tidholm Productions					
	10-923-000-0000-6405		36.50	Statement cover stock	77944955	Office Supplies
				06/15/2015	06/15/2015	
10930	Tidholm Productions		36.50	1 Transactions		
6128	Tire Barn					
	10-923-000-0000-6590		58.82	LOF, air filter #315	31339	Repair & Maintenance Supplies
				06/12/2015	06/12/2015	
	10-923-000-0000-6590		57.54	LOF, rotate #395	31450	Repair & Maintenance Supplies
				06/25/2015	06/25/2015	
	10-923-000-0000-6590		30.71	Lube, tire ATV	L15093	Repair & Maintenance Supplies
				06/18/2015	06/18/2015	
6128	Tire Barn		147.07	3 Transactions		
923	DEPT Total:		4,927.83	Forfeited Tax Sales	11 Vendors	13 Transactions
10	Fund Total:		4,927.83	Trust		13 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
10452	AT&T Mobility					
	11-924-000-0000-6250		122.18	Cell phone	287257204209	Telephone
				05/18/2015 06/17/2015		
10452	AT&T Mobility		122.18	1 Transactions		
924	DEPT Total:		122.18	Forest Resource	1 Vendors	1 Transactions
925	DEPT			Reforestation		
195	Aitkin Tire Shop					
	11-925-000-0000-6590		415.00	Trailer tires	54698	Repair & Maintenance Supplies
				06/25/2015 06/25/2015		
195	Aitkin Tire Shop		415.00	1 Transactions		
1701	Forestry Suppliers Inc					
	11-925-000-0000-6406		293.15	Compass,sheetholder, vest	765719-00	Field Supplies
				06/29/2015 06/29/2015		
1701	Forestry Suppliers Inc		293.15	1 Transactions		
4070	Riley Auto Supply					
	11-925-000-0000-6590		31.00	HOSE FITTING, CRIMP END	562175	Repair & Maintenance Supplies
4070	Riley Auto Supply		31.00	1 Transactions		
925	DEPT Total:		739.15	Reforestation	3 Vendors	3 Transactions
934	DEPT			Memorial Forest		
1360	Mn Dept Of Natural Resources-Omb					
	11-934-000-0000-6273		7,957.00	Aerial seedin gof spruce/tamar	20150618-3S	Timber Improvement
				06/18/2015 06/18/2015		
1360	Mn Dept Of Natural Resources-Omb		7,957.00	1 Transactions		
934	DEPT Total:		7,957.00	Memorial Forest	1 Vendors	1 Transactions
935	DEPT			Forest Road		
195	Aitkin Tire Shop					
	11-935-000-0000-6590		616.00	Grader tire	54699	Repair & Maintenance Supplies
				06/25/2015 06/25/2015		

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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
195	Aitkin Tire Shop		616.00	1 Transactions		
3100	McGregor Oil					
	11-935-000-0000-6511		148.44	Grader gas June	AITKINLA	Gas And Oil
3100	McGregor Oil		148.44	1 Transactions		
3760	Palisade Cooperative Oil Assoc					
	11-935-000-0000-6511		1,121.53	Grader Gas June	ACPARKS	Gas And Oil
3760	Palisade Cooperative Oil Assoc		1,121.53	1 Transactions		
4070	Riley Auto Supply					
	11-935-000-0000-6590		43.16	fuel filter, knob, oil filter	562510	Repair & Maintenance Supplies
	11-935-000-0000-6590		35.67	HOSE FITTING, HOSE	562759	Repair & Maintenance Supplies
4070	Riley Auto Supply		78.83	2 Transactions		
935	DEPT Total:		1,964.80	Forest Road	4 Vendors	5 Transactions
11	Fund Total:		10,783.13	Forest Development		10 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
521	DEPT			LLCC Administration		
22	Aitkin Area Chamber of Commerce					
	19-521-000-0000-6240		75.00	Membership dues	619	Dues/Assoc Fees
				06/08/2015 06/08/2015		
22	Aitkin Area Chamber of Commerce		75.00	1 Transactions		
246	Brothers Fire Protection					
	19-521-000-0000-6231		1,170.00	Sprinkler inspection	12271	Services, Labor, Contracts
				06/22/2015 06/22/2015		
	19-521-000-0000-6231		2,730.00	Alarm inspection	12288	Services, Labor, Contracts
				06/23/2015 06/23/2015		
246	Brothers Fire Protection		3,900.00	2 Transactions		
8622	Frontier					
	19-521-000-0000-6250		445.71	Service & long distance	2187684653	Telephone
				06/22/2015 06/22/2015		
8622	Frontier		445.71	1 Transactions		
13225	Graphics4Gear, LLC					
	19-521-000-0000-6400		119.00	Earrings for commissary	SO-022399	Commissary Items
				06/22/2015 06/22/2015		
13225	Graphics4Gear, LLC		119.00	1 Transactions		
2763	J & H Transfer Station-Lakes Sanitary					
	19-521-000-0000-6255		92.38	July garbage	93110	Garbage
				07/01/2015 07/01/2015		
2763	J & H Transfer Station-Lakes Sanitary		92.38	1 Transactions		
86235	The Office Shop Inc					
	19-521-000-0000-6231		304.76	Copier contract	279317-0	Services, Labor, Contracts
				06/29/2015 06/29/2015		
	19-521-000-0000-6405		16.47	Office/mailling supplies	279494-0	Office & Computer Supplies
				07/02/2015 07/02/2015		
86235	The Office Shop Inc		321.23	2 Transactions		
521	DEPT Total:		4,953.32	LLCC Administration	6 Vendors	8 Transactions
523	DEPT			LLCC Food		
5662	McGregor Dairy,Inc					

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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
	19-523-000-0000-6418		Groceries	24059	Groceries-Students
		182.81	06/23/2015 06/23/2015		
5662	McGregor Dairy, Inc	182.81	1 Transactions		
4968	Upper Lakes Foods, Inc				
	19-523-000-0000-6418	730.12	Groceries	527668-00	Groceries-Students
			06/16/2015 06/16/2015		
	19-523-000-0000-6420	20.33		531363-00	Food Service Supplies
			06/24/2015 06/24/2015		
	19-523-000-0000-6418	285.26	Groceries	531365-00	Groceries-Students
			06/23/2015 06/23/2015		
	19-523-000-0000-6420	104.11		531365-00	Food Service Supplies
			06/23/2015 06/23/2015		
4968	Upper Lakes Foods, Inc	1,139.82	4 Transactions		
523	DEPT Total:	1,322.63	LLCC Food	2 Vendors	5 Transactions
524	DEPT		LLCC Maintenance		
13144	D & D Beverage LLC				
	19-524-000-0000-6422	153.80	Sanitizer	33002	Janitorial Services/Supplies
			06/26/2015 06/26/2015		
	19-524-000-0000-6422	20.90	Mopheads	33002	Janitorial Services/Supplies
			06/26/2015 06/26/2015		
13144	D & D Beverage LLC	174.70	2 Transactions		
2186	Hillyard Inc - Kansas City				
	19-524-000-0000-6422	870.34	Floor sealer/cleaner/towel	601669532	Janitorial Services/Supplies
			06/26/2015 06/26/2015		
2186	Hillyard Inc - Kansas City	870.34	1 Transactions		
12709	K & N Electric LLC				
	19-524-000-0000-6422	3,817.14	LED lights & switch on path	1698	Janitorial Services/Supplies
			06/16/2015 06/16/2015		
	19-524-000-0000-6422	1,413.48	Re-wire observatory garage	1699	Janitorial Services/Supplies
			06/16/2015 06/16/2015		
12709	K & N Electric LLC	5,230.62	2 Transactions		



DKB1  
7/10/15 2:26PM  
19 Long Lake Conservation C

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 43

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>				
524	DEPT Total:		6,275.66		LLCC Maintenance	3 Vendors	5 Transactions
19	Fund Total:		12,551.61		Long Lake Conservation Center		18 Transactions

DKB1  
7/10/15 2:26PM  
21 Parks

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 44

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	40.73	Cell phone	287257204209	Telephone
			05/18/2015 06/17/2015		
10452	AT&T Mobility	40.73	1 Transactions		
10083	Cedarbrook Lumber Comp				
	21-520-000-0000-6590	90.30	torx screws, anchors, 2x2x8	69878	Repair & Maintenance Supplies
	21-520-000-0000-6590	15.16	bulbs	70266	Repair & Maintenance Supplies
	21-520-000-0000-6590	23.94	concrete	70341	Repair & Maintenance Supplies
	21-520-000-0000-6590	81.71	2x6x12, rebar	70397	Repair & Maintenance Supplies
	21-520-000-0000-6590	62.82	2x6x12, 2x8x12	70430	Repair & Maintenance Supplies
	21-520-000-0000-6590	34.97	pliers, shop towels, rebar	70483	Repair & Maintenance Supplies
10083	Cedarbrook Lumber Comp	308.90	6 Transactions		
91022	Courtemanche/Richard				
	21-520-000-0000-6406	16.01	Geocaching box		Field Supplies
			06/29/2015 06/29/2015		
91022	Courtemanche/Richard	16.01	1 Transactions		
1310	Door Doctor				
	21-520-000-0000-6590	900.00	2 new door openers for shop	37209	Repair & Maintenance Supplies
			06/29/2015 06/29/2015		
1310	Door Doctor	900.00	1 Transactions		
1829	Goble's Sewer Service Inc.				
	21-520-000-0000-6231	130.00	pump Aitkin RV dump station	1222992	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.	130.00	1 Transactions		
2340	Hyytinen Hardware Hank				
	21-520-000-0000-6590	34.74	sea foam, nutsetter,screws	1260666	Repair & Maintenance Supplies
	21-520-000-0000-6590	7.88	link, screw	1261272	Repair & Maintenance Supplies
	21-520-000-0000-6590	42.99	lamp strip	1264544	Repair & Maintenance Supplies
	21-520-000-0000-6590	19.73	bleach, curtain	1264604	Repair & Maintenance Supplies
	21-520-000-0000-6590	7.23	hardware	1264793	Repair & Maintenance Supplies
	21-520-000-0000-6590	32.57	bolts,washers,nuts	1265812	Repair & Maintenance Supplies
	21-520-000-0000-6590	22.57	masks	1266715	Repair & Maintenance Supplies
	21-520-000-0000-6590	2.93	keys, hardware	1267701	Repair & Maintenance Supplies

DKB1  
7/10/15 2:26PM  
21 Parks

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 45

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
2340	Hyytinen Hardware Hank		170.64	8 Transactions		
2763	J & H Transfer Station-Lakes Sanitary					
	21-520-000-0000-6254		76.05	Monthly garbage Aitkin 07/01/2015 07/01/2015	93170	Utilities
	21-520-000-0000-6254		75.00	Monthly garbage Berglund 07/01/2015 07/01/2015	93171	Utilities
	21-520-000-0000-6254		75.00	Monthly garbage shop 07/01/2015 07/01/2015	93183	Utilities
2763	J & H Transfer Station-Lakes Sanitary		226.05	3 Transactions		
3354	Minnesota Safety Council					
	21-520-000-0000-6405		197.25	Instructor kit 06/04/2015 06/04/2015	36928	Office Supplies
3354	Minnesota Safety Council		197.25	1 Transactions		
4010	Rasley Oil Company					
	21-520-000-0000-6406		15.15	BUG SPRAY	AITCOL&PS	Field Supplies
4010	Rasley Oil Company		15.15	1 Transactions		
4070	Riley Auto Supply					
	21-520-000-0000-6590		25.47	CLEANERS	562083	Repair & Maintenance Supplies
4070	Riley Auto Supply		25.47	1 Transactions		
12718	Up North Riders					
	21-520-000-0000-6802		1,213.20	Lawler ATV reimbursement		Trail Grants-State
12718	Up North Riders		1,213.20	1 Transactions		
520	DEPT Total:		3,243.40	Parks	11 Vendors	25 Transactions
21	Fund Total:		3,243.40	Parks		25 Transactions
	Final Total:		482,136.66	230 Vendors	521 Transactions	

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	215,437.29	General Fund	
3	234,713.40	Road & Bridge	
9	480.00	State	
10	4,927.83	Trust	
11	10,783.13	Forest Development	
19	12,551.61	Long Lake Conservation Center	
21	3,243.40	Parks	
All Funds	482,136.66	Total	Approved by, .....
			.....
			.....



# Board of County Commissioners Agenda Request

**2H**  
Agenda Item #

**Requested Meeting Date:** 7/14/15

**Title of Item:** Rear mount brush mower

<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> Land Commissioner	<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Mark Jacobs	<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b>  I budgeted to replace our 1986 brush mower and here are the quotes received...  * Diamond RBM-CT-17-ft boom mower w/50" rotary cutter and joy stick controller (demo) - \$18,562  * Diamond RBM-CT-17-ft boom mower w/50" rotary cutter (new) - \$23,611  * Tiger RMB - 16BASE 16.5 reach w/60" rotary cutter (new) - \$22,703	
<b>Alternatives, Options, Effects on Others/Comments:</b>	
<b>Recommended Action/Motion:</b> Based on our needs the Diamond (demo) for \$18,562 is my recommendation.	
<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> \$ 18,562 <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> 21-520-6610 = \$25,000	

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

## Joe Voller

---

**From:** Tom Doyle [TDoyle@diamondmowers.com]  
**Sent:** Tuesday, June 23, 2015 9:52 AM  
**To:** Tom Doyle  
**Cc:** joe.voller@co.aitkin.mn.us; Mark Jacobs  
**Subject:** RE: Quote

Joe

Per our conversation, we have a demo machine available-  
Diamond RBM-C-T 17ft HD boom mower serial number 12162 \$9,363  
Diamond NEW 50" rotary cutter head \$8,699  
This machine has a New joy stick controller  
Freight \$500

**TOM DOYLE**

**diamondmowers.com**  
605.214.0380 direct  
605.368.5865 office

DEMAND BRILLIANCE.

**From:** Tom Doyle  
**Sent:** Wednesday, April 22, 2015 9:41 AM  
**To:** 'joe.voller@co.aitkin.mn.us'  
**Subject:** Quote

Joe,

Please call with any questions.

Thanks

**TOM DOYLE**

**diamondmowers.com**  
605.214.0380 direct  
605.368.5865 office

DEMAND BRILLIANCE.

18,062  
+ 500 Freight  

---

18,562

Has Joy Stick  
+ 2500

Ship to:	Aitkin County Land Dept., Aitkin, MN 56431		
Bill to:	Titan Machinery,		
End User	Aitkin County Land Dept.		
End User Contact	Joe Voller	PO#	
Quote#	1585RLS	Order Date:	
Dealer Contact	Joshua Schueller	Quote Date:	06/22/15
DLR Phone / Fax	218-727 3038/218.727 2827	Requested ship date:	
Dealer Email	joshua.schueller@titanmachinery.com	State contract order	MN
<b>HEAVY DUTY REAR BOOM MOWERS</b>			



Please direct questions to:

Ph: 800-843-6849 EXT 3  
orders@tigermowers.com**HOW TO ORDER:** You must select one item from Section 1 & 2 for a complete Rear Boom Flail Mower.

Qty	Order Code	Description	Approx. (lbs)	List Price	Disc	Contract Net
<u>Add tractor on next line when required</u>						25% \$ -
<b>SECTION 1 - Choose a Base Unit</b>						
1	RBM-16BASE	Rear Boom unit with 16' 5" Reach (65 PTO hp/ 7500 lbs)	1700	\$ 20,328	28%	\$ 14,636.16
	RBM-20BASE	Rear Boom unit with 19' 8" Reach (75 PTO hp/ 9000 lbs)	2305	\$ 23,006	28%	\$ -
<b>INCLUDES:</b> Rear Boom mower, Category II 3 Point Hitch, Lift Float Kit, 540 PTO Independent Hydraulic Pump system, Travel Safety Lock, Multi-valve Cable Control, Mower Guards, Rear Lights. Non Cab Tractors will include an Operator Safety Screen.						
<b>SECTION 2 - Choose a Cutter Head</b>						
	RBM-16/20HG	47" Flail Cutter Head with Grass Knives	740	\$ 7,312	28%	\$ -
	RBM-16/20HU	47" Flail Cutter Head with Universal Knives	740	\$ 7,369	28%	\$ -
	RBM-16/20HH	47" Flail Cutter Head with Hedge Knives	740	\$ 7,421	28%	\$ -
1	RBM-16/20HR	60" Rotary Cutter Head with Blade Bar	870	\$ 9,816	28%	\$ 7,067.52
	RBM-16/20HD	24" Ditcher Head	660	\$ 11,175	28%	\$ -
<b>SECTION 4 - Dealer Installation</b>						
	Field Mnt	Installation of complete mower system by Dealer		\$ 1,056	28%	\$ -
<b>ADDITIONAL OPTIONS FROM PRICE LIST</b>						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>Totals</b>						\$ 21,703.68

Additional counter weight may be required for this mower.

<b>TRACTOR INFORMATION REQUIRED:</b>		<b>Transmission</b>	
Make/Model:		*Cab Type	
Tire size	Front	2WD or MFWD	
	Rear		

+ 1,000 Freight

22,703<sup>68</sup>

**Joe Voller**

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**From:** Tom Doyle [TDoyle@diamondmowers.com]  
**Sent:** Wednesday, April 29, 2015 10:25 AM  
**To:** joe.voller@co.aitkin.mn.us; mjacobs@co.aitkin.mn.us  
**Subject:** State Bid Quote

Joe,

Per our conversation, the state bid price you requested is listed below-

Diamond RBM-C-T 17ft HD 3 point boom mower \$14,512

Diamond DBR050-H 50" rotary head \$8,699

Freight \$500

Please call if you have any questions.

**TOM DOYLE**

[diamondmowers.com](http://diamondmowers.com)

605.214.0380 direct

605.368.5865 office

DEMAND BRILLIANCE.

23,211  
+ 500 Freight  
-----  
23,611





# Board of County Commissioners Agenda Request

21

Agenda Item #

**Requested Meeting Date:** July 14, 2015

**Title of Item:** Payment Processing Service Agreement

- ☐ 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:**  
Terry Neff, Environmental Services Director

**Department:**  
Environmental Services

**Presenter (Name and Title):**  
Terry Neff, Environmental Services Director

**Estimated Time Needed:**  
N/A

**Summary of Issue:**

Requesting approval to enter into an agreement with Value Payment Systems, LLC for credit card payment services. We are in the process of going on line with our permit program and will need the services for credit card payments. Value Payment Systems, LLC is the company that RT Vision (our permit program administrator) uses with most of their permit programs. The permit applicant pays all the convenience fees associated with any transaction.

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

Do not offer online permitting, or our office would only be able to review permits online and the applicant would have to mail in permit and associated fees after we approve the permit.

**Recommended Action/Motion:**

Recommend approving the agreement between Aitkin County Environmental Services and Value payment Systems, LLC.

**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:

## PAYMENT PROCESSING SERVICE AGREEMENT

THIS SERVICE AGREEMENT (this "Agreement") is made and entered into as of the \_\_\_ day of \_\_\_\_\_ 2015 ("Effective Date") by and between Value Payment Systems, LLC, a Tennessee limited liability company ("VPS"), and \_\_\_\_\_, ("Merchant").

### RECITALS:

WHEREAS, VPS is in the business of providing internet, phone and point of sale based electronic payment services to public and private sector merchants; and

WHEREAS, Merchant desires to provide its Taxpayers ("Taxpayer" or "Taxpayers") the option and opportunity to pay various amounts due to Merchant through VPS as set forth under the terms and conditions below.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

#### 1. DEFINITIONS.

- 1.1. "Association" is a group of Card issuer banks, debit networks or other method provider, including, without limitation, Visa U.S.A., Inc., MasterCard International, Inc., and the NYCE, Pulse, Star, and Interlink debit networks.
- 1.2. "Association Rules" are the bylaws, rules, and regulations, as they exist from time to time, of the Associations.
- 1.3. "Card" is both (i) the plastic card or other evidence of the account and (ii) the account number, issued to a Cardholder, which you accept from your customers as payment for their purchases from the Merchant, and for the transactions with respect to which VPS agrees to process.
- 1.4. "Cardholder" is the person to whom the Card is issued and who is entitled to use the Card.
- 1.5. "Chargeback" shall mean a reversal of a Card sale the Merchant previously presented, pursuant to Association Rules.
- 1.6. "Convenience Fee" shall mean a fee that is charged to the Taxpayer for the ability to make a payment through a VPS E-Payment System, which fee may be assessed as a percentage of the payment amount or as a fixed fee transaction in accordance with current Association Rules.
- 1.7. "Electronic Payments" shall mean credit card, debit card, Automated Clearing House (ACH) payments or other payment methods such as Bill Me Later®.
- 1.8. "E-Payment System" shall mean the VPS Web E-Payment System and/or VPS Phone E-Payment System and /or POS E-Payment System.
- 1.9. "Phone E-Payment System" shall mean a touch-tone phone payment system that is managed by VPS.
- 1.10. "POS E-Payment System" shall mean a point of sale payment system that is managed by VPS.
- 1.11. "Taxpayer" shall mean a person or business that is eligible to pay, or is required to pay, amounts due to the Merchant.
- 1.12. "Sales Data" is the evidence and electronic record of a sale or lease transaction representing payment by use of a Card or of a refund/credit to a Cardholder.
- 1.13. "Transaction" shall mean all regular, periodic due, fixed dues and assessment payments, and all other amounts, fixed or variable, payable by the Taxpayer to the Merchant.

**2.7. Modification of Services.**

VPS may, and reserves the right to, modify the features and functionality of the E-Payment System at any time and from time to time without notice; provided, however, that VPS will not modify the E- Payment System in a manner that would, in its sole discretion, significantly adversely affect the use thereof, without providing at least ten (10) days prior notice to Merchant of any such modification.

**2.8. Payment for Services.**

In consideration for the provision of the aforementioned E-Payment System, Taxpayers will pay the Convenience Fees that are detailed in Schedule B. Such Convenience Fees include fees associated with processing Electronic Payments through the VPS E-Payment System.

VPS is solely responsible for all Processing Fees. These fees include Chargeback Fees, defined as penalties assessed per Chargeback claimed against Merchant's merchant account, but does not include the principal amount associated with a Transaction.

**2.9. Additional Representations.**

VPS represents, warrants and agrees that it is and will remain in compliance with all applicable federal, state and local laws affecting its business, the ownership of its assets and the privacy and security of information provided by Taxpayers, except as would not have a material adverse effect upon VPS' ability to perform its obligations under this Agreement.

**2.10. Association Rules.**

Merchant agrees to comply with all Association Rules as may be applicable to the Merchant and in effect from time to time as published by any Association, including, but not limited to, the rules published on Visa U.S.A's website and on MasterCard International's website.

**2.11. Right to Use Information.**

Merchant acknowledges that VPS will compile certain information related to the usage of the E- Payment System and activities thereon. Such information may include, but not limited to, the volume of Transactions and the value of Transactions. Merchant agrees that VPS is authorized to use, reproduce and generally make such information available, as VPS may deem appropriate, provided that in no case will Merchant or any Taxpayer be individually identifiable except as otherwise permitted herein. Neither Merchant nor any Taxpayer shall be entitled to notice of such use, nor any fees derived therefrom; however, Merchant may be provided a copy of each compilation.

**2.12. Exclusivity.**

During the term of this Agreement, Merchant shall not accept credit card or other Electronic Payments through a similar E-Payment System for Transactions from Taxpayers for the services listed on Schedule A hereto other than through VPS without the prior written consent of VPS.

**3. THIRD PARTY PRODUCTS.**

3.1. Merchant understands and agrees that VPS may use third party products in connection with the E- Payment System offered hereunder. These products may include firewall security, web server software and encryption software. VPS makes no representation or warranty regarding the performance of such third party software, specifically including any warranty that performance will be uninterrupted or error-free

**4. DISCLAIMER OF WARRANTIES.**

**4.1. Limited Warranties.**

VPS will perform the services to be performed by it under this Agreement in a professional and

does not apply to information which is publicly available through authorized disclosure, is known by the receiving party at the time of disclosure, is rightfully obtained from a third party who has the right to disclose it, or which is required by law to be disclosed. All Confidential Information will remain the property of the disclosing party.

#### 6.2. Specific Prohibitions.

Notwithstanding anything contrary in this Agreement, Merchant will not: (a) rent, lease, assign, sublicense, transfer, distribute, allow access to, and/or time share the VPS E-Payment System to or with any third party; (b) disassemble, decompile, decrypt, extract, reverse engineer and/or modify the VPS E-Payment System, or otherwise apply any procedure or process to the VPS E-Payment System in order to ascertain, derive, and/or appropriate for any reason or purpose, the source code or source listings for the VPS E-Payment System or any algorithm, process, procedure or other information contained in the VPS E-Payment System; (c) distribute, facilitate, enable or allow access or linking to the VPS E-Payment System in any manner deemed by VPS in its sole and absolute discretion to be objectionable or harmful to the business and/or reputation of VPS and/or for any unlawful, illegal, pornographic, and/or injurious purpose; (d) make any use of the VPS E-Payment System that impairs the functionality of the VPS E-Payment System; (e) make use of the VPS E-Payment System in any way, other than in accordance with this Agreement or as otherwise instructed by VPS in writing; (f) use the VPS E-Payment System, either directly or indirectly, to develop any product or service that competes with the products and/or services provided by VPS; (g) make any copies of the VPS E-Payment System; (h) circumvent or attempt to circumvent any applicable security measures of the VPS E-Payment System; and/or (i) attempt to access or actually access portions of any VPS systems and/or software not authorized for Merchant's use.

#### 6.3. Compliance with Law and VPS Guidelines.

In connection with the exercise of Merchant rights and obligations under this Agreement (including, without limitation, any related to individual privacy), Merchant will comply, at Merchant's own expense, with all laws, policies, guidelines, regulations, ordinances, orders, and rules applicable to Merchant, Merchant's business, and this Agreement, and all laws, policies, guidelines, regulations, ordinances, orders, and rules of all governmental authorities and/or regulatory bodies having jurisdiction over the subject matter hereof, including, without limitation, the rules promulgated by the Credit Card Associations, the Payment Card Industry (PCI) Data Security Standard, Visa Cardholder Information Security Program (CISP), the MasterCard Site Data Protection Program (SDP), the Federal Trade Commission, the electronic communication rules of the CAN-SPAM Act, and the privacy requirements of the Gramm Leach Bliley Act and regulations promulgated thereunder. Merchant will comply with all the current policies, procedures and guidelines of VPS governing the VPS E-Payment System, including, without limitation, the prohibited activities set forth in Section 6.2. VPS reserves the right to amend, modify or change such policies, procedures, and guidelines at any time. Merchant will not use the VPS E-Payment System in any manner, or in furtherance of any activity that may cause VPS to be subject to investigation, prosecution, and/or legal action. If applicable, Merchant will also provide VPS with a copy of its annual PCI Attestation of Compliance (AOC) and/or PCI Self-Assessment Questionnaire (SAQ) (as applicable based on PCI DSS qualifications) annually

#### 6.4. Data Collection, Privacy and Security.

Merchant is solely responsible for the security of data residing on servers owned or operated by Merchant and all third parties designated by Merchant (e.g., a Web hosting Merchant, processor and other service providers), and for data transmitted to and from VPS and/or third parties. Merchant agrees to provide notice to Taxpayers on all applicable Merchant Web sites (and cause its applicable customers to disclose such information on such applicable customers' Web sites) that discloses how and why personal and financial information is collected and used, including uses governed by this Agreement. Merchant will not use, disclose, sell and/or disseminate any cardholder information obtained in connection with a Transaction (including the names, addresses and card account numbers

party any amounts due and owing to the other party prior to such termination, including, without limitation any amounts owing under Section 2.5.

**7.4. Terminals.**

Merchant acknowledges and agrees that VPS is permitting Merchant to possess the point of sale terminals solely for the purpose of permitting Taxpayers to initiate Transactions via the E-Payment System. As such, Merchant acknowledges and agrees that VPS is the sole owner of the point of sale terminals, that, except for the foregoing, Merchant has no rights in or to the point of sale terminals (whether as owner, lessor, licensee or otherwise), and that Merchant will immediately deliver all point of sale terminals to VPS upon the earlier of the termination of this Agreement or when any such terminal is no longer being used by Taxpayers to initiate Transactions via the E-Payment System. Merchant will keep all point of sale terminals in good order and repair except for normal wear and tear in the ordinary course of business.

**7.5. Survival.**

Sections 4, 5, 6, 7 and 8 shall survive any termination or expiration of this Agreement.

**8. MISCELLANEOUS.**

**8.1. Promotion of Services.**

During the term of this Agreement, Merchant shall promote the use by Taxpayers of the VPS E-Payment System including, but not limited to, point of sale materials for the POS E-Payment System, publishing the relevant URL for the Web E-Payment System and telephone number for the Phone E-Payment Solution on the Merchant's website home page, billing departments, notices and all related promotional materials. All published materials referencing VPS or the VPS E-Payment System shall be approved for accuracy by VPS prior to publishing.

**8.2. Governing Law; Waiver of Jury Trial.**

This Agreement will be governed by and construed in accordance with the laws of the State of Minnesota without reference to conflict of law provisions. All proceedings related to the Agreement shall be venued in the State of Minnesota. THE PARTIES HEREBY KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVE ANY RIGHTS EITHER OF THEM MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LITIGATION BASED ON, ARISING OUT OF, OR IN CONNECTION WITH THIS AGREEMENT.

**8.3. Entire Agreement.**

This Agreement, including the Schedules, contains the entire understanding and agreement between the parties with respect to its subject matter, superseding all prior or contemporaneous representations, understandings, and any other oral or written agreements between the parties with respect to such subject matter.

**8.4. Binding Upon Successors and Assigns.**

This Agreement shall be binding upon and inure to the benefit of the parties, their successors and permitted assigns. Neither this Agreement nor any right, license, privilege or obligation provided herein may be assigned or transferred by either party without the other party's prior written consent, which consent shall not be unreasonably withheld, and any attempted assignment or transfer without such consent is void.

**8.5. Relationship of Parties.**

The relationship of VPS to Merchant under this Agreement shall be that of an independent contractor and nothing contained in this Agreement shall create or imply an agency relationship between Merchant and VPS, nor shall this Agreement be deemed to constitute a joint venture or partnership

8.7. Captions and Headings.

The captions and headings appearing in this Agreement are for reference only and will not be considered in construing this Agreement.

8.8. Counterparts.

This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original, but all of which together constitute one and the same agreement.

8.9. Waiver.

No term or condition of this Agreement may be waived except pursuant to a written waiver executed by the party against whom such waiver is sought to be enforced.

8.10. Severability.

If any provision of this Agreement, or the application thereof, is found invalid or unenforceable, that provision will be amended to achieve as nearly as possible the same economic effect as the original provision and the remainder of this Agreement will remain in full force.

8.11. Publicity.

The parties agree that they will not use the other party's name, trademark or service mark or the existence of the contractual relationship in any press release, marketing, promotional, advertising or any other materials without the other party's prior written consent.

8.12. Amendment and Changes.

This Agreement or any provision hereof may not be changed, amended, supplemented, discharged, terminated or otherwise altered except by a statement in writing signed by the party against whom enforcement of same is sought.

8.13. Force Majeure.

Neither party will be liable for delays in processing or other nonperformance caused by such events as fires, telecommunications, utility, or power failures, equipment failures, labor strife, riots, war, nonperformance of our vendors or suppliers, acts of God, or other causes over which the respective party has no reasonable control, except that nothing in this Section 8.13 will affect or excuse your liabilities and obligations for Chargebacks, refunds, or unfulfilled products and services.

8.14. Facsimile Signature and Counterparts.

This Agreement may be executed by exchange of signature pages by facsimile, e-mail and in any number of counterparts, each of which shall be an original as against any party whose signature appears thereon and all of which together shall constitute one and the same instrument.

**- The rest of the page is intentionally left blank. -**

# ValuePaymentSystems

## Schedule A: Scope Of Services

Client Name:

Aitkin County, MN

Client Street Address

209 Second Street NW

Client Street Address 2

Room 100

Client City

Aitkin

Client State

Minnesota

Client Zip

56431

Number of Departments Using VPS Services

1

Name of Department

Planning and Zoning

Products this department will be using:

- ☐ Standalone End User Validated Site
- ☒ API Integrated Site
- ☐ Bill Presentment (File Integration)
- ☐ POS Terminals
- ☐ Virtual Terminal W/ Swipe
- ☐ Phone - IVR
- ☐ Phone - Live Agent

POS Terminals Needed

USB Card Readers Needed

Duplicate Payment Controls

- ☐ Restrict customers from processing more than one payment for the same amount using the same payment method within a 24-hour period.
- ☒ Do not restrict customers but include the standard duplicate payment warning message.
- ☐ Do not limit the number of payments that can be processed.



## SCHEDULE B

### Convenience Fee Schedule<sup>1</sup>

**Payment Methods** – Visa (credit and debit), MasterCard (credit and debit), Discover (credit and debit), American Express, PIN debit and PINless debit networks including STAR, NYCE and Pulse. Additional payment methods may be added if mutually agreed upon by both parties.

**Third Party Fees** – shall mean processor fees and the fees of the Payment Networks (as defined below) for credit or debit card transactions or other electronic payment transactions incurred by VPS including but not limited to interchange, assessments, authorization, risk, transmission and all other similar fees.

**Payment Network** – shall mean Visa USA, Inc. or Visa International, Inc., MasterCard International, Inc., and any credit or debit card network issuing transaction cards.

#### MERCHANT PROCESSING FEES FUNDED BY THE CONSTITUENT

ITEM	FEE	FREQUENCY
<b><u>Non-Tax<sup>2</sup> Payments</u></b>		
• Permits		
Visa, MasterCard, Discover and AmEx - credit cards	2.50%	Per transaction
Visa, MasterCard, Discover and AmEx – debit and prepaid cards	1.50%	Per transaction
Electronic Check (eCheck/ACH)	\$1.95 <sup>3</sup>	Per transaction

<sup>1</sup> Due to the cost of Visa's Signature Preferred credit card product if the processing volume of the aforementioned Visa credit card exceeds 25% of the overall Visa personal credit card volume, VPS reserves the right to add 0.25% to the convenience fee for Visa's credit card products. Commercial debit cards payments will have the same convenience fee rate as credit cards.

<sup>2</sup> The minimum credit and debit card convenience fee for non-tax payments is \$2.50.

<sup>3</sup> VPS reserves the right to assess a surcharge to the Taxpayer for a dishonored electronic check, ACH or direct debit not to exceed the amounts allowable by state law.



**NOTEPAD:**

HOLDER CODE

INSURED'S NAME Value Payment Systems

VALUPA1

OP ID: MP

PAGE 2

Date 03/17/2015

\*Network Security & Privacy Insurance coverage, Cyber, including Privacy  
Notification Costs coverage is included under Professional Liability  
Policy (E&O) #MTP0035133 6-20-14/15



# Board of County Commissioners Agenda Request

**25**  
Agenda Item #

**Requested Meeting Date:** July 14, 2015

**Title of Item:** STS Donation

- ☐ 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:**  
Sheriff Scott Turner

**Department:**  
Sheriff's Office

**Presenter (Name and Title):**  
Sheriff Scott Turner

**Estimated Time Needed:**

**Summary of Issue:**

In appreciation for their work at the cemetery and town hall, the Workman Township has made a generous donation of \$150.00 to the Aitkin County STS program.

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

**Recommended Action/Motion:**

Accept donation.

**Financial Impact:**

Is there a cost associated with this request?

☐ Yes

☒ No

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:



# Board of County Commissioners Agenda Request

2K

Agenda Item #

Requested Meeting Date: 7/14/2015

Title of Item: Correction - Reclass Request

- ☐ 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:**  
Nathan Burkett, County Administrator

**Department:**  
Administration

**Presenter (Name and Title):**  
Nathan Burkett, County Administrator

**Estimated Time Needed:**

**Summary of Issue:**

The pay range and salary adjustments presented for the Health & Human Services Director and County Engineer on June 23, 2015 were incorrect. Below are the correct classifications, pay ranges and salary adjustments for the Health & Human Services Director, County Engineer, and County Administrator classifications.

Adjustment of classification of the following positions:

Health and Human Services Director - D63 to E81, Grade 17 to Grade 18, Pay Range \$77,584 - 116,064

County Engineer - D63 to E81, Grade 17 to Grade 18, Pay Range \$77,584 - 116,064

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 - \$116,064 (retroactive to January 1, 2015, to be back paid minus \$250.00 lump sum payment already paid)

John Welle, County Engineer - \$116,064 (retroactive to January 1, 2015, to be back paid minus \$250.00 lump sum payment already paid)

Nathan Burkett, County Administrator - No adjustment

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

**Recommended Action/Motion:**

Approve salary adjustment for County Engineer and Health and Human Services direction to \$116,064 retroactive to January 1, 2015.

**Financial Impact:**

Is there a cost associated with this request?

☒ Yes

☐ No

What is the total cost, with tax and shipping? \$ \$3,609

Is this budgeted?

☐ Yes

☒ No

Please Explain:

Fund 3 and fund 5 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.



# Board of County Commissioners Agenda Request

2L

Agenda Item #

**Requested Meeting Date:** July 14, 2015

**Title of Item:** LG240B Application to Conduct Excluded Bingo - Jacobson Landing

<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>		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b>  BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application to Conduct Excluded Bingo - Form LG240B - of the Jacobson Landing Recreation Area, at the Jacobson Landing Recreation Area, which has an address of Hwys 65 & 200, Jacobson, MN 55752 – Ball Bluff Township. (Note: Date of activity for Bingo – August 29th, 2015)		
<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 Please Explain:		

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



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 7-14-15

**Title of Item:** Equipment Purchase - Pickup Truck

<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> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> NA		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b> The pickup truck used by the Palisade Area Maintenance Facility, Unit #451, was programmed and budgeted for replacement in the 2015 Capital Equipment Replacement Program. The budgeted cost of \$15,000 reflects the anticipated purchase amount of a used pickup truck less the sale amount of the existing truck.  Due to recent mechanical problems, Unit #449 is being substituted for Unit #451 for replacement during 2015.  Aitkin Motor company has a suitable replacement truck available for a price of \$15,850. It is a 2007 Ford F-150 with 94,000 miles. A search for other comparable replacement trucks available at local dealerships resulted in no comparable vehicles found at this time.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommendation is to purchase the 2007 Ford F-150 from Aitkin Motor Company for a cost of \$15,850 and to authorize sale of Unit #449 through an on-line auction.		
<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> \$ 15,850 plus tax <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request

**3A**

Agenda Item #

**Requested Meeting Date:** July 14, 2015

**Title of Item:** Employee Recognition



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, Human Resources Director

**Department:**

Human Resources Office

**Presenter (Name and Title):**

Bobbie Danielson, Human Resources Director

**Estimated Time Needed:**

5 minutes

**Summary of Issue:**

Employees who have completed 25 years of service or more (in 5 year increments) are formally recognized by presenting them with an award for their achievement. The following employees reached milestones during the 2nd quarter of 2015:

- Ruth Sundermeyer, 35 years of service, Health and Human Services Department.

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

None

**Recommended Action/Motion:**

**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

**4A**  
Agenda Item #

**Requested Meeting Date:** July 14, 2015

**Title of Item:** Dangerous Dog Hearing

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>	
<b>Submitted by:</b> Undersheriff John Drahota		<b>Department:</b> Sheriff's Office
<b>Presenter (Name and Title):</b> John Drahota-Undersheriff		<b>Estimated Time Needed:</b> 20 minutes
<b>Summary of Issue:</b> On 6/21/2015, Joann Oliver was served with a Dangerous Dog notice for her dog "Theo". Oliver has requested a hearing asking that the dangerous dog determination be reduced to Potentially Dangerous.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Board's Discretion		
<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 type="checkbox"/> No <span style="float: right;">Please Explain:</span>		

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

# AITKIN COUNTY ADMINISTRATION

**Nathan Burkett, County Administrator**

Aitkin County Courthouse  
217 Second Street N.W., Rm. 134

Aitkin, MN 56431

218-927-3093

Fax: 218-927-7374

July 8, 2015

JoAnn Oliver  
41845 244<sup>th</sup> Place  
McGregor, MN 55760

Dear Ms. Oliver:

Per your July 7<sup>th</sup> phone conversation with Nathan Burkett, County Administrator, the July 14<sup>th</sup> Dangerous Dog hearing in the Aitkin County Boardroom has been changed to 9:00 a.m.

The complainant will also be notified of the change.

If you have any questions, please feel free to call.

Sincerely,



Sue Bingham  
Administrative Assistant

cc: Sheriff



# AITKIN COUNTY ADMINISTRATION

**Nathan Burkett, County Administrator**

Aitkin County Courthouse  
217 Second Street N.W., Rm. 134

Aitkin, MN 56431

218-927-3093

Fax: 218-927-7374

June 24, 2015

JoAnn Oliver  
41845 244<sup>th</sup> Place  
McGregor, MN 55760

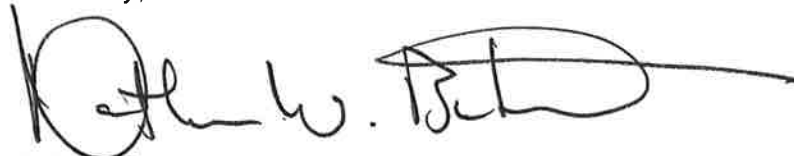
Dear Ms. Oliver:

Your request for a hearing to contest the determination of dangerous dog was received on Tuesday, June 23<sup>rd</sup>.

A hearing will be held on Tuesday, July 14<sup>th</sup> at 9:30 a.m. in the Aitkin County Boardroom. At that time the Aitkin County Board, as the Animal Control Authority, will hear your arguments. The complainant will also be invited to attend the hearing.

If you have any questions, please feel free to call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan Burkett", with a long horizontal stroke extending to the right.

Nathan Burkett  
County Administrator

cc: Sheriff

JUN 23 2015

**Aitkin County Sheriff's Office  
Animal Care and Control Program**

**Date:** 6-21-15

**ICR #** 15-2401

**DECLARATION OF OWNERSHIP AND REQUEST FOR HEARING**

I Certify that I am the owner or person claiming an interest in the animal(s) described on the Notice, and

- 1) ☒ I request a hearing to contest the determination of a Dangerous Dog designation.
- 2) ☐ My animal has been impounded and I request a hearing for the determination of whether reasonable grounds for the impoundment exist.
- 3) ☐ My animal has been impounded and I relinquish ownership of the impounded animal described on the Impoundment Notice to the Aitkin County Sheriff's Office for appropriate disposition by Animal Control. I hereby release the Aitkin County Sheriff's Office, its employees, agents and Animal Control employees and agents from any and all liability arising from the acceptance and disposition of the animal(s).

To the best of my knowledge the animal(s) has X, has not        (check one) bitten any persons or animals in the past fourteen (14) days.

SIGNATURE: [Signature] Date: 6-23-15

PRINTED NAME: BAnn Oliver

ADDRESS: 41845 244th Ave  
McGregor MN 55760

PHONE: HOME: 218-392-0056 WORK: 218-392-0056

DRIVER'S LICENSE #: Q127126925810

**THIS NOTICE MUST BE RETURNED BY PERSONAL DELIVERY OR MAIL AND RECEIVED BY THE AITKIN COUNTY ADMINISTRATOR'S OFFICE WITHIN FOURTEEN (14) DAYS FROM THE DATE THE DOG NOTICE WAS ISSUED TO RECEIVE A HEARING BEFORE THE ANIMAL CONTROL AUTHORITY.**

Aitkin County Administrator's Office  
217 2<sup>nd</sup> Street NW, RM# 130  
Aitkin, MN 56431  
Phone: 218-927-7276



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

217 Second Street NW RM# 185  
Aitkin, MN 56431  
218-927-7435 - Emergency 911  
Sheriff Fax: 218-927-7359 / Dispatch Fax: 218-927-6887  
TOLL FREE: 1-888-900-2158



Case 15002401

Printed on June 26, 2015

**Status** Approved  
**Report Type** ICR Report  
**CIBRS Classification**  
**Primary Officer** John Novotny  
**Investigator** None  
**Reported At** 06/21/15 20:59  
**Incident Date** 06/21/15 20:59  
**Incident Code** Animal Complaint  
**Location** 41643 244TH PL, MCGREGOR, MN 55760  
**Zone** 27  
**Beat** 38

**Disposition** Case Report Created  
**Dispo Date/Time** 06/21/15 21:02  
**Disposition Comments**

**Case Comments**

Liz reporting that neighbors dog has come down on her property and killed 4 of their chickens

**Dispatch Information**

**CFS #** 2015003488  
**Location** 41643 244TH PL, MCGREGOR, MN 55760  
**Incident Code** Animal Complaint  
**Occured Between** 06/21/15 20:59:42 and  
**Assigned** 21:02:26 **Enroute** 21:54:42 **On Scene** 21:54:42 **Completed** 22:20:47

**Reporters**

**Name** SHORT, ELIZABETH ELEN  
**Involvement** Initial Reporter  
**Sex** Female  
**DOB** 4/15/62  
**Address** 41643 244TH PL  
MCGREGOR, MN 55760  
**Report Time** 06/21/15 20:59:42  
**How Reported**  
**From Phone**  
**Contact Phone** (612) 991-3116  
**Comments**

**Other Names**

**ZUERCHER**

**Name** OLIVER, JOANN LEAH  
**Involvement** Mentioned  
**Sex** Female  
**DOB** 4/9/79  
**Address** 41845 244th Place  
McGregor, MN 55760  
**Home Phone** (218) 591-1022  
**Home Phone** (218) 768-2310  
**Cell Phone** (218) 392-0056  
**Other Phone** (218) 670-0054  
**Other Phone** (218) 670-0858  
**Comments**

---

**Vehicles**

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**Call Details**

---

---

**Complainant**

---

**SHORT, ELIZABETH ELEN**

Female, DOB 4/15/62

41643 244TH PL

MCGREGOR, MN 55760

7818 - 7818 - Potentially Dang Dog or Dangerous Dog -  
Case was Exceptionally Cleared

---

**Other**

---

**OLIVER, JOANN LEAH**

Female, DOB 4/9/79

41845 244th Place

McGregor, MN 55760

(218) 591-1022 Home

(218) 768-2310 Home

(218) 392-0056 Cell

(218) 670-0054 Other

(218) 670-0858 Other

Dang Dog: 7818 - 7818 - Potentially Dang Dog or  
Dangerous Dog - Case was Exceptionally Cleared

---

**Property / Evidence**

---

Item #	Category	Type	Status	Location	Description
15002401-001	Digital	In Digital Files			Digital Photo - dead chickens
15002401-002	Digital	In Digital Files			Digital Photo - field where chickens killed
15002401-003	Digital	In Digital Files			Digital Photo - field where chickens killed
15002401-004	Digital	In Digital Files			Digital Photo - field where chickens killed
15002401-005	Digital	In Digital Files			Digital Photo - field where chickens killed
15002401-006	Digital	In Digital Files			Digital Photo - dog
15002401-007	Digital	In Digital Files			Digital Photo - dog



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

217 Second Street NW RM# 183  
Aitkin, MN 56451  
218-927-5433 Emergency 911  
Sheriff Fax: 218-927-7359 / Dispatch Fax: 218-927-6887  
TOLL FREE: 1-888-906-2138



Primary Narrative

Printed on June 26, 2015

## **Primary Report By John Novotny, 06/21/15 22:27**

### **Case Report**

**Case #15002401**

**Typed By John Novotny**

On 6-21-15 Elizabeth called to report Joann's had dog come down to her (Elizabeth's) property and killed 4 chickens. There were 4 juvenile meat birds that were killed. Elizabeth owns property on both sides of 244th Pl. The chickens were free roaming on Elizabeth's property across the street. I photographed the four dead birds and the area where they were killed. Elizabeth values the chickens at \$30 each.

Elizabeth had the dog in question in the cab of her pick up truck. The dog is a small breed black and white named Theo. Elizabeth stated the dog has roamed down to her property in the past.

I delivered the dog to Joann. She claimed the dog as hers. She stated she had not been at home at the time the dog ran away. She stated the dog is still a puppy and "puppies run".

I photographed the dog and served her dangerous dog paperwork along with the definitions and hearing request forms.

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

217 Second Street NW, Room 185  
Aitkin, MN 56431

Telephone: 218-927-2138  
Toll Free: 1-888-900-2138  
Fax: 218-927-7359

June 29, 2015

Elizabeth Short  
41643 244<sup>th</sup> Pl  
McGregor MN 55760

RE: Dangerous Dog hearing, ICR 15-2401.

Dear Ms. Short,

On 6/21/2015, you contacted our office regarding an incident you had with your neighbor's dog. You reported that it had killed 4 of your chickens. Based on the information provided to Deputy Novotny regarding the incident, the dog's owner, JoAnn Oliver, was issued a Dangerous Dog notice, which determined her dog, "Theo", to be a dangerous dog.

As part of due process, the owner has requested a hearing on this matter to challenge/contest the Dangerous Dog determination. Specifically, she is asking that the Dangerous Dog determination be reduced to a Potentially Dangerous Dog determination. This letter is to inform you that a hearing date and time has been set before the Aitkin County Board, who is the hearing authority. The hearing date is Tuesday, July 14<sup>th</sup>, 2015 at 9:30 a.m. in the Board Room of the Aitkin County Courthouse.

Your presence is not required but I encourage you to attend and provide personal input to the County Board in order to aid them in making their decision on this matter. Without personal input from the victim(s), the Board must rely upon testimony presented by the dog owner and the police report(s) and statement(s). I would ask that you contact me prior to the hearing date to let me know whether you plan on attending. I can also answer any questions you may have. I can be reached direct by calling 218-927-7423.

Sincerely,



John Drahota  
Undersheriff  
ACSO

ICR# 15-2401

**AITKIN COUNTY SHERIFF'S OFFICE  
ANIMAL CARE AND CONTROL PROGRAM**

**NOTICE OF DETERMINATION**

**OF**

**DANGEROUS DOG**

TO: Name: <sup>Leah</sup> Joann Oliver

Address: 41845 244<sup>th</sup> Place McGregor MN 55760


Phone #: 218 392-0056

Your dog, a Small Breed Black & white <sup>Theo</sup> has been determined to be  
(description)  
a dangerous dog within the meaning of Minnesota Statutes 347.50 Subd. 2.

A dangerous dog must be registered pursuant to Minnesota Statute 347.51. Failure to register said dog within 14 days of this Notice may result in confiscation pursuant to Minnesota Statute 347.54. Failure to provide the safeguards required by Minnesota Statutes 347.52 is a misdemeanor and may be punished by up to 90 days in jail and/or a fine of \$1000.00.

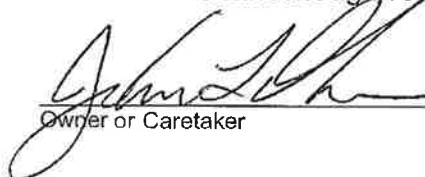
The owner of a dangerous or potentially dangerous dog must have a microchip implanted in the dog for identification pursuant to Minnesota Statute 347.515. The name of the microchip manufacturer and the identification number of the microchip must be provided to the animal control authority within 30 days of this notice. Failure to comply with the microchip requirement is a misdemeanor and may be punished by up to 90 days in jail and/or a fine of \$1000.00.

6-21-15  
Date

  
Deputy

I have read and understand the contents of this notice and acknowledge receipt of a copy thereof.

6-21-15  
Date

  
Owner or Caretaker

☐ Check if owner refused to sign

White Copy: County Auditor

Yellow Copy: Owner

Pink Copy: Deputy



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

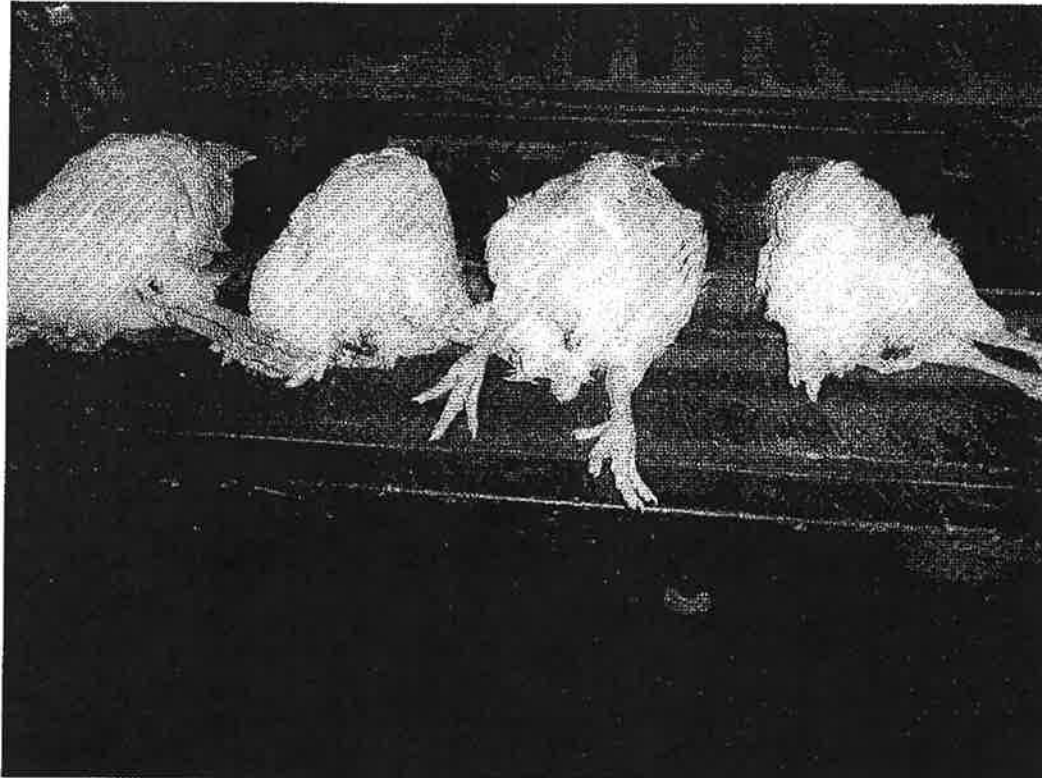
217 Second Street NW RM# 185  
Aitkin, MN 56121

218-927-7435 Emergency 911  
Sheriff Fax: 218-927-7359 / Dispatch Fax: 218-927-6887  
TOLL FREE: 1-888-906-2138



Digital Photo

Printed on June 26, 2015



**dead chickens**





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

217 Second Street NW RM# 185  
Aitkin, MN 56431

218-927-7435 Emergency 911  
Sheriff Fax: 218-927-7159 / Dispatch Fax: 218-927-6887  
TOLL FREE: 1-888-900-2158



Digital Photo

Printed on June 26, 2015



**field where chickens killed**





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

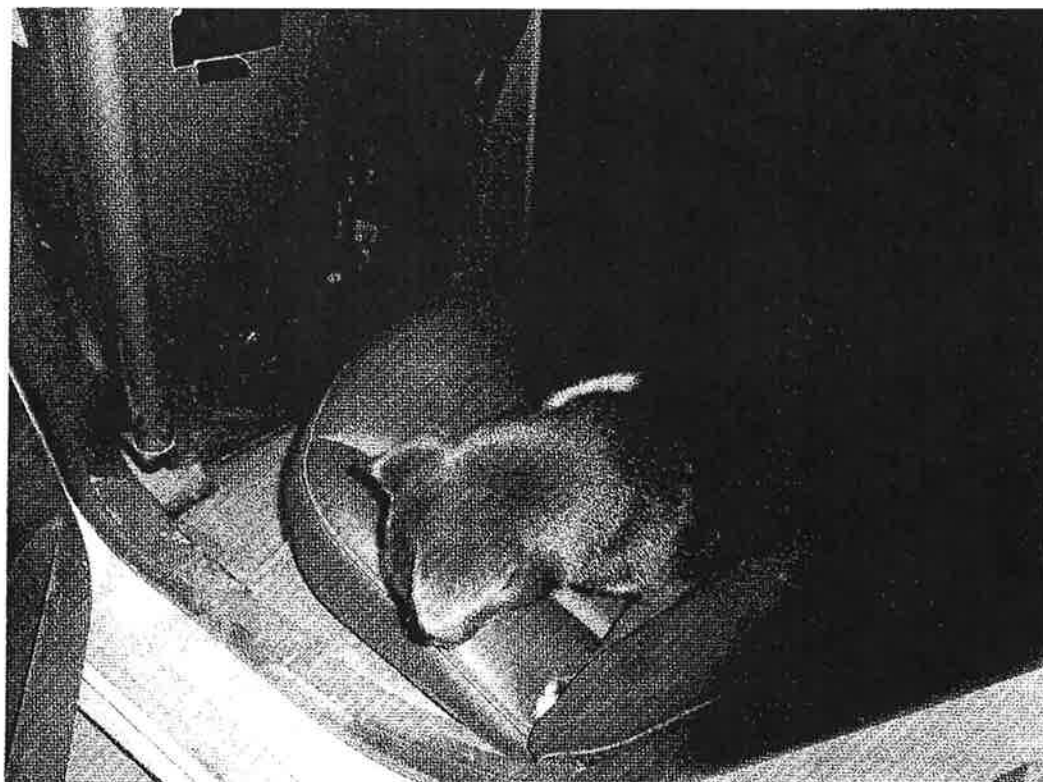
217 Second Street NW RM 185  
Aitkin, MN 56431

218-927-5475 : Emergency 911  
Sheriff Fax: 218-927-7359 : Dispatch Fax: 218-927-6887  
TOLL FREE: 1-888-900-2138



Digital Photo

Printed on June 26, 2015



**dog**

# 2014 Minnesota Statutes

## Regulation of Dangerous Dogs

### **347.50 DEFINITIONS.**

#### **Subdivision 1.Terms.**

For the purpose of sections 347.50 to 347.56, the terms defined in this section have the meanings given them.

#### **Subd. 2.Dangerous dog.**

"Dangerous dog" means any dog that has:

- (1) without provocation, inflicted substantial bodily harm on a human being on public or private property;
- (2) killed a domestic animal without provocation while off the owner's property; or
- (3) been found to be potentially dangerous, and after the owner has notice that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or domestic animals.

#### **Subd. 3.Potentially dangerous dog.**

"Potentially dangerous dog" means any dog that:

- (1) when unprovoked, inflicts bites on a human or domestic animal on public or private property;
- (2) when unprovoked, chases or approaches a person, including a person on a bicycle, upon the streets, sidewalks, or any public or private property, other than the dog owner's property, in an apparent attitude of attack; or
- (3) has a known propensity, tendency, or disposition to attack unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals.

#### **Subd. 4.Proper enclosure.**

"Proper enclosure" means securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the animal from escaping and providing protection from the elements for the dog. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the dog to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only obstacles that prevent the dog from exiting.

### **Subd. 5.Owner.**

"Owner" means any person, firm, corporation, organization, or department possessing, harboring, keeping, having an interest in, or having care, custody, or control of a dog.

### **Subd. 6.Substantial bodily harm.**

"Substantial bodily harm" has the meaning given it under section 609.02, subdivision 7a.

### **Subd. 6a.Great bodily harm.**

"Great bodily harm" has the meaning given it under section 609.02, subdivision 8.

### **Subd. 7.Animal control authority.**

"Animal control authority" means an agency of the state, county, municipality, or other governmental subdivision of the state which is responsible for animal control operations in its jurisdiction.

### **Subd. 8. Provocation.**

"Provocation" means an act that an adult could reasonably expect may cause a dog to attack or bite.

### **History:**

1988 c 711 s 1; 1989 c 37 s 3-5; 1994 c 550 s 1; 1Sp2001 c 8 art 8 s 14,15; 2008 c 325 s 2

## **347.51 DANGEROUS DOGS; REGISTRATION.**

### **Subdivision 1.Requirement.**

No person may own a dangerous dog in this state unless the dog is registered as provided in this section.

### **Subd. 2. Registration.**

An animal control authority shall issue a certificate of registration to the owner of a dangerous dog if the owner presents sufficient evidence that:

- (1) a proper enclosure exists for the dangerous dog and a posting on the premises with a clearly visible warning sign that there is a dangerous dog on the property, including a warning symbol to inform children;
- (2) a surety bond issued by a surety company authorized to conduct business in this state in a form acceptable to the animal control authority in the sum of at least \$300,000, payable to any person injured by the dangerous dog, or a policy of liability insurance

issued by an insurance company authorized to conduct business in this state in the amount of at least \$300,000, insuring the owner for any personal injuries inflicted by the dangerous dog;

(3) the owner has paid an annual fee of not more than \$500, in addition to any regular dog licensing fees, to obtain a certificate of registration for a dangerous dog under this section; and

(4) the owner has had microchip identification implanted in the dangerous dog as required under section 347.515.

### **Subd. 2a. Warning symbol.**

If an animal control authority issues a certificate of registration to the owner of a dangerous dog pursuant to subdivision 2, the animal control authority must provide, for posting on the owner's property, a copy of a warning symbol to inform children that there is a dangerous dog on the property. The warning symbol must be the uniform symbol provided by the commissioner of public safety. The commissioner shall provide the number of copies of the warning symbol requested by the animal control authority and shall charge the animal control authority the actual cost of the warning symbols received. The animal control authority may charge the registrant a reasonable fee to cover its administrative costs and the cost of the warning symbol.

### **Subd. 3. Fee.**

The animal control authority may charge the owner an annual fee, in addition to any regular dog licensing fees, to obtain a certificate of registration for a dangerous dog under this section.

### **Subd. 3a. Dangerous dog designation review.**

Beginning six months after a dog is declared a dangerous dog, an owner may request annually that the animal control authority review the designation. The owner must provide evidence that the dog's behavior has changed due to the dog's age, neutering, environment, completion of obedience training that includes modification of aggressive behavior, or other factors. If the animal control authority finds sufficient evidence that the dog's behavior has changed, the authority may rescind the dangerous dog designation.

### **Subd. 4. Law enforcement; exemption.**

The provisions of this section do not apply to dangerous dogs used by law enforcement officials for police work.

### **Subd. 5. Exemption.**

Dogs may not be declared dangerous if the threat, injury, or damage was sustained by a person:

- (1) who was committing, at the time, a willful trespass or other tort upon the premises occupied by the owner of the dog;
- (2) who was provoking, tormenting, abusing, or assaulting the dog or who can be shown to have repeatedly, in the past, provoked, tormented, abused, or assaulted the dog; or
- (3) who was committing or attempting to commit a crime.

## **Subd. 6.**

[Repealed, 1Sp2001 c 8 art 8 s 30]

## **Subd. 7. Tag.**

A dangerous dog registered under this section must have a standardized, easily identifiable tag identifying the dog as dangerous and containing the uniform dangerous dog symbol, affixed to the dog's collar at all times.

## **Subd. 8. Local ordinances.**

A statutory or home rule charter city, or a county, may not adopt an ordinance regulating dangerous or potentially dangerous dogs based solely on the specific breed of the dog. Ordinances inconsistent with this subdivision are void.

## **Subd. 9. Contracted services.**

An animal control authority may contract with another political subdivision or other person to provide the services required under sections 347.50 to 347.565. Notwithstanding any contract entered into under this subdivision, all fees collected under sections 347.50 to 347.54 shall be paid to the animal control authority and all certificates of registration must be issued in the name of the animal control authority.

## **History:**

1988 c 711 s 2; 1989 c 37 s 6-10; 1991 c 195 s 1; 1994 c 550 s 2; 1997 c 187 art 3 s 32; 1Sp2001 c 8 art 8 s 16-18; 2008 c 325 s 3-7

## **347.515 MICROCHIP IDENTIFICATION.**

The owner of a dangerous or potentially dangerous dog must have a microchip implanted in the dog for identification, and the name of the microchip manufacturer and identification number of the microchip must be provided to the animal control authority. If the microchip is not implanted by the owner, it may be implanted by the animal control authority. In either case, all costs related to purchase and implantation of the microchip must be borne by the dog's owner.

**History:**

1Sp2001 c 8 art 8 s 19

## **347.52 DANGEROUS DOGS; REQUIREMENTS.**

(a) An owner of a dangerous dog shall keep the dog, while on the owner's property, in a proper enclosure. If the dog is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash and under the physical restraint of a responsible person. The muzzle must be made in a manner that will prevent the dog from biting any person or animal but that will not cause injury to the dog or interfere with its vision or respiration.

(b) An owner of a dangerous dog must renew the registration of the dog annually until the dog is deceased. If the dog is removed from the jurisdiction, it must be registered as a dangerous dog in its new jurisdiction.

(c) An owner of a dangerous dog must notify the animal control authority in writing of the death of the dog or its transfer to a new location where the dog will reside within 30 days of the death or transfer, and must, if requested by the animal control authority, execute an affidavit under oath setting forth either the circumstances of the dog's death and disposition or the complete name, address, and telephone number of the person to whom the dog has been transferred or the address where the dog has been relocated.

(d) An animal control authority shall require a dangerous dog to be sterilized at the owner's expense. If the owner does not have the animal sterilized within 30 days, the animal control authority shall seize the dog and have it sterilized at the owner's expense.

(e) A person who owns a dangerous dog and who rents property from another where the dog will reside must disclose to the property owner prior to entering the lease agreement and at the time of any lease renewal that the person owns a dangerous dog that will reside at the property.

(f) A person who transfers ownership of a dangerous dog must notify the new owner that the animal control authority has identified the dog as dangerous. The current owner must also notify the animal control authority in writing of the transfer of ownership and provide the animal control authority with the new owner's name, address, and telephone number.

**History:**

1988 c 711 s 3; 1Sp2001 c 8 art 8 s 20; 2008 c 325 s 8

## **347.53 POTENTIALLY DANGEROUS AND DANGEROUS DOGS.**

Any statutory or home rule charter city, or any county, may regulate potentially dangerous and dangerous dogs. Except as provided in section 347.51, subdivision 8, nothing in sections 347.50 to 347.565 limits any restrictions that the local jurisdictions may place on owners of potentially dangerous or dangerous dogs.



## **History:**

1988 c 711 s 4; 1989 c 37 s 11; 2008 c 325 s 9

## **347.54 CONFISCATION.**

### **Subdivision 1. Seizure.**

- (a) The animal control authority having jurisdiction shall immediately seize any dangerous dog if:
- (1) after 14 days after the owner has notice that the dog is dangerous, the dog is not validly registered under section 347.51;
  - (2) after 14 days after the owner has notice that the dog is dangerous, the owner does not secure the proper liability insurance or surety coverage as required under section 347.51, subdivision 2;
  - (3) the dog is not maintained in the proper enclosure;
  - (4) the dog is outside the proper enclosure and not under physical restraint of a responsible person as required under section 347.52; or
  - (5) the dog is not sterilized within 30 days, pursuant to section 347.52, paragraph (d).
- (b) If an owner of a dog is convicted of a crime for which the dog was originally seized, the court may order that the dog be confiscated and destroyed in a proper and humane manner, and that the owner pay the costs incurred in confiscating, confining, and destroying the dog.

### **Subd. 2.Reclaimed.**

A dangerous dog seized under subdivision 1 may be reclaimed by the owner of the dog upon payment of impounding and boarding fees, and presenting proof to the appropriate animal control authority that the requirements of sections 347.51 and 347.52 will be met. A dog not reclaimed under this subdivision within seven days may be disposed of in a manner permitted by law, and the owner is liable to the animal control authority for costs incurred in confining and disposing of the dog.

### **Subd. 3. Subsequent offenses; seizure.**

If a person has been convicted of a misdemeanor for violating a provision of section 347.51, 347.515, or 347.52, and the person is charged with a subsequent violation relating to the same dog, the dog must be seized by the animal control authority having jurisdiction. If the owner is convicted of the crime for which the dog was seized, the court shall order that the dog be destroyed in a proper and humane manner and the owner pay the cost of confining and destroying the animal. If the owner is not convicted and the dog is not reclaimed by the owner within seven days after the owner has been notified that the dog may be reclaimed, the dog may be disposed of as provided under section 35.71, subdivision 3.

## **History:**

1988 c 711 s 5; 1989 c 37 s 12; 2008 c 325 s 10,11

## **347.541 DISPOSITION OF SEIZED ANIMALS.**

### **Subdivision 1. Hearing.**

The owner of any dog declared dangerous has the right to a hearing by an impartial hearing officer.

### **Subd. 2. Security.**

A person claiming an interest in a seized dog may prevent disposition of the dog by posting security in an amount sufficient to provide for the dog's actual cost of care and keeping. The security must be posted within seven days of the seizure inclusive of the date of the seizure.

### **Subd. 3. Notice.**

The authority declaring the dog dangerous shall give notice of this section by delivering or mailing it to the owner of the dog, or by posting a copy of it at the place where the dog is kept, or by delivering it to a person residing on the property, and telephoning, if possible. The notice must include:

- (1) a description of the seized dog; the authority for and purpose of the dangerous dog declaration and seizure; the time, place, and circumstances under which the dog was declared dangerous; and the telephone number and contact person where the dog is kept;
- (2) a statement that the owner of the dog may request a hearing concerning the dangerous dog declaration and, if applicable, prior potentially dangerous dog declarations for the dog, and that failure to do so within 14 days of the date of the notice will terminate the owner's right to a hearing under this section;
- (3) a statement that if an appeal request is made within 14 days of the notice, the owner must immediately comply with the requirements of section 347.52, paragraphs (a) and (c), and until such time as the hearing officer issues an opinion;
- (4) a statement that if the hearing officer affirms the dangerous dog declaration, the owner will have 14 days from receipt of that decision to comply with all other requirements of sections 347.51, 347.515, and 347.52;
- (5) a form to request a hearing under this subdivision; and
- (6) a statement that all actual costs of the care, keeping, and disposition of the dog are the responsibility of the person claiming an interest in the dog, except to the extent that a court or hearing officer finds that the seizure or impoundment was not substantially justified by law.

### **Subd. 4. Right to hearing.**

Any hearing must be held within 14 days of the request to determine the validity of the dangerous dog declaration. The hearing officer must be an impartial employee of the local government or an impartial person retained by the local government to conduct the

hearing. In the event that the dangerous dog declaration is upheld by the hearing officer, actual expenses of the hearing up to a maximum of \$1,000 will be the responsibility of the dog's owner. The hearing officer shall issue a decision on the matter within ten days after the hearing. The decision must be delivered to the dog's owner by hand delivery or registered mail as soon as practical and a copy must be provided to the animal control authority.

## **History:**

2008 c 325 s 12

## **347.542 RESTRICTIONS.**

### **Subdivision 1. Dog ownership prohibited.**

Except as provided in subdivision 3, no person may own a dog if the person has:

- (1) been convicted of a third or subsequent violation of section 347.51, 347.515, or 347.52;
- (2) been convicted of a violation under section 609.205, clause (4);
- (3) been convicted of a gross misdemeanor under section 609.226, subdivision 1;
- (4) been convicted of a violation under section 609.226, subdivision 2; or
- (5) had a dog ordered destroyed under section 347.56 and been convicted of one or more violations of section 347.51, 346.515, 347.52, or 609.226, subdivision 2.

### **Subd. 2. Household members.**

If any member of a household is prohibited from owning a dog in subdivision 1, unless specifically approved with or without restrictions by an animal control authority, no person in the household is permitted to own a dog.

### **Subd. 3. Dog ownership prohibition review.**

Beginning three years after a conviction under subdivision 1 that prohibits a person from owning a dog, and annually thereafter, the person may request that the animal control authority review the prohibition. The animal control authority may consider such facts as the seriousness of the violation or violations that led to the prohibition, any criminal convictions, or other facts that the animal control authority deems appropriate. The animal control authority may rescind the prohibition entirely or rescind it with limitations. The animal control authority also may establish conditions a person must meet before the prohibition is rescinded, including, but not limited to, successfully completing dog training or dog handling courses. If the animal control authority rescinds a person's prohibition and the person subsequently fails to comply with any limitations imposed by the animal control authority or the person is convicted of any animal violation involving unprovoked bites or dog attacks, the animal control authority may permanently prohibit the person from owning a dog in this state.

## **History:**

2008 c 325 s 13

## **347.55 PENALTY.**

- (a) A person who violates a provision of section 347.51, 347.515, or 347.52 is guilty of a misdemeanor.
- (b) It is a misdemeanor to remove a microchip from a dangerous or potentially dangerous dog, to fail to renew the registration of a dangerous dog, to fail to account for a dangerous dog's death or change of location where the dog will reside, to sign a false affidavit with respect to a dangerous dog's death or change of location where the dog will reside, or to fail to disclose ownership of a dangerous dog to a property owner from whom the person rents property.
- (c) A person who is convicted of a second or subsequent violation of paragraph (a) or (b) is guilty of a gross misdemeanor.
- (d) An owner who violates section 347.542, subdivision 1, is guilty of a gross misdemeanor.
- (e) Any household member who knowingly violates section 347.542, subdivision 2, is guilty of a gross misdemeanor.

## **History:**

1988 c 711 s 7; 1Sp2001 c 8 art 8 s 21; 2008 c 325 s 14

## **347.56 DESTRUCTION OF DOG IN CERTAIN CIRCUMSTANCES.**

### **Subdivision 1. Circumstances.**

Notwithstanding sections 347.51 to 347.55, a dog may be destroyed in a proper and humane manner by the animal control authority if the dog:

- (1) inflicted substantial or great bodily harm on a human on public or private property without provocation;
- (2) inflicted multiple bites on a human on public or private property without provocation;
- (3) bit multiple human victims on public or private property in the same attack without provocation; or
- (4) bit a human on public or private property without provocation in an attack where more than one dog participated in the attack.

## **Subd. 2. Hearing.**

The animal control authority may not destroy the dog until the dog owner has had the opportunity for a hearing before an impartial decision maker. The definitions in section 347.50 and the exemptions under section 347.51, subdivision 5, apply to this section.

### **History:**

1Sp2001 c 8 art 8 s 22; 2008 c 325 s 15

## **347.565 APPLICABILITY.**

Sections 347.50 to 347.56 must be enforced by animal control authorities or law enforcement agencies, whether or not these sections have been adopted into local ordinance.

### **History:**

2008 c 325 s 16



# Board of County Commissioners Agenda Request

**5A**

Agenda Item #

**Requested Meeting Date:** July 14, 2015**Title of Item:** Legislative Update

- ☒ 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:**

Nathan Burkett

**Department:**

Administration

**Presenter (Name and Title):**

Senator Carrie Ruud and Representative Dale Lueck

**Estimated Time Needed:**

30 minutes

**Summary of Issue:**

Senator Carrie Ruud and Representative Dale Lueck will be here to discuss legislative issues with the Board.

**Alternatives, Options, Effects on Others/Comments:****Recommended Action/Motion:****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:** July 14, 2015

**Title of Item:** Public Hearing - Wine/Strong Beer Ordinance

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="" 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> Kirk Peysar, County Auditor	<b>Estimated Time Needed:</b> 20 minutes
<b>Summary of Issue:</b>  On May 26th the County Auditor asked that a Public Hearing be scheduled to consider amending the liquor ordinance for wine/strong beer on-sale licenses. The County Board scheduled the hearing for July 14, 2015 at 10:00 a.m.	
<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>	





# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 7-14-15

**Title of Item:** Award SP 001-628-012

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> This project is an 8.0-mile bituminous mill and overlay project on CSAH 28 from US Hwy 169 to TH 210. The project also includes replacement of entrance culverts, construction of ten right turn lanes, clearing of trees from portions of the right of way, and construction of cable and plate beam guardrail at various locations.  Bids were opened on Monday, July 29, 2015 for the construction of this project, with three bids received as shown on the attached abstract of bids. Central Specialties, Inc. from Alexandria, MN submitted the low bid of \$2,124,193.72, which was 8.88% below the estimated cost estimate of \$2,331,149.60.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend award of the contract to Central Specialties, Inc. by the attached resolution, contingent on DBE compliance determination by the MnDOT Office of Civil Rights.		
<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> \$ \$2,124,193.72 <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED July 14, 2015

By Commissioner: xx

**20150714-0xx**

**Award Bid S.P. 001-628-012**

**WHEREAS**, Contract No. 20152 is for construction of S.P. 001-628-012 for bituminous mill and overlay on CSAH 28, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, June 29, 2015 with a total of three bids received, and

**WHEREAS**, Central Specialties, Inc. was the lowest responsible bidder in the amount of \$2,124,193.72.

**NOW, THEREFORE, BE IT RESOLVED**, that Central Specialties, Inc. be awarded Contract No. 20152.

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

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)

County of Aitkin ) ss.

Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 14<sup>th</sup> day of July 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 14<sup>th</sup> day of July A.D., 2015

KIRK PEYSAR, County Auditor

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

**Aitkin County Highway Department  
Project Bid Abstract**

Project Name: Mill and Overlay - CSAH 28  
Client: Aitkin County  
Bid Opening: 6/29/2015 14:00

Contract No.: 20152  
Project No.: SP 001-628-012  
Owner: Aitkin, Minnesota

Project: SP 001-628-012 - Mill and Overlay - CSAH 28				Engineers Estimate		Central Specialties Inc-Alexandria, MN		Anderson Brothers Construction Company of Brainerd LLC-Brainerd, MN		Tri City Paving-Little Falls, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501 MOBILIZATION	LS	1	\$60,000.00	\$60,000.00	\$166,000.00	\$166,000.00	\$71,517.06	\$71,517.06	\$65,000.00	\$65,000.00
2	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
3	2101.511 CLEARING & GRUBBING	LS	1	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$68,000.00	\$68,000.00	\$45,000.00	\$45,000.00
4	2104.501 REMOVE PIPE CULVERTS	LF	4106	\$10.50	\$43,113.00	\$10.00	\$41,060.00	\$12.66	\$51,981.96	\$12.00	\$49,272.00
5	2104.505 REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	100	\$5.00	\$500.00	\$8.00	\$800.00	\$11.00	\$1,100.00	\$10.00	\$1,000.00
6	2104.505 REMOVE BITUMINOUS PAVEMENT	SY	8096	\$3.00	\$24,288.00	\$4.22	\$34,165.12	\$1.68	\$13,601.28	\$1.25	\$10,120.00
7	2104.511 SAWING CONCRETE PAVEMENT	LF	40	\$4.00	\$160.00	\$1.00	\$40.00	\$11.00	\$440.00	\$10.00	\$400.00
8	2104.513 SAWING BITUMINOUS PAVEMENT	LF	236	\$3.00	\$708.00	\$1.00	\$236.00	\$2.75	\$649.00	\$1.50	\$354.00
9	2105.501 COMMON EXCAVATION (P)	CY	4430	\$6.00	\$26,580.00	\$5.00	\$22,150.00	\$7.75	\$34,332.50	\$8.00	\$35,440.00
10	2105.523 COMMON BORROW (EV)	CY	13438	\$10.00	\$134,380.00	\$13.76	\$184,906.88	\$10.25	\$137,739.50	\$10.00	\$134,380.00
11	2112.501 SUBGRADE PREPARATION	RDSY	423	\$20.00	\$8,460.00	\$50.00	\$21,150.00	\$18.00	\$7,614.00	\$19.00	\$33,417.00
12	2118.502 AGGREGATE SURFACING (LV), CLASS 1	CY	775	\$15.00	\$11,625.00	\$29.00	\$22,475.00	\$32.00	\$24,800.00	\$22.40	\$17,360.00
13	2211.502 AGGREGATE BASE (LV) CLASS 5	CY	4066	\$15.00	\$60,990.00	\$18.00	\$73,188.00	\$17.50	\$71,155.00	\$20.00	\$81,320.00
14	2231.501 BITUMINOUS PATCHING MIXTURE	TON	57	\$100.00	\$5,700.00	\$100.00	\$5,700.00	\$100.00	\$5,700.00	\$100.00	\$5,700.00
15	2232.501 MILL BITUMINOUS SURFACE (1.0")	SY	73571	\$0.85	\$62,535.35	\$0.70	\$51,499.70	\$0.64	\$47,085.44	\$0.70	\$51,499.70
16	2232.501 MILL BITUMINOUS SURFACE (1.5")	SY	36188	\$1.20	\$43,425.60	\$0.80	\$28,950.40	\$0.78	\$28,226.64	\$1.00	\$36,188.00
17	2357.502 BITUMINOUS MATERIAL FOR TACK COAT	GAL	13426	\$2.50	\$33,565.00	\$0.01	\$134.26	\$2.50	\$33,565.00	\$2.50	\$33,565.00
18	2360.501 TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	19817	\$54.00	\$1,070,118.00	\$43.10	\$854,112.70	\$50.00	\$990,850.00	\$48.50	\$961,124.50
19	2501.511 15" CS PIPE CULVERT	LF	3712	\$30.00	\$111,360.00	\$19.00	\$70,528.00	\$29.44	\$109,281.28	\$30.00	\$111,360.00
20	2501.511 18" CS PIPE CULVERT	LF	294	\$33.00	\$9,702.00	\$22.50	\$6,615.00	\$33.40	\$9,819.60	\$35.00	\$10,290.00
21	2501.511 24" CS PIPE CULVERT	LF	56	\$40.00	\$2,240.00	\$28.00	\$1,568.00	\$39.05	\$2,186.80	\$40.00	\$2,240.00
22	2501.511 48" CS PIPE CULVERT	LF	86	\$75.00	\$6,450.00	\$155.00	\$13,330.00	\$235.34	\$20,239.24	\$250.00	\$21,500.00
23	2501.515 15" GS PIPE APRON	EACH	183	\$170.00	\$31,110.00	\$147.00	\$26,754.00	\$183.63	\$33,420.66	\$200.00	\$36,400.00
24	2501.515 18" GS PIPE APRON	EACH	16	\$200.00	\$3,200.00	\$205.00	\$3,280.00	\$342.98	\$5,487.68	\$400.00	\$6,400.00
25	2501.515 24" GS PIPE APRON	EACH	2	\$250.00	\$500.00	\$287.00	\$574.00	\$301.82	\$603.64	\$300.00	\$600.00
26	2501.561 18" RC PIPE CULVERT DES 3006 CL III	LF	76	\$90.00	\$7,020.00	\$84.00	\$6,452.00	\$100.26	\$7,820.28	\$100.00	\$7,800.00
27	2501.569 18" RC SAFETY APRON	EACH	2	\$800.00	\$1,600.00	\$872.00	\$1,744.00	\$2,216.18	\$4,432.36	\$2,500.00	\$5,000.00
28	2540.602 MAIL BOX SUPPORT	EACH	77	\$85.00	\$6,545.00	\$105.00	\$8,085.00	\$100.26	\$7,720.02	\$120.00	\$9,240.00
29	2540.602 RELOCATE MAIL BOX SUPPORT	EACH	13	\$50.00	\$650.00	\$55.00	\$715.00	\$58.04	\$754.52	\$120.00	\$1,560.00
30	2550.602 RELOCATE HANDHOLE	EACH	1	\$2,500.00	\$2,500.00	\$1,385.00	\$1,385.00	\$1,356.09	\$1,356.09	\$4,000.00	\$4,000.00
31	2554.501 TRAFFIC BARRIER DESIGN B331	LF	6486	\$9.50	\$61,635.00	\$7.75	\$50,282.00	\$8.18	\$53,071.84	\$8.50	\$55,148.00
32	2554.501 TRAFFIC BARRIER DESIGN B3307	LF	75	\$30.00	\$2,250.00	\$31.00	\$2,325.00	\$32.72	\$2,454.00	\$35.00	\$2,625.00
33	2554.501 TRAFFIC BARRIER DESIGN B3338	LF	4963	\$20.00	\$99,260.00	\$17.00	\$84,371.00	\$17.94	\$89,036.22	\$17.00	\$84,371.00
34	2554.521 ANCHORAGE ASSEMBLY - CABLE	EACH	22	\$1,500.00	\$33,000.00	\$1,337.00	\$29,414.00	\$1,410.97	\$31,041.34	\$1,400.00	\$30,800.00
35	2554.523 END TREATMENT-ENERGY ABSORBING TERMINAL	EACH	15	\$2,500.00	\$37,500.00	\$2,225.00	\$33,375.00	\$2,348.10	\$35,221.50	\$2,500.00	\$37,500.00
36	2563.601 TRAFFIC CONTROL	LS	1	\$30,000.00	\$30,000.00	\$17,800.00	\$17,800.00	\$18,784.76	\$18,784.76	\$20,000.00	\$20,000.00
37	2565.602 RIGID PVC LOOP DETECTOR 6'X6'	EACH	1	\$1,750.00	\$1,750.00	\$1,165.00	\$1,165.00	\$1,018.39	\$1,018.39	\$3,000.00	\$3,000.00
38	2573.502 SILT FENCE, TYPE HI	LF	7595	\$2.50	\$18,987.50	\$2.00	\$15,190.00	\$2.11	\$16,025.45	\$4.95	\$37,595.25
39	2574.508 FERTILIZER TYPE 1	LB	4363	\$0.75	\$3,272.25	\$0.69	\$3,009.09	\$0.73	\$3,183.53	\$1.00	\$4,361.00
40	2574.525 COMMON TOPSOIL BORROW	CY	350	\$30.00	\$10,500.00	\$25.00	\$8,750.00	\$25.79	\$9,026.50	\$25.00	\$8,750.00
41	2575.501 SEEDING (P)	ACRE	14.5	\$125.00	\$1,812.50	\$400.00	\$5,800.00	\$422.13	\$6,120.89	\$100.00	\$1,450.00
42	2575.502 SEED MIXTURE 25-141	LB	858	\$3.50	\$3,003.00	\$3.75	\$3,217.50	\$3.96	\$3,397.68	\$4.00	\$3,432.00
43	2575.511 MULCH MATERIAL TYPE 1	TON	11.6	\$120.00	\$1,392.00	\$225.00	\$2,610.00	\$237.45	\$2,754.42	\$350.00	\$4,060.00
44	2575.519 DISK ANCHORING (P)	ACRE	5.18	\$130.00	\$673.40	\$250.00	\$1,295.00	\$263.83	\$1,350.21	\$100.00	\$580.00
45	2575.523 EROSION CONTROL BLANKETS CATEGORY 3	SY	44477	\$1.50	\$66,715.50	\$1.45	\$64,491.65	\$1.32	\$58,709.64	\$1.65	\$73,387.05
46	2575.571 RAPID STABILIZATION METHOD 3	M GAL	50.4	\$566.00	\$28,526.40	\$200.00	\$10,080.00	\$158.30	\$7,978.32	\$1,200.00	\$60,480.00
47	2580.603 INTERIM PAVEMENT MARKING	LF	58266	\$0.25	\$14,566.50	\$0.15	\$8,739.90	\$0.22	\$12,818.52	\$0.30	\$17,479.80
48	2582.502 4" SOLID LINE YELLOW-EPOXY	LF	56105	\$0.25	\$14,026.25	\$0.22	\$12,343.10	\$0.23	\$12,904.15	\$0.22	\$12,343.10
49	2582.502 4" BROKEN LINE YELLOW-EPOXY	LF	4323	\$0.25	\$1,080.75	\$0.22	\$950.62	\$0.23	\$993.81	\$0.22	\$950.62
50	2582.602 PAVT M5SG (RR XING) EPOXY (WR)	EACH	1	\$2,000.00	\$2,000.00	\$1,300.00	\$1,300.00	\$1,371.92	\$1,371.92	\$1,300.00	\$1,300.00
51	2582.603 6" SOLID LINE WHITE-EPOXY (WR)	LF	86280	\$0.80	\$69,024.00	\$0.69	\$59,533.20	\$0.73	\$62,984.40	\$0.69	\$59,533.20
52	2582.603 24" STOP LINE WHITE-EPOXY (WR)	LF	24	\$10.00	\$240.00	\$12.40	\$297.60	\$13.05	\$313.16	\$12.40	\$297.60
	Totals for Project SP 001-628-012				\$2,331,149.60		\$2,124,193.72		\$2,222,222.22		\$2,296,974.87
	% of Estimate for Project SP 001-628-012						-8.88%		-4.67%		-1.47%

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

Certified By:

Date: 6-30-15

License No. 243410



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** July 14, 2015

**Title of Item:** Arrowhead Transit Rural Rides Program

- ☒ 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:**

Nathan Burkett

**Department:**

Administration

**Presenter (Name and Title):**

Nathan Burkett, County Administrator

**Estimated Time Needed:**

**Summary of Issue:**

On May 26th, Jack Larson and Marcia Mehle from Arrowhead Transit reported that the Rural Rides program will soon be expanding to Aitkin. They are asking for a monetary investment and show of support from Aitkin County.

At Tuesday's meeting the Board can discuss whether or not they wish to give \$2,000.00 to the program as a show of support.

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

**Recommended Action/Motion:**

Approve or deny \$2,000.00 to Rural Rides program.

**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

**8B**

Agenda Item #

Requested Meeting Date: 7/14/2015

Title of Item: Review Updated Personnel Policy



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:**

Nathan Burkett, County Administrator

**Department:**

Administration

**Presenter (Name and Title):**

Nathan Burkett, County Administrator

**Estimated Time Needed:**

15 min

**Summary of Issue:**

Staff has been working to update personnel policies. The attached policy is the culmination of several months of work. Department heads have reviewed twice and met on the policy provisions. At this point there seems to be consensus agreement amongst department heads and administration on the policy.

The policy is attached, along with an overview of changes that have been made.

Discussion only, seeking to place on July 28, 2015 agenda for approval.

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

# AITKIN COUNTY ADMINISTRATION

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

DATE: July 14, 2015  
TO: County Board  
FROM: Nathan Burkett, County Administrator   
RE: DRAFT Personnel Policy Summary of Revisions

Major revisions are summarized in this document. Other revisions that are included to update to more current language in line with law, statute, or rule or to clarify the current policy that will have no operational impact are not summarized.

1. Revisions consistent throughout
  - a. Continuity in language from Non-union compensation guidelines, which are eliminated and superseded by this policy is maintained.
  - b. Forms are not included in the policy. Forms may be updated administratively to meet the needs of law or policy changes.
  - c. Eliminating prescriptive policy language to account for situations where practicality dictates alternative response or process within the context of legal requirements.
  - d. New formatting and numbering.
2. Article I
  - a. Section E
    - i. Department heads may establish rules specific to the department, but must be in compliance with policy and are subject to approval by the County Administrator.
3. Article II
  - a. Anniversary Date – Employees who take a leave of absence greater than 30 days will have anniversary date adjusted.
  - b. Personnel Committee – Defines personnel committee role and responsibilities. Identifies personnel committee is advisory and not decision making body.
4. Article III
  - a. Section B
    - i. Subd 1(a) – HR is primary point of contact until conditional job offer is made.
    - ii. Subd 1(b) – Department head is responsible for making final recommendation on job offers.
    - iii. Subd 2(d) – exempts only HHS Director from Merit.
  - b. Section C

- i. Subd 1 – Allows for open ended posting of positions (i.e. positions may be advertised as open until filled).
    - ii. Subd 5 (a) – Department Head, county administrator or HR to initiate position description review
    - iii. Subd 5 (b) and (c) – Administrator may approve position description revisions if classification is not increasing. Board must approve classification increases.
    - iv. Subd 6 (a – c) – HR Screens applications, Department head may view all applications, Department head chooses interview candidates.
    - v. Subd 7 – HR Coordinates interviews, interview format determined based on best practices, at least one employee with interview training must be present at interview. Notifications to those not selected may be made by email.
    - vi. Subd 8 – HR and Department Head propose starting salary to Administrator jointly, eliminate prescribed elements of conditional offer letter.
    - vii. Subd 12 – Establishes policy re: conflict of interest when employees (particularly supervisors and staff) are engaged in outside of work relationships.
  - c. Section E
    - i. Subd 2 – Probationary period may be extended by up to 6 months for a total of 12
  - d. Section G
    - i. Subd 2 – Establishes parameters for flexible scheduling.
    - ii. Subd 3 – Very early draft of a telecommuting policy. Review for concept, not detail at this time.
    - iii. Subd 4 -10 – clarifies break and working time definitions.
  - e. Section H – FLSA Safe Harbor protects the county in the event a mistake is made in the pay of an exempt employee. Section H specifically allows that “Department Heads or Supervisors may require exempt employees to work a specific schedule, to record daily attendance, and to record and track hours for billing or other business related purposes that are directly related to the exempt employees’ job duties”. Not to be interpreted as exempt employees may not have a schedule.
  - f. Section J
    - i. Subd 2(f) – clearly identifies authorities related to disciplinary action.
- 5. Article 4
  - a. Section C Subd 1
    - i. The county has a definite preference for flex instead of overtime.
    - ii. The department head has authority to authorize overtime after an 8 hour day or an approved flexible schedule day
    - iii. The department head may request or require that employees flex time if necessary.

- 6. Article 5
  - a. Section L
    - i. Subd 1 – Makes bereavement policy consistent with AFSCME contract
  - b. Section Q
    - i. Subd 1 – If a particular training course is not specifically required as a part of the employee's job duties, requires employees to remain employed with the county for a period of one year following training resulting in a certification.
- 7. Article VIII
  - a. Section B
    - i. Subd 2 – Adds "General Harassment and workplace bullying"



AITKIN COUNTY

PERSONNEL POLICIES AND PROCEDURES MANUAL

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# ARTICLE I INTRODUCTION

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## **Section A. Purpose**

It is the purpose of this Personnel Policies and Procedures Manual to provide a uniform, comprehensive and effective system of personnel administration in Aitkin County and to establish procedures which will serve as a guide to administrative action concerning personnel activities and transactions.

It is the further purpose of this Personnel Policies and Procedures Manual to ensure:

- (a) A spirit of confidence and cooperation between the Board and its employees.
- (b) That all appointments and promotions to positions in the County service shall be made on the basis of job-related qualifications.
- (c) That position classification and compensation plans shall be adopted which will conform to the principle of like compensation for like work.
- (d) That the citizens of Aitkin County can be assured that their best interests are being served by the employment of the most qualified personnel available.
- (e) Fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, creed, religion, national origin, citizenship, sex, marital status, pregnancy, disability, public assistance status, age, sexual orientation, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status, and with proper regard for the privacy and constitutional rights of applicants and employees.

## **Section B. Adoption**

- Subd. (1) This Personnel Policies and Procedures Manual was approved by the County Board of Commissioners at a regular board meeting on July 28, 2015, or on the revised date that appears on the policy. Any changes in the content of the Personnel Policies and Procedures Manual must be approved by the Board of County Commissioners.
- Subd. (2) Upon approval by the County Board, this Personnel Policies and Procedures Manual shall supersede all existing policies or rules that in any way conflict with these Personnel Policies and Procedures. The 2015 Non-union Compensation Guidelines shall become null and void and are also superseded by this policy update.
- Subd. (3) To the extent that federal or state statutes or regulations change, this Personnel Policies and Procedures Manual shall be construed as consistent with those changes.

**Section C. Administration Of The Manual**

Subd. (1) Copies of this Personnel Policies and Procedures Manual shall be made available to all employees, appointing authorities, and interested union representatives. Copies of this Manual shall be on file in the Administration Department, Human Resources Office, and shall be available for public review upon request.

Subd. (2) The Aitkin County Board of Commissioners, through the County Administrator shall administer this Personnel Policies and Procedures Manual.

Subd. (3) The County Administrator or designee shall provide the necessary forms and reports for all personnel changes in the County under this Personnel Policies and Procedures Manual.

Subd. (4) This Manual may be amended whenever such an amendment is deemed necessary. Changes to the manual may be initiated by:

(a) The County Board

(b) The County Administrator

(c) A Department Head

(d) The Labor Management Committee

Subd. (5) All proposed changes shall be referred to the County Administrator who shall make a recommendation to the County Board within a reasonable amount of time. Upon receipt of the County Administrator's recommendation, the County Board may approve or reject the changes. The initiator of the change will be informed in writing of the status of the proposed change and anticipated time frame for a County Board response.

**Section D. Savings Clause**

In the event any provision of this Personnel Policies and Procedures Manual shall be held to be contrary to law by a court of competent jurisdiction, from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be null and void. All other provisions shall continue in full force and effect.

**Section E. Departmental Rules**

Subd. (1) In accordance with this Personnel Policies and Procedures Manual, each Department Head may establish a set of rules. Such rules shall be established for the purpose of handling personnel matters particular to the department concerned and shall be governed by this Personnel Policies and Procedures Manual.

Subd. (2) The Department Head is responsible to ensure that departmental rules remain in compliance with County policies and procedures, including but not limited to this Personnel Policies and Procedures Manual.

Subd. (3) Insofar as departmental personnel administration rules do not conflict with this Personnel Policies and Procedures Manual, they may be approved by the Department Head with the advice and consent of the County Administrator. Departmental rules which conflict with this Manual, but are necessary for the efficient and effective operations of the Department, may be presented to the County Board for consideration. The County Board must approve rules which conflict with this Manual prior to their implementation.

#### **Section F. Collective Bargaining Agreements**

Subd. (1) Employees who are subject to collective bargaining agreements as negotiated in accordance with the Public Employment Labor Relations Act, Minnesota Chapter 179A shall be exempt from those provisions of this Manual which are inconsistent with the provisions of such collective bargaining agreements.

Subd. (2) Aitkin County collective bargaining agreements recognized by the Minnesota Bureau of Mediation Services include:

- (a) Teamsters General Local Union No. 346 (Supervisory Unit)
- (b) Teamsters General Local Union No. 346 (Licensed Essential Unit)
- (c) Teamsters General Local Union No. 346 (Non-Licensed Essential Unit)
- (d) American Federation of State, County and Municipal Employees, AFL-CIO, Local Union No. 667 (Courthouse Unit)
- (e) American Federation of State, County and Municipal Employees, AFL-CIO, Local Union No. 1283 (Health & Human Services Unit)
- (f) International Union of Operating Engineers, Local #49

#### **Section G. Other Agreements:**

Employees who are subject to an individual agreement with the County Board shall be exempt from those provisions of this Manual which are inconsistent with the provisions of such an agreement.

#### **Section H. Management Rights**

The County Board retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish work schedules, and to perform any inherent managerial function not specifically limited to by current collective bargaining agreements, this

Personnel Policies and Procedures Manual, County Board resolutions, and state and federal statutes.

## ARTICLE II    DEFINITION OF TERMS

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The following words and phrases in the Personnel Policies and Procedures Manual shall have the meaning as indicated.

**Anniversary Date** - The first day of work with the County shall be the employee's date of hire and shall become the employee's anniversary date. This date is used for the determination of eligibility for benefits and some benefit levels. An employee's anniversary date will remain the same, unless he or she has an unpaid leave of absence from work of 31 calendar days or more. If an employee has such a leave of absence, his or her anniversary date will be adjusted forward by the number of days leave beyond 30 calendar days. The new date will become the employee's "adjusted" anniversary date. The employee's date of hire will remain the same, regardless of any time away from work. A leave of absence of 30 calendar days or less will not affect the employee's anniversary date. An employee's anniversary date may also be adjusted when he or she is promoted, demoted, or transferred to a new job classification within the County. Employees who terminate, and are rehired at a later date, will start their employment over with a new hire date and anniversary date.

**Arbitration** - The process of submitting a dispute or an unresolved grievance to an impartial third party for a binding decision.

**At-Will Employee** - The employer is free to terminate an employee for any reason, or for no reason at all, as long as it is not an unlawful reason. The employee is also free to terminate employment at any time.

**Background Check** - Verification of information provided on application, resume, or during an interview and a review of criminal records. The individual must sign a release of information form.

**Bargaining Unit** - A group of employees with a clear and identifiable community of interests who are represented by a labor union in collective bargaining and other dealings with management. The bargaining unit is defined and set forth in the Certification of Exclusive Representative issued by the Minnesota Bureau of Mediation Services.

**Class** - One or more positions sufficiently similar with respect to duties and responsibilities; that the descriptive title may be used with clarity to designate each position allocated to the class; that the same general performance qualifications are applicable or that the same level of compensation can be applied.

**Classification** - The act of grouping positions into classes with regard to duties, educational requirements, and responsibilities.

**Compensatory Time Off** - Paid time off given to reimburse an employee for extra time or effort expended in lieu of overtime pay.

**Confidential Data** - Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

**Confidential Employee** - An employee who as part of the employee's job duties: (1) is required to access and use labor relations information; or (2) actively participates in the meeting and negotiating on behalf of the public employer.

**County Board** - The elected Aitkin County Board of Commissioners.

**Department Head** - A director of a County department as designated by the Board of Commissioners or elected to a County office by the public. Department Heads are considered exempt from the requirements of the Fair Labor Standards Act and are excluded from the Minnesota Veterans Preference Act in discipline, discharge or job elimination. Department Heads are defined as follows:

<b>Appointed:</b>  County Administrator County Assessor County Engineer Economic Development/Forest Industry Coordinator Environmental Services Director Health and Human Services Director Human Resources Director IT Director Land Commissioner	<b>Elected:</b>  County Attorney County Auditor County Recorder County Sheriff County Treasurer  <i>Elected officials are excluded from provisions of this Personnel Policies and Procedures Manual, such as Employee Benefits, except for insurance, and other provisions as noted within as well as any section pre-empted by their duties and privileges in accordance with Minnesota Statutes.</i>
--	--

**Employee** - A person holding a paid position within the County.

**Employer** - County of Aitkin.

**Essential Employee** - Firefighters, peace officers subject to licensure under Minnesota Statutes Sections §626.84 to §626.863, 911 system and police and fire department public safety dispatchers, guards at correctional facilities, confidential employees, supervisory employees, assistant County attorneys, assistant city attorneys, principals, and assistant principals.

**Exempt Employee** - All bona fide professional, administrative, and executive employees who do not receive overtime and are exempt from the requirements of the Fair Labor Standards Act.

**Exit Interview** - A structured interview conducted at the time of separation from employment.



**Flex Schedule** - A scheduling plan that permits employees to provide input regarding their work hours while meeting the needs of the County and with Department Head approval.

**Full-time** - Employees scheduled to work the normal workweek of the organization.

**Job Description** – See Position Description.

**Job Evaluation** - A systematic way of determining the value of a job in relation to other jobs in the organization for the purpose of establishing a rational pay structure. The position description is the basis for a job evaluation. The result consists of assigning jobs to salary grades.

**Layoff** - Dismissal or suspension of an employee due to lack of work or budgeting constraints. The layoff they can be temporary or permanent.

**Long-Term Disability Insurance** - An insurance policy with benefits that begin for covered employees on the 91<sup>st</sup> day of a qualifying disability and are payable for injury, sickness or pregnancy up to the employee's normal retirement age, as defined by Social Security. (Teamsters and L49 members have separate disability insurance included with their union Health Fund plan; refer to the union's plan documents for disability insurance information.)

**Minimum Qualifications** - The minimum requirements and experience necessary to perform and/or obtain a given job.

**Near Miss** - A potentially serious situation or series of events that could have resulted in injury.

**Non-exempt** - Employees who are subject to minimum wage and overtime requirements under the Fair Labor Standards Act (FLSA).

**Organizational Chart** - A diagram showing the relationships between various positions within the organization.

**Orientation** - Introduction given to new employees regarding the organization's strategic vision, environment, policies and procedures.

**Overtime** - Hours worked in excess of a regular work day or a work day under a flexible schedule.

**Part-time** - Employees scheduled to work less than a full-time work schedule.

**Performance Management** - An ongoing process of communication between a supervisor and an employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organization.

**Personnel Committee** – Comprised of two Commissioners appointed by the Board, County Administrator, and Human Resources Director. The purpose of the Personnel Committee is to ensure Board oversight of administrative personnel activities. The Personnel Committee is not a decision-making body and may only make recommendations to the County Board or County Administrator. The Personnel Committee has wide latitude to request information and reports related to personnel from Administration and Human Resources.

**Position Description** – A written summary of information and tasks necessary to perform a job which includes, but is not limited to, a job summary, essential functions, minimum qualifications, knowledge, skills and abilities required, physical activity requirements, FLSA status, and other relevant job information.

**Private Data** - Data which is made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of that data.

**Probationary Period** - A period of time during which a new employee is required to demonstrate a satisfactory capability of performing the duties of the position.

**Professional** - Occupations that require specialized knowledge acquired through college training, other related training, or through work experience.

**Public Data** - Data which is accessible to the public in accordance with the provisions of Minnesota Statutes §13.03.

**Regular Full-time Employee** - A full-time employee who has successfully completed the probationary period.

**Regular Part-time Employee** - An employee who works less than the standard work hours and was hired for service duration in excess of one year, and who has successfully completed the probationary period.

**Resignation** - The voluntary termination of employment by an employee.

**Salary** - Fixed compensation paid bi-weekly.

**Seasonal Employee** - A temporary employee hired to cover increased workloads due to peak business demands. Seasonal employees are not eligible for benefits and the position duration is generally not for more than 67 working days in any calendar year; or not for more than 100 working days in any calendar year if the employee is under the age of 22 and is a full-time student enrolled in a nonprofit or public educational institution prior to being hired by the employer, and have indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as a student during or after their temporary employment with the County.

**Short-Term Disability Insurance** – A voluntary insurance policy with benefits that begin on the 15<sup>th</sup> day of a qualifying disability and are payable for accident or sickness up to 11 weeks or until LTD begins, whichever is earlier. (Teamsters and L49 members have separate disability insurance included with their union Health Fund plan; refer to the union's plan documents for disability insurance information.)

**Supervisor** - An employee delegated responsibility for the day to day administration of a work unit.

**Suspension** - A forced leave of absence with or without pay for disciplinary purposes or pending investigation of specific charges made against an employee.

**Temporary Employee** - An employee hired for a pre-established period of time which may not exceed twelve months. Temporary employees work standard work hours but are not seasonal. Temporary employees are not eligible for benefits.

**Termination** - a voluntary resignation, involuntary discharge, or discontinuation of employment with the County.

**Transfer** - A lateral movement from one job to another of the same grade level. A transfer can include moving from one department to another department.

**Veteran** - Applicants and employees who are entitled to veteran's preference as defined by Minnesota Chapter 196.

## ARTICLE III EMPLOYMENT

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### Section A. Equal Employment Opportunity Policy Statement

Purpose: To affirm Aitkin County's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes §363.

Aitkin County will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, citizenship, sex, marital status, pregnancy, disability, public assistance status, age, sexual orientation, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status.

Aitkin County will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices included, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination and rates of pay or other forms of compensation.

Aitkin County will use its best effort to afford minority and female business enterprises with the maximum practicable opportunity to participate in the performance of subcontracts for construction projects that this County engages in.

Aitkin County fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

Any employee of this County, who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in this statement, will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes §363 will be subject to appropriate legal sanctions.

If any employee or applicant for employment believes he/she has been discriminated against, he/she should contact the County Administrator or the Human Resources Office, Aitkin County Courthouse, 217 2nd Street NW, Room 134, Aitkin, MN 56431 or (218) 927-7306.

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Chairperson – Aitkin County Board of Commissioners

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Date

## **Section B. Recruitment Procedures**

Purpose: To ensure consistent procedures are utilized to recruit the best possible candidate in the most efficient way possible for each position.

### **Subd. (1) Roles and Responsibilities**

- (a) The Human Resources Director or designee has the primary responsibility for coordinating recruitment, screening, interviewing and facilitating hiring recommendations of new employees. The Human Resource Director or designee will be the primary point of contact for all applicants until a conditional job offer has been made.
- (b) The Department Head or supervisory designee is responsible for making the final recommendation on all job offers.
- (c) The County Administrator must approve the recommendation for a previously budgeted position.
- (d) The Aitkin County Board of Commissioners must approve the recommendation for a newly created or unbudgeted position.

### **Subd. (2) All County Job Openings will be Posted**

- (a) All job openings will be posted internally and advertised externally simultaneously, unless the County is precluded from doing so by a collective bargaining agreement. Each notice will include the posting date, job title, department, position description, pay range, and closing date. Qualified County employees who apply will be given consideration.
- (b) All bargaining unit job openings will be posted according to applicable collective bargaining agreements.
- (c) All employees (probationary and non-probationary) are eligible to apply for internal vacancies or transfers, unless an applicable collective bargaining agreement provides otherwise.
- (d) If applicable, employees must be Merit System eligible. All HHS Department positions are hired from Merit System registers, except the HHS Director position which is exempted from merit personnel system coverage ([5 CFR 900.602](#)). Minnesota Merit System's online [application center](#) and hiring practices shall apply where applicable.

## **Section C. Hiring Practices**

Purpose: To fill newly created or vacant County positions.

### **Subd. (1) County Application**

Application forms and position descriptions are available in the Administration Department, Human Resources Office. Completed application forms are to be submitted to the Human Resources Director or designee before the published deadline. Late applications will be considered as allowed by law.

Subd. (2)      Designation of Data (§13.43, Subd. 3)

Except for applicants to undercover law enforcement officer positions, the following personnel data on current and former applicants for employment by the County is public data:

- (a) Names of applicants when determined to be eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position. For purposes of this section, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.
- (b) Veteran status.
- (c) Relevant test scores.
- (d) Rank on eligible list.
- (e) Job history.
- (f) Education and training.
- (g) Work availability.
- (h) Personnel examinations and answer keys are nonpublic data, except pursuant to valid court order.

Subd. (3)      Applications For and the Filling of Vacancies

The following procedure will be followed:

- (a) Aitkin County will afford employment to the applicant possessing the best qualifications that fit the requirements of the job regardless of race, color, creed, religion, national origin, citizenship, sex, marital status, pregnancy, disability, public assistance status, age, sexual orientation, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status.
- (b) Job requirements will be posted and included on the position description.
- (c) A high school diploma or equivalent is generally required as consideration for employment.

- (d) Any testing requirements will be conducted by the Human Resources Director or designee or by the Minnesota Merit System and will only be used for testing skills specifically required for the job.
- (e) Where applicable, Minnesota Merit System's online application center and hiring practices will be used.
- (f) All applications will be required to be completed on the Aitkin County official application forms, including candidates selected for interview from the Minnesota Merit System register. Resumes may be requested on a case by case bases, but must be attached to the completed application form.
- (g) When an opening exists or is contemplated for a bargaining unit position, applicable provisions from a collective bargaining agreement shall be followed.
- (h) Job applications are to be submitted for a designated position and must be received before the published deadline, if applicable.

Subd. (4)          Advertisement for External Applicants:

Sources for recruiting employees from outside are listed below:

- (a) Advertising will be placed on the County's website, in the officially designated County newspaper, and sent to the Grand Rapids WorkForce Center, Aitkin WorkForce Center, Brainerd WorkForce Center, and the Director of the Mille Lacs Band of Ojibwe. The advertisement of any County position will appear in the designated County newspaper twice, two editions. Additional advertisements may be placed as recommended by the Department Head, Human Resources Director, County Administrator and/or County Board.
- (b) Job applications from the general public for employment will only be accepted in the event that there are position vacancies.

Subd. (5)          Position Description

- (a) If the Department Head or County Administrator determines that the position description needs to be reviewed and updated, the Human Resources Director or designee will assist the Department Head to make revisions.
- (b) The County Administrator may approve revisions to the position description provided the classification of the position will not increase due to the updates.
- (c) The County Board must approve revisions to the position description if the revisions will result in an increase in classification.
- (d) The final position description shall be in place prior to any external advertising.

Subd. (6) Screening Process

- (a) All applications will be reviewed and screened by the Human Resources Director or designee for minimum qualifications. All candidates listed on the Minnesota Merit System Register are deemed to meet minimum qualifications.
- (b) The hiring Department Head or designee may review qualified applications for further screening, if desired. The hiring Department Head or designee may request to view all applications received for the position, regardless of qualifications.
- (c) The Department Head will choose the candidates for interview, or will delegate this responsibility to a supervisor in the department and/or to an HR representative.

Subd. (7) Interview

- (d) The Human Resources Director or designee is responsible for coordination of interviews. Best practices for interviews will be followed, as determined by legal counsel, the County Administrator, and Human Resources Director.
- (e) The interview teams for all positions will include at least one employee of the county who has attended training on employment law and best practices related to interviews, the Supervisor, and the Department Head or designated representative. County Board representative(s) may participate in the interview portion of the hiring process if the opening is for a Department Head position. The Human Resources Director or designee will participate in the interview portion of the hiring process at the request of the Supervisor or Department Head, as periodically requested by the County Administrator, and when there is no one on the interview team who has attended a training on employment law and best practices related to interviews as conducted by the county's labor attorney.
- (f) Any candidate not receiving an interview will be notified in writing or via email. If a candidate is interviewed, but not selected for the position, the Human Resources Director or designee shall notify the candidate. The Human Resources Director or designee shall be responsible for notification to the candidates.

Subd. (8) Conditional Job Offer

- (a) The Human Resources Director will bring the recommendation of the Department Head to hire to the County Administrator or County Board (whichever is applicable) for final approval.
- (b) The Human Resources Director or designee and the Department Head or designee will review and evaluate the experience and qualifications of the applicants for a position and may assign experience credit deemed reasonable. This will be the starting salary proposed to the County Administrator for approval of the applicant.
- (c) Once a candidate is selected for the position, a conditional job offer will be made by the Human Resources Director or designee.



Subd. (9)            Reference and Background Checks

- (a) Employment references will be checked on all candidates conditionally offered employment with Aitkin County.
- (b) Criminal background checks will be done by the HR Director or designee, through a firm specializing in background investigation and pre-employment screening services, by the Bureau of Criminal Apprehension, and/or by the Aitkin County Sheriff's Department on the candidate conditionally offered employment with Aitkin County and in accordance with the law.

Subd. (10)          Pre-Employment Physical

- (a) Candidates in selected job classes who have received a conditional offer of employment will be required to pass a Health Screening/Pre-Employment Physical.
- (b) The Health Screening/Pre-Employment Physical shall be conducted by a local medical facility, at no cost to the applicant.
- (c) The Human Resources Director or County Administrator may approve an alternate pre-employment physical site when deemed necessary.

Subd. (11)          Hiring Of Relatives

- (a) The employment of relatives in the same area of an organization may cause conflicts. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried into day-to-day working relationships.
- (b) Relatives of persons currently employed by Aitkin County may be hired only if they will not be working directly for or supervising a relative within the organization. This policy applies to any person, higher or lower in the organization, who has the authority to review employment decisions. Aitkin County employees cannot be transferred into such a reporting relationship.
- (c) For the purposes of this section, a relative includes: child, step-child, parent, step-parent, sibling, step-sibling, grandparent, grandchild, the employee's fiancé, spouse, spouse's parent, spouse's step-parent, spouse's sibling, spouse's step-sibling and any other person whom the employee has been declared legal guardian.

Subd. (12)          Employee Relationships outside of the workplace

Aitkin County desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can potentially result from romantic relationships involving managerial and supervisory employees in the County or certain other employees in the County.

Accordingly, Department Heads and Supervisors are discouraged from fraternizing or becoming romantically involved with any subordinate employee in the department.

All employees should also remember that the County maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The County will vigorously enforce this policy consistent with all applicable federal, state, and local laws.

#### **Section D.           Orientation**

Purpose: To clarify a new employee's role in the organization as a whole and to explain applicable personnel policies and procedures and/or provisions of the applicable collective bargaining agreement. The Human Resources Director or designee, the Payroll Technician, and the individual's immediate Supervisor share the responsibility for orientation.

Subd. (13)       The orientation of a new employee is the final step in the hiring process. The County has a three-phase orientation program for all new employees:

- (a) Phase I     Payroll and Benefits Orientation (Payroll Technician)
- (b) Phase II    General Orientation, Policies, and Training (HR Director or designee)
- (c) Phase III   Position, Department, and Social Orientation (Immediate Supervisor)

#### **Section E.           Probationary Period**

Purpose: To provide a time frame for the employee's supervisor to observe the employee's fitness for continued employment with the County. The probationary period shall be utilized by supervisors to closely observe the employee to determine whether the employee will be able to meet the Department demands and become a contributing member to the County's workforce or whether it is necessary to remove the employee whose performance does not meet the required work standards.

Subd. (1)       All County employees will serve and successfully complete a probationary period.

Subd. (2)       All newly hired or promoted non-union employees will be on a probationary period for six (6) calendar months unless specified otherwise by statute (Veterans Preference §197.46 or other). Employment may be terminated for any reason during this period unless specified otherwise by statute. Upon request of the Department Head, the County Administrator may extend the probationary period by up to 6 months. Under no circumstances may a probationary period exceed 12 months.

Subd. (3)       If the employee takes a leave of absence while on probation, the probationary period shall be extended by a period of time equal to the total number of calendar days on leave.

Subd. (4)       Union employees will follow the probationary periods as they are defined in the applicable collective bargaining agreement.

- Subd. (5) Probationary employees are eligible to apply for other positions for which they are qualified.

## **Section F. Access To Personnel Files**

Purpose: Aitkin County maintains a personnel file on each employee. Personnel files are the property of Aitkin County. Aitkin County allows access to personnel files in accordance with applicable law.

- Subd. (1) Personnel files are kept in the Administration Department, Human Resources Office. Payroll files are kept in the County Auditor's Office.

### **Subd. (2) Access**

Employees are permitted reasonable access to their personnel files, including medical, workers' compensation, and immigration files, by appointment during regular business hours. A request for access by an employee must be submitted in writing to the Human Resources Director or designee.

### **Subd. (3) Copies**

Employees may receive a copy of any information in their personnel file at the expense of the County.

### **Subd. (4) Additions and Corrections**

Employees are permitted to propose the addition of material and changes to any information in their personnel files. A proposal to add information or change information is subject to review by the immediate supervisor and the Human Resources Director. If there is a dispute between the supervisor and the employee concerning any added or corrected information, a meeting will be set up with the employee, supervisor and Human Resources Director to resolve the disagreement.

### **Subd. (5) Access by Other Employees And Supervisors**

- (a) Personnel records and medical, workers' compensations, and immigration files of employees may be accessed by other employees and supervisors on a need-to-know basis in the course of performing their job functions and in accordance with applicable laws.
- (b) In other situations, personnel records and other data on employees may only be accessed pursuant to the Minnesota Government Data Practices Act, Minn. Stat. §13.01 et seq.

### **Subd. (6) Access by Former Employees**

Former employees may have reasonable access to their personnel records in accordance with applicable laws.

Subd. (7) Documents Contained in the Personnel File

Employees shall be notified of any entry to their personnel file concerning performance evaluations or discipline. Payroll records, such as Forms I-9, W-2, and timesheets, shall be maintained in the Auditor's Office. Employee medical information will be kept in a separate medical file. Workers' compensation information will be kept in a separate workers' compensation file.

**Section G. Hours Of Work**

Purpose: To define the schedule of work hours for Aitkin County employees as determined by operational needs and demands of Aitkin County. Hours of work generally include all of the time an employee is on duty at the employer's establishment or at a prescribed work place, as well as all other time during which the employee is suffered or permitted to work for the employer.

Subd. (1) The normal workweek of the organization is Monday through Friday, 8:00 a.m. to 4:30 p.m.; however, it is expected that all staff will provide service necessary to carry out the functions of their position which includes weekends and evenings as required. Department Heads are authorized to establish schedules to meet the business needs of their department.

Subd. (2) Flexible Schedules

- (a) Flexible hours for non-exempt staff may be arranged with the Department Head or designee provided the normal scheduled hours worked fall between 6:00 a.m. and 7:00 p.m.
- (b) A flexible schedule is an agreed upon schedule that meets the business needs of the Department and meets with the approval of the employee which is outside of the normal business day. The expectation under a flexible schedule is that employees are accountable to begin and conclude work for the day at the agreed upon, scheduled time.
- (c) Flexible schedules may not include scheduled work days longer than 10 hours and should generally not incur overtime pay.

Subd. (3) Alternate Work Sites and Telecommuting

- (a) Utilizing alternate work sites and telecommuting is an administrative option not an employee benefit. Upon agreement of the department head an employee may be allowed to report to an alternate work site or to telecommute but the decision to allow it will be based on the business needs of the County and the Department.
- (b) Alternate work sites and telecommuting requires support from the Department Head and approval of the County Administrator. Alternate work sites and telecommuting is not appropriate for every job at the County. Alternate work sites and telecommuting agreements may be revoked by management at any time for any reason.

- (c) The necessary tools, technology and services must be readily available at the alternate work site. The County will provide the necessary technology equipment to perform necessary duties. The County will not assume responsibility for operating costs, home maintenance or other costs incurred by the employee in the use of a residence for telecommuting. (i.e. if an employee voluntarily opts to accept a telecommuting agreement; the County will not reimburse costs).
- (d) An employee's compensation and benefits, and the terms and conditions of employment will not change as a result of alternate work location or telecommuting. An employee who works from an alternate location or telecommutes is still accountable to all county policies, departmental rules and work direction. Employees at alternate work sites must maintain communications with supervisors as directed.

(e) Work Schedules

- (i) Alternate work sites or telecommuting scheduling should be in accordance with the regular work day or under an approved flexible schedule.
- (ii) All work rules regarding overtime, comp time, etc... apply to employees under this section.

(f) Requirements

- (i) An agreement must be signed by the County Administrator, Supervisor, Department Head and employee prior to beginning any alternate work site or telecommuting.
- (ii) There must be clear and mutually understood methods that are documented in the agreement for measuring and evaluating the work of and holding accountable an employee who is working at an alternate site or telecommuting.
- (iii) All employees must be required to have at least 8 hours per week of time reporting to the normal work site.

Subd. (4) Meal Periods

The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he or she is required to perform any duties, whether active or inactive, while eating. If the employee is not completely relieved from duty, the meal period must be counted as hours worked. For example, an employee who is required to remain at his/her desk while eating lunch and regularly answers the telephone and refers callers is working. This time must be counted and paid as compensable hours worked because the employee has not been completely relieved from duty.

Subd. (5) Lectures, Meetings and Training Programs

Attendance at lectures, meetings, training programs and similar activities are not counted as working time if four criteria are met, namely: it is outside normal hours, it is voluntary, not job related, and no other work is concurrently performed.

Subd. (6) Travel Time

The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved. The County will observe all FLSA standards related to travel time and compensation. Compensation for travel time is typically at the discretion of the Department Head.

Subd. (7) Rest Break

Employees scheduled to work four (4) or more continuous hours shall be allowed a paid fifteen-minute break within each four (4) hour period at times designated by their supervisor.

Subd. (8) Break Time for Nursing Mothers

In accordance with MN Statute 181.939 and in recognition of the well documented health advantages of breastfeeding for infants and mothers, nursing mothers shall be provided reasonable break time to breastfeed or express milk using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or make up the time as negotiated with their supervisor. A lactation space, other than a restroom, that is private and sanitary, includes an electrical outlet and has a lock will be provided and identified by Department Head for breastfeeding employees.

- (a) Expressed milk may be stored in County refrigerators as long as the milk is properly stored and labeled.
- (b) Employees may contact a Public Health Nurse to review equipment and other resources available for Aitkin County breastfeeding employee use. Interested employees are expected to arrange for this during their personal time.
- (c) Employees who wish to express milk during the work period shall keep their supervisors, department heads and HR Department advised of any necessary requests to ensure that appropriate accommodations can be made to satisfy the needs of both the employee and the County.

Subd. (9) Compensatory Time

Employees are not eligible for accrual of compensatory time, unless otherwise provided by a collective bargaining agreement.

## **Section H. FLSA Safe Harbor For Exempt Employees**

Subd. (1) Department Heads or Supervisors may require exempt employees to work a schedule, to record daily attendance, and to record and track hours for billing or other business related purposes that are directly related to the exempt employees' job duties. Department Heads and supervisors will familiarize themselves with FLSA rules and regulations to ensure no exempt employee's FLSA protections are infringed upon.

Subd. (2) The County will observe all FLSA rules and regulations as they apply to exempt employees.

## **Section I. Performance Management**

Purpose: To provide communication between the employee and the immediate supervisor relating to job performance, work standards, the employee's performance strengths, and developmental needs.

Subd. (1) Once the performance appraisal process is completed, the evaluation will be sent to the Administration Department, Human Resources Office, and placed in the employee's personnel file.

Subd. (2) Probationary Employees

(a) Performance appraisals will be conducted on all probationary employees during and prior to completion of the probationary period, typically at 3 months and 6 months.

(b) The Department head or immediate supervisor is responsible for the appraisal.

(c) The performance appraisal will be completed according to Aitkin County's Performance Appraisal Program form.

Subd. (3) Employees

The Department head or immediate supervisor will conduct the performance appraisal process for supervisors and non-management employees on an annual basis.

Subd. (4) Department Heads

The County Administrator will conduct the performance appraisal process for appointed Department heads on an annual basis.

Subd. (5) County Administrator

The County Board will conduct the performance appraisal process for the County Administrator on an annual basis.

## **Section J. Disciplinary Action**

Purpose: To establish standard disciplinary procedures for employees who violate rules, regulations, or perform unsatisfactorily.

Subd. (1) The progressive disciplinary system will be used as defined by Aitkin County's Disciplinary Action policy. The severity of the infraction will dictate the level of the first action taken, which may include, but not be limited to, verbal reprimand, written reprimand, demotion, suspension or termination.

Subd. (2) Disciplinary Measures

Different types of disciplinary measures may be used depending on the offense. Disciplinary measures include:

- (a) Personal Discussions - This measure is to be used when a problem arises that can be handled in an informal manner through discussions between the employee and the immediate supervisor.
- (b) Verbal Warning - This measure will be used when personal discussions have not resolved the matter. A statement by the immediate supervisor that the warning was given shall be placed in the employee's personnel file.
- (c) Written Warning - This measure involves a written statement to the employee referencing previous warnings and/or discussions regarding the problem, what the employee must do to resolve the problem to the supervisor's satisfaction, and indication of the consequences for not resolving the problem. The employee and supervisor shall sign written reprimands. If an employee refuses to sign a written reprimand, a notation of such shall be made on the reprimand. A copy of all written reprimands shall be placed in the employee's personnel file and retained therein.
- (d) Suspension - An employee may be suspended with or without pay for a period of up to thirty (30) calendar days and may be extended for cause as determined by the employer. A suspension may be used when previous disciplinary measures have been used and were then unsuccessful in resolving the problem, or when a problem or situation arises that may warrant an immediate suspension due to the seriousness of the offence.
- (e) Termination - This disciplinary measure may be used when attempts at resolving the problem have failed or the seriousness of the offense warrants termination. The termination notice with the reasons for termination will be stated in writing to the employee.
- (f) Authority to conduct discipline up to and including termination is delegated as follows:

County Board	All disciplinary action up to and including termination of all personnel
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County Administrator	All disciplinary action up to and including termination of all personnel below department head level and all disciplinary action up to termination of department head level positions. County Board approval is required for termination of department heads.
Department Head	All disciplinary action up to written reprimand of personnel under the department head's authority
Supervisor	Personal discussion, verbal warning and counseling statements of personnel under the supervisor's authority

**Subd. (3) General Guidelines**

- (a) As a general rule, at the first notice of a complaint, the immediate supervisor shall handle the problem or concern informally and orally. If the problem is not corrected within a reasonable period of time, a written reprimand shall be issued. This shall be documented and kept in the employee's personnel file. The employee shall receive, by hand delivery, a copy of this document. If the problem is still not corrected, more severe forms of disciplinary action shall be used, up to and including termination. In some situations, more severe initial disciplinary measures may be used including termination.
- (b) All disciplinary actions will be in conformity with the applicable collective bargaining agreement and applicable laws, including, but not limited to PELRA and Veteran's Preference laws.

**Section K. Termination Of Employment**

Purpose: To make the separation of employment with Aitkin County as amicable as possible for both the employee and the County.

Subd. (1) If a Department Head elects to terminate employment, at least twenty (20) working days' notice shall be given to Aitkin County. All other employees who elect to terminate employment shall give at least fifteen (15) working days' notice.

Subd. (2) An employee may be temporarily suspended or immediately terminated by the appropriate authority for just cause. The employee shall be notified of the action and the reason in writing at the time of the suspension or termination. If the employee feels that he or she has been suspended or terminated without just cause or that the period of suspension was unwarranted, the employee shall have the right to appeal under the grievance procedure, provided that objection is made in writing within ten (10) calendar days of written notice of the suspension or termination.

Subd. (3) Involuntary Separations: Employees who are involuntarily separated, including layoff and discharge, shall be paid in full according to Minnesota Statute §181.13.

Subd. (4) Voluntary Separations: Employees who are voluntarily separated from employment shall be paid in full no later than the next regular payday.

Subd. (5) General Procedures

(c) Accrued benefits and/or severance pay may be granted in accordance with applicable collective bargaining agreements and pursuant to law.

(d) Employees will receive their final pay check in the same manner as previously received.

(e) It is the responsibility of the separating employee's immediate supervisor to assure that the employee returns all County property, keys and/or equipment, prior to the employee's receipt of the final paycheck. All expenses and credit cards should also be balanced and returned prior to the employee's receipt of the final paycheck.

#### **Section L. Grievance Procedure**

Purpose: To provide a method for the prompt and equitable resolution of disputes relating to the administration of the Personnel Policies and Procedures Manual.

Subd. (1) Union Contract Provisions

The grievance procedures found in applicable collective bargaining agreements shall be followed.

Subd. (2) Grievance Procedure for Employees Not Covered by a Collective Bargaining Agreement

It is the policy of the County to adjust all grievances promptly and fairly. To expedite resolution, two or more Steps may be combined by the parties, through mutual agreement, in writing. Grievances related to terminations shall start at Step 3.

(a) Step 1: An employee claiming a violation concerning the interpretation or application of these Personnel Policies and Procedures shall, within ten (10) calendar days after the employee, through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance, present such grievance in writing to the employee's Department Head. A response to the grievance shall be issued within ten (10) calendar days following a meeting with the Department Head or designee. Any grievance not appealed in writing to Step 2 by the employee within ten (10) calendar days shall be considered waived.

- (b) Step 2: If appealed, the written grievance shall be presented by the employee and discussed with the Human Resources Director within ten (10) calendar days. A response to the grievance shall be issued within ten (10) calendar days following a meeting with the HR Director. Any grievance not appealed in writing to Step 3 by the employee within ten (10) calendar days shall be considered waived.
- (c) Step 3: If appealed, the written grievance shall be presented by the employee and discussed with the County Administrator within ten (10) calendar days. A response to the grievance shall be issued within ten (10) calendar days following a meeting with the County Administrator. The decision of the County Administrator shall be final.

#### **Section M.           Exit Interviews**

Purpose: To provide a separating County employee the opportunity to express an opinion with regard to employment issues with Aitkin County.

- Subd. (1)           Every employee separating from County employment is to be offered the courtesy of a final interview with the Human Resources Director or designee. The Exit Interview Form will be completed by the employee or interviewer and retained on file in the Administration Department, Human Resources Office, separate from the employee's personnel file. In the event an exit interview is not possible, the Human Resources Director or designee will email or mail the exit interview form to the exiting employee, with a self-addressed stamped envelope if sent by U.S. Mail.
- Subd. (2)           The separating employee will be advised of separation matters by payroll including but not limited to final pay, vacation pay, and COBRA benefits.
- Subd. (3)           Exit Interview information will be compiled and reviewed by the Human Resources Director to determine trends or corrective action that may be necessary. When necessary, this information will be shared with the County Board, County Administrator, and/or Department Head.

## ARTICLE IV WAGES AND SALARIES

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### Section A. Elected and Appointed Officials; Employees Not Already Set By Agreement

Purpose: To establish and administer a compensation system for Aitkin County elected officials, appointed officials, and other county employees who are not already covered by a collective bargaining agreement. This policy shall provide:

- (a) Compliance with Minnesota Statutes relative to setting compensation levels for elected officials and is specifically intended to ensure compensation levels are formally established and publicly announced well in advance of the opening of filings for elected offices.
- (b) A defined process for establishing compensation levels for employees who are not already covered by a collective bargaining agreement.

#### Subd. (1) Elected Officials

- (a) The salaries of Aitkin County Commissioners (\$375.055) elected from the I, II, III, IV & V districts shall be set by resolution of the County Board by July 31 of each year, prior to the year in which the salary is to be paid.
- (b) The salaries of Aitkin County Attorney (\$388.18), County Auditor (\$384.151), County Recorder (\$386.015), County Sheriff (\$387.20), and County Treasurer (\$385.373), shall each be set by resolution of the County Board in December of each year, prior to the year in which the salary is to be paid.
- (c) A payroll holdback shall be used for all elected officials in accordance with the Pay Procedure Policy, Article IV, Section F.

#### Subd. (2) Appointed Positions

The salaries for appointed positions, including County Assessor (\$273.061, Subd. 6), County Highway Engineer (\$163.07, Subd. 2), Veterans Service Officer (\$197.60, Subd. 3), and Land Commissioner (\$282.13) shall be payable in accordance with Article IV, Section A, Subd. (3).

#### Subd. (3) Other Employees

The salaries for appointed and other employees not already covered by a collective bargaining agreement shall be adjusted according to the following procedures:

- (a) The supervisor is responsible for completing the employee's annual performance evaluation by December 15th of each year in accordance with the Performance Management Policy in Article III, Section H.
- (b) After the annual performance review has been completed and the employee has received a satisfactory or higher performance evaluation, the employee shall receive a wage or salary adjustment based upon the County Board adopted compensation schedule referred to in Appendix A. In no event shall an employee's wage or salary be adjusted to exceed the maximum of the appropriate salary range.
- (c) An employee's salary may not exceed the range maximum. If an employee's salary currently exceeds the maximum of their pay scale, their salary will be frozen until the pay scale catches up.
- (d) Pay days for all employees shall be bi-weekly on a Friday.
- (e) At the end of each year, all non-union employees shall remain at their rate of pay until a new wage scale, Appendix A, is adopted by the Board. Employees who terminate employment prior to the date of County Board approval of the annual non-union wage scale shall not be eligible for retroactive wage adjustments.
- (f) Promotion Pay: A FLSA non-exempt employee who is promoted to a higher paid classification would be placed within range or on the step that results in at least a \$0.25 per hour increase. A FLSA exempt employee who is promoted to a higher paid classification would be placed within the higher pay range resulting in at least a \$520.00/year increase (pro-rated if promotion occurs mid-year).
- (g) Any special benefits or conditions of employment negotiated with an individual employee prior to this policy adoption shall be in addition to the rights and benefits covered by these guidelines.

#### **Section B. Job Reclassification Pay**

A FLSA non-exempt employee whose (DBM) job classification is upgraded will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose (DBM) job classification is upgraded will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).

#### **Section C. Overtime Pay**

Purpose: To follow the Fair Labor Standards Act for non-exempt employees as it relates to hours worked in excess of the regular work day or an approved flexible schedule, or an amount set forth in an applicable collective bargaining agreement.

##### **Subd. (1) General Procedures**

- (a) Employees will flex their schedules to the greatest extent possible to avoid incurring overtime.

- (b) No employee shall be allowed to accrue compensatory time off unless otherwise provided by a collective bargaining agreement.
  - (c) All overtime hours worked shall be authorized in advance by the Department Head or designee, unless a departmental rule states otherwise. All records of overtime hours worked must be maintained and reported on the employee's timesheet.
  - (d) Upon approval of the Department Head, FLSA non-exempt employees are eligible for overtime compensation at the rate of one and one-half (1-1/2) times their regular base wage for hours worked in excess of a normal work day or an approved flexible schedule day. Within the constraints of FLSA, this policy shall not be construed to limit the ability of the Department Head to request or require that employees flex their schedule in a given week, or employees to request flex time in recognition of hours worked in excess of a normal work day.
  - (e) Overtime hours that are approved by the Department Head or designee and submitted on a timesheet may be paid without Board approval.
  - (f) When an employee is required to travel in connection with a temporary assignment, payment of overtime during this period is to be determined by the immediate supervisor on the basis of the circumstances involved and in accordance with applicable law.
  - (g) Supervisors will not permit employees to work off the clock without recording the time as hours worked.
- Subd. (2) Exempt employees are those who are exempt from the overtime and minimum wage requirements of the Fair Labor Standards Act (FLSA). Exempt employees are not eligible for overtime compensation or accrual of compensatory time.

#### **Section D. Payroll Deductions**

Purpose: To make deductions from an employee's wage in accordance with applicable laws and, where required, the employee's consent.

##### **Subd. (1) General Deductions**

Deductions will be made from employees' wages in the following order:

- (a) Federal and State income taxes
- (b) FICA or Medicare (Social Security)
- (c) Public Employees Retirement Association (eligible employees)
- (d) Union Dues in accordance with applicable collective bargaining agreement and PELRA

Subd. (2) Employees shall be required to complete all applicable forms necessary for deductions as may be required by law.

Subd. (3) No deduction from an employee's wages for any period shall cause the employee's wages for any such period to be less than the wage required to be paid by the County pursuant to applicable law. i.e. garnishment exemptions, etc.

Subd. (4) Employees are to be notified of all deductions. If the employee objects to a deduction, such as a garnishment or child support order, the dispute will be referred to the legal counsel.

Subd. (5) Deductions Requiring Written Consent

Employees must consent in writing to the following deductions:

- (a) Payment of group health, dental, life, long-term disability, short-term disability, long-term care insurance, and any other voluntary benefits elected
- (b) Contributions to a retirement plan
- (c) Contributions to deferred compensation plans
- (d) Contributions to a flexible spending account
- (e) Contributions to a health savings account (HSA)

#### **Section E. Pay Procedure**

Purpose: To define the County-wide guidelines, policies and procedures governing payroll and to ensure relevance, accuracy, and consistency of payroll procedures across all departments.

Subd. (1) General Procedures

- (a) The payroll period shall be biweekly. Aitkin County employees shall be paid biweekly on Friday for work performed during the previous pay period. All pay periods are regular cycle pay periods with the exception to the end of the year pay period. There are 26 pay periods in one year.
- (b) Funds will be distributed from the Treasurer's Office following the completion of payroll processing.
- (c) Aitkin County implements a two-week holdback on wages/salaries.

Subd. (2) Automatic Payroll Deposit

This policy is effective for all departments.

- (d) Those employees who began employment prior to September 10, 1999 and are not participating in automatic deposit will have their payroll checks mailed. All new employees hired after September 10, 1999 will be required to utilize automatic payroll deposit.
- (e) All exceptions to this policy and employees with special circumstances must request exemption for approval to the County Administrator in writing.
- (f) All County employees will have their payroll check deposited into a checking account or savings account.

#### **Section F.           Market Rate Adjustments**

Purpose: Although the County considers internal compensation relationships of primary importance in maintaining pay equity, it may be necessary to recognize the external compensation relationships through market attraction/retention wage scales and/or market rate adjustments.

Subd. (1)           Market rate adjustments may be considered and external market relationships examined when:

- (a) A salary range is insufficient to attract qualified candidates for employment; or
- (b) A continuing pattern of turnover in a given position can be directly linked to established compensation levels; or
- (c) A given position deviates from the market rate by a substantial percentage.
- (d) The County Administrator deems that a specific external market relationship must be examined.

Subd. (2)           All market rate adjustments must be recommended by the County Administrator and approved by the Board.



## **ARTICLE V    EMPLOYEE BENEFITS AND SERVICES**

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### **Section A.            Group Insurance**

Purpose: To provide medical, life and long term disability insurance to eligible employees of Aitkin County.

#### **Subd. (1)            Summary**

- (a) Full time (probationary and non-probationary) employees who work a minimum of thirty (30) hours per week are entitled to health and life insurance provided by Aitkin County. Some exclusions apply for LLCC staff. See Subd. (1) e) below. Those who are eligible for medical insurance and can prove that they are already covered by a different policy are not required to sign up for a plan provided by Aitkin County.
- (b) Select voluntary benefits are also available for full-time employees to purchase, including dental insurance, supplemental life insurance, short-term disability insurance, long-term disability insurance, long-term care insurance, and critical illness voluntary insurance policies.
- (c) Some agreements entitle employees to Long-Term Disability benefits after six (6) months of continuous employment with Aitkin County.
- (d) The effective date of coverage shall be based upon the specific policy.
- (e) The County offers health insurance to substantially all full-time employees, which is defined under the Affordable Care Act as 95% of employees working 30 or more hours per week on average or 130 or more hours per month on average. The County is not subject to a penalty if 5% of employees working 30 or more hours per week on average or 130 or more hours per month on average are not offered health care coverage. The Affordable Care Act offers limited exemptions and the County Administrator may authorize use of those exemptions as needed.

Refer to applicable agreements for additional details and employer contribution rates.

### **Section B.            Health Insurance**

- Subd. (1)            Health insurance coverage will be provided in accordance with the County's insurance policy. The employee and employer premium contributions and VEBA/HSA contributions shall be established by the County Board and calculated in the same manner as defined in the Agreement between Aitkin County and AFSCME Council 65, Local Union #667 (Courthouse Unit).

Subd. (2) All eligible employees will receive a County VEBA contribution prorated on a quarterly basis for all quarters in which work is performed.

(a) The County's VEBA account contribution shall be made as part of the first warrant cycle of the year. In the event that an employee leaves employment for any reason other than death, the employee shall be required to reimburse the County for the VEBA contribution prorated on a quarterly basis for any full quarter that remains. The County shall have the right to deduct this amount from the employee's final paycheck.

(b) Employees may elect to receive the county's VEBA contribution on a quarterly basis as a part of the first warrant cycle of the quarter rather than on a yearly basis by submitting a written request to the Auditor's office. Said election must be made prior to the start of the plan year. If an employee has eligible expenses that exceed the County's year to date deductible contribution, the employee may request advance payment up to the remainder allocation for the plan year.

### **Section C. Life Insurance**

The County Board agrees to provide and pay for a life insurance policy of \$15,000 for all full-time employees, and to provide life insurance coverage in the amount of \$10,000 for their spouses and dependents up to age 26.

### **Section D. Long Term Disability Insurance**

Subd. (1) All employees covered by a collective bargaining agreement shall follow the LTD provisions contained in the applicable union agreement.

Subd. (2) Part-time, seasonal and temporary employees are not eligible for LTD insurance.

Subd. (3) The County shall provide Long Term Disability Insurance for full-time non-union employees based on current salaries. Said insurance shall take effect for new employees upon completion of the Probationary Period. LTD monthly premiums will be paid by the employees via payroll deduction.

(a) Non-union employees whose annual wages are below the maximum salary range will be reimbursed for the monthly premium.

(b) Non-union employees whose annual wages are at the maximum of the salary range shall select one of the following two options:

(i) The employee shall not be reimbursed for the monthly premium and instead shall receive 1 personal day per year, provided that their wage remains at the maximum of the salary range. Said personal day shall be separate from vacation and PTO and shall not be cumulative; or

- (c) in lieu of receiving the 1 additional personal day per year (as described in option a), the county will provide long-term disability insurance at no cost to the employee, provided that their wage remains at the maximum of the salary range.
- (d) In option (i), the premiums are paid with after tax dollars, so the LTD benefit would not be taxable income to the employee. In option (ii), with the county paying the premiums, the LTD benefit would be taxable income to the employee.

#### **Section E. Affordable Care Act (ACA) Policy:**

In March 2010, Congress enacted and President Obama signed major reform legislation – the Patient Protection and Affordable Care Act (commonly called PPACA, ACA, or “Obamacare”) (Pub.L. 111-148), as amended by the Health Care and Education Reconciliation Act of 2010 (Pub. L. 111-152). This represents the most significant regulatory overhaul of the U.S. healthcare system since the passage of Medicare and Medicaid in 1965. The law includes hundreds of new requirements packed into thousands of pages of rules that affect the delivery and administration of employer-sponsored group health plans. The rules, as applied to employer-sponsored group health plans, generally fall into one of seven general categories, namely: 1) effective dates and grandfathering; 2) qualifying coverage mandates (insurance reforms); 3) employer mandates (play-or-pay provisions); 4) reporting and disclosure requirements; 5) individual mandates; 6) tax issues (revenue generating rules); and 7) the exchange program.

To the extent that federal statute or regulations change, this policy shall be construed as consistent with those changes.

Purpose: To comply with requirements of the Affordable Care Act and to offer health care coverage to “substantially all” full-time employees, effective January 1, 2015.

##### **Subd. (1) ACA Policy Definitions**

- (a) Employer: Aitkin County
- (b) Full-time Employee: For purposes of this Affordable Care Act (ACA) policy, full-time means an employee working 30 or more hours per week on average or 130 or more hours per month on average.
- (c) Variable Hour Employee: For purposes of the Affordable Care Act (ACA), variable hour employee means an employee working in a position classified as part-time, seasonal, temporary, or intermittent. The employer will use a look back period to determine each variable hour employee’s full-time status by looking back 12 months to analyze whether the employee worked an average of 30 or more hours per week on average or 130 or more hours per month on average.
- (d) Substantially All: Substantially all full-time employees is defined as 95% of employees working 30 or more hours per week on average or 130 or more hours per month on average. The employer is not subject to a penalty if 5% of employees working 30 or more hours per week on average or 130 or more hours per month on average are not offered health care coverage.

Subd. (2) Measurement Periods

- (a) Standard measurement period, 12 months (October 15 – October 14)
- (b) Administrative period not to exceed 90 days (October 15 – December 31)
- (c) Stability period, 12 months (January 1 – December 31)

Subd. (3) For Positions Classified as Full-time: Employees who are expected to be full-time, working 30 or more hours per week on average or 130 or more hours per month on average, during the standard measurement period will be offered health coverage under the employer's health insurance plan during new hire orientation.

Subd. (4) For Positions Classified as Variable Hour (aka Part-time, Seasonal, Temporary or Intermittent: The employer will implement a standard measurement period of 12 calendar months to determine whether or not a variable hour employee is eligible for health coverage under the employer's health insurance plan. The standard measurement period will be from October 15th through October 14th of each calendar year.

Subd. (5) If an employee is determined to be full-time during the standard measurement period, they will be treated as full-time during a subsequent stability period, regardless of the number of hours they work during the stability period. The employer will implement a stability period of 12 calendar months during which a variable hour employee, determined to be full-time in the standard measurement period, will be eligible for health coverage under the employer's health insurance plan. The stability period will be from January 1st through December 31st of each calendar year.

Subd. (6) If an employee is determined to be eligible for health insurance coverage through the standard measurement period, the employer has up to 90 days to enroll the employee in the employer's health insurance plan. An administrative period will be used to determine eligibility and to facilitate notification and enrollment of employees. This administrative period will be from October 15th through December 31st of each calendar year. During this period, eligible variable hour employees will be given a two-week open enrollment period to enroll in health coverage under the employer's health insurance plan which will be in effect for the upcoming stability period/plan year. (Note: Variable hour employees are not eligible for other insurance benefits, such as dental, life, long-term or short-term disability, long-term care insurance, or FSA plan enrollment.)

Subd. (7) Unless mandated otherwise by the Local 49 or Teamsters Health Fund agreement, all eligible variable hour employees will be offered coverage on one plan, the BCBS \$5,000/\$10,000 HDHP, during the stability period. The employee and employer contributions towards this plan shall be established by the County Board and calculated in the same manner as defined in the agreement between Aitkin County and AFSCME Council 65, Local Union #667 (Courthouse Unit). In the event the health insurance provisions or contribution rates fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Employer may amend contribution rates or implement alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

Subd. (8) If funds are not available in a department's budget to cover the cost of health insurance, the Department Head may submit a written request to the County Administrator to reduce the employee's work hours to less than 30 hours per week or less than 130 hours per month to avoid the obligation to offer health care coverage. Said request will generally be approved if it is not prohibited by the terms of a collective bargaining agreement.

Subd. (9) Rehired Seasonal Employees

(a) Seasonal employees work up to 67 days per calendar year. For ease of recordkeeping, seasonal employees will be required to be inactive (zero hours of work) for a period of 26 consecutive weeks between work seasons.

(b) An employee who is rehired and had no active service with the employer for a period of 26 consecutive weeks will be treated as a new employee and will be evaluated by the employer during the standard measurement period to determine if the employee is eligible for health insurance benefits during a subsequent stability period.

(c) Active service is based on all hours combined with the employer and is not separated or tracked individually by department.

Subd. (10) Opt-out Health Insurance Waivers: Employees who elect to waive coverage will be required to do so in writing. The employer does not provide a cash in-lieu of health insurance benefit.

## **Section F. Holidays**

Subd. (1) Full-time (probationary and non-probationary) employees shall be entitled to the following paid 8-hour holidays:

(a) New Year's Day

(b) Martin Luther King Day

(c) President's Day

(d) Memorial Day

- (e) 4th of July
- (f) Labor Day
- (g) Veteran's Day
- (h) Thanksgiving Day
- (i) Friday after Thanksgiving
- (j) Christmas Day

Subd. (2) When any of the above named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the preceding Friday.

Subd. (3) Part-time (probationary and non-probationary) employees shall be entitled to holiday pay on a pro-rated basis. (Eff. 1/1/2014.) Seasonal and temporary employees are not eligible for holiday pay.

Subd. (4) LLCC non-exempt employees who are required to work on any of these holidays shall be paid at time and one half (1 ½) rates in addition to their base wage.

Subd. (5) Non-exempt employees who are required to work on a holiday shall receive compensation at the rate of one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay.

Subd. (6) When a paid holiday falls during an employee's paid leave of absence or vacation (PTO) period, they shall receive holiday pay for that day.

Subd. (7) Employees will not receive pay for holidays occurring while on an unpaid leave of absence.

Subd. (8) When an employee does not work on any of the above-named holidays, the holiday shall nevertheless count as eight (8) hours worked for the purpose of computing overtime for hours worked in excess of forty (40) in any such week. When necessary, the Department Head and/or County Board may require an employee to work on a holiday.

#### **Section G. Paid Time Off (PTO)**

Subd. (1) Employees will receive PTO that will accrue on a per payroll period basis. Full-time (probationary and non-probationary) employees shall accrue PTO benefits based on the following table:

Annual Completed Years of Service	Rate of Accumulation PTO Days per Month	Annual Days of PTO

0	1.75	21
3	2.00	24
5	2.25	27
10	2.50	30
15+	2.75	33

Subd. (2) Employees who have used at least twelve (12) PTO days in the previous twelve-month period may elect pay in lieu of PTO for up to ten (10) days once in any calendar year.

Subd. (3) Employees may not accrue more than 34 days (272 hours) at any time.

Subd. (4) Upon separation of service, the employee will be paid for any unused PTO, up to the maximum accrued amount, unless the employee is terminated because of an illegal act regardless of whether any legal remedies are pursued or whether any conviction results. In the event of the death of an employee, the employee's accumulated vacation credits shall be paid to the employee's estate.

Subd. (5) Employees are allowed to transfer any accrued PTO over the maximum accrual amount to the sick leave bank where there is no severance payment upon separation of service. At no time can the sick leave bank exceed 720 hours (90 working days). PTO that has been transferred to the sick leave bank can only be used in accordance with the sick leave provisions in Article V, Section H.

Subd. (6) Part-time employees shall be entitled to PTO benefits on a pro-rated basis, up to a total of 40 hours PTO. (Eff. 1/1/2014.) Seasonal and temporary employees are not eligible to accrue PTO benefits.

Subd. (7) PTO benefits shall only accrue when an employee is in a paid status or on an approved military leave. PTO benefits shall not be earned by any employee during a leave of absence without pay, suspension without pay, or time otherwise not paid.

Subd. (8) In order to assure the orderly performance and continuity of services provided, employees wishing to schedule a vacation should request PTO as far in advance as reasonably possible, but usually at least one (1) week in advance of the requested vacation period. Requests for PTO usage shall be granted by the Department Head or designee unless it is determined that such absence would adversely affect and interfere with the orderly performance and continuity of services. It may be necessary to limit the number of employees taking vacation at the same time or during an event or particular period of time. Such requests, however, shall not arbitrarily be denied. Requests for vacation will be processed giving preference to the order in which the requests are received. In the event requests are received at the same time for the same vacation period, then time-in-department will be the determining factor.

Subd. (9) Probationary non-union employees may use accrued PTO with supervisory approval.

#### **Section H. Extended Sick Leave Bank / Care Of Relatives**

Subd. (1) Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of working hours; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For the purpose of this paragraph, immediate family is defined as; spouse, child, step child, adult child, parent, step parent, mother-in-law, father-in-law, or grandchild. To the extent that state statute (§181.9413) or regulations change, this policy shall be construed as consistent with those changes.

Sick leave may be used because of illness of the employee's sibling or grandparent as well. For siblings and grandparents, use is limited to 160 hours all combined per calendar year.

Subd. (2) An employee must notify the employee's supervisor of sick leave usage prior to the employee's starting time, unless an emergency prevents the employee from doing so. Failure to give such notice may be cause for disciplinary action.

Subd. (3) The County reserves the right to require written medical certification from an employee.

Subd. (4) In the event of three (3) consecutive days of absence or in cases of the repeated and systematic absence of an employee the Department Head may require a medical statement from an appropriate medical authority before granting sick leave, as well as verification that an employee is able to perform the duties of employment before the employee is allowed to return to work.



**Section I. Personal Leave**

Subd. (1) Full-time (probationary and non-probationary) employees shall be granted four (4) personal leave days (32 hours) each year; such leave shall not be cumulative. Personal leave days shall be granted on a pro-rated basis.

Subd. (2) Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. (Eff. 1/1/2014.) Seasonal and temporary employees are not entitled to personal leave with pay.

**Section J. Workers Compensation Procedures**

**Subd. (1) Reporting A Work-Related Injury or Illness**

An employee who experiences a work-related injury or illness should immediately notify his/her supervisor of the injury/illness. The employee should fill out a First Report of Injury form and forward it to the HR as soon as possible. The employee should also complete an Accident Report and submit it to his/her immediate supervisor. These forms are available for download from the intranet, or by calling HR.

**Subd. (2) Workers' Compensation Notification**

(a) After receiving the report of a work-related injury or illness, the County's workers' compensation administrator, MCIT, will send the employee written notification at their home address regarding the acceptance or denial of their workers' compensation claim. If the employee's claim has been accepted and a loss of time is involved, the workers' compensation administrator will make no payment for lost work time for the first three calendar days after the disability commenced. If the disability continues for ten calendar days or longer, the compensation is computed from the commencement of the disability.

(b) The workers' compensation administrator will pay up to 66-2/3% of the injured employee's gross average weekly wages based on a 26-week period prior to the date of injury. This payment is made directly from MCIT and none of the usual payroll deductions are taken from it (e.g. taxes, insurance premiums, etc.).

**Subd. (3) Supplementing Workers' Compensation with Accrued Benefits**

(c) Pursuant to Minnesota Statute §176.021, Subd. 5, Aitkin County will allow its employees to supplement their workers' compensation benefits when unable to perform their job duties for an extended period of time due to a work-related injury or illness.

(d) It is the practice of Aitkin County to allow employees who have accrued benefits at the time of their injury to use these benefits to supplement the difference between the payment from the workers' compensation administrator and their average weekly wage at the time of the injury. The additional payments shall not result in the payment of a combined total weekly rate of compensation that exceeds the average weekly wage of the employee on the date of injury.

- (e) The employee is responsible for continuing to pay any applicable union dues, flex plan contributions, group health insurance premiums, and other employee-elected benefit costs, including any changes to such premiums. In instances where the dues, contributions, and premiums exceed the amount the employee is getting paid from his/her accrued benefit account(s), he/she is responsible for issuing a payment for the balance due to the Auditor's Office by the 1st of each month for that month's coverage. The County shall have no obligation to maintain the group coverage if the employee's premium payment is more than 30 days late.
- (f) The process for issuing payment to an employee who has chosen to use accrued benefits (i.e. sick, comp time, vacation) under these conditions shall be as follows:
  - (i) The County shall issue the employee a check in the amount of one-third of their pre-injury/illness compensation (using the average rate that the employee was earning based on a 26-week period prior to the time of the injury/illness) in a normal bi-weekly pay period.
- (g) The check issued by Aitkin County shall be treated like a regular payroll check, in that it will have Federal, State, and Social Security tax; PERA deduction; and any other deductions that would normally be taken out of the employee's paycheck (e.g., employee's portion of health, dental, or life premiums; flex plan contributions; union dues; etc.) subtracted from the gross amount.
- (h) The combined amount of the workers' compensation wage loss check and the accrued benefit check from Aitkin County shall not exceed the employee's average weekly wage prior to the date of injury/illness.
- (i) If an employee elects to be paid accrued benefits, Aitkin County shall issue the accrued benefits by deducting monetary amounts from each available plan (i.e. sick, personal leave, comp time, vacation) until exhausted; and shall typically exhaust the available benefit plans in the following order: 1) sick and/or personal leave at the employee's discretion, 3) comp time, and 4) vacation.

Subd. (4) Tracking Absences That Are Work-Related

Regardless of whether an employee chooses to use accrued benefits when absent from work due to a work-related injury or illness, such absences should be noted on the employee's timesheet as work comp related.

Subd. (5) Employee Status during Workers' Compensation Leave

Employees will cease to accrue paid benefits during an unpaid workers' compensation leave of absence. If the injury or illness is FMLA-qualifying, the employee will be placed on FMLA status and will not be responsible for the employer portion of health insurance benefit payments during the FMLA. If the injury or illness is not FMLA-qualifying, the employee will be notified of his/her rights under COBRA and will be required to pay the full amount of the health insurance premiums.

## **Section K. Family And Medical Leave**

Purpose: The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- (a) the birth of a child and to care for the newborn child within one year of birth;
- (b) the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- (c) to care for the employee's spouse, child, or parent who has a serious health condition;
- (d) a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- (e) any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- (f) Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

## **Section L. Funeral Leave**

Purpose: To provide employees with time off for bereavement due to the death of a member of their immediate family.

Subd. (1) Full-time (probationary and non-probationary) employees will be allowed a maximum of three (3) days (24 hours) leave without loss of pay when a death occurs in an employee's family, namely: husband, wife, son, daughter, step sibling, father, mother, sister, brother, sister in law, brother in law, father in law, mother in law, daughter in law, son in law, grandparents, grandchildren, step children and step parents. Two (2) additional days (16 hours) may be allowed if necessary subject to the approval of the Department Head. Additional time, if needed, may be allowed by the County Board, but such additional time in excess of five (5) days (40 hours) indicated above shall be deducted from the employee's sick leave bank, personal leave, or PTO.

Subd. (2) Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to funeral leave on a pro-rated basis.

Subd. (3) General Procedures

- (a) Up to three (3) days paid funeral leave will be granted to an employee when a death occurs in their immediate family for the purpose of attending the funeral and related matters.

(b) An additional leave of up to two (2) days absence may be granted if necessary and must be approved by the Department Head.

(c) Temporary and seasonal employees shall not be eligible for funeral leave benefits.

#### **Section M. Military Leave**

Purpose: To grant military leave as required by law and to provide certain benefits to employees who are granted such a leave.

##### **Subd. (1) General Procedures**

(d) Any regular employee who enlists, is drafted, or is called to active duty shall notify their department head and shall be granted a leave of absence from the County.

(e) Requests for military leave will be honored in accordance with Minnesota Statutes.

(f) Requests must be made in advance of and supported by submitting a copy of the orders to report for military duty. The effective date of the military leave shall be the specified date on the orders. The employee shall submit a copy of their Orders upon receipt to the Department Head, HR Director, and Payroll Technician.

##### **Subd. (2) Leave Without Pay**

(a) An employee who enlists or is inducted into the United States military service for an extended period of active duty shall be granted a military leave without pay.

(b) Where the employee shall serve an extended period of active duty, all accumulated vacation benefits will be paid for in a lump sum at the first payroll period following the beginning of said military leave without pay.

(c) An employee who has been on a military leave without pay will be returned to County employment provided the following conditions are met:

(i) The employee shall make written application for return to their position within thirty (30) days after the termination of military service or thirty (30) days after the termination of hospitalization which followed and is a result of such service.

(d) The employee is physically and mentally capable of satisfactorily performing the duties of their position.

(e) The employee shall submit proof of an honorable discharge or other form of release indicating their military service was satisfactory.

##### **Subd. (3) Leave With Pay**

Employees who are members of an organized Military Reserve Component and are ordered to active duty for a temporary or indefinite period, shall be granted a Military leave with pay for up to a maximum of 15 days in any one calendar year. After completion of the 15 days' paid leave, the employee shall be granted military leave without pay for the remainder of the active period.

#### **Section N. Jury Duty Or Witness Pay**

Purpose: To allow full-time employees summoned to serve on a jury or testify as a witness for County-related business.

Subd. (4) The County will pay the full-time employee's full, regular salary, and benefits while serving time on jury duty. Employees must reimburse County per diem salary paid for jury duty. Employees shall keep expenses reimbursed to them by the court for jury duty service. If employee is excused from jury duty, and not on vacation or leave, employee shall report back to work and suffer no loss in pay for the day.

Subd. (5) Full time employees required to be absent in response to a court order or subpoena in which they are personally involved shall have the option of taking such time off as PTO or without pay.

Subd. (6) Part time, temporary, or seasonal employees shall not be eligible for jury duty or witness pay benefits.

#### **Section O. Personal Leaves Of Absence**

Purpose: To establish a uniform policy for processing requests for leaves.

##### **Subd. (1) Personal Leave of Absence**

(a) An employee requesting a leave of absence other than Family & Medical Leave (see Article V, Section J) or Military Leave (see Article V, Section L) shall apply for same in writing. Leaves of absence of ten (10) work days or less may be approved by the employee's Department Head. Leaves of absence of more than ten (10) work days are subject to approval by the County Administrator. The request shall include the length of leave requested and the reason for said leave.

(b) Employees who are on a leave of absence shall receive no pay or benefits as apply to holidays, vacations, etc.

#### **Section P. Leave Donation Policy**

Purpose: To allow employees the option to donate their accrued, unused vacation and/or personal leave to other county employees who are on unpaid leave status for medical emergencies or a serious health condition. Effective on the date this Manual is adopted, a serious health condition shall be defined under this Leave Donation Policy to mean an illness, injury, impairment, or physical or mental condition that is covered under the Family and Medical Leave Act and shall include any period of incapacity of the employee due to pregnancy, or for prenatal care.

Subd. (1)            General Procedures

- (a) Each calendar year, employees may voluntarily donate up to 50 percent, with a maximum of 40 hours, of their accrued, unused vacation and/or personal leave time in increments of eight (8) hours to any other county employee to be used for a medical emergency or a serious health condition. All unused donations are revoked and returned to the donor upon the recipient returning to full time status.
- (b) The employee donating the leave shall notify the Auditor's Office in writing of their voluntary donation. The notice shall include the name of the donor, the name of the recipient, the number of hours donated in increments of eight (8), the effective date of the donation, and whether the hours should be deducted from the donor's vacation and/or personal accrued leave bank. Upon receipt, the Auditor's Office shall verify that the donating employee has sufficient accrued leave on the books in the amount necessary to cover the donation and then notify the recipient and his/her supervisor of the donation.
- (c) The value of the leave that is donated shall be based upon the donor's rate of pay that is in effect on the day of the donation. The value of the leave that is received shall be based upon the recipient's rate of pay that is in effect on the day of the donation. The amount paid to the recipient of the donated leave shall be considered wages. That amount shall be included as gross income of the recipients and shall be subject to social security, Medicare, FUTA taxes, and income tax withholding. The amount donated shall not be included or reported as income for the donor of the leave.
- (d) Information relating to the donation and use of said leave is subject to the MN Government Data Practices Act.

**Section Q.            Continuing Education**

- Subd. (1)            Continuing education will be established in conjunction with the individual's Performance Appraisal and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below in the Educational Tuition section.
- Subd. (2)            If the continuing education provided results in a certification, accreditation or diploma not specifically required by the County an employee must remain in the employment of Aitkin County for at least one year following completion of the course or they shall reimburse the County for any costs incurred by the County related to the course.

**Section R.            Educational Tuition**

- Subd. (1)            The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

- (e) That the course is germane to the duties of the employee's job.
- (f) That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "B-" in an A-F course.
- (g) That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
- (h) That the course be approved by the Department Head and the County Board prior to taking the course.
- (i) It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.

## ARTICLE VI EMPLOYEE COMMUNICATIONS

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### Section A. Bulletin Boards

Purpose: To notify employees and the public of County required postings and notices.

Subd. (1) Any required state, federal, or local notices and/or required posting notices will be posted on Aitkin County's official bulletin boards and/or Intranet as applicable.  
Official Bulletin Boards:

- (a) Outside the Aitkin County Board of Commissioner's Meeting Room, located in the West Courthouse Annex, main floor.
- (b) Basement of the Courthouse, on the wall to the left of the entrance to the County Assessor's Office.
- (c) East wall of the Health & Human Services lunchroom.
- (d) Road & Bridge Department
- (e) Long Lake Conservation Center staff break room
- (f) Courthouse main entrance
- (g) License Center



# ARTICLE VII SAFETY AND HEALTH

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## **Section B. Safety Committee**

Purpose: To develop a committee as defined by state statute, to oversee Aitkin County's safety and health issues as they relate to employees and the public.

Subd. (1) The Human Resources Director is designated as the Safety Coordinator who coordinates the Safety Committee. Members of the Safety Committee include a representative from the following departments:

- (a) Administration
- (b) Building Maintenance
- (c) Courthouse
- (d) Health & Human Services
- (e) Road & Bridge
- (f) Land Department
- (g) Long Lake Conservation Center
- (h) Sheriff's Office

Subd. (2) The Safety Committee will meet on a regular, as-needed basis to review injury claims and safety concerns brought forth by County employees and the public. The Safety Committee will review:

- (a) Accident frequencies and losses
- (b) Overall compliance with the safety program
- (c) Areas in the program that may require broader development
- (d) Status of any outstanding safety recommendations

Subd. (3) These reviews ensure the continued direction of the County program. Recommendations by the Safety Coordinator will be brought to the Aitkin County Board of Commissioners for direction and/or action. Meeting minutes will be posted on the Intranet.

Subd. (4) See also the Aitkin County Emergency Action Plan for Employees which covers designated actions Department Heads and Employees must take to ensure employee safety from fires, severe thunderstorms, tornados, floods, and other emergencies. This includes the County's AWAIR/Safety Policy, Workplace Violence Policy, Incident/Injury/Accident Report Form, Media Procedures, Evacuation Procedures, Lock-down Procedures, Bomb Threat Procedures, Bloodborne Pathogens, Lockout/Tagout, and other safety and emergency policies and procedures.

# ARTICLE VIII ORGANIZATIONAL STANDARDS AND RULES

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## Section A. Code Of Ethics

Purpose: To define conflict of interest to Aitkin County employees.

### CODE OF ETHICS FOR AITKIN COUNTY EMPLOYEES

#### (Conflict of Interest)

##### Subd. (1) Definitions

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

- (a) Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity that engages either in nonprofit or profit making activities.
- (b) Confidential information means any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (c) Private interest means any interest, including but not limited to a financial interest, which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (d) Immediate family means spouse, child, parent, grandparent and spouse of such persons.
- (e) Employee shall include elected officials and all County employees, including department heads.

##### Subd. (2) Acceptance of Gifts Or Favors

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

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

Subd. (3)            Use of Confidential Information

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

Subd. (4)            Use of Property

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

Subd. (5)            Conflicts of Interest

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

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

Subd. (6)            Determination of Conflict of Interest

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

Subd. (7) Resolution of Conflict of Interest

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

Subd. (8) Acceptance of Advantage By County Employee

- (a) No employee of the County in direct contact with suppliers or potential suppliers of the County, or who may directly or indirectly influence a purchased product or products, evaluation contracted services, or otherwise has official involvement in the purchasing or contracting process shall:
  - (i) Have any financial interest or have any personal beneficial interest directly or indirectly on contracts or purchase orders for goods or services used by, or purchased for resale or furnished to the county; or
- (b) Accept directly from a person, firm or corporation to which a contract or purchase order has been or may be awarded, a rebate gift, money, or anything of value other than as defined in Section B. No such employee may further accept any promise, obligation or contract for future reward.

Subd. (9) Complaints

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

Subd. (10) Violations

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

Subd. (11) Annual Confirmation

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

**Section B. Harassment Policy, Including Sexual Harassment and General Harassment**

Purpose: To provide a work environment free of harassment in any form.

Subd. (1) Policy Statement

- (a) It is the policy of Aitkin County to maintain a work environment free of harassment and any form of sex discrimination in employment prohibited by Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act. Sexual harassment is unacceptable and will not be permitted. Threats, threatening language or other acts of aggression, harassment, or violence made toward or by any County employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. Any employee found to have acted in violation of this policy will be subject to disciplinary action, up to and including discharge from employment.

Subd. (2)            General Harassment

- (a) It is Aitkin County's expectation that all employees will be treated with dignity and respect. The County will not in any instance tolerate harassment. Employees found in violation of this policy will be disciplined, up to and including termination.
- (b) Harassment may be intentional or unintentional. However the intention of the alleged harassment is irrelevant. It is the effect of the behavior upon the individual which is important. Aitkin County considers the following types of behavior examples of harassment:
  - (ii)     Shouting at an individual in public and/or in private.
  - (iii)    Using verbal or obscene gestures.
  - (iv)    Personal insults and use of offensive nicknames.
  - (v)     Public humiliation in any form.
  - (vi)    Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).
- (c) Work direction, constructive criticism, performance management and disciplinary actions are not to be construed as harassment.

Subd. (3)            Definition from Minnesota Human Rights Act (§363A.03, Subd. 43.)

- (a) "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:
  - (i)      Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment;

- (b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- (c) That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, or creating an intimidating, hostile or offensive employment environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Subd. (4) Definition from Title VII of the Civil Rights Act of 1964

- (a) Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - (i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - (c) Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Subd. (5) Examples of behavior or conduct which may constitute harassment or sexual harassment may include, but are not limited to the following:

(a) Verbal

- (i) Verbal bullying – slandering, ridiculing or maligning a person or his or her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks;
- (ii) Unwelcome sexual comments, innuendoes, or suggestions about an individual's body, clothing or sexual activity;
- (b) Discussion of sexual topics, sexual practices, sexual preferences, sexual experiences, sexual jokes and stories;
- (c) Requesting or demanding sexual favors, explicit or implicit suggestions that there is a positive or negative connection between sexual behavior or sexual compliance and any term or condition of employment; or
- (d) Language of an obscene or sexual connotation and stereotypical terms such as "sweetheart," "slut," "stud," or "hunk."

(e) Non-Verbal

- (i) Gesture bullying – non-verbal threatening gestures.
- (ii) Exclusion – socially or physically excluding or disregarding a person in work-related activities.
- (iii) The display or posting of sexually explicit or graphic pictures, objects or items in the work place such as a “girlie calendar” or cartoons depicting sexual jokes or sexual acts;
- (f) The use of suggestive facial expressions or gestures of a sexual nature; or
- (g) Unwelcome visits to an individual’s home, hotel room or areas considered private or outside the work premises.
- (h) Physical
  - (i) Physical bullying – pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault or violence, damage to a person’s work area or property.
  - (ii) Kissing, touching, patting, pinching or brushing against a person’s body;
  - (iii) Sexual contact; or
  - (iv) Assault and battery.
- (i) This list of examples is not intended to be exhaustive. Other types of behavior or conduct, which are not included in this list, may constitute sexual harassment and be in violation of County policy.

Subd. (6) Responsibilities

- (a) All County employees and elected officials are required to conduct themselves in a manner consistent with the spirit and intent of this policy.
- (b) Any person who believes he or she has been subjected to harassment or sexual harassment by an employee, officer, agent of the County, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, must report the alleged acts immediately to an appropriate County official. (See Article 8B(4)).
- (c) Department Heads, supervisors, and elected officials are responsible for:
  - (i) Establishing and maintaining a climate in the work unit that encourages all employees to communicate questions or concerns regarding this policy;
- (d) Recognizing incidents which they believe may be harassment or sexual harassment;



- (e) Immediately notifying the Human Resources Director or designee, or County Administrator in writing of harassment allegations so that investigatory procedures may be implemented. The failure of a department head and/or supervisor to report a complaint of harassment may result in disciplinary action; and
- (f) Taking corrective action to eliminate substantiated incidents of harassment or sexual harassment.
- (g) Retaliation against a person who makes a complaint of harassment or participates, testifies or assists in the investigation of a harassment complaint is prohibited. Retaliation includes but is not limited to, any form of intimidation, reprisal or harassment. Retaliation will not be tolerated and may, in and of itself, result in disciplinary action, up to and including discharge from employment.
- (h) The Human Resources Director or designee is responsible for:
  - (i) Informing department heads and supervisors of their obligations under this policy;
  - (i) Informing employees of the County's policy regarding harassment, including providing training and posting of this policy; and
  - (j) Investigating harassment allegations and ensuring that appropriate disciplinary action is consistently and fairly administered.

Subd. (7) Internal Complaint System and Discipline Procedure

- (a) Reporting: Any person who believes he or she has been subjected to harassment or sexual harassment by an employee, officer, agent of the County, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, must report the alleged acts immediately to an appropriate County official as designated below.
- (b) Appropriate County officials to whom complaints of harassment or sexual harassment should be made include:
- (c) Your supervisor and/or department head;
- (d) The harasser's supervisor and/or department head;
- (e) The Human Resources Director or designee;
- (f) The County Administrator.

If the individual engaging in harassment is an employee's supervisor and/or department head, the aggrieved employee should contact the County Administrator/Human Resources Director or designee. If the individual engaging in harassment is the County Administrator/Human Resources Director or designee, the aggrieved employee should contact a member of the Aitkin County Board.

**REPORT IT—DO NOT IGNORE IT!**

**Subd. (8) Investigation**

- (a) Upon notice of an allegation of harassment or sexual harassment, the Human Resources Director or designee, or someone they designate, will conduct a prompt, fair, and thorough investigation of the complaint. Fair consideration will be given to all the facts presented. All complaints will be handled in a confidential manner to the extent possible pursuant to applicable laws.
- (b) Normally, as the first step of investigation, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The investigator will attempt to obtain the following information:
  - (i) A description of the incident(s), including date(s), time(s), and place(s);
  - (c) Corroborating evidence;
  - (d) A list of witnesses; and
  - (e) Identification of the offender(s).

**Subd. (9) Prevention of Harassment**

Aitkin County will:

- (a) Post notices of County policy and procedures;
- (b) Provide training activities in-house;
- (c) Provide counseling or support services to victims, or arrange for such services provided outside the County.

**Section C. Smoke-Free And Tobacco-Free Policy**

Purpose: To provide a smoke-free and tobacco-free working environment for Aitkin County employees and citizens.

- Subd. (10) The Aitkin County Board of Commissioners acknowledges the Minnesota Clean Indoor Air Act, House File #79, Chapter 211, Laws, 1975, Enacted August 1, 1975, Minnesota Statutes §144.411 to §144.417 regarding "Smoking in Public Places."
  - (a) All Aitkin County buildings will be smoke-free and tobacco-free; e-cigs are also prohibited. Additionally, there is no smoking or use of tobacco allowed in any county vehicle, equipment, or on lawn mowers or other ride-on equipment.
  - (b) Smoking is prohibited 25 feet from any building entrance or exit.

- (c) The responsibility for the enforcement of the smoke-free and tobacco-free policy is delegated to the individual Department Heads, both elected and appointed.

#### **Section D. Drug Free Workplace Policy**

Purpose: To provide a drug and alcohol free working environment for Aitkin County employees and citizens.

##### **Subd. (1) Introduction**

- (a) Aitkin County recognizes that drug use creates significant social problems that have the potential for causing severe effects to Aitkin County's workforce. Aitkin County has the responsibility to maintain a drug-free workplace and ensure that its employees perform their jobs efficiently, safely and in a professional manner. In order to achieve these objectives, Aitkin County employees must be able to work in a drug-free work environment, and themselves be free from the effects of drugs while at work.
- (b) The County intends to focus on education, prevention and assistance measures in striving to maintain a drug-free workplace as well and providing a safe and productive work environment. The purpose of this policy is to set forth the County's rules regarding drug use and possession of such in the workplace.

##### **Subd. (2) Scope Of Coverage**

The Aitkin County Policy on a Drug-Free Workplace is applicable to all Aitkin County employees, independent contractors and volunteers or any individual who is representing Aitkin County in any capacity. It will be the responsibility of every County Department to enforce all provisions of this policy. Questions regarding this policy should be referred to the Aitkin County Central Service Department. The coverage and intent of this policy is in accordance with the provisions as set forth in the Federal Drug-Free Workplace Act of 1988.

##### **Subd. (3) Definitions**

- (a) "Work Related Drug Use" is defined as the use of mood-altering drugs, including all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana or the use of prescription drugs when resulting behavior or appearance adversely affects work performance.
- (b) "Adversely Affects Work Performance" and "Under the influence" is determined to be present if the employee is perceptibly impaired; has impaired alertness, coordination, reaction, responses or effort; if the employee's condition threatens the safety of him/herself or others; or unprofessional or irresponsible conduct detrimental to the County.
- (c) "Controlled Substances" means those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens and cannabis.

(d) "Mood-altering" or "Alert" means those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens and cannabis.

(e) "Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

Subd. (4) County Employee Assistance Program

Employees may seek assistance through the county in a professional and confidential, out-of-work setting. Employees who may have an alcohol or other drug use problem are encouraged to seek a professional assessment before the problem affects their employment status. The Human Resources Director or designee will act as a confidential liaison between the employee and service provider if assistance is needed with setting up the initial appointment. Participation in this program is voluntary and confidential, except as may be required pursuant to Public Law 100-690, Title V, Subtitled D.

Subd. (5) Consequence Of Violations

Violations of this policy may constitute grounds for discipline, up to and including discharge. Each situation will be evaluated on a case-by-case basis depending upon the severity and circumstances involved.

Subd. (6) Prohibitions

(a) No employee shall report to work under the influence of alcohol, controlled substances, or other drugs which affect his/her alertness, coordination, reaction, response, judgment, decision-making or safety.

(b) No employee shall operate, use or drive any equipment, machinery or vehicle of the County while under the influence of alcohol, controlled substances, or other mood-altering drugs. Such employee is under an affirmative duty to immediately notify his/her supervisor that he/she is not in appropriate mental or physical condition to operate, use or drive county equipment.

(c) No employee shall unlawfully manufacture, distribute, dispense, possess, transfer, or use alcohol or a controlled substance in the workplace or wherever the County's work is being performed.

(d) During work hours or while on the County's premises, no employee shall use, sell, possess or transfer alcoholic beverages, with the following exceptions:

(i) Consumption, possession, sale or purchases of alcohol when authorized by a Commissioner under separate statutory or executive agency authority.

(e) Possession of alcohol while being transported in a County vehicle in compliance with applicable statutory requirements.

- (f) Possession of alcohol while in an employee's personal vehicle on the county's premises in compliance with applicable statutory requirements.
- (g) Possession of alcohol incidental to an investigation or court proceeding authorized by the Sheriff or County Attorney.
- (h) Additionally, employees shall not participate in these activities during rest breaks or during overtime work.
- (i) Engaging in off-duty sale, purchase, transfer, use or possession of alcohol or controlled substances may have a negative effect on an employee's ability to perform his/her work for the county. In such circumstances, the employee is subject to discipline.
- (j) When an employee is taking medically authorized drugs or other substances which may alter job performance, as defined in III-D above, the employee is under an affirmative duty to notify the appropriate supervisor of his/her temporary inability to perform the job duties of his/her position.
- (k) Agencies shall notify the appropriate law enforcement agency when they have reasonable suspicion, as defined in III-E above, to believe that an employee may have alcohol or controlled substances in his/her possession at work or on county premises. Where appropriate, agencies shall also notify licensing boards.
- (l) Employees are restricted from consuming alcoholic beverages or controlled substances during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the county. Employees are advised that in any situation subsequent to the intake of alcohol or a controlled substance where the employee must continue conducting the county's business, any employee whose condition or behavior adversely affects his/her work performance shall be subject to possible discipline, up to and including discharge.

Subd. (7) Supplemental Policies

County departments may promulgate supplemental policies, which are not in conflict with this policy, including prohibiting the use or consumption of alcohol and/or controlled substances within a specified time period before the commencement of work. Such pre-work abstinence must be restricted to employees involved in sensitive security, treatment, or equipment operation and written notice must be disseminated to affected employees. Further, policies may be adopted only after meet and confer sessions are held with exclusive representatives and approval of the Minnesota Department of Employee Relations.

Subd. (8) Data Disclosure

Disclosure of information regarding employee alcohol and other drug use in the workplace must be consistent with applicable collective bargaining agreements and law. Questions in this area should be directed to the Employment and Labor Law Section of the Attorney General's Office or to the Department of Employee Relations, Labor Relations Bureau.

Subd. (9) Federal Grant Employees

Each employee engaged in the performance of work on federal grants or contracts is required to notify their department head of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Subd. (10) Drug/Alcohol Testing

Any alcohol and/or other drug testing undertaken by Appointing Authorities shall be in accordance with Minnesota Statutes §181.950-957, the Minnesota Drug and Alcohol Testing in the Workplace Act. Individual department drug and alcohol testing policies must be in written form and must be reviewed by the Minnesota Department of Employee Relations prior to implementation.

**Section E. Job Classification**

Subd. (1) Classification Plan

Job classifications are shown in Appendix B.

Subd. (2) These policies and procedures express the Aitkin County Board of Commissioners' intent to maintain a County-wide plan which conforms with Comparable Worth standards found in Minnesota Statute §471.991-§471.999 related to local governments in Minnesota.

Subd. (3) The County Job Classification Plan provides a way for individual County jobs to be evaluated and classified according to their comparable work value. Each County job shall be evaluated and placed in a specific classification and pay grade to ensure compliance with pay equity requirements. The County Administrator shall provide a consistent format for position descriptions throughout the County, and a consistent process for evaluating jobs and assigning them to the appropriate pay grade.

Subd. (4) It is the inherent right of management to redesign jobs, restructure jobs, and create new jobs in meeting the objectives of the County. From time to time, management will need to create new classifications to better respond to the needs and challenges of Aitkin County. The Plan shall be developed and maintained so that positions substantially similar with respect to knowledge and skills, supervisory authority, and working conditions, are included within the same class; and that the same schedules of compensation shall apply to all positions in the job class, as allowed by collective bargaining agreements.

Subd. (5) Position Descriptions: Each job in the County shall have a corresponding position description. The position description shall define the following elements of each position:

- (a) Objective or summary of the position;
- (b) Essential job duties and responsibilities;

- (c) Supervisory authority of the position, if any;
- (d) Required Knowledge, Skills, and Abilities;
- (e) Required education, work experience, licenses and certifications;
- (f) Physical demands and working conditions;
- (g) Minimum or preferred qualifications; and
- (h) Fair Labor Standards Act (FLSA) status.

Subd. (6) Position Reclassification

- (a) Position reclassification becomes necessary when a significant change takes place in the scope of the position.
- (b) The County shall review the Classification Plan periodically to ascertain whether or not it corresponds with existing conditions in the County service, and to make any revisions, where necessary.
  - (i) Department heads or their designees are encouraged to review position descriptions during annual performance appraisals and to inform the Human Resources Director of any revisions necessary in the position description, noting if there is a significant change in the nature or scope of the work performed in the job classification. The Human Resources Director is responsible for assisting the Department Head to make revisions. The County Administrator will approve position description revisions if the revisions will result in a lower grade level. County Board approval is required when positions are reclassified to higher grade levels.
- (c) Consideration for job classifications that experience significant change will be handled on a case-by-case basis with the department head notifying the Human Resources Director of the changes and reasons for the changes.
- (d) The County Administrator shall determine whether a position description substantially matches an existing classification. Position descriptions that do not substantially match an existing classification will be forwarded to the consultant or other authority responsible for evaluating positions in accordance with the County's classification plan. The evaluation shall include an objective methodology to evaluate the jobs, the assignment of points and pay grades accordingly, the documentation to support the decision, and notification to the Human Resources Director of the decisions. The Human Resources Director shall notify the affected employee(s) and department head of the result of the evaluation, the effective dates of any change in pay grade, and actual salary.

- (e) A FLSA non-exempt employee whose job classification is upgraded, within the DBM classification system, will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose job classification is upgraded, within the DBM classification system, will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).
- (f) If a position is evaluated at a lower pay grade, within the DBM classification system, the employee will be placed on their current step in the new lower grade, and the employee's salary shall be frozen until such time when their grade and step placement exceeds their current pay rate.
- (g) Pay adjustments due to position reclassification will be applied prospectively, not retroactively. The effective date of any pay adjustment shall be January 1st or the first day of the first pay period following Board approval of the classification change. Agreement with the exclusive representative will be sought prior to Board action when necessary and changes must comply with the provisions of the union contract.

Subd. (7)            Periodic Classification Review

- (h) In the event that an employee requests a classification review and the department head elects to not bring the request to the Human Resources Director, the employee may appeal his or her classification by presenting facts to the Human Resources Director within ten (10) working days following the department head's response to the employee. The appeal to the Human Resources Director will be in writing and will include the department head's response.
- (i) The Human Resources Director will review the facts and respond to the employee within sixty (60) calendar days of receipt of the appeal. If the Human Resources Director agrees with the department head, the decision made by the Human Resources Director will submit the facts to the County Administrator for resolution. If the Human Resources Director agrees with the employee, the facts will be submitted to the County Administrator for resolution, and the decision made by the County Administrator will be final.
- (j) Periodic classification reviews can be requested by employee(s) of a particular job class, to their department head, once every 24 months when significant change has occurred to the job.

Subd. (8)            Classification Changes Initiated By the Human Resources Director

The Human Resources Director, when he or she deems appropriate, may re-classify the grade of a position up or down one grade after documenting the reason in writing and discussing with the supervisor and/or Department Head and obtaining the approval of the County Administrator. This action may be accomplished in cases where internal rankings do not conform to practiced lines of authority (i.e., office hierarchy or supervisory authority) but may also account for market relationships as well. This recommendation would be presented to the County Board for approval.

Subd. (9)            New Positions



If a new position classification is created, it will be the responsibility of management to define and determine essential requirements and duties of the position. The Human Resources Director will work with department heads and supervisors to develop the position description in a format consistent with all position descriptions. The position description will be assigned to a classification under the classification plan and to an appropriate pay grade in the compensation plan. Final approval of any new position classifications will require County Board approval.

**Section F. Employee Recognition Service Awards**

Purpose: To formally recognize employees who have completed 25, thereafter in increments of 5, years of service by presenting them with an award for their achievement.

Subd. (1) In appreciation of their contribution, Aitkin County employees shall receive a service award for reaching 25, 30, and 35 years of service. The Labor-Management Committee shall coordinate the selection, purchasing and presentation of the awards.

Subd. (2) The dollar value of each award will also be based upon the years of service:

- |                         |       |
|-------------------------|-------|
| (a) 25 years of service | \$ 50 |
| (b) 30 years of service | \$100 |
| (c) 35 years of service | \$150 |

## ARTICLE IX FORMS AND ATTACHMENTS

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### Section A. Appendix A, Salary Schedule

Employees covered by these compensation guidelines shall receive an annual salary or wage as approved by the Aitkin County Board of Commissioners. Salary increases will take effect January 1, 2015, for all positions.

2015 NON-UNION FLSA EXEMPT			2015 NON-UNION FLSA NON-EXEMPT		
Grade	MIN/YR	MAX/YR	Grade	MIN/HR	MAX/HR
20	\$ 83,824	\$ 125,424	20	\$ 40.30	\$ 60.30
19	\$ 80,704	\$ 120,744	19	\$ 38.80	\$ 58.05
18	\$ 77,584	\$ 116,064	18	\$ 37.30	\$ 55.80
17	\$ 74,464	\$ 111,384	17	\$ 35.80	\$ 53.55
16	\$ 71,344	\$ 106,704	16	\$ 34.30	\$ 51.30
15	\$ 68,224	\$ 102,024	15	\$ 32.80	\$ 49.05
14	\$ 65,104	\$ 97,344	14	\$ 31.30	\$ 46.80
13	\$ 61,984	\$ 92,664	13	\$ 29.80	\$ 44.55
12	\$ 58,864	\$ 87,984	12	\$ 28.30	\$ 42.30
11	\$ 55,744	\$ 83,304	11	\$ 26.80	\$ 40.05
10	\$ 52,624	\$ 78,624	10	\$ 25.30	\$ 37.80
9	\$ 49,504	\$ 73,944	9	\$ 23.80	\$ 35.55
8	\$ 46,384	\$ 69,264	8	\$ 22.30	\$ 33.30
7	\$ 43,264	\$ 64,584	7	\$ 20.80	\$ 31.05
6	\$ 40,144	\$ 59,904	6	\$ 19.30	\$ 28.80

5	\$	37,024	\$	55,224	5	\$	17.80	\$	26.55
4	\$	33,904	\$	50,544	4	\$	16.30	\$	24.30
3	\$	30,784	\$	45,864	3	\$	14.80	\$	22.05
2	\$	27,664	\$	41,184	2	\$	13.30	\$	19.80
1	\$	24,544	\$	36,504	1	\$	11.80	\$	17.55

[insert the 2015-2016 temporary employee wage scale here and include authority for the County Administrator to make deviations from it as deemed necessary]

**Section B. Appendix B, Job Classifications**

<b>Non-union Job Classifications</b>	<b>Grade</b>
ACCOUNTANT (Highway Dept.)	10
ADMINISTRATIVE ASSISTANT (County Administrator's Office)	5
ADMINISTRATIVE COORD.-LLCC	5
ASST. COUNTY ASSESSOR	9
ASST. COUNTY ATTORNEY I	11
ASST. COUNTY ATTORNEY II	13
ASST. COUNTY ENGINEER	13
ASST. HWY. MAINT. FOREMAN	6
ASST. LAND COMMISSIONER	10
ASST. ZONING ADMINISTRATOR	10
BUILDING & GROUNDS SUPERVISOR	7
CHILD SUPPORT SUPERVISOR	10
COMPLIANCE OFFICER/WETLAND SPE	9
COMPUTER SPECIALIST/ Iseries	3
COMPUTER SPECIALIST/ WEB	4
CONFIDENTIAL SECRETARY (Sheriff's Office)	4
COOK -LLCC	1
COOK-HOUSEKEEPER - LLCC	1

COUNTY ADMINISTRATOR	20
COUNTY ASSESSOR	14
COUNTY ENGINEER	18
CRIME VICTIM COORDINATOR	6
CUSTODIAN	2
DEPUTY AUDITOR / PAYROLL TECHNICIAN	6
ECONOMIC DEV/FOREST IND. COORD	10
ENVIRONMENTAL HEALTH SPEC.	9
ENVIRONMENTAL SERVICE DIR	14
FINANCIAL ASSISTANCE SUPERVISOR (HHS)	10
FINANCIAL ASSISTANT (Auditor's Office)	10
FISCAL SUPERVISOR / COLLECTIONS OFFICER (HHS)	10
FOOD SERVICE COORD.-LLCC	3
GIS COORDINATOR	9
HEALTH AND HUMAN SERVICES DIRECTOR*	18
HEALTH EDUCATOR	9
HUMAN RESOURCES DIRECTOR	14
HUMAN RESOURCES SPECIALIST	5
HWY. MAINT. FOREMAN	10
INSTRUCTION COORD.-LLCC	10
IT DIRECTOR	14
LAND COMMISSIONER	14
LAND SURVEY COORDINATOR	9

LLCC BUSINESS AND MARKETING MANAGER	12
MAINTENANCE COORD.-LLCC	3
NETWORK ADMINISTRATOR	9
NETWORK APPLICATION SUPPORT SPECIALIST	7
OFFICE ASSISTANT IV (Highway)	4
OFFICE MANAGER / LEAD PARALEGAL	8
OFFICE SUPPORT SPECIALIST, SR.	4
PUBLIC HEALTH NURSE	10
PUBLIC HEALTH SUPERVISOR	13
REGISTERED NURSE	9
RIGHT OF WAY / PERMITTING AGENT	9
SCHOOL YEAR INSTRUCTOR NATURALIST-LLCC	5
SOCIAL SERVICES SUPERVISOR	13
SR. ASST. COUNTY ATTORNEY	17
VETERANS SERVICES OFFICER	9

\* indicates individuals who have an individual contract.

**Section C.            Appendix C, Christmas Eve**

December 9, 2014

Excerpt from Aitkin County Board Minutes

Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voting yes to approve closing the County Offices on Christmas Eve 2014 and authorizing non-union employees to be absent with pay.

AITKIN COUNTY

PERSONNEL POLICIES AND PROCEDURES MANUAL

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Style Definition: Heading 2: Keep with next

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## ARTICLE I INTRODUCTION

### Section A. Purpose

It is the purpose of this Personnel Policies and Procedures Manual to provide a uniform, comprehensive and effective system of personnel administration in Aitkin County and to establish procedures which will serve as a guide to administrative action concerning personnel activities and transactions.

It is the further purpose of this Personnel Policies and Procedures Manual to ensure:

- (a) A spirit of confidence and cooperation between the Board and its employees.
- (b) That all appointments and promotions to positions in the County service shall be made on the basis of job-related qualifications.
- (c) That position classification and compensation plans shall be adopted which will conform to the principle of like compensation for like work.
- (d) That the citizens of Aitkin County can be assured that their best interests are being served by the employment of the most qualified personnel available.
- (e) Fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, creed, religion, national origin, citizenship, sex, marital status, pregnancy, disability, public assistance status, age, sexual orientation, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status, and with proper regard for the privacy and constitutional rights of applicants and employees.

**Comment [BJD1]:** From Non-union Compensation Guidelines

**Comment [BJD2]:**  
[http://mn.gov/mdhr/yourrights/PDF/02yourRights\\_ENG.pdf](http://mn.gov/mdhr/yourrights/PDF/02yourRights_ENG.pdf)  
[http://en.wikipedia.org/wiki/Protected\\_class](http://en.wikipedia.org/wiki/Protected_class)  
Updated list here, on EEO page, and in hiring practices section.

### Section B. Adoption

- Subd. (1) This Personnel Policies and Procedures Manual was approved by the County Board of Commissioners at a regular board meeting on July 28, 2015, or on the revised date that appears on each the policy. Any changes in the content of the Personnel Policies and Procedures Manual must be approved by the Board of County Commissioners.
- Subd. (2) Upon approval by the County Board, this Personnel Policies and Procedures Manual shall supersede all existing policies or rules that in any way conflict with these Personnel Policies and Procedures. The 2015 Non-union Compensation Guidelines shall become null and void and are also superseded by this policy update.
- Subd. (3) To the extent that federal or state statutes or regulations change, this Personnel Policies and Procedures Manual shall be construed as consistent with those changes.

**Comment [BJD3]:** New

**Comment [BJD4]:** New

### Section C. Administration Of The Manual

Subd. (1) Copies of this Personnel Policies and Procedures Manual shall be made available to all employees, appointing authorities, and interested union representatives. Copies of this Manual shall be on file ~~with in the County Administration Department, and/or~~ Human Resources ~~Office Director or designee~~, and shall be available for public review upon request.

Subd. (2) The Aitkin County Board of Commissioners, through the County Administrator shall administer this Personnel Policies and Procedures Manual.

Subd. (3) The County Administrator ~~or designee~~ shall provide the necessary forms and reports for all personnel changes in the County under this Personnel Policies and Procedures Manual.

Subd. (4) This Manual may be amended whenever such an amendment is deemed necessary. Changes to the manual may be initiated by:

- (a) The County Board
- (b) The County Administrator
- (c) A Department Head
- (d) The Labor Management Committee

Subd. (5) All proposed changes shall be referred to the County Administrator who shall make a recommendation to the County Board within a reasonable amount of time. Upon receipt of the County Administrator's recommendation, the County Board may approve or reject the changes. The initiator of the change will be informed in writing of the status of the proposed change and anticipated time frame for a County Board response.

### Section D. Savings Clause

In the event any provision of this ~~Agreement Personnel Policies and Procedures Manual~~ shall be held to be contrary to law by a court of competent jurisdiction, from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be null and void. All other provisions shall continue in full force and effect.

**Comment [BJD5]:** Updated to match recently updated CBA language, including ... or is contrary to an administrative ruling or is in violation of legislation or administrative regulations.

**Section E. ~~\_\_\_\_\_~~ If any provision, section or article of this Personnel Policies and Procedures Manual is held invalid, the remainder of the Manual Policies shall not be affected thereby.**

**Section F. ~~Section E.~~ Departmental Rules**

Subd. (1) In accordance with this Personnel Policies and Procedures Manual, each Department Head ~~or division authority~~ may establish a set of rules. Such rules shall be established for the purpose of handling personnel matters particular to the department concerned and shall be governed by this Personnel Policies and Procedures Manual.

**Comment [BJD6]:** Ask Nate. Does he want them attached as appendices? See reply below.

**Comment [NB7]:** No, but they should be filed with HR/Administration see insert

Subd. (2) ~~The Department Head is responsible to oversee ensure that the departmental policies rules remain in compliance with County policies and procedures, including but not limited to this Personnel Policies and Procedures Manual.~~

Subd. (3) Insofar as departmental ~~personnel administration~~ rules do not conflict with this Personnel Policies and Procedures Manual, they may be approved by the ~~County Administrator~~ Department Head with the advice and consent of the County Administrator. ~~Any~~ Departmental rules which conflict with this ~~Policies and Procedures Manual, that but~~ are necessary for the efficient and effective operations of the Department, may ~~be presented said rules~~ to the County Board for consideration. The County Board must approve rules which conflict with this ~~Policies and Procedures Manual prior to their implementation. Before departmental rules can be implemented, they shall be filed with and approved by the County Board.~~

**Comment [NB8]:** Scope to personnel administration

**Comment [BJD9]:** New.

**Section G. ~~Section F.~~ Collective Bargaining Agreements**

Subd. (1) Employees who are subject to collective bargaining agreements as negotiated in accordance with the Public Employment Labor Relations Act, Minnesota Chapter ~~179A~~ shall be exempt from those provisions of this Manual which are inconsistent with the provisions of such collective bargaining agreements.

Subd. (2) Aitkin County collective bargaining agreements recognized by the Minnesota Bureau of Mediation Services include:

- (a) ~~Teamsters~~ General ~~Drivers, Dairy Employees, Warehousemen, Helpers and Inside Employees~~ Local Union No. 346 (Supervisory Unit)
- (b) ~~Teamsters~~ General ~~Drivers, Warehousemen, Helpers and Inside Employees~~ Local Union No. 346 (Licensed Essential Unit)
- (c) ~~Teamsters~~ General ~~Drivers, Warehousemen, Helpers and Inside Employees~~ Local Union No. 346 (Non-Licensed Essential Unit)
- (d) ~~Employees~~, American Federation of State, County and Municipal Employees, AFL-CIO, Local Union No. 667 (Courthouse Unit)

(e) American Federation of State, County and Municipal Employees, AFL-CIO, Local Union  
No. 1283#667 (Health & Human Services Unit)

(f) International Union of Operating Engineers, Local #49

~~Section H.~~Section G. **Other Agreements:**

Employees who are subject to an individual agreement with the County Board shall be exempt from those provisions of this Manual which are inconsistent with the provisions of such an agreement.

~~Section I.~~Section H. **Management Rights**

The County Board retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish work schedules, and to perform any inherent managerial function not specifically limited to by current collective bargaining agreements, this Personnel Policies and Procedures Manual, County Board resolutions, and state and federal statutes.

## ARTICLE II DEFINITION OF TERMS

The following words and phrases in the Personnel Policies and Procedures Manual shall have the meaning as indicated.

**Anniversary Date** - The first day of work with the County shall be the employee's date of hire and shall become the employee's anniversary date. ~~The date a person begins employment with the County.~~ This date is used for the determination of eligibility for benefits and some benefit levels. An employee's anniversary date will remain the same, unless he or she has an unpaid leave of absence from work of 31 calendar days or more. If an employee has such a leave of absence, his or her anniversary date will be adjusted forward by the number of days leave beyond 30 calendar days. The new date will become the employee's "adjusted" anniversary date. The employee's date of hire will remain the same, regardless of any time away from work. A leave of absence of 30 calendar days or less will not affect the employee's anniversary date. An employee's anniversary date may also be adjusted when he or she is promoted, demoted, or transferred to a new job classification within the County. Employees who terminate, and are rehired at a later date, will start their employment over with a new hire date and anniversary date.

**Arbitration** - The process of submitting a dispute or an unresolved grievance to an impartial third party for a binding decision.

**At-Will Employee** - The employer is free to terminate an employee for any reason, or for no reason at all, as long as it is not an unlawful reason. The employee is also free to terminate employment at any time.

**Background Check** - Verification of information provided on application, resume, or during an interview and a review of criminal records. The individual must sign a release of information form.

**Bargaining Unit** - A group of employees with a clear and identifiable community of interests who are represented by a labor union in collective bargaining and other dealings with management. The bargaining unit is defined and set forth in the Certification of Exclusive Representative issued by the Minnesota Bureau of Mediation Services, recognized by an employer and the Minnesota Bureau of Mediation Services as designated for representation by a labor organization.

**Class** - One or more positions sufficiently similar with respect to duties and responsibilities; that the descriptive title may be used with clarity to designate each position allocated to the class; that the same general performance qualifications are applicable or that the same level of compensation can be applied.

**Classification** - The act of grouping positions into classes with regard to duties, educational requirements, and responsibilities.

**Comment [BJD10]:** Sent to Dee for review/comment. Ask Dept Heads if they have a preference. Do they want anniversary dates adjusted when the employee is on an unpaid LOA or more than 30 days, or left "as is"? YES - ADJUST SO IT APPLIES TO SENIORITY (if union CBA is silent) AND BENEFIT ACCRUAL INCREASE DATES. IT WILL NOT APPLY TO PAY STEP INCREASES BECAUSE ALL STEPS WILL BE ISSUED ON JANUARY 1<sup>ST</sup>. Aiming for consistency one way or the other, county-wide. Q for Dee - are the benefit accrual gates adjusted? (If only applied to step increase dates for pay - it is not important since those have been switched to January 1<sup>st</sup>.)

**Comment [BJD11]:** For comparison/discussion w/DHs - AFSCME employees accrue seniority for a period of 30 calendar days only when they are on an unpaid leave of absence. Their anniversary date is adjusted for unpaid days, from day #31 until return to work. YES, APPLY THE SAME, PER DEPT HEADS.

L49 has no LOA language.

Teamsters has no 'anniversary date adjustment' language.

**Comment [BJD12]:** Insert link to form.



**Compensatory Time Off** - Paid time off given to reimburse an employee for extra time or effort expended, usually in lieu of overtime pay.

**Confidential Data on Individuals** - Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

**Confidential Employee** - An employee who as part of the employee's job duties: (1) is required to access and use has access to labor relations information; or (2) actively participates in the meeting and negotiating on behalf of the public employer.

**County Board** - The elected Aitkin County Board of Commissioners.

**Department Head** - A director of a County department as designated by the Board of Commissioners or elected to a County office by the public. Department Heads are considered exempt from the requirements of the Fair Labor Standards Act and are excluded from the Minnesota Veterans Preference Act in discipline, discharge or job elimination. Department Heads are defined as follows:

<u>Appointed:</u>	<u>Elected:</u>
County Administrator County Assessor County Engineer Economic Development/Forest Industry Coordinator Environmental Services Director Health and Human Services Director Human Resources Director IT Director Land Commissioner	County Attorney County Auditor County Recorder County Sheriff County Treasurer  <i>Elected officials are excluded from provisions of this Personnel Policies and Procedures Manual, such as Employee Benefits, except for insurance, and other provisions as noted within as well as any section pre-empted by their duties and privileges in accordance with Minnesota Statutes.</i>

**Comment [BJD13]:** Updated per statute. (c) "Labor relations information" means management positions on economic and noneconomic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the management position

**Employee** - A person holding a paid position within the County.

**Employer** - County of Aitkin.

**Essential Employee** - Firefighters, peace officers subject to licensure under Minnesota Statutes Sections §626.84 to §626.863, 911 system and police and fire department public safety dispatchers, guards at correctional facilities, confidential employees, supervisory employees, assistant County attorneys, assistant city attorneys, principals, and assistant principals.

**Comment [BJD14]:** New

**Exempt Employee** - All bona fide professional, administrative, and executive employees who do not receive overtime and are exempt from the requirements of the Fair Labor Standards Act.

**Exit Interview** - A structured interview conducted at the time of separation from employment.

**Flex Schedule** - A scheduling plan that permits employees to provide input regarding their work hours while meeting the needs of the County and with Department Head approval.

**Full-time** - Employees scheduled to work the normal workweek of the organization.

**Job Bidding** - A technique that permits individuals in the organization who believe that they meet the job requirements to apply for a job within the County.

**Job Description** - See Position Description. A written document identifying the purposes, duties, responsibilities, and accountabilities of a job. Essential and non-essential duties are documented as required by the Americans with Disabilities Act (ADA).

**Job Evaluation** - A systematic way of determining the value of a job in relation to other jobs in the organization for the purpose of establishing a rational pay structure. The position description is the basis for a job evaluation. The result consists of assigning jobs to salary grades. process in which management determines the relative value of a job as compared to other similar jobs in the organization.

**Layoff** - Dismissal or suspension of an employee due to lack of work or budgeting constraints. The layoff they can be temporary or permanent.

**Long-Term Disability Insurance** - An insurance plan to pay benefits to a covered disabled person as long as he or she remains disabled. An insurance policy with benefits that begin for covered employees on the 91<sup>st</sup> day of a qualifying disability and are payable for injury, sickness or pregnancy up to the employee's normal retirement age, as defined by Social Security. (Teamsters and L49 members have separate disability insurance included with their union Health Fund plan; refer to the union's plan documents for disability insurance information.)

**Minimum Qualifications** - The minimum requirements and experience necessary to perform and/or obtain a given job.

**Near Miss** - A potentially serious situation or series of events that could have resulted in injury.

**Non-exempt** - Employees who are subject to minimum wage and overtime requirements under the Fair Labor Standards Act (FLSA).

**Organizational Chart** - A diagram showing the relationships between various positions within the organization.

**Comment [BJD15]:** Insert link to the County Administrator's organizational chart.



**Orientation** - Introduction given to new employees regarding the organization's strategic vision, environment, policies and procedures.

**Overtime** - Hours worked in excess of a regular work weekday or a work day under a flexible schedule. Overtime compensation will be based on status under the Fair Labor Standards Act (FLSA) unless addressed otherwise in this Personnel Policies and Procedures Manual. Employees shall be paid at the rate of one and one-half (1 ½) times the regular straight time rate of pay for all hours worked beyond 40 hours in a work week. Accrued time off benefits, including, but not limited to PTO and personal leave do not count as "time worked" for purposes of computing overtime. Holiday Pay does count as time worked for purposes of computing overtime.

**Part-time** - Employees scheduled to work less than a full-time work schedule.

**Performance Appraisal** - A system to review, and evaluate, coach and set goals related to an individual's work performance.

**Performance Management** - An ongoing process of communication between a supervisor and an employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organization.

**Personnel Committee** - Comprised of two Commissioners appointed by the Board, County Administrator, and Human Resources Director. The purpose of the Personnel Committee is to ensure Board oversight of administrative personnel activities. The Personnel Committee is not a decision-making body and may only make recommendations to the County Board or County Administrator. The Personnel Committee has wide latitude to request information and reports related to personnel from Administration and Human Resources.

**Position Description** - A written summary of information and tasks necessary to perform a job which includes, but is not limited to, a job summary, essential functions, minimum qualifications, knowledge, skills and abilities required, physical activity requirements, FLSA status, and other relevant job information.

**Private Data** - Data which is made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of that data.

**Probationary Period** - A period of time during which a new employee is required to demonstrate a satisfactory capability of performing the duties of the position.

**Professional** - Occupations that require specialized knowledge acquired through college training, other related training, or through work experience.

**Public Data** - Data which is accessible to the public in accordance with the provisions of Minnesota Statutes §13.03.

**Regular Full-time Employee** - A full-time employee who has successfully completed the probationary period.

**Comment [BJD16]:** Ask Nate for a statement that can be shared which describes a picture of the "preferred future" - how the future will look if our organization meets its mission. (Is there going to be a separate mission statement that states the overall purpose and describes what we do, for whom, and the benefit?)

**Comment [NB17]:** This is good for this spot

**Comment [BJD18]:** Insert OT after 40 hours "worked"??? Need to discuss. Do DHs want to pay OT after 40 hours "worked" or allow accrued time to generate overtime pay? DHs want holiday pay to count as "hours worked". Not clear on PTO/personal leave, what is Nate's preference?

NOTE: These hours currently count as "time worked" for purposes of calculating overtime in the CBA's: AFSCME Cthse and HHS: Holidays count as time worked for the purpose of calculating OT. Does not state that sick/vac will be counted as "time worked", but past practice has allowed it. L49: Does not state that vac, sick, personal, or holiday hours will be counted as "time worked" for purposes of calculating OT. Teamsters, all units: Holidays count as time worked for the purpose of calculating OT.

Dee - please verify "past practices" if any different than above.

**Comment [NB19]:** I think this would be as good of a time as any to ensure that the practice of overtime even when using accrued time is charged. Ask Kristi for legalities.

**Comment [BJD20]:** New insert. Draft to discuss with Dept Heads. If inserted, this will require DHs to reject non-union timesheets that enter OT prior to 40 hours actually worked during weeks when PTO or personal leave is used.

**Comment [NB21]:** Changed to over single day per department head discussion

**Comment [BJD22]:** [http://www.dol.gov/whd/overtime/fs17d\\_professional.pdf](http://www.dol.gov/whd/overtime/fs17d_professional.pdf)

**Regular Part-time Employee** - An employee who works less than the standard work hours and was hired for service duration in excess of one year, and who has successfully completed the probationary period.

**Resignation** - The voluntary termination of employment by an employee.

**Salary** - Fixed compensation paid bi-weekly.

**Seasonal Employee** - A temporary employee hired to cover increased workloads due to peak business demands. Seasonal employees are not eligible for benefits and the position duration is generally not for more than 67 working days in any calendar year; or not for more than 100 working days in any calendar year if the employee is under the age of 22 and is a full-time student enrolled in a nonprofit or public educational institution prior to being hired by the employer, and have indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as a student during or after their temporary employment with the County.

**Seniority** - Status determined by the continuous length of time an employee has worked for the organization.

**Short-Term Disability Insurance** - A voluntary insurance policy with benefits that begin on the 15<sup>th</sup> day of a qualifying disability and are payable for accident or sickness up to 11 weeks or until LTD begins, whichever is earlier. (Teamsters and L49 members have separate disability insurance included with their union Health Fund plan; refer to the union's plan documents for disability insurance information.)

**Supervisor** - An employee delegated responsibility for the day to day administration of a work unit.

**Suspension** - A forced leave of absence with or without pay for disciplinary purposes or pending investigation of specific charges made against an employee.

**Temporary Employee** - An employee hired for a pre-established period of time which may not exceed twelve months. Temporary employees work standard work hours but are not seasonal. Temporary employees are not eligible for benefits.

**Termination** - a voluntary resignation, involuntary discharge, or discontinuation of employment with the County.

**Transfer** - A lateral movement from one job to another of the same classgrade level. A transfer can include moving from one department to another department.

**Veteran** - Applicants and employees who are entitled to veteran's preference as defined by Minnesota Chapter 196.

## ARTICLE III EMPLOYMENT

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### Section A. Equal Employment Opportunity Policy Statement

Purpose: To affirm Aitkin County's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes §363.

Aitkin County will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, citizenship, sex, marital status, pregnancy, disability, public assistance status, age, sexual orientation, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status.

Aitkin County will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices included, but are not limited to, the following: hiring, ~~upgrading~~ promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination and rates of pay or other forms of compensation.

Aitkin County will use its best effort to afford minority and female business enterprises with the maximum practicable opportunity to participate in the performance of subcontracts for construction projects that this County engages in.

Aitkin County fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

Any employee of this County, who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in this statement, will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes §363 will be subject to appropriate legal sanctions.

If any employee or applicant for employment believes he/she has been discriminated against, he/she should contact the County Administrator or the Human Resources Office, Aitkin County Courthouse, 217 2nd Street NW, Room 134, Aitkin, MN 56431 or (218) 927-7276/306.

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Chairperson – Aitkin County Board of Commissioners

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Date

## Section B. Recruitment Procedures

Purpose: To ensure consistent procedures are utilized to recruit the best possible candidate in the most efficient way possible for each position.

**Comment [BJD23]:** Moved the Job Posting section here and edited/combined in text below. Eliminate duplication.

**Comment [BJD24]:** New

### Subd. (1) Roles and Responsibilities

- (a) The Human Resources Director or designee has the primary responsibility for coordinating ~~recruiting~~ recruitment, screening, interviewing and facilitating hiring recommendations ~~the of hire of~~ new employees. The Human Resource Director or designee will be the primary point of contact for all applicants until a conditional job offer has been made.
- (b) The Department Head or supervisory designee is responsible for making the final recommendation on all job offers.
- (c) The County Administrator must approve the recommendation for a previously budgeted position.
- (d) The Aitkin County Board of Commissioners must approve the recommendation for a newly created or unbudgeted position.

**Comment [BJD25]:** New

### Subd. (2) All County Job Openings will be Posted

**Comment [BJD26]:** Insert link to internal job posting form and external ad template.

- (a) ~~All Non-union~~ job openings will be posted internally ~~to all employees~~ and advertised externally simultaneously, ~~unless the County is precluded from doing so by a collective bargaining agreement~~. Each notice will include the posting date, job title, department, position description, pay range, and closing date. Qualified County employees who apply will be given consideration ~~(3/24/92)~~.
- (b) All bargaining unit job openings will be posted according to applicable collective bargaining agreements.
- (c) ~~All~~ Employees ~~(probationary and non-probationary) who have been at their present job assignment for at least six (6) months~~ are eligible to apply for internal vacancies or transfers, unless ~~they meet the Minnesota Merit System requirements or~~ an applicable collective bargaining agreement provides otherwise.
- (d) If applicable, employees must be Merit System eligible. All HHS Department positions are hired from Merit System registers, except the HHS Director position which is exempted from merit personnel system coverage (5 CFR 900.602). Minnesota Merit Service System's online application center and hiring practices shall apply where applicable.

**Comment [BJD27]:** EEO. Discuss w/Nate. I would prefer to see "all" employees be eligible to apply for county job openings at "any" time. \*Discussed w/ Department Heads. Ok w/them, noted HHS AFSCME Agreement provides otherwise.

## Section C. Hiring Practices

Purpose: To fill newly created or vacant County positions.



Subd. (1) County Application

~~Attachment 3A~~

Application forms and position descriptions are available in the Administration Department, Human Resources Office. Completed application forms are to be submitted to the Human Resources Director or designee before the published deadline. Late applications will ~~not be accepted or considered~~ be considered as allowed by law.

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Subd. (2) Designation of Data (§13.43, Subd. 3)

Except for applicants to undercover law enforcement officer positions, the following personnel data on current and former applicants for employment by the County is public data:

- (a) Names of applicants when determined to be eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position. For purposes of this section, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.
- (b) Veteran status.
- (c) Relevant test scores.
- (d) Rank on eligible list.
- (e) Job history.
- (f) Education and training.
- (g) Work availability.
- (h) Personnel examinations and answer keys are nonpublic data, except pursuant to valid court order.

**Comment [NB28]:** I believe that when we post positions we should say "apply by \_\_\_ for best consideration" or something of the like.  
\*Implemented e/o week advertising of all.

**Comment [BJD29]:** Look up, is this new?

**Comment [NB30]:** Yes – in general – I want to limit the inclusion of forms in the personnel policy. The policy should state that we must create appropriate forms. That way if there are changes that must be made because of legal issues, etc... we don't have to go to the board for a minor form modification.

Subd. (3) Applications For and the Filling of Vacancies

The following procedure will be followed:

- (a) Aitkin County will afford employment to the applicant possessing the best qualifications that fit the requirements of the job regardless of race, color, creed, religion, national origin, citizenship, sex, marital status, pregnancy, disability, public assistance status, age, sexual orientation, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status.
- (b) Job requirements will be posted and included on the position description.

(c) A high school education diploma or equivalent is generally required as consideration for employment.

(d) Any testing requirements will be conducted by the Human Resources Director or designee or by the Minnesota Merit System and will only be used for testing skills specifically required for the job.

(e) Where applicable, Minnesota Merit System's online application center and hiring practices will be used.

(f) All applications will be required to be completed on the Aitkin County official application forms, including candidates selected for interview from the Minnesota Merit System register. Resumes may be requested on a case by case bases, but must be attached to the completed application form.

Comment [BJD31]: For clarification.

(g) When an opening exists or is contemplated for a bargaining unit position, applicable provisions from a collective bargaining agreement shall be followed.

(h) Job applications are to be submitted for a designated position and must be received before the published deadline, if applicable.

Comment [BJD32]: Note, this conflicts with Article III, Section B, new insert which reads – late applications will be considered as allowed by law. Discuss intent w/Nate. Make consistent one way or the other. \*Insert "if applicable"...see also comment below.

Subd. (4) Advertisement for External Applicants:

Sources for recruiting employees from outside are listed below:

Comment [NB33]: We can choose a deadline – or say "open until filled"

(a) Advertising will be placed on the County's website, in the officially designated County newspaper, and sent to the Grand Rapids WorkForce Center, Aitkin WorkForce Center, Brainerd WorkForce Center, and the Director of the Mille Lacs Band of Ojibwe. The advertisement of any County position will appear in the designated County newspaper twice, two editions. Additional advertisements may be placed as recommended by the Department Head, Human Resources Director, County Administrator and/or County Board.

(b) Job applications from the general public for employment will only be accepted in the event that there are position vacancies.

Subd. (5) Position Description

(a) If the Department Head or County Administrator determines that the position description needs to be reviewed and updated, the Human Resources Director or designee will assist the Department Head to make revisions.

(b) The County Administrator may approve revisions to the position description provided the classification of the position will not increase due to the updates.

(c) The County Board must approve revisions to the position description if the revisions will result in an increase in classification.

Comment [BJD34]: New (a, b, c)

- (d) ~~The current job description for the position being advertised will be reviewed and updated if necessary by Human Resources Department after approval of the County Administrator. The Board must approve revisions if the Human Resources Department anticipates that a classification change may occur. The required evaluation procedure and point system final~~ position description shall be in place prior to any external recruiting advertising.

Subd. (6) Screening Process

- (a) All applications will be reviewed and screened by the Human Resources Director or designee for minimum qualifications. All candidates listed on the Minnesota Merit System Register are deemed to meet minimum qualifications.
- (b) The hiring Department Head or designee ~~will~~ can review qualified applications for further screening, if desired. The hiring Department Head or designee may request to view all applications received for the position, regardless of qualifications.
- (c) ~~The Department Head or designee will choose the candidates for interview, or will delegate this responsibility to a supervisor in the department and/or to an HR representative. The Human Resources Department will then do the final screening of this group. This final screening shall result in the candidates for the final selection interview.~~

Subd. (7) Interview

- (a) ~~The Human Resources Director or designee is responsible for coordination of interviews. Once the applications are screened and a determination has been made that applicants are eligible for a position, the following will take place:~~
- (i) ~~Set up a time for the interview. Interviews will be set up in an office or room where there will be privacy and freedom from interruptions.~~
- (ii) ~~An interview will begin with introductions, review of position description and duties.~~
- (iii) ~~The candidate will be asked prepared interview questions. The same questions will be asked of all candidates being interviewed. Follow-up questions may be asked based on the individual's response.~~
- (iv) ~~The length of the interview will depend on the type of job being filled.~~
- (b)(d) ~~The results of the interviews will be recorded on the interview questionnaire form. Best practices for interviews will be followed, as determined by legal counsel, the County Administrator, and Human Resources Director.~~

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Comment [BJD35]: New

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(e)(e) The interview teams for all positions will include at least one employee of the county who has attended training on employment law and best practices related to interviews, ~~representative from the Human Resources Department~~, the Supervisor or ~~designated representative~~, and the Department Head or designated representative. County Board representative(s) may participate in the interview portion of the hiring process if the opening is for a Department Head position. The Human Resources Director or designee will participate in the interview portion of the hiring process at the request of the Supervisor or Department Head, as periodically requested by the County Administrator, and when there is no one on the interview team who has attended a training on employment law and best practices related to interviews as conducted by the county's labor attorney.

Comment [BJD36]: New

Comment [BJD37]: New

(d)(f) Any candidate not receiving an interview will be notified in writing or via email. If a candidate is interviewed, but not selected for the position, the Human Resources Director or designee shall notify the candidate. The Human Resources Director or designee shall be responsible for notification to the candidates.

Subd. (8) Conditional Job Offer

(a) The Human Resources Director will bring the recommendation of the Department Head to hire to the County Administrator or County Board (whichever is applicable) for final approval.

Comment [BJD38]: New

(b) The Human Resources Director or designee and the Department Head or designee will review and evaluate the experience and qualifications of the applicants for a position and may assign experience credit deemed reasonable. This will be the starting salary proposed to the County Administrator for approval of the applicant.

Comment [BJD39]: Consistent with the Non-union Compensation Guidelines

(e) Once a candidate is selected for the position, a ~~verbal~~ conditional job offer will be made by the Human Resources Director or designee. At that time, the candidate is informed of:

Comment [BJD40]: New (is current practice)

(d) ~~The beginning wage for the position.~~

(e)(c) ~~To expect a written conditional job offer letter.~~

(f) ~~The conditional job offer letter will include:~~

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(i) ~~The date the conditional job offer was made.~~

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(ii) ~~The date when the candidate accepted the conditional job offer.~~

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(iii) ~~The conditional starting date, if determined.~~

(iv) ~~The statement that a conditional job offer is pending the results of a pre-employment physical, references check(s), background check(s), proof of eligibility for employment and final County Administrator or County Board approval.~~



- (v) ~~Insurance, vacation, sick leave, and personal leave information.~~
- (vi) ~~The starting wage.~~
- (vii) ~~When the individual may expect a wage increase.~~
- (viii) ~~Information regarding the County's two-week hold back procedure on pay.~~
- (ix) ~~The probationary period.~~
- (x) ~~To whom and where to report on the start date.~~
- (xi) ~~The union collective bargaining agreement, as applicable.~~

Subd. (9) Reference and Background Checks

- (a) Employment ~~and personal~~ references will be checked on all candidates conditionally offered employment with Aitkin County.
- (b) Criminal background checks will be done by the HR Director or designee, through a firm specializing in background investigation and pre-employment screening services, by the Bureau of Criminal Apprehension, and/or by the Aitkin County Sheriff's Department on the candidate conditionally offered employment with Aitkin County and in accordance with the law.

Subd. (10) Pre-Employment Physical

- (a) Candidates in selected job classes who have received a conditional offer of employment will be required to pass a Health Screening/Pre-Employment Physical, Attachment 3B.
- (b) The Health Screening/Pre-Employment Physical shall be conducted by a local medical facility, at no cost to the applicant.
- ~~(c) Class I Pre-Employment Physicals will be completed at a local medical facility at no cost to the applicant.~~
- ~~(d)~~
- ~~(e) Class II and III Pre-Employment Physicals will be completed at a local medical facility at no cost to the applicant.~~
- ~~(f)~~
- ~~(g)~~ (c) The Human Resources Director or County Administrator may approve an alternate pre-employment physical site when deemed necessary.

Subd. (11) Hiring Of Relatives

**Comment [BJD41]:** Abbreviated.  
List is OK w/Dept Heads...  
Pre-employment physicals are currently done for these types of positions (excludes subs/seasonal/temps unless listed below):  
Appraisers, Assistant Engineer, Engineering Techs, Hwy Foreman and Asst, Jail Admin and Asst, Asst Land Cmsr, Mechanics, Zoning and E.S. field staff, IT line staff, Cooks, Maint Staff and Custodians, Deputies/Sgt/Inv., Jail/Dispatch Staff, Econ Dev/FIC, Food Service Coord, Land Survey Coord, GIS Coord, F/Parks Techs, Foresters, Equip Operators, Instructor Naturalists, Land Dept Laborer, Seasonal Naturalists, Undersheriff, Survey Tech, Forest Inv. Spec., Social Workers, PHN, Hwy ROW. They are not currently done for office/desk type positions.  
  
Discuss DH preferences. Budget item. Attachment 3B (form).

- (a) The employment of relatives in the same area of an organization may cause conflicts. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried into day-to-day working relationships.
- (b) Relatives of persons currently employed by Aitkin County may be hired only if they will not be working directly for or supervising a relative within the organization. This policy applies to any relative person, higher or lower in the organization, who has the authority to review employment decisions. Aitkin County employees cannot be transferred into such a reporting relationship.
- (c) For the purposes of this section, a relative includes: child, step-child, parent, step-parent, sibling, step-sibling, grandparent, grandchild, the employee's fiancé, spouse, spouse's parent, spouse's step-parent, spouse's sibling, spouse's step-sibling and any other person whom the employee has been declared legal guardian.

Subd. (12) Employee Dating Relationships outside of the workplace

Comment [BJD42]: New section

Aitkin County desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can potentially result from intimate relationships involving managerial and supervisory employees in the County or certain other employees in the County.

Accordingly, Department Heads and Supervisors are discouraged from fraternizing or becoming romantically involved with one another or with any subordinate employee in the department. Additionally, all employees, both managerial and non-managerial, are discouraged from fraternizing or becoming romantically involved with other employees, when, in the opinion of the County, their personal relationships may create a conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale.

An employee involved with a supervisor or fellow employee should immediately and fully disclose the relevant circumstances to the County Administrator so that a determination can be made as to whether the relationship presents an actual or potential conflict of interest. If an actual or potential conflict exists, the County may take whatever action appears appropriate according to the circumstances, up to and including transfer or discharge. Failure to disclose facts may lead to disciplinary action, up to and including termination.

All employees should also remember that the County maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The County will vigorously enforce this policy consistent with all applicable federal, state, and local laws.

Comment [NB43]:  
Focus on supervisor subordinate relationships

## Section D. Orientation

Purpose: To clarify a new employee's role in the organization as a whole and to explain applicable personnel policies and procedures and/or provisions of the applicable collective bargaining agreement. The Human Resources Director or designee, the Payroll Technician, and the individual's immediate Supervisor share the responsibility for orientation.

~~Subd. (1)~~ Subd. (1.3) The orientation of a new employee is the final step in the hiring process. The County has a three-phase orientation program for all new employees:

(a) Phase I Payroll and Benefits Department Orientation - Full Time Employees (Payroll Technician)

~~(b) Phase IA - Payroll Department - PT/Casual/Temp Employees~~

(c) ~~(b)~~ Phase II General Orientation, Policies, and Training (HR Director or designee)

(d) ~~(c)~~ Phase III Position, Department, and Social Orientation (Immediate Supervisor)

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## Section E. Probationary Period

Purpose: To provide a time frame for the employee's supervisor to observe the employee's fitness for continued employment with the County. The probationary period shall be utilized by supervisors to closely observe the employee to determine whether the employee will be able to meet the Department demands and become a contributing member to the County's workforce or whether it is necessary to remove the employee whose performance does not meet the required work standards.

**Comment [BJD44]:** The Non-union Compensation Guidelines simply states: All newly hired or promoted employees will be on a probationary period for six calendar months unless specified otherwise by statute. Employment may be terminated for any reason during this period.

Subd. (1) All County employees will serve and successfully complete a probationary period.

~~a)~~ All newly hired or promoted non-union employees will be on a probationary period for six (6) calendar months unless specified otherwise by statute (Veterans Preference §197.46 or other). The probationary period may be extended up to 90 days at the request of the Department Head. Employment may be terminated for any reason during this period unless specified otherwise by statute. Non-Union County employees shall serve a 6-month probationary period. The initial 6-month probationary period may be extended.

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Comment [BJD45]: New

Subd. (2) Upon request of the Department Head, the County Administrator may extend the probationary period by up to 6 months. Under no circumstances may a probationary period exceed 12 months. The employee will be notified in writing and informed of performance deficiencies and offered assistance to improve performance.

Subd. (3) If the employee takes a leave of absence while on probation, the probationary period shall be extended by a period of time equal to the total number of calendar days on leave.

Comment [BJD46]: New

Subd. (4) Union employees will follow the probationary periods as they are defined in the applicable collective bargaining agreement.

Subd. (5) Probationary employees are eligible to apply for other positions for which they are qualified.

#### Section F. Access To Personnel Files

Comment [BJD47]: Laundry list of Personnel Records removed.

Purpose: Aitkin County maintains a personnel file on each employee. Personnel files are the property of Aitkin County. Aitkin County allows access to personnel files in accordance with applicable law.

Subd. (1) Personnel files are kept in the Administration Department, Human Resources Office. Payroll files are kept in the County Auditor's Office.

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Subd. (2) Access

Employees are permitted reasonable access to their personnel files, including medical, workers' compensation, and immigration files, by appointment during regular business hours. A request for access by an employee must be submitted in writing to the Human Resources Director or designee.

Subd. (3) Copies

Employees may receive a copy of any information in their personnel file at the expense of the County.

Subd. (4) Additions and Corrections

Employees are permitted to propose the addition of material and changes to any information in their personnel files. A proposal to add information or change information is subject to review by the immediate supervisor and the Human Resources Director. If there is a dispute between the supervisor and the employee concerning any added or corrected information, a meeting will be set up with the employee, supervisor and Human Resources Director to resolve the disagreement.

Subd. (5) Access by Other Employees And Supervisors

(a) Personnel records and medical, workers' compensations, and immigration files of employees may be accessed by other employees and supervisors on a need-to-know basis in the course of performing their job functions and in accordance with applicable laws.



- (b) In other situations, personnel records and other data on employees may only be accessed pursuant to the Minnesota Government Data Practices Act, Minn. Stat. [§13.01](#) et seq.

Subd. (6) Access by Former Employees

Former employees may have reasonable access to their personnel records in accordance with applicable laws.

Subd. (7) Documents Contained in the Personnel File

~~No information will be added to any personnel file without informing the employee. Employees shall be notified of any entry to their personnel file concerning performance evaluations or discipline.~~ Payroll records, such as Forms I-9, W-2, and timesheets, shall be maintained in the Auditor's ~~Department Office~~. Employee medical information will be kept in a separate medical file. Workers' compensation information will be kept in a separate workers' compensation file.

Section G. **Hours Of Work**

Comment [NB48]: FLSA information

Comment [BJD49]: Review entire section.

Purpose: To define the schedule of work hours for Aitkin County employees as determined by operational needs and demands of Aitkin County. Hours of work generally include all of the time an employee is on duty at the employer's establishment or at a prescribed work place, as well as all other time during which the employee is suffered or permitted to work for the employer.

- Subd. (1) The normal workweek of the organization is Monday through Friday, 8:00 a.m. to 4:30 p.m.; however, it is expected that all staff will provide service necessary to carry out the functions of their position which includes weekends and evenings as required. Department Heads are authorized to establish schedules to meet the business needs of their department.

Subd. (2) Flexible Schedules

- (a) Flexible hours for non-exempt staff may be arranged with the Department Head or designee provided the normal scheduled hours worked fall between 6:00 a.m. and 7:00 p.m.
- (b) A flexible schedule is an agreed upon schedule that meets the business needs of the Department and meets with the approval of the employee which is outside of the normal business day. The expectation under a flexible schedule is that employees are accountable to begin and conclude work for the day at the agreed upon, scheduled time.
- (c) Flexible schedules may not include scheduled work days longer than 10 hours and should generally not incur overtime pay.

Comment [BJD50]: New

Subd. (3) **Alternate Work Sites and Telecommuting**

- (a) Utilizing alternate work sites and telecommuting is an administrative option not an employee benefit. ~~An employee may request to. Upon agreement of the department head an employee may~~ be allowed to report to an alternate work site or to telecommute but the decision to allow it will be based on the business needs of the County and the Department.
- (b) Alternate work sites and telecommuting requires support from the Department Head and approval of the County Administrator. Alternate work sites and telecommuting is not appropriate for every job at the County. Alternate work sites and telecommuting agreements may be revoked by management at any time for any reason.
- (c) The necessary tools, technology and services must be readily available at the alternate work site. The County will provide the necessary technology equipment to perform necessary duties. The County will not assume responsibility for operating costs, home maintenance or other costs incurred by the employee in the use of a residence for telecommuting. ~~Agencies may use appropriate funds for other telecommuting costs.~~ (i.e. if an employee voluntarily opts to accept a telecommuting agreement; the County will not reimburse costs).
- (d) An employee's compensation and benefits, and the terms and conditions of employment will not change as a result of alternate work location or telecommuting. An employee who works from an alternate location or telecommutes is still accountable to all county policies, departmental rules and work direction. Employees at alternate work sites must maintain communications with supervisors as directed.

(e) Work Schedules

- (xii) — (i) \_\_\_\_\_ Alternate work sites or telecommuting ~~may not be used in conjunction with Flexible schedules. An employee voluntarily opting to utilize an alternate work site or to telecommute must work the standard work day of 8 am to 4:30 pmscheduling should be in accordance with the regular work day or under an approved flexible schedule.~~
- (xiii) — (ii) \_\_\_\_\_ All work rules regarding overtime, comp time, etc... apply to employees under this section.

(f) Requirements

- (i) An agreement must be signed by the County Administrator, Supervisor, Department Head and employee prior to beginning any alternate work site or telecommuting.
- (ii) There must be clear and mutually understood methods that are documented in the agreement for measuring and evaluating the work of and holding accountable an employee who is working at an alternate site or telecommuting.
- (iii) All employees must be required to have at least 8 hours per week of time reporting to the normal work site.

**Comment [NB51]:** This policy is a very early draft. Still needs legal review. Department heads should review for concept and make recommendations before full legal analysis.

Subd. (4) Meal Periods

The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he or she is required to perform any duties, whether active or inactive, while eating. If the employee is not completely relieved from duty, the meal period must be counted as hours worked. For example, an employee who is ~~permitted~~ **required** to remain at his/her desk while eating lunch and regularly answers the telephone and refers callers is working. This time must be counted and paid as compensable hours worked because the employee has not been completely relieved from duty.

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Subd. (5) Lectures, Meetings and Training Programs

Attendance at lectures, meetings, training programs and similar activities are not counted as working time if four criteria are met, namely: it is outside normal hours, it is voluntary, not job related, and no other work is concurrently performed.

Subd. (6) Travel Time

The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved. The County will observe all FLSA standards related to travel time and compensation. Compensation for travel time is typically at the discretion of the Department Head.

(a) ~~Home to Work Travel: An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.~~

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(b) ~~Home to Work on a Special One-Day Assignment in Another City: An employee who regularly works at a fixed location in one city is given a special one-day assignment in another city and returns home the same day. The time spent traveling to and returning from the other city is work time, except that the employee shall deduct/not count that time the employee would normally spend commuting to the regular work site.~~

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(c) ~~Travel that is All in a Day's Work: Time spent by an employee in travel as part of their principle activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.~~

(d) ~~Travel Away from Home Community: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours, but also during corresponding hours on nonworking days. Although not required by the FLSA, time spent traveling outside of regular working hours as a passenger on an airplane, train, bus, or automobile will also be is not considered work time.~~

**Comment [BJD52]:** Per Jim Ratz, the employee is still covered if an accident occurs, but per FLSA the employer doesn't have to pay for that time.

**Comment [BJD53]:** New. Includes FLSA details.

Subd. (7) Rest Break



Employees scheduled to work four (4) or more continuous hours shall be allowed a paid fifteen-minute break within each four (4) hour period at times designated by their supervisor.

Comment [BJD54]: New

Subd. (8) Break Time for Nursing Mothers

Comment [BJD55]: State law:  
<https://www.revisor.mn.gov/statutes/?id=181.939>

Federal law:  
<http://www.dol.gov/whd/regs/compliance/whdfs73.htm>

In accordance with MN Statute 181.939 and in recognition of the well documented health advantages of breastfeeding for infants and mothers, nursing mothers shall be provided reasonable break time to breastfeed or express milk using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or make up the time as negotiated with their supervisor. A lactation space, other than a restroom, that is private and sanitary, includes an electrical outlet and has a lock will be provided and identified by Department Head for breastfeeding employees.

- (a) Expressed milk may be stored in County refrigerators as long as the milk is properly stored and labeled.
- (b) Employees may contact a Public Health Nurse to review equipment and other resources available for Aitkin County breastfeeding employee use. Interested employees are expected to arrange for this during their personal time.
- (c) Employees who wish to express milk during the work period shall keep their supervisors, department heads and HR Department advised of any necessary requests to ensure that appropriate accommodations can be made to satisfy the needs of both the employee and the County.

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Subd. (9) — Nursing mothers shall be provided reasonable break time to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk. Employees seeking to utilize this break time shall notify the Department Head who will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, and which includes access to an electrical outlet, that can be used by the employee to express breast milk in privacy. The break time for nursing mothers is unpaid unless it runs concurrently with the employees rest break as outlined in Subd. (8) above. (Minnesota Statutes §181.939.)

Subd. (10) Subd. (9) Compensatory Time

Employees are not eligible for accrual of compensatory time, unless otherwise provided by a collective bargaining agreement.



## Section H.

### FLSA Safe Harbor For Exempt Employees

Comment [BJD56]: New Section.

Subd. (1) ~~Exempt employees are not required to account for their work time on an hourly basis, or to clock in and out to show that they are working a specific number of hours or arriving at a specific time. However,~~ Department Heads or Supervisors may require exempt employees to work a ~~specific~~ schedule, to record daily attendance, and to record and track hours for billing or other business related purposes that are directly related to the exempt employees' job duties. ~~Department Heads and supervisors will familiarize themselves with FLSA rules and regulations to ensure no exempt employee's FLSA protections are infringed upon. Without affecting their exempt status. As an example, if an exempt employee supervises non-exempt staff who must be at work 8:00 a.m. to 4:30 p.m., the exempt Supervisor may be required to work during those same hours to supervise properly. In general, exempt employees are expected to work the normal County work day, or an approved flexible schedule.~~

Subd. (2) ~~— In accordance with the Fair Labor Standards Act regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Employees who feel their pay has been improperly reduced should report this immediately following the procedures specified below.~~

Subd. (3) ~~— Provisions Mandated by the Salary Basis Rules:~~

(a) ~~Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform NO work at all for the organization.~~

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(b) ~~Deductions from pay cannot be made as a result of absences due to the circumstances listed below. Such improper pay deductions are therefore specifically prohibited by Aitkin County, regardless of the circumstances. Department Heads or Supervisors violating this policy will be subject to investigation of their pay practices and appropriate corrective action in accordance with normal procedures.~~

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(i) ~~— Jury duty.~~

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(c) ~~Attendance as a witness.~~

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(d) ~~Temporary military leave.~~

(e) ~~Absences caused by the employer.~~

(f) ~~Absences caused by the operating requirements of the employer.~~

(g) ~~Partial day amounts other than those specifically discussed below.~~

Subd. (4) — The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases, deductions may be permissible as long as they are consistent with other company policies and practices.

(a) Absences of one or more full days for personal reasons other than sickness or disability. Partial days must be paid, however, deductions may be made to your accrued leave for full or partial day absences for personal reasons, sickness or disability.

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(b) Absences of one or more full days due to sickness or disability.

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Subd. (5) — Fees received by the employee for jury or witness duty, or for military leave, may be applied to offset the pay otherwise due to the employee for the week. However, no deductions can be made for failure to work for these reasons.

(a) Penalties imposed by infractions of safety rules of major significance.

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(b) Unpaid disciplinary suspensions of one or more full days in accordance with Aitkin County's disciplinary policy.

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(c) Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.

(d) Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act.

Subd. (6) — Complaint Procedure:

(a) Employees who believe their pay has been improperly reduced should contact the Deputy Auditor/Payroll Technician or HR Director immediately and specify in writing the circumstances of the pay deduction and whether it has occurred on other occasions.

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(b) If the deduction was in fact improper, the employer will reimburse the employee as promptly as possible.

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(c) Subd. (2) — The resolution of the situation will be documented and placed with the employee's pay records. The County will observe all FLSA rules and regulations as they apply to exempt employees.

## Section I. Performance Appraisals Management

Purpose: To provide communication between the employee and the immediate supervisor relating to job performance, work standards, the employee's performance strengths, and developmental needs.

Subd. (1) — Once the performance appraisal process is completed, the evaluation will be sent to the Administration Department, Human Resources Office, and placed in the employee's personnel file.

Subd. (2) Probationary Employees

- (a) Performance appraisals will be conducted on all probationary employees during and prior to completion of the probationary period, typically at 3 months and 6 months.
- (b) The Department head or immediate supervisor is responsible for the appraisal.
- (c) The performance appraisal will be completed according to Aitkin County's Performance Appraisal Program form. [Attachment 3C](#)

Subd. (3) Employees

The Department head or immediate supervisor will conduct the performance appraisal process for supervisors and non-management employees on an annual basis.

Subd. (4) Department Heads

The County Administrator will conduct the performance appraisal process for [appointed](#) Department heads on an annual basis.

Subd. (5) County Administrator

The County Board will conduct the performance appraisal process for the County Administrator on an annual basis.

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**Section J. Disciplinary Action**

Purpose: To establish standard disciplinary procedures for employees who violate rules, regulations, or perform unsatisfactorily.

- Subd. (1) The progressive disciplinary system will be used as defined by Aitkin County's Disciplinary Action policy. The severity of the infraction will dictate the level of the first action taken, which may include, but not be limited to, verbal reprimand, written reprimand, demotion, suspension or termination.

Comment [BJD57]: From the Non-union Compensation Guidelines

Subd. (2) Disciplinary Measures

Different types of disciplinary measures may be used depending on the offense. Disciplinary measures include:

- (a) Personal Discussions - This measure is to be used when a problem arises that can be handled in an informal manner through discussions between the employee and the immediate supervisor.
- (b) Verbal Warning - This measure will be used when personal discussions have not resolved the matter. A statement by the immediate supervisor that the warning was given shall be placed in the employee's personnel file.

- (c) **Written Warning** - This measure involves a written statement to the employee referencing previous warnings and/or discussions regarding the problem, what the employee must do to resolve the problem to the supervisor's satisfaction, and indication of the consequences for not resolving the problem. The employee and supervisor shall sign written reprimands. If an employee refuses to sign a written reprimand, a notation of such shall be made on the reprimand. A copy of all written reprimands shall be placed in the employee's personnel file and retained therein.
- (d) **Suspension** - An employee may be suspended with or without pay for a period of up to thirty (30) calendar days and may be extended for cause as determined by the employer. A suspension may be used when previous disciplinary measures have been used and were then unsuccessful in resolving the problem, or when a problem or situation arises that may warrant an immediate suspension due to the seriousness of the offence.
- (e) **Termination** - This disciplinary measure may be used when attempts at resolving the problem have failed or the seriousness of the offense warrants termination. The termination notice with the reasons for termination will be stated in writing to the employee.

(f) Authority to conduct discipline up to and including termination is delegated as follows:

<u>County Board</u>	<u>All disciplinary action up to and including termination of all personnel</u>
<u>County Administrator</u>	<u>All disciplinary action up to and including termination of all personnel below department head level and</u> All disciplinary action up to termination of department head level positions. County Board approval is required for termination of department heads.
<u>Department Head</u>	<u>All disciplinary action up to written reprimand of personnel under the department head's authority</u>
<u>Supervisor</u>	Personal discussion, verbal warning and <u>counseling statements of personnel under the supervisor's authority</u>



(a) As a general rule, at the first notice of a complaint, the immediate supervisor shall handle the problem or concern informally and orally. If the problem is not corrected within a reasonable period of time, a written reprimand shall be issued. This shall be documented and kept in the employee's personnel file. The employee shall receive, by hand delivery, a copy of this document. If the problem is still not corrected, more severe forms of disciplinary action shall be used, up to and including termination. In some situations, more severe initial disciplinary measures may be used including termination.

(b) All disciplinary actions will be in conformity with the applicable collective bargaining agreement and applicable laws, including, but not limited to PELRA and Veteran's Preference laws.

## Section K. Termination Of Employment

Purpose: To make the separation of employment with Aitkin County as amicable as possible for both the employee and the County.

Subd. (1) If a Department Head elects to terminate employment, at least twenty (20) working ~~days~~ notice shall be given to Aitkin County. All other employees who elect to terminate employment shall give at least fifteen (15) working ~~days~~ notice.

Subd. (2) An employee may be temporarily suspended or immediately terminated by the ~~Board~~ appropriate authority for just cause. The employee shall be notified of the action and the reason in writing at the time of the suspension or termination. If the employee feels that he or she has been suspended or terminated without just cause or that the period of suspension was unwarranted, the employee shall have the right to appeal under the grievance procedure, provided that objection is made in writing within ten (10) working calendar days of written notice of the suspension or termination. ~~If it is determined the suspension or the termination was without just cause, the County Commissioners shall order the appropriate remedial action.~~

Subd. (3) Involuntary Separations: Employees who are involuntarily separated, including layoff and discharge, shall be paid in full according to Minnesota Statute §181.13.

Subd. (4) Voluntary Separations: Employees who are voluntarily separated from employment shall be paid in full no later than the next regular payday.

Subd. (5) General Procedures

(c) Accrued benefits and/or severance pay may be granted in accordance with applicable collective bargaining agreements and pursuant to law.

(d) Employees will receive their final pay check in the same manner as previously received.

**Comment [BJD58]:** Minnesota Statute 197.46 grants most Veterans protection against unfair dismissals and demotions from most Minnesota public positions, without first providing the Veteran a VPA hearing. Spouses of Veterans are not included. Minnesota Statute 197.46 exempts the following public positions, "Nothing in section 197.455 or this section (197.46) shall be construed to apply to the position of private secretary, superintendent of schools, or one chief deputy of any elected official or head of a department, or to any person holding a strictly confidential relation to the appointing officer."

**Comment [BJD59]:** From the Non-union Compensation Guidelines

**Comment [BJD60]:** Nate, the labor attorney recommends eliminating "...for just cause" because it is not consistent with the "at will" designation.

**Comment [BJD61]:** From the Non-union Compensation Guidelines

- (e) It is the responsibility of the separating employee's immediate supervisor to assure that the employee returns all County property, keys and/or equipment, prior to the employee's receipt of the final paycheck. All expenses and credit cards should also be balanced and returned prior to the employee's receipt of the final paycheck.

## Section L. Grievance Procedure

Purpose: To provide a method for the prompt and equitable resolution of disputes relating to the administration of the Personnel Policies and Procedures Manual.

### Subd. (1) Union Contract Provisions

The grievance procedures found in applicable collective bargaining agreements shall be followed.

### Subd. (2) Grievance Procedure for Employees Not Covered by a Collective Bargaining Agreement

It is the policy of the County to adjust all grievances promptly and fairly. To expedite resolution, two or more Steps may be combined by the parties, through mutual agreement, in writing. Grievances related to terminations shall start at Step 3.

- (a) Step 1: An employee claiming a violation concerning the interpretation or application of these Personnel Policies and Procedures shall, within ten (10) calendar days after the employee, through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance, present such grievance in writing to the employee's Department Head. A response to the grievance shall be issued within ten (10) calendar days following a meeting with the Department Head or designee. Any grievance not appealed in writing to Step 2 by the employee within ten (10) calendar days shall be considered waived.
- (b) Step 2: If appealed, the written grievance shall be presented by the employee and discussed with the Human Resources Director within ten (10) calendar days. A response to the grievance shall be issued within ten (10) calendar days following a meeting with the HR Director. Any grievance not appealed in writing to Step 3 by the employee within ten (10) calendar days shall be considered waived.
- (c) Step 3: If appealed, the written grievance shall be presented by the employee and discussed with the County Administrator within ten (10) calendar days. A response to the grievance shall be issued within ten (10) calendar days following a meeting with the County Administrator. Any grievance not appealed in writing to Step 4 by the employee within ten (10) calendar days shall be considered waived. The decision of the County Administrator shall be final.

## Section M. Exit Interviews

Purpose: To provide a separating County employee the opportunity to express an opinion with regard to employment issues with Aitkin County.

**Comment [BJD62]:** DH's - discuss having employees "sign-out" equipment. Document what everybody has and have the employee's sign an agreement about the monetary value of the items, that the employee will repay the County for any items not returned, and acknowledgment that this amount can be withheld from their final check. (Ask Jim Ratz - can we reduce their pay below minimum wage?) \*Checking with other counties to see if they have an Agreement in use.

**Comment [BJD63]:** Updated Section K to include 3 steps prior to county board.

Prior comment/already discussed this w/Nate. This language in this comment box is from the Non-union Compensation Guidelines. The language in Section K is from the policy manual. There are some differences. Does Nate have a preference? Mainly, who does Nate want the Step 1 non-union grievance filed with? Expand to 3 steps (DH, HR, CA)

A grievance may be filed when the affected employee takes issue with a written reprimand or any disciplinary action greater than a written reprimand. [policy does not limit it to action greater than a WR]

Grievances of staff shall be submitted in writing to the [policy manual states County Admin] Human Resources Director.

All grievances must be filed within ten (10) working days of the receipt of the written notice of the disciplinary action, suspension or termination by the employee. [policy requires a response within 15 working days following a meeting with CA]

Grievance shall be heard and considered by the County Commissioners or designated representative no more than thirty (30) working days after the filing of the [policy manual specifies "Step 2" here] grievance.

[same as policy manual] If either party calls in a representative, the other party must be notified seventy-two (72) hours prior to the meeting.

[same as policy manual] A majority decision of the Aitkin County Commissioners shall be final and binding upon both parties and such decision shall be rendered in writing within (30) thirty working days after the grievance hearing.

Subd. (1) Every employee separating from County employment is to be offered the courtesy of a final interview with the Human Resources Director or designee. The Exit Interview Form will be completed by the employee or interviewer and filed in the personnel file retained on file in the Administration Department, Human Resources Office, separate from the employee's personnel file. In the event an exit interview is not possible, the Human Resources Director or designee will email or mail the exit interview form to the exiting employee, with a self-addressed stamped envelope if sent by U.S. Mail.

Subd. (2) The separating employee will be advised of separation matters by payroll including but not limited to final pay, vacation pay, and COBRA benefits.

Subd. (3) Exit Interview information will be compiled and reviewed by the Human Resources Director to determine trends or corrective action that may be necessary. When necessary, this information will be shared with the County Board, County Administrator, and/or Department Head.

— Attachment 3H - Exit Interview Form

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## ARTICLE IV WAGES AND SALARIES

### Section A. Elected and Appointed Officials; Employees Not Already Set By Agreement

Purpose: To establish and administer a compensation system for Aitkin County elected officials, appointed officials, and other county employees who are not already covered by a collective bargaining agreement, ~~meet and confer agreement, or an individual agreement~~. This policy shall provide:

- (a) Compliance with Minnesota Statutes relative to setting compensation levels for elected officials and is specifically intended to ensure compensation levels are formally established and publicly announced well in advance of the opening of filings for elected offices.
- (b) A defined process for establishing compensation levels for employees who are not already covered by a collective bargaining ~~, meet and confer, or an individual~~ agreement.

#### Subd. (1) Elected Officials

- (a) The salaries of Aitkin County Commissioners (~~\$375.055~~) elected from the I, II, III, IV & V districts shall be set by resolution of the County Board by July 31 of each year, prior to the year in which the salary is to be paid.
- (b) The salaries of Aitkin County Attorney (~~\$388.18~~), County Auditor (~~\$384.151~~), County Recorder (~~\$386.015~~), County Sheriff (~~\$387.20~~), and County Treasurer (~~\$385.373~~), shall each be set by resolution of the County Board in December of each year, prior to the year in which the salary is to be paid.
- (c) A payroll holdback shall be used for all elected officials in accordance with the Pay Procedure Policy, Article IV, Section F.

Comment [NB64]: HHS Dir?

#### Subd. (2) Appointed Positions

The salaries for appointed positions, including County Assessor (~~\$273.061~~, Subd. 6), County Highway Engineer (~~\$163.07~~, Subd. 2), Veterans Service Officer (~~\$197.60~~, Subd. 3), and Land Commissioner (~~\$282.13~~) shall be payable in accordance with ~~applicable agreements~~ Article IV, Section A, Subd. (3).

#### Subd. (3) Other Employees

The salaries for appointed and other employees not already covered by a collective bargaining agreement, ~~meet and confer, or an individual~~ shall be adjusted ~~annually~~ according to the following procedures:



(a) The supervisor is responsible for completing the employee's annual performance evaluation by December 15th of each year within 30 days of the employee's anniversary date in accordance with the Performance Appraisals Management Policy in Article III, Section H.

**Comment [BJD65]:** Discuss w/Nate and DHs. What is their preference? If all evaluations are returned by mid December, payroll change forms can be submitted and pay changes issued in January. Rather than waiting for evaluations to be submitted in January.

~~(b) After the annual performance review has been completed, the employee, the Department Head and the County Administrator shall meet to discuss the respective wage adjustment based upon the following factors:~~

~~(c) The County Administrator shall follow the uniform compensation guidelines, which includes the Hay wage chart.~~

**Comment [NB66]:** Change?

~~(d) The County Administrator should also consider market, employee performance, length of service, special skills, education, experience, pay equity, and rate at which the employee became fully competent in the position.~~

BD: Yes, edited. (BD reminder, this section shows in two Deleted boxes.)

~~(e) 3. After the employee, Department Head and the County Administrator have discussed the respective wage adjustment, the County Administrator shall set and approve the new wage.~~

~~(f)(b) 4. If the County Administrator or the employee believes that the position should first be evaluated according to other County policies, i.e. Market Rate Adjustment Policy or Comparable Worth Policy, the matter is forwarded to the Human Resources Manager for evaluation and recommendation to the County Administrator Board in accordance to the respective policy before the wage is adjusted. and the employee has received a satisfactory or higher performance evaluation, the employee shall receive a wage or salary adjustment based upon the County Board adopted compensation schedule referred to in Appendix A. In no event shall an employee's wage or salary be adjusted to exceed the maximum of the appropriate salary range.~~

~~(g)(c) An employee's salary may not exceed the range maximum. If an employee's salary currently exceeds the maximum of their pay scale, their salary will be frozen until the pay scale catches up.~~

**Comment [BJD67]:** From the Non-union Compensation Guidelines

**Comment [BJD68]:** New, second sentence (c).

~~(h)(d) Pay days for all employees shall be bi-weekly on a Friday.~~

~~(i)(e) At the end of each year, all non-union employees shall remain at their rate of pay until a new wage scale, Appendix A, is adopted by the Board. Employees who terminate employment prior to the date of County Board approval of the annual non-union wage scale shall not be eligible for retroactive wage adjustments.~~

**Comment [BJD69]:** New, first sentence (e).

**Comment [BJD70]:** From the Non-union Compensation Guidelines

(f) Promotion Pay: If the employee is not satisfied with the process or outcome, the employee has the option to appeal the decision of the County Administrator or Human Resources Director to the Board, provided the appeal is made within 30 days and is in writing. A FLSA non-exempt employee who is promoted to a higher paid classification would be placed within range or on the step that results in at least a \$0.25 per hour increase. A FLSA exempt employee who is promoted to a higher paid classification would be placed within the higher pay range resulting in at least a \$520.00/year increase (pro-rated if promotion occurs mid-year).

(j)(g) Any special benefits or conditions of employment negotiated with an individual employee prior to this policy adoption shall be in addition to the rights and benefits covered by these guidelines.

**Comment [BJD71]:** From the Non-union Compensation Guidelines

## **Section B. Job Reclassification Pay**

A FLSA non-exempt employee whose (DBM) job classification is upgraded will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose (DBM) job classification is upgraded will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).

**Comment [BJD72]:** From the Non-union Compensation Guidelines. Added DBM system reference for clarification.

## **Section C. Overtime Pay**

Purpose: To follow the Fair Labor Standards Act for non-exempt employees as it relates to hours worked in excess of ~~forty (40) hours per work week~~ the regular work day or an approved flexible schedule, or an amount set forth in an applicable collective bargaining agreement.

### **Subd. (1) General Procedures**

(a) Employees will flex their schedules to the greatest extent possible to avoid incurring overtime.

(b) No employee shall be allowed to accrue compensatory time off unless otherwise provided by a collective bargaining agreement.

(c) All overtime hours worked shall be authorized in advance by the Department Head or designee, unless a departmental rule states otherwise. All records of overtime hours worked must be maintained and reported on the employee's timesheet.

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(e)(d) Upon approval of the Department Head, All FLSA non-exempt employees are eligible for overtime compensation at the rate of one and one-half (1-1/2) times their regular base wage for hours worked in excess of a normal work day or an approved flexible schedule day. ~~forty (40) hours per work week~~. Within the constraints of FLSA, this policy shall not be construed to limit the ability of the Department Head to request or require that employees flex their schedule in a given week, or employees to request flex time in recognition of hours worked in excess of a normal work day.

**Comment [BJD73]:** Discuss OT w/Dept Heads.

Discussed w/DHs. Mixed feedback, Nate's preference? OT after 8 or after 40? PTO/personal count as time worked or not?

Some CBA's provide OT after 8 or 10 hrs/day while others after 40/week. Some accrued time (holidays) is noted as "time worked" for purposes of OT, while other accrued time is not (but past practices exists). This is a large issue. Would like it consistent one way or the other, if possible.

(d)(e) Overtime hours that are approved by the Department Head or designee and submitted on a timesheet may be paid without Board approval. (1/14/92).

(e)(f) When an employee is required to travel in connection with a temporary assignment, payment of overtime during this period is to be determined by the immediate supervisor on the basis of the circumstances involved and in accordance with applicable law. See Article III, Section C, Subd. (7).

(f)(g) Supervisors will ~~take no action that encourages~~ not permit employees to work off the clock without recording the time as hours worked.

Subd. (2) Exempt employees are those who are exempt from the overtime and minimum wage requirements of the Fair Labor Standards Act (FLSA). Exempt employees are not eligible for overtime compensation or accrual of compensatory time.

**Section D. ~~All FLSA non-exempt employees are eligible for overtime compensation at the rate of one and one-half (1-1/2) times their regular base wage for hours worked in excess of forty (40) hours per work week. All overtime hours must be approved in advance by the Supervisor.~~ Payroll Deductions**

Purpose: To make deductions from an employee's wage in accordance with applicable laws and, where required, the employee's consent.

Subd. (1) General Deductions

Deductions will be made from employees' wages in the following order:

- (a) Federal and State income taxes
- (b) FICA or Medicare (Social Security)
- (c) Public Employees Retirement Association (eligible employees)
- (d) Union Dues in accordance with applicable collective bargaining agreement and PELRA

Subd. (2) Employees shall be required to complete all applicable forms necessary for deductions as may be required by law.

Subd. (3) No deduction from an employee's wages for any period shall cause the employee's wages for any such period to be less than the wage required to be paid by the County pursuant to applicable law. i.e. garnishment exemptions, etc.

Subd. (4) Employees are to be notified of all deductions. If the employee objects to a deduction, such as a garnishment or child support order, the dispute will be referred to the legal ~~department~~ counsel.

Subd. (5) ~~Deductions~~ Requiring Written Consent

Employees must consent in writing to the following deductions:

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**Comment [BJD74]:** i.e. Employer can't garnish money from your paycheck if you earn less than \$290 a week. If you earn more than \$290 per week, at least 75% of your earnings after taxes are automatically protected.

**Comment [BJD75]:** Does Dee require written consent for MSRS HCSP deductions? i.e. currently in Teamsters licensed CBA.



(a) Payment of group health, dental, life, long-term disability, short-term disability, long-term care insurance, and any other voluntary benefits elected

(b) Contributions to a retirement plan

(c) Contributions to deferred compensation plans

(d) Contributions to a flexible spending account

~~(e)~~ Contributions to a health savings account (HSA) ~~NACO Deferred Compensation Plan~~

~~(f)~~ ~~(e)~~

**Comment [BJD76]:** Deleted NACO Deferred Compensation Plan, duplicative, see (c)

## Section E. Pay Procedure

Purpose: ~~To maintain consistent and efficient payroll department and procedure. To define the County-wide guidelines, policies and procedures governing payroll and to ensure relevance, accuracy, and consistency of payroll procedures across all departments.~~

### Subd. (1) General Procedures

(a) The payroll period shall be biweekly. Aitkin County employees shall be paid biweekly on Friday for work performed during the previous pay period. All pay periods are regular cycle pay periods with the exception to the end of the year pay period. There are 26 pay periods in one year.

(b) ~~Checks/Funds~~ will be distributed from the Treasurer's Office following the completion of payroll processing.

(c) Aitkin County implements a two-week holdback on wages/salaries.

### Subd. (2) Automatic Payroll Deposit

This policy is effective for all central payroll departments.

~~(d)~~

~~(e)~~(d) Those employees who began employment prior to September 10, 1999 and are not participating in automatic deposit will have their payroll checks mailed. All new employees hired after September 10, 1999 will be required to utilize automatic payroll deposit.

~~(f)~~(e) All exceptions to this policy and employees with special circumstances must request exemption for approval to the County Administrator in writing.

~~(g)~~(f) Effective September 10, 1999, automatic payroll deposit will be implemented. All County employees will have their payroll check deposited into a checking account or savings account.

**Comment [BJD77]:** We have 7 people left that were hired prior to 9/10/1999 and who receive a paper check.

Discuss w/Nate – are there so few remaining now that for efficiency all should be given notice and rolled into the direct deposit program on 7/1/2015, or so? Yes, all to direct deposit per Dept Heads.

## **Section F. Market Rate Adjustments**

Purpose: Although the County considers internal compensation relationships of primary importance in maintaining pay equity, it may be necessary to recognize the external compensation relationships through market rates attraction/retention wage scales and/or market rate adjustments.

Subd. (1) Market rate adjustments ~~or extensions~~ may be considered and external market relationships examined when:

- (a) A salary range is insufficient to attract qualified candidates for employment; or
- (b) A continuing pattern of turnover in a given position can be directly linked to established compensation levels; or
- (c) A given position deviates from the market rate by a substantial percentage.
- (d) ~~Market rate adjustments or extensions also may be considered and external market relationships examined when~~ The County Administrator deems that a specific external market relationship must be examined.

Subd. (2) All market rate adjustments must be recommended by the County Administrator and approved by the Board.

## ARTICLE V EMPLOYEE BENEFITS AND SERVICES

### Section A. Group Insurance

Purpose: To provide medical, life and long term disability insurance to eligible employees of Aitkin County.

#### Subd. (1) Summary

- (a) ~~All full time (probationary and non-probationary), permanent~~ employees; who work a minimum of thirty (30) hours per week are entitled to health and life insurance provided by Aitkin County. Some exclusions apply for LLCC staff. See Subd. (1) e) below. Those who are eligible for medical insurance and can prove that they are already covered by a different policy are not required to sign up for a plan provided by Aitkin County.
- (b) Select voluntary benefits are also available for full-time employees to purchase, including dental insurance, supplemental life insurance, short-term disability insurance, long-term disability insurance, long-term care insurance, and critical illness voluntary insurance policies.
- (c) Some agreements entitle employees to Long-Term Disability benefits after six (6) months of continuous employment with Aitkin County.
- (d) The effective date of coverage shall be based upon the specific policy.
- (e) The County offers health insurance to substantially all full-time employees, which is defined under the Affordable Care Act as 95% of employees working 30 or more hours per week on average or 130 or more hours per month on average. The County is not subject to a penalty if 5% of employees working 30 or more hours per week on average or 130 or more hours per month on average are not offered health care coverage. The Affordable Care Act offers limited exemptions and the County Administrator may authorize use of those exemptions as needed.

**Comment [BJD78]:** For 2015, we have a transitional number of 30%. In 2016, it's 5%.

Refer to applicable agreements for additional details and employer contribution rates.

### Section B. Health Insurance

- Subd. (1) Health insurance coverage will be provided in accordance with the County's insurance policy. The employee and employer premium contributions and VEBA/HSA contributions shall be established by the County Board and calculated in the same manner as defined in the Agreement between Aitkin County and AFSCME Council 65, Local Union #667 (Courthouse Unit).

**Comment [BJD79]:** From the Non-union Compensation Guidelines

Subd. (2) All eligible employees will receive a County VEBA contribution prorated on a quarterly basis for all quarters in which work is performed.

(a) The County's VEBA account contribution shall be made as part of the first warrant cycle of the year. In the event that an employee leaves employment for any reason other than death, the employee shall be required to reimburse the County for the VEBA contribution prorated on a quarterly basis for any full quarter that remains. The County shall have the right to deduct this amount from the employee's final paycheck.

(b) Employees may elect to receive the county's VEBA contribution on a quarterly basis as a part of the first warrant cycle of the quarter rather than on a yearly basis by submitting a written request to the Auditor's office. Said election must be made prior to the start of the plan year. If an employee has eligible expenses that exceed the County's year to date deductible contribution, the employee may request advance payment up to the remainder allocation for the plan year.

### Section C. Life Insurance

The County Board agrees to provide and pay for a life insurance policy of \$15,000 for all full-time employees, and to provide life insurance coverage in the amount of \$10,000 for their spouses and dependents up to age 26.

### Section D. Long Term Disability Insurance

Subd. (1) All employees covered by a collective bargaining agreement shall follow the LTD provisions contained in the applicable union agreement.

Subd. (2) Part-time, seasonal and temporary employees are not eligible for LTD insurance.

Subd. (3) The County shall provide Long Term Disability Insurance for ~~all~~ full-time non-union employees based on current salaries. Said insurance shall take effect for new employees upon completion of the Probationary Period. LTD monthly premiums will be paid by the employees via payroll deduction.

(a) Non-union employees whose annual wages are below the maximum salary range will be reimbursed for the monthly premium.

(b) Non-union employees whose annual wages are at the maximum of the salary range shall select one of the following two options:

(i) The employee shall not be reimbursed for the monthly premium and instead shall receive 1 personal day per year, provided that their wage remains at the maximum of the salary range. Said personal day shall be separate from vacation and PTO and shall not be cumulative; or

**Comment [BJD80]: 501(c)(9)**  
Discuss with Dept Heads.

Checking w/NESC CCOGA attorney. Under section 4976, the reversion of funds from a section 501(c)(9) organization to the employer who created the beneficiary association may subject the employer to a 100% penalty excise tax on the amount of the reversion.

Anticipate we'll need to delete the last two sentences of this paragraph (a). If so, does Nate want to switch to contributions on a different schedule? REMOVE LAST 2 SENTENCES. CONSIDER DIFFERENT CONTRIBUTION METHOD IF RECOUPING IS NECESSARY. MONTHLY, QUARTERLY, OTHER?

**Comment [BJD81]:** From the Non-union Compensation Guidelines

**Comment [BJD82]:** From Non-union Compensation Guidelines. Added reference to "non-union" since LTD is a voluntary benefit for CBA covered EEs.

- (c) in lieu of receiving the 1 additional personal day per year (as described in option ~~1a~~), the county will provide long-term disability insurance at no cost to the employee, provided that their wage remains at the maximum of the salary range.
- (d) In option (1i), the premiums are paid with after tax dollars, so the LTD benefit would not be taxable income to the employee. In option (2ii), with the county paying the premiums, the LTD benefit would be taxable income to the employee.

#### **Section E. Affordable Care Act (ACA) Policy:**

In March 2010, Congress enacted and President Obama signed major reform legislation – the Patient Protection and Affordable Care Act (commonly called PPACA, ACA, or “Obamacare”) (Pub.L. 111-148), as amended by the Health Care and Education Reconciliation Act of 2010 (Pub. L. 111-152). This represents the most significant regulatory overhaul of the U.S. healthcare system since the passage of Medicare and Medicaid in 1965. The law includes hundreds of new requirements packed into thousands of pages of rules that affect the delivery and administration of employer-sponsored group health plans. The rules, as applied to employer-sponsored group health plans, generally fall into one of seven general categories, namely: 1) effective dates and grandfathering; 2) qualifying coverage mandates (insurance reforms); 3) employer mandates (play-or-pay provisions); 4) reporting and disclosure requirements; 5) individual mandates; 6) tax issues (revenue generating rules); and 7) the exchange program.

To the extent that federal statute or regulations change, this policy shall be construed as consistent with those changes.

Purpose: To comply with requirements of the Affordable Care Act and to offer health care coverage to “substantially all” full-time employees, effective January 1, 2015.

##### **Subd. (1) ACA Policy Definitions**

- (a) Employer: Aitkin County
- (b) Full-time Employee: For purposes of this Affordable Care Act (ACA) policy, full-time means an employee working 30 or more hours per week on average or 130 or more hours per month on average.
- (c) Variable Hour Employee: For purposes of the Affordable Care Act (ACA), variable hour employee means an employee working in a position classified as part-time, seasonal, temporary, or intermittent. The employer will use a look back period to determine each variable hour employee's full-time status by looking back 12 months to analyze whether the employee worked an average of 30 or more hours per week on average or 130 or more hours per month on average.
- (d) Substantially All: Substantially all full-time employees is defined as 95% of employees working 30 or more hours per week on average or 130 or more hours per month on average. The employer is not subject to a penalty if 5% of employees working 30 or more hours per week on average or 130 or more hours per month on average are not offered health care coverage.



Subd. (2) Measurement Periods

- (a) Standard measurement period, 12 months (October 15 – October 14)
- (b) Administrative period not to exceed 90 days (October 15 – December 31)
- (c) Stability period, 12 months (January 1 – December 31)

Subd. (3) For Positions Classified as Full-time: Employees who are expected to be full-time, working 30 or more hours per week on average or 130 or more hours per month on average, during the standard measurement period will be offered health coverage under the employer's health insurance plan during new hire orientation.

Subd. (4) For Positions Classified as Variable Hour (aka Part-time, Seasonal, Temporary or Intermittent: The employer will implement a standard measurement period of 12 calendar months to determine whether or not a variable hour employee is eligible for health coverage under the employer's health insurance plan. The standard measurement period will be from October 15th through October 14th of each calendar year.

Subd. (5) If an employee is determined to be full-time during the standard measurement period, they will be treated as full-time during a subsequent stability period, regardless of the number of hours they work during the stability period. The employer will implement a stability period of 12 calendar months during which a variable hour employee, determined to be full-time in the standard measurement period, will be eligible for health coverage under the employer's health insurance plan. The stability period will be from January 1st through December 31st of each calendar year.

Subd. (6) If an employee is determined to be eligible for health insurance coverage through the standard measurement period, the employer has up to 90 days to enroll the employee in the employer's health insurance plan. An administrative period will be used to determine eligibility and to facilitate notification and enrollment of employees. This administrative period will be from October 15th through December 31st of each calendar year. During this period, eligible variable hour employees will be given a two-week open enrollment period to enroll in health coverage under the employer's health insurance plan which will be in effect for the upcoming stability period/plan year. (Note: Variable hour employees are not eligible for other insurance benefits, such as dental, life, long-term or short-term disability, long-term care insurance, or FSA plan enrollment.)

Subd. (7) Unless mandated otherwise by the Local 49 or Teamsters Health Fund agreement, all eligible variable hour employees will be offered coverage on one plan, the BCBS \$5,000/\$10,000 HDHP, during the stability period. The employee and employer contributions towards this plan shall be established by the County Board and calculated in the same manner as defined in the agreement between Aitkin County and AFSCME Council 65, Local Union #667 (Courthouse Unit). In the event the health insurance provisions or contribution rates fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Employer may amend contribution rates or implement alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

Subd. (8) If funds are not available in a department's budget to cover the cost of health insurance, the Department Head may submit a written request to the County Administrator to reduce the employee's work hours to less than 30 hours per week or less than 130 hours per month to avoid the obligation to offer health care coverage. Said request will generally be approved if it is not prohibited by the terms of a collective bargaining agreement.

Subd. (9) Rehired Seasonal Employees

- (a) Seasonal employees work up to 67 days per calendar year. For ease of recordkeeping, seasonal employees will be required to be inactive (zero hours of work) for a period of 26 consecutive weeks between work seasons.
- (b) An employee who is rehired and had no active service with the employer for a period of 26 consecutive weeks will be treated as a new employee and will be evaluated by the employer during the standard measurement period to determine if the employee is eligible for health insurance benefits during a subsequent stability period.
- (c) Active service is based on all hours combined with the employer and is not separated or tracked individually by department.

Subd. (10) Opt-out Health Insurance Waivers: Employees who elect to waive coverage will be required to do so in writing. The employer does not provide a cash in-lieu of health insurance benefit.

Section F. \_\_\_\_\_ Section G. \_\_\_\_\_ Vacations

Section G. \_\_\_\_\_ Purpose: To provide employees with a break from the work environment. This policy also recognizes the work of employees and a reward of additional vacation time after continual years of service.

Section H. \_\_\_\_\_

Section I. \_\_\_\_\_ General Procedures

Section J. \_\_\_\_\_ The vacation year is recognized as beginning January 1st and ending December 31st.

Section K. \_\_\_\_\_

Section L. \_\_\_\_\_ Vacation Accrual Schedule

Section M. \_\_\_\_\_

Section N. _____ Service Years	Section O. _____ Monthly Accrual (days)	Section P. _____ Annual Accrual (days)
Section Q. _____ 0-2	Section R. _____ 1	Section S. _____ 12
Section T. _____ 3-5	Section U. _____ 1.25	Section V. _____ 15
Section W. _____ 6-10	Section X. _____ 1.5	Section Y. _____ 18
Section Z. _____ 10-14	Section AA. _____ 1.75	Section BB. _____ 21
Section CC. _____ 15+	Section DD. _____ 2	Section EE. _____ 24

Section FF. \_\_\_\_\_

Section GG. \_\_\_\_\_ Employees in permanent part-time positions, who normally work sixteen (16) or more hours per week, shall earn vacation time on a pro-rata basis.

Section HH. \_\_\_\_\_

Section II. \_\_\_\_\_ Vacation leave shall not be earned by any employee during a leave of absence without pay, or time otherwise not paid, except military leave of absence without pay.

Section JJ. \_\_\_\_\_

Section KK. \_\_\_\_\_ Vacation Usage: Department heads are responsible for scheduling vacation leaves for employees under their supervision. While every effort will be

~~made to accommodate an employee's vacation request, vacations will be scheduled so as not to unduly disrupt the normal operation of the department.~~

~~Section LL. \_\_\_\_\_~~

~~Section MM. \_\_\_\_\_ Vacation leave may be taken only to the extent that it is earned.~~

~~Section NN. \_\_\_\_\_~~

~~Section OO. \_\_\_\_\_ Vacation Carryover~~

~~Section PP. \_\_\_\_\_~~

~~Section QQ. \_\_\_\_\_ All employees are encouraged to take their full vacation allotment each year.~~

~~Section RR. \_\_\_\_\_~~

~~Section SS. \_\_\_\_\_ Employees shall be allowed to carry over vacation time to the calendar year following that in which it was accrued. Vacation time will be carried over beyond the following calendar year only when such a request is submitted in writing by the Department Head and approved by the County Board.~~

**Comment [BJD83]:** Delete "Vacation" Section, see "PTO" Section.

~~Section TT.~~ Section F. **Holidays**

Subd. (1) Full-time (probationary and non-probationary) employees shall be entitled to the following paid 8-hour holidays:

- (a) New Year's Day
- (b) Martin Luther King Day
- (c) President's Day
- (d) Memorial Day
- (e) 4th of July
- (f) Labor Day
- (g) Veteran's Day
- (h) Thanksgiving Day
- (i) Friday after Thanksgiving
- (j) Christmas Day

Subd. (2) When any of the above named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the preceding Friday.

Subd. (3) Part-time (probationary and non-probationary) employees shall be entitled to holiday pay on a pro-rated basis. (Eff. 1/1/2014.) Seasonal and temporary employees are not eligible for holiday pay.

Subd. (4) LLCC non-exempt employees who are required to work on any of these holidays shall be paid at time and one half (1 ½) rates in addition to their base wage.

**Comment [BJD84]:** Past practice question for Dee. Has this been applied to substitutes and seasonal staff also who work on a holiday? Or, is it only applied to PPT and FT non-exempt LLCC staff? Clarify if needed.

Subd. (5) Non-exempt employees who are required to work on a holiday shall receive compensation at the rate of one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay.

Subd. (6) When a paid holiday falls during an employee's paid leave of absence or vacation (PTO) period, they shall receive holiday pay for that day.

**Comment [BJD85]:** New. (They don't have to use PTO, no double pay if an EE takes PTO c-day, clarify further saying the don't have to use PTO on a holiday.)

Subd. (7) Employees will not receive pay for holidays occurring while on an unpaid leave of absence.

**Comment [BJD86]:** New

Subd. (8) When an employee does not work on any of the above-named holidays, the holiday shall nevertheless count as eight (8) hours worked for the purpose of computing overtime for hours worked in excess of forty (40) in any such week. When necessary, the Department Head and/or County Board may require an employee to work on a holiday.

**Comment [BJD87]:** New, consistent with union CBA language. As discussed w/DHs.

#### Section UU. Section G. Paid Time Off (PTO)

Subd. (1) Employees will receive PTO that will accrue on a per payroll period basis. Full-time (probationary and non-probationary) employees shall accrue PTO benefits based on the following table:

**Comment [BJD88]:** From Non-union Compensation Guidelines

Annual Completed Years of Service	Rate of Accumulation PTO Days per Month	Annual Days of PTO
0	1.75	21
3	2.00	24
5	2.25	27
10	2.50	30
15+	2.75	33

~~PTO does not count as "time worked" for purposes of computing overtime pay for non-exempt employees.~~

Comment [BJD89]: New. Need to finalize this.

Subd. (2) Employees who have used at least twelve (12) PTO days in the previous twelve-month period may elect pay in lieu of PTO for up to ten (10) days once in any calendar year.

Subd. (3) Employees may not accrue more than 34 days (272 hours) at any time.

Subd. (4) Upon separation of service, the employee will be paid for any unused PTO, up to the maximum accrued amount, unless the employee is terminated because of an illegal act regardless of whether any legal remedies are pursued or whether any conviction results. In the event of the death of an employee, the employee's accumulated vacation credits shall be paid to the employee's estate.

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Comment [BJD90]: New

Subd. (5) Employees are allowed to transfer any accrued PTO over the maximum accrual amount to the sick leave bank where there is no severance payment upon separation of service. At no time can the sick leave bank exceed 720 hours (90 working days). PTO that has been transferred to the sick leave bank can only be used in accordance with the sick leave provisions in Article V, Section H.

Subd. (6) Part-time employees shall be entitled to PTO benefits on a pro-rated basis, up to a total of 40 hours PTO. (Eff. 1/1/2014.) Seasonal and temporary employees are not eligible to accrue PTO benefits.

Comment [BJD91]: New

Subd. (7) PTO benefits shall only accrue when an employee is in a paid status or on an approved military leave. PTO benefits shall not be earned by any employee during a leave of absence without pay, suspension without pay, or time otherwise not paid.

Subd. (8) In order to assure the orderly performance and continuity of services provided, employees wishing to schedule a vacation should request PTO as far in advance as reasonably possible, but usually at least one (1) week in advance of the requested vacation period. Requests for PTO usage shall be granted by the Department Head or designee unless it is determined that such absence would adversely affect and interfere with the orderly performance and continuity of services. It may be necessary to limit the number of employees taking vacation at the same time or during an event or particular period of time. Such requests, however, shall not arbitrarily be denied. Requests for vacation will be processed giving preference to the order in which the requests are received. In the event requests are received at the same time for the same vacation period, then time-in-department will be the determining factor.

Comment [BJD92]: New. Find out what type of notification Nate and DHs prefer for PTO vacation usage by Exempt employees, same as this or something different? DH's please comment.

Subd. (9) Probationary non-union employees may use accrued PTO with supervisory approval.

Comment [BJD93]: New (consistent with current practice for non-union). CBA's allow vacation use after 6 months.



**Section VV. Section H. Extended Sick Leave Bank / Care Of Relatives**

**Comment [BJD94]:** Updated relatives to be consistent with statute.

Subd. (1) Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of working hours; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For the purpose of this paragraph, immediate family is defined as; spouse, child, step child, adult child, parent, step parent, mother-in-law, father-in-law, or grandchild. To the extent that state statute (§181.9413) or regulations change, this policy shall be construed as consistent with those changes.

Sick leave may be used because of illness of the employee's sibling or grandparent as well. For siblings and grandparents, use is limited to 160 hours all combined per calendar year.

**Comment [BJD95]:** From the Non-union Compensation Guidelines

Subd. (2) An employee must notify the employee's supervisor of sick leave usage prior to the employee's starting time, unless an emergency prevents the employee from doing so. Failure to give such notice may be cause for disciplinary action.

Subd. (3) The County reserves the right to require written medical certification from an employee.

~~Subd. (3)~~ Subd. (4) In the event of three (3) consecutive days of absence or in cases of the repeated and systematic absence of an employee: ~~The~~ Department Head ~~or Human Resources Director~~ may require a medical statement from an appropriate medical authority before granting sick leave, as well as verification that an employee is able to perform the duties of employment before the employee is allowed to return to work.

**Section WW. Section I. Personal Leave**

Subd. (1) Full-time (probationary and non-probationary) employees shall be granted four (4) personal leave days (32 hours) each year; such leave shall not be cumulative. Personal leave days shall be granted on a pro-rated basis.

Subd. (2) Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. (Eff. 1/1/2014.) Seasonal and temporary employees are not entitled to personal leave with pay.

~~Personal Leave does not count as "time worked" for purposes of computing overtime pay for non-exempt employees.~~

**Comment [BJD96]:** New

**Section XX. Section I. Workers Compensation Procedures**

Subd. (1) Reporting A Work-Related Injury or Illness

**Comment [BJD97]:** Requested final feedback from L49 and at April Safety Cmte meeting.  
Discuss w/NV, snapshot of benefit accruals.

An employee who experiences a work-related injury or illness should immediately notify his/her supervisor of the injury/illness. The employee should fill out a First Report of Injury form and forward it to the HR as soon as possible. The employee should also complete an Accident Report and submit it to his/her immediate supervisor. These forms are available for download from the intranet, or by calling HR.

Subd. (2) Workers' Compensation Notification

- (a) After receiving the report of a work-related injury or illness, the County's workers' compensation administrator, MCIT, will send the employee written notification at their home address regarding the acceptance or denial of their workers' compensation claim. If the employee's claim has been accepted and a loss of time is involved, the workers' compensation administrator will make no payment for lost work time for the first three calendar days after the disability commenced. If the disability continues for ten calendar days or longer, the compensation is computed from the commencement of the disability.
- (b) The workers' compensation administrator will pay up to 66-2/3% of the injured employee's gross average weekly wages based on a 26-week period prior to the date of injury. This payment is made directly from MCIT and none of the usual payroll deductions are taken from it (e.g. taxes, insurance premiums, etc.).

Subd. (3) Supplementing Workers' Compensation with Accrued Benefits

- (c) Pursuant to Minnesota Statute §176.021, Subd. 5, Aitkin County will allow its employees to supplement their workers' compensation benefits when unable to perform their job duties for an extended period of time due to a work-related injury or illness.
- (d) It is the practice of Aitkin County to allow employees who have accrued benefits at the time of their injury to use these benefits to supplement the difference between the payment from the workers' compensation administrator and their average weekly wage at the time of the injury. The additional payments shall not result in the payment of a combined total weekly rate of compensation that exceeds the average weekly wage of the employee on the date of injury.
- (e) The employee is responsible for continuing to pay any applicable union dues, flex plan contributions, group health insurance premiums, and other employee-elected benefit costs, including any changes to such premiums. In instances where the dues, contributions, and premiums exceed the amount the employee is getting paid from his/her accrued benefit account(s), he/she is responsible for issuing a payment for the balance due to the Auditor's Office by the 1st of each month for that month's coverage. The County shall have no obligation to maintain the group coverage if the employee's premium payment is more than 30 days late.
- (f) The process for issuing payment to an employee who has chosen to use accrued benefits (i.e. sick, comp time, vacation) under these conditions shall be as follows:



- (i) The County shall issue the employee a check in the amount of one-third of their pre-injury/illness compensation (using the average rate that the employee was earning based on a 26-week period prior to the time of the injury/illness) in a normal bi-weekly pay period.
- (g) The check issued by Aitkin County shall be treated like a regular payroll check, in that it will have Federal, State, and Social Security tax; PERA deduction; and any other deductions that would normally be taken out of the employee's paycheck (e.g., employee's portion of health, dental, or life premiums; flex plan contributions; union dues; etc.) subtracted from the gross amount.
- (h) The combined amount of the workers' compensation wage loss check and the accrued benefit check from Aitkin County shall not exceed the employee's average weekly wage prior to the date of injury/illness.
- (i) If an employee elects to be paid accrued benefits, Aitkin County shall issue the accrued benefits by deducting monetary amounts from each available plan (i.e. sick, personal leave, comp time, vacation) until exhausted; and shall typically exhaust the available benefit plans in the following order: 1) sick and/or personal leave at the employee's discretion, 3) comp time, and 4) vacation.

Subd. (4) Tracking Absences That Are Work-Related

Regardless of whether an employee chooses to use accrued benefits when absent from work due to a work-related injury or illness, such absences should be noted on the employee's timesheet as work comp related.

Subd. (5) Employee Status during Workers' Compensation Leave

Employees will cease to accrue paid benefits during an unpaid workers' compensation leave of absence. If the injury or illness is FMLA-qualifying, the employee will be placed on FMLA status and will not be responsible for the employer portion of health insurance benefit payments during the FMLA. If the injury or illness is not FMLA-qualifying, the employee will be notified of his/her rights under COBRA and will be required to pay the full amount of the health insurance premiums.

~~Section YY.~~ Section K. Family And Medical Leave

Purpose: The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- (a) the birth of a child and to care for the newborn child within one year of birth;
- (b) the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;

**Comment [BJD98]:** Include how exempt staff will be handled.

Review notes from attorney Josh Heggem and edit if needed.

<http://www.dol.gov/whd/fmla/>

- (c) to care for the employee's spouse, child, or parent who has a serious health condition;
- (d) a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- (f)(e) any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- (f) Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

#### Section ~~ZZ~~ Section L. Funeral Leave

Purpose: To provide employees with time off for bereavement due to the death of a member of their immediate family.

Subd. (1) Full-time (probationary and non-probationary) employees will be allowed a maximum of three (3) days (24 hours) leave without loss of pay when a death occurs in an employee's family, namely: husband, wife, son, daughter, step sibling, father, mother, sister, brother, sister in law, brother in law, father in law, mother in law, daughter in law, son in law, grandparents, grandchildren, step children and step parents. Two (2) additional days (16 hours) may be allowed if necessary subject to the approval of the Department Head. Additional time, if needed, may be allowed by the County Board, but such additional time in excess of five (5) days (40 hours) indicated above shall be deducted from the employee's sick leave bank, personal leave, or PTO.

Subd. (2) Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to funeral leave on a pro-rated basis.

Subd. (3) General Procedures

(a) Up to three (3) days paid funeral leave will be granted to an employee when a death occurs in their immediate family for the purpose of attending the funeral and related matters.

~~(b) Immediate family includes: spouse, child, step-child, parents, step-parents, siblings, step-siblings, grandparent, grandchild, the employee's spouse's mother, father, grandparent, sister or brother, and any person whom the employee has been declared legal guardian.~~

~~(e)(b)~~ An additional leave of up to two (2) days absence may be granted if necessary and must be approved by the Department Head.

~~(d)(c)~~ Temporary and seasonal employees shall not be eligible for funeral leave benefits.

**Comment [BJD99]:** From AFSCME (per conversation w/NU employee). Compare the 2 lists again.

AFSCME includes "daughter-in-law and son-in-law" while personnel policy does not.

Personnel policy includes the spouse's grandparents and any person whom the employee has been declared legal guardian, while the AFSCME CBA does not.

Ask Nate if he'd like to add/change the definition of immediate family member as it relates to funeral leave. \*\*Made consistent with AFSCME Courthouse\*\*

**Section AAA. Section M. Military Leave**

Purpose: To grant military leave as required by law and to provide certain benefits to employees who are granted such a leave.

**Comment [BJD100]:** Bobbie, see also LMC Informational Memo, Employees and Military Leave. (May wish to overhaul this section to address all FAQs.)

**Subd. (1) General Procedures**

~~(a)~~(d) Any regular employee who enlists, is drafted, or is called to active duty shall notify their department head and shall be granted a leave of absence from the County.

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(b)(e) Requests for military leave will be honored in accordance with Minnesota Statutes.

(e)(f) Requests must be made in advance of and supported by submitting a copy of the orders to report for military duty. The effective date of the military leave shall be the specified date on the orders. The employee shall submit a copy of their Orders upon receipt to the Department Head, HR Director, and Payroll Technician.

**Subd. (2) Leave Without Pay**

(a) An employee who enlists or is inducted into the United States military service for an extended period of active duty shall be granted a military leave without pay.

(b) Where the employee shall serve an extended period of active duty, all accumulated vacation benefits will be paid for in a lump sum at the first payroll period following the beginning of said military leave without pay.

**Comment [BJD101]:** Not the current practice, verify w/Dee.

(c) An employee who has been on a military leave without pay will be returned to County employment provided the following conditions are met:

(i) The employee shall make written application for return to their position within thirty (30) days after the termination of military service or thirty (30) days after the termination of hospitalization which followed and is a result of such service.

(d) The employee is physically and mentally capable of satisfactorily performing the duties of their position ~~and can provide medical documentation to support the fact.~~

(e) The employee shall submit proof of an honorable discharge or other form of release indicating their military service was satisfactory.

**Subd. (3) Leave With Pay**

Employees who are members of an organized Military Reserve Component and are ordered to active duty for a temporary or indefinite period, shall be granted a Military leave with pay for up to a maximum of 15 days in any one calendar year. After completion of the 15 days'

paid leave, the employee shall be granted military leave without pay for the remainder of the active period.

### ~~Section BBB.~~Section N. **Jury Duty Or Witness Pay**

Purpose: To allow full-time employees summoned to serve on a jury or testify as a witness for County-related business.

~~Subd. (1)~~Subd. (4) The County will pay the full-time employee's full, regular salary, and benefits while serving time on jury duty. Employees must reimburse County per diem salary paid for jury duty. Employees shall keep expenses reimbursed to them by the court for jury duty service. If employee is excused from jury duty, and not on vacation or leave, employee shall report back to work and suffer no loss in pay for the day.

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Comment [BJD102]: From the Non-union Compensation Guidelines

Subd. (2)Subd. (5) Full time employees required to be absent in response to a court order or subpoena in which they are personally involved shall have the option of taking such time off as PTO or without pay.

Subd. (3)Subd. (6) Part time, temporary, or seasonal employees shall not be eligible for jury duty or witness pay benefits.

### ~~Section CCC.~~Section O. **Personal Leaves Of Absence**

Purpose: To establish a uniform policy for processing requests for leaves.

#### Subd. (1) Personal Leave of Absence

- (a) An employee requesting a leave of absence other than Family & Medical Leave (see Article V, Section J) or Military Leave (see Article V, Section L) shall apply for same in writing. Leaves of absence of ten (10) work days or less may be approved by the employee's Department Head. Leaves of absence of more than ten (10) work days are subject to approval by the County Administrator. The request shall include the length of leave requested and the reason for said leave.

—Employees who are on a leave of absence shall receive no pay or benefits as apply to holidays, vacations, etc. but shall accrue longevity for a period of thirty (30) working days, per leave.

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Comment [BJD103]: Longevity N/A, all pay increase issued at once, no longer on [adjusted] anniversary date.

(b)



**Section DDD. — Procedure:**

**Section EEE. — Employees requesting time off for the following should complete an "Absence Request" form prior to the absence.**

**Section FFF. — Vacation**

**Section GGG. — Compensation time**

**Section HHH. — Holiday Use**

**Section III. — Leave with pay**

**Section JJJ. — Leave without pay**

**Section KKK. — Personal leave**

**Section LLL. — Sick leave**

**Section MMM. — Planned sick leave**

**Section NNN. — Administrative leave**

**Section OOO. — Family leave**

**Section PPP. — Other**

**Section QQQ. — An Absence Request form must be completed after an employee's return to work from the following unplanned absences:**

**Section RRR. — Absence due to injury**

**Section SSS. — Unexpected sick leave**

**Section TTT. — It is the responsibility of the employee to complete the form and submit it to his/her Department Head prior to receiving credit for sick leave, vacation, or holiday leave usage.**

**Section UUU. — Under certain conditions, employees may be required to submit a doctor's slip before being allowed to return to work or obtain approval of sick leave usage.**

**Section VVV. — Absence Request forms are available from employee's supervisors. After the form has been completed and approved, the forms must be returned to the following: Human Resources (white copy); Department head (pink copy); and employee (yellow copy).**

**Section WWW. Section P. II Leave Donation Policy**

Purpose: To allow employees the option to donate their accrued, unused vacation and/or personal leave to other county employees who are on unpaid leave status for medical emergencies or a serious health condition. Effective on the date this Manual is adopted, a serious health condition shall be defined under this Leave Donation Policy to mean an illness, injury, impairment, or physical or mental condition that is covered under the Family and Medical Leave Act and shall include any period of incapacity of the employee due to pregnancy, or for prenatal care.

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Subd. (1) General Procedures

- (a) Each calendar year, employees may voluntarily donate up to 50 percent, with a maximum of 40 hours, of their accrued, unused vacation and/or personal leave time in increments of eight (8) hours to any other county employee to be used for a medical emergency or a serious health condition. All unused donations are revoked and returned to the donor upon the recipient returning to full time status.
- (b) The employee donating the leave shall notify the Auditor's Office in writing of their voluntary donation. The notice shall include the name of the donor, the name of the recipient, the number of hours donated in increments of eight (8), the effective date of the donation, and whether the hours should be deducted from the donor's vacation and/or personal accrued leave bank. Upon receipt, the Auditor's Office shall verify that the donating employee has sufficient accrued leave on the books in the amount necessary to cover the donation and then notify the recipient and his/her supervisor of the donation.
- (c) The value of the leave that is donated shall be based upon the donor's rate of pay that is in effect on the day of the donation. The value of the leave that is received shall be based upon the recipient's rate of pay that is in effect on the day of the donation. The amount paid to the recipient of the donated leave shall be considered wages. That amount shall be included as gross income of the recipients and shall be subject to social security, Medicare, FUTA taxes, and income tax withholding. The amount donated shall not be included or reported as income for the donor of the leave.
- (d) Information relating to the donation and use of said leave is subject to the MN Government Data Practices Act.

**Section XXX. Section Q. Continuing Education**

**Subd. (1)** Continuing education will be established in conjunction with the individual's Performance Appraisal and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below in the Educational Tuition section.

**Comment [BJD104]:** From the Non-union Compensation Guidelines

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**Subd. (2)** If the continuing education provided results in a certification, accreditation or diploma not specifically required by the County an employee must remain in the employment of Aitkin County for at least one year following completion of the course or they shall reimburse the County for any costs incurred by the County related to the course. Certification, the employee must remain in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such continuing education training.

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Comment [BJD105]: Added per Nate.

### **Section YYY, Section R. Educational Tuition**

Comment [BJD106]: From the Non-union Compensation Guidelines

Subd. (1) The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

- (e) That the course is germane to the duties of the employee's job.
- (f) That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "B-" in an A-F course.
- (g) That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
- (h) That the course be approved by the Department Head and the County Board prior to taking the course.
- (i) It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.

## ARTICLE VI EMPLOYEE COMMUNICATIONS

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### Section A. Bulletin Boards

Purpose: To notify employees and the public of County required postings and notices.

Subd. (1) Any required state, federal, or local notices and/or required posting notices will be posted on Aitkin County's official bulletin boards and/or Intranet as applicable.  
Official Bulletin Boards:

- (a) Outside the Aitkin County Board of Commissioner's Meeting Room, located in the West Courthouse Annex, main floor.
- (b) Basement of the Courthouse, on the wall to the left of the entrance to the County Assessor's Office.
- (c) East wall of the Health & Human Services lunchroom.
- (d) Road & Bridge Department
- (e) Long Lake Conservation Center staff break room
- (f) Courthouse main entrance
- (g) License Center



## ARTICLE VII SAFETY AND HEALTH

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### Section B. Safety Committee

Purpose: To develop a committee as defined by state statute, to oversee Aitkin County's safety and health issues as they relate to employees and the public.

Subd. (1) The Human Resources Director is designated as the Safety Coordinator who coordinates the Safety Committee. Members of the Safety Committee include a representative from the following departments:

- (a) Administration
- (b) Building Maintenance
- (c) Courthouse
- (d) Health & Human Services
- (e) Road & Bridge
- (f) Land Department
- (g) Long Lake Conservation Center
- (h) Sheriff's Office

Subd. (2) The Safety Committee will meet on a regular, as-needed basis to review injury claims and safety concerns brought forth by County employees and the public. The Safety Committee will review:

- (a) Accident frequencies and losses
- (b) Overall compliance with the safety program
- (c) Areas in the program that may require broader development
- (d) Status of any outstanding safety recommendations

Subd. (3) These reviews ensure the continued direction of the County program. Recommendations by the Safety Coordinator will be brought to the Aitkin County Board of Commissioners for direction and/or action. Meeting minutes will be posted on the Intranet.

Subd. (4) See also the Aitkin County Emergency Action Plan for Employees which covers designated actions Department Heads and Employees must take to ensure employee safety from fires, severe thunderstorms, tornados, floods, and other emergencies. This includes the County's AWAIR/Safety Policy, Workplace Violence Policy, Incident/Injury/Accident Report Form, Media Procedures, Evacuation Procedures, Lock-down Procedures, Bomb Threat Procedures, Bloodborne Pathogens, Lockout/Tagout, and other safety and emergency policies and procedures.

**Comment [BJD107]:** Subject 7.2, move to Safety Manual/Emergency Action Plan for Employees.

**Comment [BJD108]:** Subject 8.11, move to Safety Manual/Emergency Action Plan for Employees.

## ARTICLE VIII ORGANIZATIONAL STANDARDS AND RULES

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### Section A. Code Of Ethics

Purpose: To define conflict of interest to Aitkin County employees.

#### CODE OF ETHICS FOR AITKIN COUNTY EMPLOYEES

##### (Conflict of Interest)

#### Subd. (1) Definitions

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

- (a) Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity that engages either in nonprofit or profit making activities.
- (b) Confidential information means any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (c) Private interest means any interest, including but not limited to a financial interest, which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (d) Immediate family means spouse, child, parent, grandparent and spouse of such persons.
- (e) Employee shall include elected officials and all County employees, including department heads.

#### Subd. (2) Acceptance of Gifts Or Favors

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

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

Subd. (3) Use of Confidential Information

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

Subd. (4) Use of Property

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

Subd. (5) Conflicts of Interest

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

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

Subd. (6) Determination of Conflict of Interest

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

Subd. (7) Resolution of Conflict of Interest

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

Subd. (8) Acceptance of Advantage By County Employee

- (a) No employee of the County in direct contact with suppliers or potential suppliers of the County, or who may directly or indirectly influence a purchased product or products, evaluation contracted services, or otherwise has official involvement in the purchasing or contracting process shall:
  - (i) Have any financial interest or have any personal beneficial interest directly or indirectly on contracts or purchase orders for goods or services used by, or purchased for resale or furnished to the county; or
- (b) Accept directly from a person, firm or corporation to which a contract or purchase order has been or may be awarded, a rebate gift, money, or anything of value other than as defined in Section B. No such employee may further accept any promise, obligation or contract for future reward.

Subd. (9) Complaints

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

Subd. (10) Violations

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

Subd. (11) Annual Confirmation

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

**Section B. Harassment Policy, Including Sexual Harassment and Workplace Bullying and General Harassment**

Purpose: To provide a work environment free of harassment in any form.

Subd. (1) Policy Statement

**Comment [BJD109]:** Updated this section to more clearly include other forms of harassment.

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- (a) It is the policy of Aitkin County to maintain a work environment free of harassment and any form of sex discrimination in employment prohibited by Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act. Sexual harassment is unacceptable and will not be permitted. Threats, threatening language or other acts of aggression, harassment, or violence made toward or by any County employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. Any employee found to have acted in violation of this policy will be subject to disciplinary action, up to and including discharge from employment.

Comment [BJD110]: New

Subd. (2) General Harassment / Workplace Bullying

- (a) ~~The County defines bullying as "repeated inappropriate behavior, either direct or indirect, whether physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates It is Aitkin County's expectation that all employees will be treated with dignity and respect. The County will not in any instance tolerate bullying behavior harassment. Employees found in violation of this policy will be disciplined, up to and including termination.~~

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- (b) ~~BullyingHarassment may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully harassment is irrelevant, and will not be given considering when meting out discipline. As in sexual harassment, it. It is the effect of the behavior upon the individual which is important. Aitkin County considers the following types of behavior examples (defined below): verbal bullying, physical bullying, gesture bullying, and exclusion. In addition, the following examples may constitute or contribute to evidence of harassment or bullying in the workplace: of harassment;~~

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(ii) ~~Shouting, raising voice at an individual in public and/or in private,~~

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(iii) ~~Using verbal or obscene gestures,~~

(iv) ~~Personal insults and use of offensive nicknames,~~

(v) ~~Public humiliation in any form,~~

~~Constant criticism on matters unrelated or minimally related to the person's job performance or description,~~

~~Ignoring/interrupting an individual at meetings,~~

~~Public reprimands,~~

- ~~Repeatedly accusing someone of errors which cannot be documented.~~
- ~~Deliberately interfering with mail and other communications.~~
- ~~Spreading rumors and gossip regarding individuals.~~
- ~~Encouraging others to disregard a supervisor's instructions.~~
- ~~Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting meaningless tasks, setting deadlines that cannot reasonably be met, giving deliberately ambiguous instructions).~~
- ~~Inflicting menial tasks not in keeping with the normal responsibilities of the job.~~
- ~~Refusing reasonable requests for use of accrued time off in the absence of work-related reasons not to grant leave.~~
- ~~Deliberately excluding an individual or isolating them from work-related activities (meetings, etc.).~~
- (vi) ~~Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).~~

**Comment [NB111]:** New policy – review in concept. Detail to be worked on with legal.

~~(c) Work direction, constructive criticism, performance management and disciplinary actions are not to be construed as harassment.~~

Subd. (2) Subd. (3) Definition from Minnesota Human Rights Act ([§363A.03](#), Subd. 43.)

- (a) "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:
  - (i) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment;
- (b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- (c) That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, or creating an intimidating, hostile or offensive employment environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.



Subd. (3) Subd. (4) Definition from Title VII of the Civil Rights Act of 1964

**Comment [BJD112]:** <http://www.eeoc.gov/laws/statutes/titlevii.cfm> Include all - Title VII, Pregnancy discrimination, Equal Pay Act, Age Discrimination, Title I of the ADA, GINA, etc.

- (a) Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- (i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - (c) Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Subd. (4) Subd. (5) Examples of behavior or conduct which may constitute harassment or sexual harassment may include, but are not limited to the following:

- (a) Verbal
  - (i) Verbal bullying – slandering, ridiculing or maligning a person or his or her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks;
  - (ii) Unwelcome sexual comments, innuendoes, or suggestions about an individual's body, clothing or sexual activity;
- (b) Discussion of sexual topics, sexual practices, sexual preferences, sexual experiences, sexual jokes and stories;
- (c) Requesting or demanding sexual favors, explicit or implicit suggestions that there is a positive or negative connection between sexual behavior or sexual compliance and any term or condition of employment; or
- (d) Language of an obscene or sexual connotation and stereotypical terms such as "sweetheart," "slut," "stud," or "hunk."
- (e) Non-Verbal
  - (i) Gesture bullying – non-verbal threatening gestures.
  - (ii) Exclusion – socially or physically excluding or disregarding a person in work-related activities.
  - (iii) The display or posting of sexually explicit or graphic pictures, objects or items in the work place such as a "girlie calendar" or cartoons depicting sexual jokes or sexual acts;



- (f) The use of suggestive facial expressions or gestures of a sexual nature; or
- (g) Unwelcome visits to an individual's home, hotel room or areas considered private or outside the work premises.
- (h) Physical

(i) Physical bullying – pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault or violence, damage to a person's work area or property.

~~(i)(ii)~~ Kissing, touching, patting, pinching or brushing against a person's body;

~~(i)(i)~~ Sexual contact; or

~~(i)~~ (ii) Assault and battery.

~~(k)(i)~~ This list of examples is not intended to be exhaustive. Other types of behavior or conduct, which are not included in this list, may constitute sexual harassment and be in violation of County policy.

~~Subd. (5)~~ Subd. (6) Responsibilities

- (a) All County employees and elected officials are required to conduct themselves in a manner consistent with the spirit and intent of this policy.
- (b) Any person who believes he or she has been subjected to harassment or sexual harassment by an employee, officer, agent of the County, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, must report the alleged acts immediately to an appropriate County official. (See Article 8B(4)).
- (c) Department Heads, supervisors, and elected officials are responsible for:
  - (i) Establishing and maintaining a climate in the work unit that encourages all employees to communicate questions or concerns regarding this policy;
- (d) Recognizing incidents which they believe may be harassment or sexual harassment;
- (e) Immediately notifying the Human Resources Director or designee, or County Administrator in writing of harassment allegations so that investigatory procedures may be implemented. The failure of a department head and/or supervisor to report a complaint of harassment may result in disciplinary action; and
- (f) Taking corrective action to eliminate substantiated incidents of harassment or sexual harassment.

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(g) Retaliation against a person who makes a complaint of harassment or participates, testifies or assists in the investigation of a harassment complaint is prohibited. Retaliation includes but is not limited to, any form of intimidation, reprisal or harassment. Retaliation will not be tolerated and may, in and of itself, result in disciplinary action, up to and including discharge from employment.

(h) The Human Resources Director or designee is responsible for:

- (i) Informing department heads and supervisors of their obligations under this policy;
- (i) Informing employees of the County's policy regarding harassment, including providing training and posting of this policy; and
- (j) Investigating harassment allegations and ensuring that appropriate disciplinary action is consistently and fairly administered.

~~Subd. (6)~~ Subd. (7) Internal Complaint System and Discipline Procedure

- (a) Reporting: Any person who believes he or she has been subjected to harassment or sexual harassment by an employee, officer, agent of the County, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, must report the alleged acts immediately to an appropriate County official as designated below.
- (b) Appropriate County officials to whom complaints of harassment or sexual harassment should be made include:
- (c) Your supervisor and/or department head;
- (d) The harasser's supervisor and/or department head;
- (e) The Human Resources Director or designee;
- (f) The County Administrator.

If the individual engaging in harassment is an employee's supervisor and/or department head, the aggrieved employee should contact the County Administrator/Human Resources Director or designee. If the individual engaging in harassment is the County Administrator/Human Resources Director or designee, the aggrieved employee should contact a member of the Aitkin County Board.

REPORT IT—DO NOT IGNORE IT!

~~Subd. (7)~~ Subd. (8) Investigation

- (a) Upon notice of an allegation of harassment or sexual harassment, the Human Resources Director or designee, or someone they designate, will conduct a prompt, fair, and thorough investigation of the complaint. Fair consideration will be given to all the facts presented. All complaints will be handled in a confidential manner to the extent possible pursuant to applicable laws.
- (b) Normally, as the first step of investigation, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The investigator will attempt to obtain the following information:
  - (i) A description of the incident(s), including date(s), time(s), and place(s);
- (c) Corroborating evidence;
- (d) A list of witnesses; and
- (e) Identification of the offender(s).

~~Subd. (8)~~ Subd. (9) Prevention of Harassment

Aitkin County will:

- (a) Post notices of County policy and procedures;
- (b) Provide training activities in-house;
- (c) Provide counseling or support services to victims, or arrange for such services provided outside the County.

**Section C. Smoke-Free And Tobacco-Free Policy**

Purpose: To provide a smoke-free and tobacco-free working environment for Aitkin County employees and citizens.

~~Subd. (1)~~ \_\_\_\_\_

~~Subd. (2)~~ Subd. (10) The Aitkin County Board of Commissioners acknowledges the Minnesota Clean Indoor Air Act, House File #79, Chapter 211, Laws, 1975, Enacted August 1, 1975, Minnesota Statutes \$144.411 to \$144.417 regarding "Smoking in Public Places."

- (a) ~~Effective July 1, 1990 a~~ All Aitkin County buildings will be smoke-free and tobacco-free; e-cigs are also prohibited. (Board approved 5/8/90). Additionally, there is no smoking or use of tobacco allowed in any county vehicle, equipment, or on lawn mowers or other ride-on equipment.
- (b) ~~Effective October 11, 2005 s~~ Smoking is prohibited 25 feet from any building entrance or exit

- (c) The responsibility for the enforcement of the ~~smoke-free and tobacco-free non-smoking~~ policy ~~within the county buildings~~ is delegated to the individual Department Heads, both elected and appointed.

#### **Section D. Drug Free Workplace Policy**

Purpose: To provide a drug and alcohol free working environment for Aitkin County employees and citizens.

##### **Subd. (1) Introduction**

- (a) Aitkin County recognizes that drug use creates significant social problems that have the potential for causing severe effects to Aitkin County's workforce. Aitkin County has the responsibility to maintain a drug-free workplace and ensure that its employees perform their jobs efficiently, safely and in a professional manner. In order to achieve these objectives, Aitkin County employees must be able to work in a drug-free work environment, and themselves be free from the effects of drugs while at work.
- (b) The County intends to focus on education, prevention and assistance measures in striving to maintain a drug-free workplace as well and providing a safe and productive work environment. The purpose of this policy is to set forth the County's rules regarding drug use and possession of such in the workplace.

##### **Subd. (2) Scope Of Coverage**

The Aitkin County Policy on a Drug-Free Workplace is applicable to all Aitkin County employees, independent contractors and volunteers or any individual who is representing Aitkin County in any capacity. It will be the responsibility of every County Department to enforce all provisions of this policy. Questions regarding this policy should be referred to the Aitkin County Central Service Department. The coverage and intent of this policy is in accordance with the provisions as set forth in the Federal Drug-Free Workplace Act of 1988.

##### **Subd. (3) Definitions**

- (a) "Work Related Drug Use" is defined as the use of mood-altering drugs, including all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana or the use of prescription drugs when resulting behavior or appearance adversely affects work performance.
- (b) "Adversely Affects Work Performance" and "Under the influence" is determined to be present if the employee is perceptibly impaired; has impaired alertness, coordination, reaction, responses or effort; if the employee's condition threatens the safety of him/herself or others; or unprofessional or irresponsible conduct detrimental to the County.
- (c) "Controlled Substances" means those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens and cannabis.

- (d) "Mood-altering" or "Alert" means those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens and cannabis.
- (e) "Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

Subd. (4) County Employee Assistance Program

Employees may seek assistance through the county in a professional and confidential, out-of-work setting. Employees who may have an alcohol or other drug use problem are encouraged to seek a professional assessment before the problem affects their employment status. The Human Resources Director or designee will act as a confidential liaison between the employee and service provider if assistance is needed with setting up the initial appointment. Participation in this program is voluntary and confidential, except as may be required pursuant to Public Law 100-690, Title V, Subtitled D.

Subd. (5) Consequence Of Violations

Violations of this policy may constitute ~~just cause grounds~~ for discipline, up to and including discharge. Each situation will be evaluated on a case-by-case basis depending upon the severity and circumstances involved.

Subd. (6) Prohibitions

- (a) No employee shall report to work under the influence of alcohol, controlled substances, or other drugs which affect his/her alertness, coordination, reaction, response, judgment, decision-making or safety.
- (b) No employee shall operate, use or drive any equipment, machinery or vehicle of the County while under the influence of alcohol, controlled substances, or other mood-altering drugs. Such employee is under an affirmative duty to immediately notify his/her supervisor that he/she is not in appropriate mental or physical condition to operate, use or drive county equipment.
- (c) No employee shall unlawfully manufacture, distribute, dispense, possess, transfer, or use alcohol or a controlled substance in the workplace or wherever the County's work is being performed.
- (d) During work hours or while on the County's premises, no employee shall use, sell, posses or transfer alcoholic beverages, with the following exceptions:
  - (i) Consumption, possession, sale or purchases of alcohol when authorized by a Commissioner under separate statutory or executive agency authority.
- (e) Possession of alcohol while being transported in a County vehicle in compliance with applicable statutory requirements.

- (f) Possession of alcohol while in an employee's personal vehicle on the county's premises in compliance with applicable statutory requirements.
- (g) Possession of alcohol incidental to an investigation or court proceeding authorized by the Sheriff or County Attorney.
- (h) Additionally, employees shall not participate in these activities during rest breaks or during overtime work.
- (i) Engaging in off-duty sale, purchase, transfer, use or possession of alcohol or controlled substances may have a negative effect on an employee's ability to perform his/her work for the county. In such circumstances, the employee is subject to discipline.
- (j) When an employee is taking medically authorized drugs or other substances which may alter job performance, as defined in III-D above, the employee is under an affirmative duty to notify the appropriate supervisor of his/her temporary inability to perform the job duties of his/her position.
- (k) Agencies shall notify the appropriate law enforcement agency when they have reasonable suspicion, as defined in III-E above, to believe that an employee may have alcohol or controlled substances in his/her possession at work or on county premises. Where appropriate, agencies shall also notify licensing boards.
- (l) Employees are restricted from consuming alcoholic beverages or controlled substances during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the county. Employees are advised that in any situation subsequent to the intake of alcohol or a controlled substance where the employee must continue conducting the county's business, any employee whose condition or behavior adversely affects his/her work performance shall be subject to possible discipline, up to and including discharge.

Subd. (7) Supplemental Policies

County departments may promulgate supplemental policies, which are not in conflict with this policy, including prohibiting the use or consumption of alcohol and/or controlled substances within a specified time period before the commencement of work. Such pre-work abstinence must be restricted to employees involved in sensitive security, treatment, or equipment operation and written notice must be disseminated to affected employees. Further, policies may be adopted only after meet and confer sessions are held with exclusive representatives and approval of the Minnesota Department of Employee Relations.

Subd. (8) Data Disclosure

Disclosure of information regarding employee alcohol and other drug use in the workplace must be consistent with applicable collective bargaining agreements and law. Questions in this area should be directed to the Employment and Labor Law Section of the Attorney General's Office or to the Department of Employee Relations, Labor Relations Bureau.

Subd. (9) Federal Grant Employees

Each employee engaged in the performance of work on federal grants or contracts is required to notify their department head of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Subd. (10) Drug/Alcohol Testing

Any alcohol and/or other drug testing undertaken by Appointing Authorities shall be in accordance with Minnesota Statutes ~~§181.950-957-(1987)~~, the Minnesota Drug and Alcohol Testing in the Workplace Act. Individual department drug and alcohol testing policies must be in written form and must be reviewed by the Minnesota Department of Employee Relations prior to implementation.

**Section E. Job Classification**

Subd. (1) Classification Plan

Job classifications are shown in Appendix B.

Subd. (2) These policies and procedures express the Aitkin County Board of Commissioners' intent to maintain a County-wide plan which conforms with Comparable Worth standards found in Minnesota Statute ~~§471.991-§471.999~~ related to local governments in Minnesota.

Subd. (3) The County Job Classification Plan provides a way for individual County jobs to be evaluated and classified according to their comparable work value. Each County job shall be evaluated and placed in a specific classification and pay grade to ensure compliance with pay equity requirements. The County Administrator shall provide a consistent format for position descriptions throughout the County, and a consistent process for evaluating jobs and assigning them to the appropriate pay grade.

Subd. (4) It is the inherent right of management to redesign jobs, restructure jobs, and create new jobs in meeting the objectives of the County. From time to time, management will need to create new classifications to better respond to the needs and challenges of Aitkin County. The Plan shall be developed and maintained so that positions substantially similar with respect to knowledge and skills, supervisory authority, and working conditions, are included within the same class; and that the same schedules of compensation shall apply to all positions in the job class, as allowed by collective bargaining agreements.

Subd. (5) \_\_\_\_\_

~~Subd. (6)~~ Subd. (5) Position Descriptions: Each job in the County shall have a corresponding position description. The position description shall define the following elements of each position:

(a) Objective or summary of the position;

- (b) Essential job duties and responsibilities;
- (c) Supervisory authority of the position, if any;
- (d) Required Knowledge, Skills, and Abilities;
- (e) Required education, work experience, licenses and certifications;
- (f) Physical demands and working conditions;
- (g) Minimum or preferred qualifications; and
- (h) Fair Labor Standards Act (FLSA) status.

~~Subd. (7)~~ Subd. (6) Position Reclassification

- (a) Position reclassification becomes necessary when a significant change takes place in the scope of the position.
- (b) The County shall review the Classification Plan periodically to ascertain whether or not it corresponds with existing conditions in the County service, and to make any revisions, where necessary.
  - (i) Department heads or their designees are encouraged to review position descriptions during annual performance appraisals and to inform the Human Resources Director of any revisions necessary in the position description, noting if there is a significant change in the nature or scope of the work performed in the job classification. The Human Resources Director is responsible for assisting the Department Head to make revisions. The County Administrator will approve position description revisions if the revisions will result in a lower grade level. County Board approval is required when positions are reclassified to higher grade levels.
- (c) Consideration for job classifications that experience significant change will be handled on a case-by-case basis with the department head notifying the Human Resources Director of the changes and reasons for the changes.
- (d) The County Administrator shall determine whether a position description substantially matches an existing classification. Position descriptions that do not substantially match an existing classification will be forwarded to the consultant or other authority responsible for evaluating positions in accordance with the County's classification plan. The evaluation shall include an objective methodology to evaluate the jobs, the assignment of points and pay grades accordingly, the documentation to support the decision, and notification to the Human Resources Director of the decisions. The Human Resources Director shall notify the affected employee(s) and department head of the result of the evaluation, the effective dates of any change in pay grade, and actual salary.



- (e) A FLSA non-exempt employee whose job classification is upgraded, within the DBM classification system, will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose job classification is upgraded, within the DBM classification system, will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).
- (f) If a position is evaluated at a lower pay grade, within the DBM classification system, the employee will be placed on their current step in the new lower grade, and the employee's salary shall be frozen until such time when their grade and step placement exceeds their current pay rate.
- (g) Pay adjustments due to position reclassification will be applied prospectively, not retroactively. The effective date of any pay adjustment shall be January 1st or the first day of the first pay period following Board approval of the classification change. Agreement with the exclusive representative will be sought prior to Board action when necessary and changes must comply with the provisions of the union contract.

Subd. (8) Subd. (7) Periodic Classification Review

(a)(h) In the event that an employee requests a classification review and the department head elects to not bring the request to the Human Resources Director, the employee may appeal his or her classification by presenting facts to the Human Resources Director within ten (10) working days following the department head's response to the employee. The appeal to the Human Resources Director will be in writing and will include the department head's response.

(b)(i) The Human Resources Director will review the facts and respond to the employee within sixty (60) calendar days of receipt of the appeal. If the Human Resources Director agrees with the department head, the decision made by the Human Resources Director will submit the facts to the County Administrator for resolution. If the Human Resources Director agrees with the employee, the facts will be submitted to the County Administrator for resolution, and the decision made by the County Administrator will be final.

(c)(j) Periodic classification reviews can be requested by employee(s) of a particular job class, to their department head, once every 24 months when significant change has occurred to the job.

Subd. (9) Subd. (8) Classification Changes Initiated By the Human Resources Director

The Human Resources Director, when he or she deems appropriate, may re-classify the grade of a position up or down one grade after documenting the reason in writing and discussing with the supervisor and/or Department Head and obtaining the approval of the County Administrator. This action may be accomplished in cases where internal rankings do not conform to practiced lines of authority (i.e., office hierarchy or supervisory authority) but may also account for market relationships as well. This recommendation would be presented to the County Board for approval.

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~~Subd. (10)~~ Subd. (9) New Positions

If a new position classification is created, it will be the responsibility of management to define and determine essential requirements and duties of the position. The Human Resources Director will work with department heads and supervisors to develop the position description in a format consistent with all position descriptions. The position description will be assigned to a classification under the classification plan and to an appropriate pay grade in the compensation plan. Final approval of any new position classifications will require County Board approval.

**Section F. Employee Recognition Service Awards**

Purpose: To formally recognize employees who have completed 25, thereafter in increments of 5, years of service by presenting them with an award for their achievement.

Subd. (1) In appreciation of their contribution, Aitkin County employees shall receive a service award for reaching 25, 30, and 35 years of service. The ~~Employee Recognition committee~~ Labor-Management Committee shall coordinate the selection, purchasing and presentation of the awards.

Subd. (2) The dollar value of each award will also be based upon the years of service:

(a) 25 years of service \$ 50

(b) 30 years of service \$100

(c) 35 years of service \$150

~~In the year 2000, those employees who are in between service levels will receive an award for the preceding service level.~~

## ARTICLE IX FORMS AND ATTACHMENTS

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### Section A. Appendix A, Salary Schedule

Employees covered by these compensation guidelines shall receive an annual salary or wage as approved by the Aitkin County Board of Commissioners. Salary increases will take effect January 1, 2015, for all positions.

2015 NON-UNION FLSA EXEMPT			2015 NON-UNION FLSA NON-EXEMPT		
Grade	MIN/YR	MAX/YR	Grade	MIN/HR	MAX/HR
20	\$ 83,824	\$ 125,424	20	\$ 40.30	\$ 60.30
19	\$ 80,704	\$ 120,744	19	\$ 38.80	\$ 58.05
18	\$ 77,584	\$ 116,064	18	\$ 37.30	\$ 55.80
17	\$ 74,464	\$ 111,384	17	\$ 35.80	\$ 53.55
16	\$ 71,344	\$ 106,704	16	\$ 34.30	\$ 51.30
15	\$ 68,224	\$ 102,024	15	\$ 32.80	\$ 49.05
14	\$ 65,104	\$ 97,344	14	\$ 31.30	\$ 46.80
13	\$ 61,984	\$ 92,664	13	\$ 29.80	\$ 44.55
12	\$ 58,864	\$ 87,984	12	\$ 28.30	\$ 42.30
11	\$ 55,744	\$ 83,304	11	\$ 26.80	\$ 40.05
10	\$ 52,624	\$ 78,624	10	\$ 25.30	\$ 37.80
9	\$ 49,504	\$ 73,944	9	\$ 23.80	\$ 35.55
8	\$ 46,384	\$ 69,264	8	\$ 22.30	\$ 33.30
7	\$ 43,264	\$ 64,584	7	\$ 20.80	\$ 31.05
6	\$ 40,144	\$ 59,904	6	\$ 19.30	\$ 28.80

5	\$	37,024	\$	55,224	5	\$	17.80	\$	26.55
4	\$	33,904	\$	50,544	4	\$	16.30	\$	24.30
3	\$	30,784	\$	45,864	3	\$	14.80	\$	22.05
2	\$	27,664	\$	41,184	2	\$	13.30	\$	19.80
1	\$	24,544	\$	36,504	1	\$	11.80	\$	17.55

[insert the 2015-2016 temporary employee wage scale here and include authority for the County Administrator to make deviations from it as deemed necessary]

**Section B. Appendix B, Job Classifications**

<b>Non-union Job Classifications</b>	<b>Grade</b>
ACCOUNTANT (Highway Dept.)	10
ADMINISTRATIVE ASSISTANT (County Administrator's Office)	5
ADMINISTRATIVE COORD.-LLCC	5
ASST. COUNTY ASSESSOR	9
ASST. COUNTY ATTORNEY I	11
ASST. COUNTY ATTORNEY II	13
ASST. COUNTY ENGINEER	13
ASST. HWY. MAINT. FOREMAN	6
ASST. LAND COMMISSIONER	10
ASST. ZONING ADMINISTRATOR	10
BUILDING & GROUNDS SUPERVISOR	7
CHILD SUPPORT SUPERVISOR	<del>9</del> 10
COMPLIANCE OFFICER/WETLAND SPE	9
COMPUTER SPECIALIST/ Iseries	3
COMPUTER SPECIALIST/ WEB	4
CONFIDENTIAL SECRETARY (Sheriff's Office)	4
COOK -LLCC	1
COOK-HOUSEKEEPER - LLCC	1

**Comment [BJD113]:** Updated grade levels following Appeals.

COUNTY ADMINISTRATOR	20
COUNTY ASSESSOR	14
COUNTY ENGINEER	18
CRIME VICTIM COORDINATOR	6
CUSTODIAN	2
DEPUTY AUDITOR / PAYROLL TECHNICIAN	6
ECONOMIC DEV/FOREST IND. COORD	10
ENVIRONMENTAL HEALTH SPEC.	9
ENVIRONMENTAL SERVICE DIR	14
FINANCIAL ASSISTANCE SUPERVISOR (HHS)	10
FINANCIAL ASSISTANT (Auditor's Office)	10
FISCAL SUPERVISOR / COLLECTIONS OFFICER (HHS)	10
FOOD SERVICE COORD.-LLCC	<u>23</u>
GIS COORDINATOR	9
HEALTH AND HUMAN SERVICES DIRECTOR*	18
HEALTH EDUCATOR	9
HUMAN RESOURCES DIRECTOR	14
HUMAN RESOURCES SPECIALIST	5
HWY. MAINT. FOREMAN	10
INSTRUCTION COORD.-LLCC	10
IT DIRECTOR	14
LAND COMMISSIONER	14
LAND SURVEY COORDINATOR	9

LLCC BUSINESS AND MARKETING MANAGER	12
MAINTENANCE COORD.-LLCC	<u>23</u>
NETWORK ADMINISTRATOR	9
NETWORK APPLICATION SUPPORT SPECIALIST	7
OFFICE ASSISTANT IV (Highway)	4
OFFICE MANAGER / LEAD PARALEGAL	8
OFFICE SUPPORT SPECIALIST, SR.	4
PUBLIC HEALTH NURSE	10
PUBLIC HEALTH SUPERVISOR	13
REGISTERED NURSE	9
RIGHT OF WAY / PERMITTING AGENT	9
SCHOOL YEAR INSTRUCTOR NATURALIST-LLCC	5
SOCIAL SERVICES SUPERVISOR	13
SR. ASST. COUNTY ATTORNEY	17
VETERANS SERVICES OFFICER	9

\* indicates individuals who have an individual contract.

**Section C.           Appendix C, Christmas Eve**

December 9, 2014

Excerpt from Aitkin County Board Minutes

Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voting yes to approve closing the County Offices on Christmas Eve 2014 and authorizing non-union employees to be absent with pay.





# Aitkin County Board of Commissioners Agenda Request Form

9  
 Agenda Item #

**Requested Meeting Date:** July 14, 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