

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS May 10, 2016 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chair
- A) Call to Order
  - B) Pledge of Allegiance
  - C) Board of Commissioners Meeting Procedure
  - D) Approval of Agenda
  - E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File April 26, 2016 to May 9, 2016
  - B) Approve April 26, 2016 County Board Minutes
  - C) Approve Commissioner Warrants
  - D) Approve April Manual Warrants
  - E) Approve Annual Brat Sale on Courthouse Lawn – May 27, 2016
  - F) Approve Amended CenturyLink Contract for Phone Lines
  - G) Authorize Sale of Forfeited Vehicles – Sheriff's Office
  - H) Adopt Resolution Authorizing Signing Authority – Attorney's Office
- 9:05 3) Lori Grams, Treasurer
- A) 2016 First Quarter Investment Report
- 9:15 4) Terry Neff, Environmental Services Director
- A) Set Public Hearing Date for Amendments to Mobile Home Park and Recreational Camping Areas Ordinance
- 9:30 5) Mike Dangers, County Assessor
- A) 2016 Assessment Summary
- 10:00 6) Nathan Burkett, County Administrator
- A) Approve Contract for Conceptual Design Services
  - B) Community Corrections
    - 1. Approve 2016 Community Corrections Budget
    - 2. Approve Community Corrections Staffing Plan
    - 3. Approve Community Corrections Advisory Board
- 10:45 Break
- 11:00 7) Committee Updates
- 12:00 Adjourn

The Aitkin County Board of Commissioners met this 26<sup>th</sup> day of April, 2016 at 9:04 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 Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the April 26, 2016 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
April 26, 2016**

**CALL TO ORDER**

**APPROVED  
AGENDA**

**HEALTH &  
HUMAN  
SERVICES  
BOARD**

**I. Attendance**

The Aitkin County Board of Commissioners met this 26<sup>th</sup> day of April, 2016, at 9:08 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Anne Marcotte, Brian Napstad, Don Niemi and Laurie Westerlund; and others present included: County Administrator Nathan Burkett; H&HS Director Tom Burke; H&HS Staff Members Jessi Schultz, Social Service Supervisor; Jessi Goble, Financial Assistance Supervisor; Kathy Ryan, Fiscal Supervisor; Erin Melz, Public Health Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; and Roberta Elvecrog, Marlene Abear and Bob Marcum, H&HS Advisory Committee Members; and Bob Harwarth and Georgia Johnson, Citizens.

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

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

**III. Review March 22, 2016 Health & Human Service Board Minutes**

Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried; the vote was to approve the Minutes of the March 22, 2016 Health & Human Services Board Meeting.

**IV. Review Bills**

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

**V. General/Miscellaneous Information**

**A. Child Protection Talking Points for MACSSA Members** - Tom Burke noted issues that need to be addressed include funding, staffing needs and additional foster homes. Aitkin County has had the highest rate of screenings for a long time compared to other counties but the rate of out-of-home placements is increasing also. These are issues for the legislature as most of these are unexpected costs resulting from the Governor's Task Force recommendations.

**VI. FYI**

**A. Improving Care at Minnesota's Anoka-Metro Mental Hospital - Article** Tom Burke & Kathy Ryan discussed and answered questions during the discussion under Review Bills to address the one month (February) payment to DHS-Anoka Metro in the amount of \$37,961 for one person.

Many ideas and suggestions were shared with Tom for further discussion at the MACSSA and other upcoming meetings.

- B. MSSA - Staff Achievement Award presented to Rae Zahn** - Tom Burke and Jessi Schultz discussed the honor that this award brings to our agency for the outstanding work over and above our expectations that was so deserved by our Social Worker Rae Zahn. Commissioner Wedel asked us to convey congratulations from the County Board of Commissioners to Rae Zahn for her Outstanding Staff Achievement Award.

**VII. Administrative Reports:**

- A. Financial & Transportation Reports** - Kathleen Ryan noted we are right on track with our budget and the transportation per diem for the volunteer drivers has been re-instated due to the increase in gas prices.

**VIII. Committee Reports from Commissioners**

- A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte Committee Members attending today: Bob Marcum & Marlene Abear. Bob Marcum discussed the State Medicaid Citizens Advisory Committee he serves on and a request for a Commissioner to attend and speak to some of the issues surrounding taxpayers picking up costs of specific services. He also addressed the question as to what does the Advisory Committee do and how do they respond to issues? He also discussed bringing visitors to the Advisory Committee meetings.
- B. AEOA Committee Update** – Commissioner Westerlund noted there was a meeting but she was unable to attend.
- C. NEMOJT Committee Update** – Commissioner Napstad noted they met and discussed grants for displaced workers and the process for training them.
- D. CJI (Children’s Justice Initiative)** – Commissioner Westerlund noted they talked about the processes for Child Protection. They had representation from DHS, Law Enforcement, Tribal, and CJI at the meeting.
- E. Lakes & Pines Update** – Commissioner Niemi noted they did not meet.
- F. Tri-County Community Health Board (CHS) Update**  
Commissioner Westerlund / Erin Melz / Tom Burke - Erin Melz noted they talked about a variety of topics including the Nightingale Notes computer program, strategic planning with our SHIP program, Healthy Northland, creating an MOU for emergency response between counties. She also discussed the fact that Mille Lacs County is dissolving with their CHB and would like to go independent although they may not meet the population requirements. Erin also discussed the Farm to School lunch programs in the Hill City and Rippleside Schools.

Next Meeting – May 24, 2016

Break: 10:19 a.m. to 10:31 a.m.

**BREAK**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence

**REGULAR BOARD RECONVENED**

File: April 12, 2016 to April 25, 2016; B) Approve County Board Minutes: April 12, 2016; C) Approve Commissioner Warrants: General Fund \$112,680.86, Road & Bridge \$20,619.64, State \$540.00, Trust \$49,417.58, Forest Development \$1,722.41, Long Lake Conservation Center \$4,778.20, Parks \$51,248.06 for a total of \$241,006.75; D) Approve Auditor Warrants – March Sales & Use Tax: General Fund \$511.95, Road & Bridge \$603.00, State \$6,517.00, Trust \$0.97, Forest Development \$3.25, Long Lake Conservation Center \$139.90, Parks \$40.20 for a total of \$7,816.27; E) Accept \$50.00 Donation to STS from St. John’s Episcopal Church; F) Accept \$250.00 Donation to STS from Logan Township; G) Approve 3.2% Malt Liquor Licenses; H) Approve Consumption & Display Permit – Larson’s Barn; I) Adopt (2) Resolutions – Toward Zero Deaths; J) Adopt Resolution – Snowmobile / Ski Trail Funding; K) Adopt Resolution – Recreation Trail Easements; L) Adopt Resolution: LG220 Exempt Permit Wealthwood Rod & Gun Club; M) Adopt Resolution: Liquor License – Eagle Point

**CONSENT  
AGENDA**

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following 3.2% Malt Liquor License Renewals for a period ending April 30, 2017:

**3.2% MALT  
LIQUOR LICENSE  
RENEWALS**

**OFF Sale:**

KRIM15, LLC, d/b/a **(The) Junction** – Hazelton Township

**ON Sale:**

Danny J. Volk, d/b/a **Hidden Meadows** – Unorg 48-27 Township

Minnewawa Sportsmen’s Club Inc., d/b/a **Minnewawa Sportsmen’s Club** – Shamrock Township

**ON & OFF Sale:**

Dean H. Hanson, d/b/a **Agate Bay Resort** – Lakeside Township

Kulifaj Resorts Inc., d/b/a **The Red Door Resort & Motel** – Wealthwood Township

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to approve the following Application for Consumption & Display (Set Up) Permit:

**CONSUMPTION &  
DISPLAY (SET UP)  
PERMIT –  
LARSON’S BARN**

Larson, Leonard and Kathy, d/b/a **Larson’s Barn** – Workman Township

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to adopt the following (2) resolutions – Towards Zero Deaths:

**TOWARD ZERO  
DEATHS**

**BE IT RESOLVED**, that the Aitkin County Board supports the Toward Zero Deaths Coalition.

**RESOLUTION  
20160426-028  
SUPPORT  
TOWARD ZERO  
DEATHS  
COALITION**

**BE IT RESOLVED**, that Toward Zero Deaths enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1, 2016 through September 30, 2017.

**BE IT ALSO RESOLVED**, that Kirk Peysar, Aitkin County Auditor, is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Toward Zero Deaths and to be the fiscal agent and administer the grant.

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to adopt resolution – Snowmobile / Ski Trail Funding:

**WHEREAS**, local units of government can apply for State aide for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 65% reimbursement of the cost of trail maintenance and 90% reimbursement of costs of grooming, and

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

**WHEREAS**, Snowmobile clubs have maintained these trails in the past, and wish to contract with the County for maintaining trails during the 2016-2017 winter season, and

**WHEREAS**, these trails benefit the winter recreation, resort, industry, and economy of Aitkin County.

**NOW, THEREFORE BE IT RESOLVED**, that the Aitkin County Trail Administrator be authorized to apply for Grants in Aide assistance funds for snowmobile trail maintenance and grooming, and ski trail maintenance and grooming for the following trails.

Aitkin Sno-Drifters Trails
McGrath/Finlayson Trails
Tamarack Trails
Haypoint Trails
Palisade Trails
Mille Lacs Trails
No Achen / LLCC ski trails

**BE IT FURTHER RESOLVED**, that the Aitkin County Trail Administrator be authorized to contract for the 2016-2017 winter season for the development, maintenance, and grooming of the aforementioned trails with each of the corresponding interested clubs.

Under the consent agenda, motion for a resolution by Commissioner Marcotte seconded by Commissioner Westerlund and carried, all members voting to adopt resolution - Recreation Trail Easements:

**RESOLUTION  
20160426-029  
TZD FISCAL  
AGENT  
AGREEMENT**

**RESOLUTION  
20160426-030  
SNOWMOBILE /  
SKI TRAIL  
FUNDING**

**WHEREAS**, certain parcels of County-managed tax-forfeited land are needed for recreational purposes,

**NOW, THEREFORE, BE IT RESOLVED**, pursuant to M.S. 282.04, Subd 4, that the Auditor is authorized and instructed to issue a 16 foot wide perpetual easement for recreational trail purposes to Aitkin County over and across the following tax-forfeited lands:

- 1. r/w in NW-NE Sec 28 Twp 47 Rge 27

Also described as:

That part of the former Cuyuna Iron Range Railroad right-of-way that is located in the northwest corner the Northwest Quarter of the Northeast Quarter of Section 28, Township 47, Range 27, Aitkin County, Minnesota.

- 2. r/w in NW-NE Sec 29 Twp 47 Rge 27

Also described as:

The former Cuyuna Iron Range Railroad right-of-way located in the West Half of the Northeast Quarter of Section 29, Township 47, Range 27, Aitkin County, Minnesota.

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to adopt resolution – LG220 Exempt Permit Wealthwood Rod & Gun Club:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Wealthwood Rod & Gun Club, at the following location – Wealthwood Rod & Gun Club, which has an address of 23573 420<sup>th</sup> Place, Aitkin, MN 56431 – Hazelton Township. (Note: Date of activity for Raffle – October 1, 2016)

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to adopt resolution – Liquor License – Eagle Point:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from April 29 thru December 31, 2016:

**“ON”, “OFF” and “SUNDAY” Sale:**

**EAGLE POINT INC**, d/b/a **Eagle Point** – Shamrock Township  
This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to adopt resolution – Award Contract No. 20161:

**WHEREAS**, Contract No. 20161 is for construction of C.S.A.P. 001-603-017, reconstruction of 6.11 miles of CSAH 3, and C.P. 001-088-001, bituminous paving of

**RESOLUTION  
20160426-031  
RECREATION  
TRAIL  
EASEMENTS**

**RESOLUTION  
20160426-032  
LG220 EXEMPT  
PERMIT  
WEALTHWOOD  
ROD & GUN CLUB**

**RESOLUTION  
20160426-033  
LIQUOR LICENSE  
– EAGLE POINT**

**RESOLUTION  
20160426-034**

1.02 miles of CR 88, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, April 25, 2016 with a total of seven bids received, and

**WHEREAS**, Anderson Brothers Construction Co. was the lowest responsible bidder in the amount of \$3,733,034.01.

**THEREFORE, BE IT RESOLVED**, that Anderson Brothers Construction Co. is awarded Contract No. 20161.

**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.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to close the meeting at 10:41 a.m. under MN Statute 13D.05 Attorney Client Privilege – EverStar vs. Aitkin County.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to reopen the meeting at 11:19 a.m.

The Board reported on the following: Enbridge/EQB, AIS, Upcoming Governor’s Fishing Opener, Transportation Meeting in Brainerd, Township Meeting, Satellite internet, Facilities Committee, Arrowhead Counties, State General Tax, ARDC, Snake River Watershed, Forest Advisory, Mille Lacs Watershed, DAC, EDA, CMCC, and Personnel Committee.

Commissioner Napstad left at 12:00 p.m.

Commissioner Niemi left at 12:28 p.m.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried (3-0 Napstad/Niemi absent), all members voting yes to adjourn the meeting at 12:29 p.m. until Tuesday, May 10, 2016 at 9:00 a.m.

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

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

**AWARD  
CONTRACT NO.  
20161**

**CLOSED  
SESSION**

**REOPEN  
MEETING**

**BOARD  
DISCUSSION**

**NAPSTAD LEFT**

**NIEMI LEFT**

**ADJOURN**

20

DKB1  
5/2/16 10:40AM

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

DKB1  
5/2/16 10:40AM  
1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
1	DEPT		Commissioners		
	8175 Centurylink		Local phone	313645966	Telephone
	01-001-000-0000-6250		8.92		
	8175 Centurylink		8.92	1 Transactions	
1	<b>DEPT Total:</b>		<b>8.92</b>	<b>Commissioners</b>	<b>1 Vendors</b> <b>1 Transactions</b>
12	DEPT		Court Administration		
	8175 Centurylink		Local phone Q2	313645966	Telephone
	01-012-000-0000-6250		142.77		
	8175 Centurylink		142.77	1 Transactions	
	10185 Centurylink Communications Inc		LD Phone Q1	320146217	Telephone
	01-012-000-0000-6250		59.68		
	10185 Centurylink Communications Inc		59.68	1 Transactions	
	2810 Larson/Shari S		COSTS	120.96@.54	Attorney Services
	01-012-000-0000-6232		120.96		
	01-012-000-0000-6232		1,181.25	15.75@75.00	Attorney Services
	2810 Larson/Shari S		1,302.21	2 Transactions	
12	<b>DEPT Total:</b>		<b>1,504.66</b>	<b>Court Administration</b>	<b>3 Vendors</b> <b>4 Transactions</b>
40	DEPT		Auditor		
	88012 Aitkin Co Auditor		POSTAGE		Postage
	01-040-021-0000-6205		200.00		
	88012 Aitkin Co Auditor		200.00	1 Transactions	
	783 Canon Financial Services, Inc		Contract Charges- - 026	15969795	Services, Labor, Contracts
	01-040-000-0000-6231		220.24		
	783 Canon Financial Services, Inc		220.24	1 Transactions	
	5398 CDW Government, Inc		(2) Office STD 2016	CQB0465	Office & Computer Supplies
	01-040-021-0000-6405		522.18		
	5398 CDW Government, Inc		522.18	1 Transactions	
	8175 Centurylink		Local phone	313645966	Telephone
	01-040-000-0000-6250		62.46		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
8175 Centurylink		LOCAL PHONE	3141154028	License Center- Phone
				2 Transactions
10185 Centurylink Communications Inc		LD Phone	320146217	Telephone
		LD Phone charges	320146217	License Center- Phone
10185 Centurylink Communications Inc				2 Transactions
1457 CPS Technology Solutions, Inc		May Maintenance	37320	Services, Labor, Contracts
1457 CPS Technology Solutions, Inc				1 Transactions
3267 Peysar/Kirk		Mileage- MCIS board mtg 4/21/16	104@.54	Transportation & Travel
3267 Peysar/Kirk				1 Transactions
86235 The Office Shop Inc		Clasp Envelopes	1003541- 0	Office & Computer Supplies
86235 The Office Shop Inc				1 Transactions
40 DEPT Total:	1,459.34	Auditor	8 Vendors	10 Transactions
42 DEPT		Treasurer		
8175 Centurylink		Local phone	313645966	Telephone
8175 Centurylink				1 Transactions
10185 Centurylink Communications Inc		LD Phone	320146217	Telephone
10185 Centurylink Communications Inc				1 Transactions
9878 Hughes/Julie		Gas for county car- MCIS Mtg	4/20/16	Gas And Oil
9878 Hughes/Julie				1 Transactions
86235 The Office Shop Inc		Ink	284988- 0	Office & Computer Supplies
86235 The Office Shop Inc				1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
5/2/16 10:40AM  
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	
<u>On Behalf of Name</u>				<u>On Behalf of Name</u>	
42 DEPT Total:		84.30	Treasurer	4 Vendors	4 Transactions
43 DEPT			Assessor		
783 Canon Financial Services, Inc					
01-043-000-0000-6231		164.08	Copier Contract- 033	15969800	Services, Labor, Contracts
783 Canon Financial Services, Inc		164.08		1 Transactions	
8175 Centurylink					
01-043-000-0000-6250		98.15	Local phone	313645966	Telephone
8175 Centurylink		98.15		1 Transactions	
10185 Centurylink Communications Inc					
01-043-000-0000-6250		22.53	LD Phone	320146217	Telephone
10185 Centurylink Communications Inc		22.53		1 Transactions	
1457 CPS Technology Solutions, Inc					
01-043-000-0000-6231		46.20	May Maintenance	37320	Services, Labor, Contracts
1457 CPS Technology Solutions, Inc		46.20		1 Transactions	
10330 Dangers/Mike					
01-043-000-0000-6330		45.76	Mileage- MCIS steering committe	104@.44	Transportation & Travel & Parking
01-043-000-0000-6330		83.60	Mileage- Court Blandin	190@.44	Transportation & Travel & Parking
10330 Dangers/Mike		129.36		2 Transactions	
3951 Pro West & Associates, Inc					
01-043-000-0000-6231		192.50	Sales Search update	000418	Services, Labor, Contracts
3951 Pro West & Associates, Inc		192.50		1 Transactions	
86235 The Office Shop Inc					
01-043-000-0000-6405		54.13	Post- it- notes, Battery	1003449- 0	Office, Film & Computer Supplies
86235 The Office Shop Inc		54.13		1 Transactions	
6097 Verizon Wireless					
01-043-000-0000-6250		86.60	monthly cell phone bill	680690882	Telephone
			03/02/2016 04/01/2016		
6097 Verizon Wireless		86.60		1 Transactions	

DKB1  
5/2/16 10:40AM  
1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
43 DEPT Total:		793.55	Assessor	8 Vendors 9 Transactions
44 DEPT			Central Services	
783 Canon Financial Services, Inc				
01-044-000-0000-6231		326.43	Contract Charges- -031	15969799 Services, Labor, Contracts
783 Canon Financial Services, Inc		326.43		1 Transactions
10185 Centurylink Communications Inc				
01-044-000-0000-6250		0.98	LD Phone	320146217 Telephone
01-044-000-0000-6250		0.37	TOLL FREE PHONE BILL	320295974 Telephone
10185 Centurylink Communications Inc		1.35		2 Transactions
44 DEPT Total:		327.78	Central Services	2 Vendors 3 Transactions
49 DEPT			Information Technologies	
8175 Centurylink				
01-049-000-0000-6250		44.61	Local phone	313645966 Telephone
8175 Centurylink		44.61		1 Transactions
10185 Centurylink Communications Inc				
01-049-000-0000-6250		12.43	LD Phone	320146217 Telephone
10185 Centurylink Communications Inc		12.43		1 Transactions
49 DEPT Total:		57.04	Information Technologies	2 Vendors 2 Transactions
52 DEPT			Administration/Personnel Dept	
8175 Centurylink				
01-052-000-0000-6250		53.57	Local phone	313645966 Telephone
8175 Centurylink		53.57		1 Transactions
10185 Centurylink Communications Inc				
01-052-000-0000-6250		24.89	LD Phone	320146217 Telephone
10185 Centurylink Communications Inc		24.89		1 Transactions
52 DEPT Total:		78.46	Administration/Personnel Dept	2 Vendors 2 Transactions
90 DEPT			Attorney	
340 Anoka Co Sheriff				

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
340 Anoka Co Sheriff		70.00	1003658-0	Co Sheriff Services
		70.00		
8175 Centurylink				
01-090-000-0000-6250		80.31	313645966	Telephone
8175 Centurylink		80.31		
			1 Transactions	
10185 Centurylink Communications Inc				
01-090-000-0000-6250		38.32	320146217	Telephone
01-090-000-0000-6250		2.31	320295974	Telephone
10185 Centurylink Communications Inc		40.63		
			2 Transactions	
966 Chisago County Sheriff's Office				
01-090-000-0000-6234		60.00	16-000385	Co Sheriff Services
966 Chisago County Sheriff's Office		60.00		
			1 Transactions	
2140 Hennepin County Sheriff's Office				
01-090-000-0000-6234		80.00	74595	Co Sheriff Services
2140 Hennepin County Sheriff's Office		80.00		
			1 Transactions	
8454 Ramsey County Sheriff				
01-090-000-0000-6234		30.00	201602678	Co Sheriff Services
8454 Ramsey County Sheriff		30.00		
			1 Transactions	
12775 Shook/Stephanie				
01-090-000-0000-6208		68.04	126@.54	Training/Education
12775 Shook/Stephanie		68.04		
			1 Transactions	
4260 St Louis Co Sheriff's Office				
01-090-000-0000-6234		50.00	1601795	Co Sheriff Services
4260 St Louis Co Sheriff's Office		50.00		
			1 Transactions	
86235 The Office Shop Inc				
01-090-000-0000-6625		275.00	1003658-0	Office Equipment
01-090-000-0000-6405		413.10	1003779-0	Office & Computer Supplies
01-090-000-0000-6405		24.58	1003822-0	Office & Computer Supplies
86235 The Office Shop Inc		712.68		
			3 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
5/2/16 10:40AM  
1 General Fund

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name
90 DEPT Total:			Attorney	9 Vendors	12 Transactions
100 DEPT			Recorder		
12156 Beaufeaux/Annette 01-100-000-0000-6330			miles/Vital records training	57@.44	Transportation & Travel
12156 Beaufeaux/Annette	25.08			1 Transactions	
8175 Centurylink 01-100-000-0000-6250	26.77		Local phone	313645966	Telephone
8175 Centurylink	26.77			1 Transactions	
10185 Centurylink Communications Inc 01-100-000-0000-6250	12.43		LD Phone	320146217	Telephone
10185 Centurylink Communications Inc	12.43			1 Transactions	
2386 Information Systems Corp 01-100-000-0000-6405	313.65		FP Cartridge for Microfilm rea	24142	Office & Computer Supplies
2386 Information Systems Corp	313.65			1 Transactions	
10795 Moriarty/Michael 01-100-000-0000-6330	74.80		Mileage/Recorder District Mtg	170@.44	Transportation & Travel
10795 Moriarty/Michael	74.80			1 Transactions	
86235 The Office Shop Inc 01-100-000-0000-6405	254.97		Office Supplies	1003667-0	Office & Computer Supplies
86235 The Office Shop Inc	254.97			1 Transactions	
100 DEPT Total:			Recorder	6 Vendors	6 Transactions
110 DEPT			Courthouse Maintenance		
246 Brothers Fire & Security 01-110-000-0000-6231	1,060.00		4" OS&Y valve in west annex	98997	Services, Labor, Contracts
246 Brothers Fire & Security	1,060.00			1 Transactions	
8175 Centurylink 01-110-000-0000-6250	17.85		Local phone	313645966	Phone
8175 Centurylink	17.85			1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10185 Centurylink Communications Inc 01- 110- 000- 0000- 6250		LD Phone	320146217	Phone
10185 Centurylink Communications Inc	0.89			
	0.89		1 Transactions	
88628 Dalco 01- 110- 000- 0000- 6422		toilet tissue, hard towel roll	3014912	Janitorial Supplies
88628 Dalco	255.10			
	255.10		1 Transactions	
2186 Hillyard Inc - Kansas City 01- 110- 000- 0000- 6422		cleaners,towels,liners, soap	602040270	Janitorial Supplies
2186 Hillyard Inc - Kansas City	393.03			
	393.03		1 Transactions	
9692 Minnesota Energy Resources Corporation 01- 110- 000- 0000- 6254		Gas- Courthouse	0506823754	Utilities & Heating
9692 Minnesota Energy Resources Corporation	895.02			
	895.02		1 Transactions	
11120 Nardini Fire Equipment Co.,Inc 01- 110- 000- 0000- 6231		tamper switch on sprinkler sys	00009072	Services, Labor, Contracts
11120 Nardini Fire Equipment Co.,Inc	109.60			
	109.60		1 Transactions	
3950 Public Utilities 01- 110- 000- 0000- 6254		Courthouse		Utilities & Heating
01- 110- 000- 0000- 6254	1,617.08	Old County Garage		Utilities & Heating
01- 110- 000- 0000- 6254	25.57	Jail West Annex		Utilities & Heating
01- 110- 000- 0000- 6254	411.00	CH Bldg Coordinator		Utilities & Heating
01- 110- 000- 0000- 6254	309.17	Glarco- Motor Pool Garage		Utilities & Heating
01- 110- 000- 0000- 6254	77.11	LA Tool Building		Utilities & Heating
01- 110- 000- 0000- 6254	276.08			
3950 Public Utilities	2,716.01		6 Transactions	
10588 Stanley Access Tech LLC 01- 110- 000- 0000- 6231		Sheriff entry inside door	0904443535	Services, Labor, Contracts
10588 Stanley Access Tech LLC	322.00			
	322.00		1 Transactions	
110 DEPT Total:	5,769.50	Courthouse Maintenance	9 Vendors	14 Transactions
120 DEPT		Service Officer		
8175 Centurylink 01- 120- 000- 0000- 6250		Local phone	313645966	Telephone
	8.92			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
8175	Centurylink				
		8.92		1 Transactions	
10185	Centurylink Communications Inc				
	01- 120- 000- 0000- 6250	13.09	LD Phone	320146217	Telephone
	01- 120- 000- 0000- 6250	3.52	TOLL FREE PHONE BILL	320295974	Telephone
10185	Centurylink Communications Inc	16.61		2 Transactions	
10097	Harms Monroe/Penny				
	01- 120- 000- 0000- 6340	60.73	Meals/Spring training		Meals
			04/05/2016 04/06/2016		
	01- 120- 000- 0000- 6330	174.24	Mileage/Spring training	396@.44	Transportation & Travel
			04/05/2016 04/05/2016		
10097	Harms Monroe/Penny	234.97		2 Transactions	
11192	Lamar Advertising				
	01- 120- 000- 0000- 6230	175.00	Farm Island Billboard	106948347	Printing, Publishing & Adv
			04/04/2016 05/01/2016		
11192	Lamar Advertising	175.00		1 Transactions	
6097	Verizon Wireless				
	01- 120- 000- 0000- 6250	13.40	Vet van cell phone	880690364	Telephone
			03/21/2016 04/20/2016		
6097	Verizon Wireless	13.40		1 Transactions	
120	DEPT Total:	448.90	Service Officer	5 Vendors	7 Transactions
122	DEPT		Planning & Zoning		
657	Aitkin Glass Service				
	01- 122- 000- 0000- 6405	137.86	1/4 " glass for counter	12107	Office, Computer, Film, & Field Supplies
657	Aitkin Glass Service	137.86		1 Transactions	
783	Canon Financial Services, Inc				
	01- 122- 000- 0000- 6231	248.73	Monthly copier charge- 029	15969797	Services, Labor, Contracts, Programming
783	Canon Financial Services, Inc	248.73		1 Transactions	
8175	Centurylink				
	01- 122- 000- 0000- 6250	62.46	Local phone	313645966	Telephone
8175	Centurylink	62.46		1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
5/2/16 10:40AM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
10185 Centurylink Communications Inc		29.72	LD Phone	320146217 Telephone
10185 Centurylink Communications Inc		29.72		1 Transactions
13970 DeBeck/George		225.00	Partial Refund #41811	Rcpt#928717 Refunds & Reimbursements
13970 DeBeck/George		225.00		1 Transactions
13971 Fett/Randall		200.00	Partial Refund #41821	Rcpt#928729 Refunds & Reimbursements
13971 Fett/Randall		200.00		1 Transactions
6097 Verizon Wireless		39.53	Monthly cell charges	9763743915 Telephone
6097 Verizon Wireless		39.53	03/14/2016	04/13/2016
				1 Transactions
122 DEPT Total:		943.30	Planning & Zoning	7 Vendors 7 Transactions
123 DEPT			Coroner	
988 Hennepin Co Medical Centers		54.00	ME- 16- 0556	Autopsies- - Pathologist, Xrays, Etc
988 Hennepin Co Medical Centers		54.00		1 Transactions
3987 Ramsey County Medical Examiner		1,400.00	ME 16- 0556	Autopsies- - Pathologist, Xrays, Etc
3987 Ramsey County Medical Examiner		1,400.00		1 Transactions
123 DEPT Total:		1,454.00	Coroner	2 Vendors 2 Transactions
200 DEPT			Enforcement	
10452 AT&T Mobility		1,066.99	Cell Service Squads	04858263 Telephone
10452 AT&T Mobility		1,066.99	03/18/2016	04/17/2016
				1 Transactions
12445 Brandl Chevrolet, Buick GMC		211.04	#222 diagnose converter	220909 Car Maintenance

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
12445 Brandl Chevrolet, Buick GMC		211.04	1 Transactions	
13974 Brent Richter Consulting				
01-200-000-0000-6260		125.00	Consultation #400 4/7/16	16-1235 Professional Consulting
01-200-000-0000-6260		125.00	Consultation #401 4/9/16	16-1239 Professional Consulting
13974 Brent Richter Consulting		250.00	2 Transactions	
10442 Bureau Of Crim.Apprehension				
01-200-039-0000-6425		815.00	New & Renewals	01-000048 Gun Permit Expenses
10442 Bureau Of Crim.Apprehension		815.00	1 Transactions	
8175 Centurylink				
01-200-000-0000-6250		232.00	Local phone	313645966 Telephone
01-200-000-0000-6250		71.38	Local phone- PROBATION	313645966 Telephone
8175 Centurylink		303.38	2 Transactions	
10185 Centurylink Communications Inc				
01-200-000-0000-6250		97.36	LD Phone charges	320146217 Telephone
			03/05/2016 04/04/2016	
01-200-000-0000-6250		69.68	LD Phone	320146217 Telephone
01-200-000-0000-6250		83.84	LD Phone- Probation	320146217 Telephone
01-200-000-0000-6250		7.24	TOLL FREE PHONE BILL	320295974 Telephone
10185 Centurylink Communications Inc		258.12	4 Transactions	
1339 Dennis' Towing				
01-200-000-0000-6359		162.00	tow Ford F150 16- 1140	4/15/16 Wrecker Service
1339 Dennis' Towing		162.00	1 Transactions	
3100 McGregor Oil				
01-200-000-0000-6511		25.52	#220 Gas	AITKINSH Gas And Oil
3100 McGregor Oil		25.52	1 Transactions	
3337 Minnesota County Attorneys Association				
01-200-000-0000-6405		110.00	forfeiture, prop.receipt forms	200000460 Office Supplies
3337 Minnesota County Attorneys Association		110.00	1 Transactions	
11538 RCB Collections Range Credit Bureau Inc				
01-200-000-0000-6231		15.13	Credit Reports	thru 4/15/16 Services & Labor (Incl Contracts)

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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
11538 RCB Collections Range Credit Bureau Inc				
	15.13		1 Transactions	
13864 Sandberg/Kristi				
01-200-000-0000-6150	1,000.00	May 2016 Cobra Premium	Sandberg	Health Insurance- Employer
13864 Sandberg/Kristi	1,000.00		1 Transactions	
4681 Streichers				
01-200-000-0000-6410	112.00	dress uniform pants 220, 222	I1204520	Clothing Allowance
01-200-000-0000-6410	3.99	buckle #209	I1204935	Clothing Allowance
01-200-000-0000-6410	224.00	uniform pants 206,208,209,225	I1204956	Clothing Allowance
4681 Streichers	339.99		3 Transactions	
13934 Tire Barn				
01-200-000-0000-6302	743.65	#200 oil chg, brakes, blades	34095	Car Maintenance
01-200-000-0000-6302	76.18	oil change #212	34167	Car Maintenance
13934 Tire Barn	819.83		2 Transactions	
4870 Turner/Scott A.				
01-200-000-0000-6511	90.64	Mileage- Police Assoc.- Sandberg	206@.44	Gas And Oil
01-200-000-0000-6511	5.00	parking- Police Assoc.- Sandberg	4/19/16	Gas And Oil
4870 Turner/Scott A.	95.64		2 Transactions	
9642 WEX BANK				
01-200-000-0000-6511	3,256.79	Gas	0424007043961	Gas And Oil
9642 WEX BANK	3,256.79		1 Transactions	
13848 WYATT'S TOWING				
01-200-000-0000-6590	249.00	tow infinity G35	16- 1073	Repair & Maintenance Supplies
13848 WYATT'S TOWING	249.00		1 Transactions	
200 DEPT Total:	8,978.43	Enforcement	16 Vendors	25 Transactions
202 DEPT		Boat & Water		
3950 Public Utilities				
01-202-000-0000-6254	20.50	Boat & Water		Utilities
3950 Public Utilities	20.50		1 Transactions	

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1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Paid On Bhf #	On Behalf of Name
202 DEPT Total:		20.50	1 Vendors	1 Transactions
203 DEPT				
10452 AT&T Mobility 01-203-000-0000-6250		28.17	04858263	Telephone
			03/18/2016 04/17/2016	
10452 AT&T Mobility		28.17	1 Transactions	
9642 WEX BANK 01-203-000-0000-6511		12.57	0424007043961	Gas And Oil
9642 WEX BANK		12.57	1 Transactions	
203 DEPT Total:		40.74	2 Vendors	2 Transactions
204 DEPT				
10452 AT&T Mobility 01-204-000-0000-6250		28.17	04858263	Telephone
			03/18/2016 04/17/2016	
10452 AT&T Mobility		28.17	1 Transactions	
9642 WEX BANK 01-204-000-0000-6511		328.22	0424007043961	Gas And Oil
9642 WEX BANK		328.22	1 Transactions	
204 DEPT Total:		356.39	2 Vendors	2 Transactions
206 DEPT				
117 Aitkin County Sheriff 01-206-000-0000-6409		74.75	4/11/16	Forfeiture Supplies
117 Aitkin County Sheriff		74.75	1 Transactions	
206 DEPT Total:		74.75	1 Vendors	1 Transactions
252 DEPT				
5658 Amerigas				
01-252-000-0000-6254		36.00		Utilities & Heating
01-252-000-0000-6254		68.16	802705733	Utilities & Heating
01-252-000-0000-6254		27.87	802795137	Utilities & Heating

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
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1 General Fund

<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>
5658 Amerigas		132.03	3 Transactions	
10452 AT&T Mobility				
01- 252- 000- 0000- 6250		56.08	Cell Service Squads	04858263 Telephone
			03/18/2016 04/17/2016	
10452 AT&T Mobility		56.08	1 Transactions	
783 Canon Financial Services, Inc				
01- 252- 000- 0000- 6231		96.07	Dispatch copier- 032	15969792 Services & Labor (Incl Contracts)
783 Canon Financial Services, Inc		96.07	1 Transactions	
8175 Centurylink				
01- 252- 000- 0000- 6250		142.77	Local phone	313645966 Telephone
8175 Centurylink		142.77	1 Transactions	
10185 Centurylink Communications Inc				
01- 252- 000- 0000- 6250		99.03	LD Phone	320146217 Telephone
01- 252- 000- 0000- 6250		7.24	TOLL FREE PHONE BILL	320295974 Telephone
10185 Centurylink Communications Inc		106.27	2 Transactions	
163 Charter Communications				
01- 252- 252- 0000- 6405		181.67	CABLE TV	83523056600060 Prisoner Welfare
163 Charter Communications		181.67	1 Transactions	
5583 Crawford Supply Company				
01- 252- 252- 0000- 6408		70.80	COMMISSARY SUPPLIES	685121 Commissary Supplies
5583 Crawford Supply Company		70.80	1 Transactions	
88628 Dalco				
01- 252- 000- 0000- 6422		259.92	Jail paper products	3014911 Janitorial Supplies
88628 Dalco		259.92	1 Transactions	
1393 Door Service Inc				
01- 252- 000- 0000- 6231		158.65	service/adjust overhead door	144962 Services & Labor (Incl Contracts)
1393 Door Service Inc		158.65	1 Transactions	
1491 Dutch's Electric, Inc				
01- 252- 000- 0000- 6590		109.38	breaker in air handling room	24412 Repair & Maintenance Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
5/2/16 10:40AM  
1 General Fund

<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>
1491 Dutch's Electric, Inc		109.38	1 Transactions	
2186 Hillyard Inc - Kansas City				
01- 252- 000- 0000- 6422		1,001.28	Janitorial	602040351 Janitorial Supplies
2186 Hillyard Inc - Kansas City		1,001.28	1 Transactions	
5503 Keefe Supply Company				
01- 252- 252- 0000- 6405		68.52	COMMISSARY SUPPLIES	685122 Prisoner Welfare
5503 Keefe Supply Company		68.52	1 Transactions	
13844 MCKESSON MEDICAL SURGICAL				
01- 252- 000- 0000- 6262		975.00	JAIL MEDICAL SUPPLIES	76854165 Medical Expenses & Supplies - Inmates
01- 252- 000- 0000- 6262		10.54	JAIL MEDICAL SUPPLIES	77071921 Medical Expenses & Supplies - Inmates
13844 MCKESSON MEDICAL SURGICAL		985.54	2 Transactions	
13691 MEnD Correctional Care, PLLC				
01- 252- 000- 0000- 6262		42.38	Albuterol inhaler	1234 Medical Expenses & Supplies - Inmates
13691 MEnD Correctional Care, PLLC		42.38	1 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea				
01- 252- 000- 0000- 6254		517.31	Shelter/Tower	34- 54- 015- 01 Utilities & Heating
3160 Mille Lacs Energy Coop- Albert Lea		517.31	1 Transactions	
9692 Minnesota Energy Resources Corporation				
01- 252- 000- 0000- 6254		1,205.66	Gas- Jail	0505221458 Utilities & Heating
01- 252- 000- 0000- 6254		484.33	Gas- Jail	0505399584 Utilities & Heating
01- 252- 000- 0000- 6254		238.24	Gas- STS	0506726121 Utilities & Heating
9692 Minnesota Energy Resources Corporation		1,928.23	3 Transactions	
3789 Pan- O- Gold Baking Company				
01- 252- 000- 0000- 6418		154.02	Groceries	010024610529 Groceries
01- 252- 000- 0000- 6418		139.33	Groceries	010024611232 Groceries
3789 Pan- O- Gold Baking Company		293.35	2 Transactions	
3810 Paulbeck's County Market				
01- 252- 000- 0000- 6418		3.00	Groceries	927210202 Groceries
01- 252- 000- 0000- 6421		10.68	Laundry Supplies	927210202 Laundry Supplies
01- 252- 252- 0000- 6405		10.85	Food for REC	927210202 Prisoner Welfare

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
3810 Paulbeck's County Market		24.53	3 Transactions	
11947 Phoenix Supply				
01- 252- 000- 0000- 6424		227.00	inmate supplies	9099 Inmate Supplies
01- 252- 000- 0000- 6424		202.04	INMATE SUPPLIES	9132 Inmate Supplies
11947 Phoenix Supply		429.04	2 Transactions	
3950 Public Utilities				
01- 252- 000- 0000- 6254		62.63	Sheriff's Emerg.Garage	Utilities & Heating
01- 252- 000- 0000- 6254		1,425.78	New Jail	Utilities & Heating
01- 252- 000- 0000- 6254		4,262.31	New Jail 2	Utilities & Heating
3950 Public Utilities		5,750.72	3 Transactions	
4070 Riley Auto Supply				
01- 252- 000- 0000- 6590		79.94	belts for air handlers	573403 Repair & Maintenance Supplies
4070 Riley Auto Supply		79.94	1 Transactions	
4761 Sysco Minnesota Inc				
01- 252- 252- 0000- 6405		1,168.15	Food for REC	604070175 Prisoner Welfare
01- 252- 000- 0000- 6420		15.00	Labels	604071446 Kitchen Supplies
01- 252- 000- 0000- 6418		2,940.15	Groceries	604140679 Groceries
01- 252- 000- 0000- 6418		2,797.68	Groceries	604210699 Groceries
4761 Sysco Minnesota Inc		6,920.98	4 Transactions	
13119 TalkPoint Technologies, Inc				
01- 252- 000- 0000- 6610		274.75	ear cushions, battery, headset	8738 Equipment
13119 TalkPoint Technologies, Inc		274.75	1 Transactions	
11608 Thrifty White Pharmacy- McGregor				
01- 252- 000- 0000- 6262		3,427.14	March Prescriptions	52914536063080 Medical Expenses & Supplies - Inmates
11608 Thrifty White Pharmacy- McGregor		3,427.14	1 Transactions	
5066 Visa				
01- 252- 003- 0000- 6332		233.11	Hotel/Zuercher tng SD- Kim B	3090 #3 School Hotels / Motels
5066 Visa		233.11	1 Transactions	
9642 WEX BANK				
01- 252- 000- 0000- 6330		216.95	Gas	0424007043961 Prisoner Transportation & Travel

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
5/2/16 10:40AM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
9642 WEX BANK		216.95	1 Transactions	
252 DEPT Total:		23,507.41	26 Vendors	41 Transactions
253 DEPT			Aitkin Co Community Corrections	
10452 AT&T Mobility			Cell Service	Telephone
01- 253- 000- 0000- 6250		34.99	03/18/2016 04/17/2016	
10452 AT&T Mobility		34.99	1 Transactions	
86467 Auto Value Aitkin			Battery core return	Car Maintenance
01- 253- 000- 0000- 6302		18.00		
01- 253- 000- 0000- 6302		3.99	sav- a- tread	Car Maintenance
01- 253- 000- 0000- 6302		20.47	wiper blades. steering fluid	Car Maintenance
86467 Auto Value Aitkin		6.46	3 Transactions	
8175 Centurylink			Local phone	Telephone
01- 253- 000- 0000- 6250		8.92		
8175 Centurylink		8.92	1 Transactions	
10185 Centurylink Communications Inc			LD Phone	Telephone
01- 253- 000- 0000- 6250		1.26		
10185 Centurylink Communications Inc		1.26	1 Transactions	
5551 Unclaimed Freight North			coupler set, air hose	Operating Supplies
01- 253- 000- 0000- 6405		21.97		
5551 Unclaimed Freight North		21.97	1 Transactions	
253 DEPT Total:		73.60	Aitkin Co Community Corrections	5 Vendors
254 DEPT			Enhanced 911 System	
8694 Department of Transportation			ARMER SUAII Plus Agreement	Services, Labor, Contracts
01- 254- 000- 0000- 6231		8,649.67	01/01/2016 12/31/2016	
8694 Department of Transportation		8,649.67	1 Transactions	
254 DEPT Total:		8,649.67	Enhanced 911 System	1 Vendors

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
255	DEPT		General Crime Victim Grant		
	8175 Centurylink				
	01- 255- 000- 0000- 6250		8.92	Local phone	313645966 Telephone
	8175 Centurylink		8.92	1 Transactions	
255	<b>DEPT Total:</b>		8.92	<b>General Crime Victim Grant</b>	<b>1 Vendors 1 Transactions</b>
257	DEPT		Sobriety Court		
	8175 Centurylink				
	01- 257- 000- 0000- 6250		8.92	Local phone	313645966 Telephone
	8175 Centurylink		8.92	1 Transactions	
	11997 Minnesota Monitoring				
	01- 257- 022- 0000- 6406		450.50	Montitoring	2395 Sobriety Crt Expenses
	11997 Minnesota Monitoring		450.50	1 Transactions	
	9489 Redwood Toxicology Laboratory, Inc				
	01- 257- 022- 0000- 6406		174.95	Testing 3/9- 3/19/16	12645820163 Sobriety Crt Expenses
	9489 Redwood Toxicology Laboratory, Inc		174.95	1 Transactions	
257	<b>DEPT Total:</b>		634.37	<b>Sobriety Court</b>	<b>3 Vendors 3 Transactions</b>
280	DEPT		Emergency Management		
	8175 Centurylink				
	01- 280- 000- 0000- 6250		17.85	Local phone	313645966 Telephone
	8175 Centurylink		17.85	1 Transactions	
	10185 Centurylink Communications Inc				
	01- 280- 000- 0000- 6250		1.26	TOLL FREE PHONE BILL	Telephone
	10185 Centurylink Communications Inc		1.26	1 Transactions	
280	<b>DEPT Total:</b>		19.11	<b>Emergency Management</b>	<b>2 Vendors 2 Transactions</b>
390	DEPT		Environmental Health (FBL)		
	8175 Centurylink				
	01- 390- 000- 0000- 6250		8.92	Local phone	313645966 Telephone
	8175 Centurylink		8.92	1 Transactions	

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 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10185 Centurylink Communications Inc 01- 390- 000- 0000- 6250		LD Phone	320146217	Telephone
10185 Centurylink Communications Inc			1 Transactions	
390 DEPT Total:	16.72	Environmental Health (FBL)	2 Vendors	2 Transactions
391 DEPT		Solid Waste		
8175 Centurylink 01- 391- 000- 0000- 6250	8.92	Local phone	313645966	Telephone
8175 Centurylink	8.92		1 Transactions	
10185 Centurylink Communications Inc 01- 391- 000- 0000- 6250	2.01	LD Phone	320146217	Telephone
10185 Centurylink Communications Inc	2.01		1 Transactions	
1754 Garrison Disposal Company, Inc 01- 391- 060- 0000- 6360	7,375.30	March Recycling Contract		Recycling Contract
1754 Garrison Disposal Company, Inc	7,375.30		1 Transactions	
2763 J & H Transfer Station- Lakes Sanitary 01- 391- 060- 0000- 6360	772.65	March recycling contract		Recycling Contract
2763 J & H Transfer Station- Lakes Sanitary	772.65		1 Transactions	
2953 MACPZA 01- 391- 000- 0000- 6241	80.00	Spring Training Reg.- Neff	06/2- 6/3	Registration Fee
2953 MACPZA	80.00		1 Transactions	
5472 Newshopper 01- 391- 000- 0000- 6230	250.00	HHW ad 1/4 pg BW on 12/9/16	5062	Printing, Publishing & Adv
5472 Newshopper	250.00		1 Transactions	
391 DEPT Total:	8,488.88	Solid Waste	6 Vendors	6 Transactions
601 DEPT		Extension		
8175 Centurylink 01- 601- 000- 0000- 6250	8.92	Local phone	313645966	Telephone
8175 Centurylink	8.92		1 Transactions	

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 1 General Fund

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10185 Centurylink Communications Inc		1.40	LD Phone	320146217	Telephone
01- 601- 000- 0000- 6250					
10185 Centurylink Communications Inc		1.40		1 Transactions	
86235 The Office Shop Inc		12.89	index paper, white	284912- 0	Office Supplies
01- 601- 000- 0000- 6405					
86235 The Office Shop Inc		12.89		1 Transactions	
<b>601 DEPT Total:</b>		<b>23.21</b>	<b>Extension</b>	<b>3 Vendors</b>	<b>3 Transactions</b>
<b>711 DEPT</b>			<b>Economic Development</b>		
8175 Centurylink		8.92	Local phone	313645966	Telephone
01- 711- 000- 0000- 6250					
8175 Centurylink		8.92		1 Transactions	
10185 Centurylink Communications Inc		8.65	LD Phone	320146217	Telephone
01- 711- 000- 0000- 6250					
10185 Centurylink Communications Inc		8.65		1 Transactions	
<b>711 DEPT Total:</b>		<b>17.57</b>	<b>Economic Development</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
<b>1 Fund Total:</b>		<b>65,739.38</b>	<b>General Fund</b>		<b>182 Transactions</b>

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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
0	DEPT			Undesignated		
4916	Town Of Seavey Clerk 03-000-000-0000-5854		50.00	REFUND PMT ERROR 041516		Charges- Townships
4916	Town Of Seavey Clerk		50.00	1 Transactions		
0	DEPT Total:		50.00	Undesignated	1 Vendors	1 Transactions
301	DEPT			R&B Administration		
783	Canon Financial Services, Inc 03-301-000-0000-6300		212.26	CONTRACT CHARGE 041216	15969794	Service Contracts
783	Canon Financial Services, Inc		212.26	1 Transactions		
11406	Innovative Office Solutions 03-301-000-0000-6400		116.52	OFFICE SUPPLIES 042616	IN1162405	Supplies And Materials
11406	Innovative Office Solutions		116.52	1 Transactions		
301	DEPT Total:		328.78	R&B Administration	2 Vendors	2 Transactions
302	DEPT			R&B Engineering/Construction		
8156	Hibbing Community College 03-302-000-0000-6296		91.50	SAFETY/HEALTH TRAINING 041216	0-0094789	Meeting Expense/Physicals
8156	Hibbing Community College		91.50	1 Transactions		
9802	Kragness/Conrad 03-302-000-0000-6296		109.84	MILEAGE- ROUND TRIP- SWPP 042716		Meeting Expense/Physicals
9802	Kragness/Conrad		109.84	1 Transactions		
302	DEPT Total:		201.34	R&B Engineering/Construction	2 Vendors	2 Transactions
303	DEPT			R&B Highway Maintenance		
50	Aitkin Body Shop, Inc 03-303-000-0000-6298		112.68	PALISADE SHOP SUPPLIES 042016	787	Shop Maintenance
50	Aitkin Body Shop, Inc		112.68	1 Transactions		
195	Aitkin Tire Shop 03-303-000-0000-6590		360.00	TIRES 040416	0-055746	Repair & Maintenance Supplies
195	Aitkin Tire Shop		360.00	1 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
8544 Brock White Construction Materials					
03-303-000-0000-6521		95.11	LIFE PINS CRAFCO 042216	12653698-00	Maintenance Supplies
03-303-000-0000-6521		95.11	LIFE PINS CRAFCO 042216	12653698-00	Maintenance Supplies
8544 Brock White Construction Materials		190.22	2 Transactions		
8175 Centurylink					
03-303-000-0000-6254		31.41	FAX: HWY OFFICE 041116	APR- MAY	Utilities
8175 Centurylink		31.41	1 Transactions		
10185 Centurylink Communications Inc					
03-303-000-0000-6254		24.49	LD Phone	320146217	Utilities
10185 Centurylink Communications Inc		24.49	1 Transactions		
11411 Charter Communications					
03-303-000-0000-6254		140.25	PHONE: HWY OFFICE 040916	APR- MAY	Utilities
11411 Charter Communications		140.25	1 Transactions		
1200 Cummings Oil, Inc					
03-303-000-0000-6513		4,513.70	MCGRATH DIESEL 041216	45037	Motor Fuel & Lubricants
03-303-000-0000-6513		5,307.98	MCGREGOR DIESEL 041216	45038	Motor Fuel & Lubricants
1200 Cummings Oil, Inc		9,821.68	2 Transactions		
13144 D & D Beverage LLC					
03-303-000-0000-6298		280.75	SHOP SUPPLIES 041816	61141	Shop Maintenance
13144 D & D Beverage LLC		280.75	1 Transactions		
7920 Dixon Mechanical Electric, LLP					
03-303-000-0000-6590		72.12	REPAIR PARTS 020416	17702	Repair & Maintenance Supplies
03-303-000-0000-6590		195.00	REPAIR LABOR 020416	17702	Repair & Maintenance Supplies
7920 Dixon Mechanical Electric, LLP		267.12	2 Transactions		
7935 East Central Energy					
03-303-000-0000-6254		206.17	MAR- APR POWER- MCGRATH 041216	70415419	Utilities
7935 East Central Energy		206.17	1 Transactions		
8622 Frontier					
03-303-000-0000-6254		60.66	JACOBSON 042216	218- 752- 6591	Utilities
03-303-000-0000-6254		60.66	MCGREGOR 042216	218- 768- 4481	Utilities
03-303-000-0000-6254		60.66	PALISADE 042216	218- 845- 2607	Utilities

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## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
8622 Frontier		MCGRATH 042216	320-592-3580	Utilities
	242.64			
		4 Transactions		
13468 G & K Services				
03-303-000-0000-6298	14.79	SHOP LAUNDRY 041816	1043456297	Shop Maintenance
03-303-000-0000-6298	14.79	SHOP LAUNDRY 042516	1043461831	Shop Maintenance
13468 G & K Services	29.58			
		2 Transactions		
1818 Glen's Sign Dezine				
03-303-000-0000-6590	60.00	TRUCK DECAL 041216	DECAL	Repair & Maintenance Supplies
1818 Glen's Sign Dezine	60.00			
		1 Transactions		
1829 Goble's Sewer Service Inc.				
03-303-000-0000-6298	160.00	PALISADE TANK 041216	319	Shop Maintenance
1829 Goble's Sewer Service Inc.	160.00			
		1 Transactions		
8156 Hibbing Community College				
03-303-000-0000-6296	960.75	SAFETY/HEALTH TRAINING 041216	0-0094789	Meeting Expense/Physicals
03-303-000-0000-6296	137.25	SAFETY/HEALTH TRAINING 041216	0-0094789	Meeting Expense/Physicals
03-303-000-0000-6296	45.75	SAFETY/HEALTH TRAINING 041216	0-0094789	Meeting Expense/Physicals
03-303-000-0000-6296	45.75	SAFETY/HEALTH TRAINING 041216	0-0094789	Meeting Expense/Physicals
8156 Hibbing Community College	1,189.50			
		4 Transactions		
2941 M R Sign Co Inc				
03-303-000-0000-6516	441.48	SPEED LIMIT 55MPH SIGNS 041316	189706	Signs & Posts
2941 M R Sign Co Inc	441.48			
		1 Transactions		
3160 Mille Lacs Energy Coop- Albert Lea				
03-303-000-0000-6254	835.56	POWER: PALISADE 041116	18-52-026-01	Utilities
03-303-000-0000-6254	52.55	169 & CSAH 3 041116	19-23-010-01	Utilities
03-303-000-0000-6254	187.76	POWER: MCGRATH 041116	29-53-003-01	Utilities
03-303-000-0000-6254	1,419.94	POWER: AITKIN 041116	33-52-007-02	Utilities
03-303-000-0000-6254	57.65	169 & CSAH 28 041116	39-62-022-01	Utilities
03-303-000-0000-6254	36.91	CSAH 12 041116	40-06-000-01	Utilities
03-303-000-0000-6254	56.80	47 & CSAH 2 041116	54-51-104-01	Utilities
3160 Mille Lacs Energy Coop- Albert Lea	2,647.17			
		7 Transactions		
1652 Northland Fire Protection				
03-303-000-0000-6590	827.75	SERVICE- AITKIN 040816	21782	Repair & Maintenance Supplies

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03-303-000-0000-6590	248.33	SERVICE- HILL CITY 040816	21782	Repair & Maintenance Supplies
03-303-000-0000-6590	248.33	SERVICE- JACOBSON 040816	21782	Repair & Maintenance Supplies
03-303-000-0000-6590	248.33	SERVICE- MCGRATH 040816	21782	Repair & Maintenance Supplies
03-303-000-0000-6590	248.33	SERVICE- MCGREGOR 040816	21782	Repair & Maintenance Supplies
03-303-000-0000-6590	248.33	SERVICE- PALISADE 040816	21782	Repair & Maintenance Supplies
<b>1652 Northland Fire Protection</b>	<b>2,069.40</b>			
		6 Transactions		
<b>3950 Public Utilities</b>				
03-303-000-0000-6254	41.26	HWY 210 W & CR 28 042216	02-00059455-00	Utilities
03-303-000-0000-6254	76.14	AITKIN SHOP: WATER 042216	02-00063335-00	Utilities
03-303-000-0000-6254	45.10	HWY 210/169 E & CR 12 042216	02-00063388-00	Utilities
03-303-000-0000-6254	62.43	HWY 47 & CR 12 042216	02-00064092-00	Utilities
<b>3950 Public Utilities</b>	<b>224.93</b>			
		4 Transactions		
<b>7888 Ruffridge Johnson Equip.Co,Inc.</b>				
03-303-000-0000-6590	1,083.75	REPAIR PARTS 041816	IA03397	Repair & Maintenance Supplies
<b>7888 Ruffridge Johnson Equip.Co,Inc.</b>	<b>1,083.75</b>			
		1 Transactions		
<b>13499 Superior Automotive</b>				
03-303-000-0000-6298	305.00	LIFT SERVICE CALL 042116	4036	Shop Maintenance
<b>13499 Superior Automotive</b>	<b>305.00</b>			
		1 Transactions		
<b>13622 TrueNorth Steel</b>				
03-303-000-0000-6515	3,660.48	12" ANNULAR CULVERT 041816	BL0000004566	Culverts
03-303-000-0000-6515	176.96	12" CULVERT BAND 041816	BL0000004566	Culverts
03-303-000-0000-6515	10,868.40	15" ANNULAR CULVERT 041816	BL0000004566	Culverts
03-303-000-0000-6515	409.50	15" CULVERT BAND 041816	BL0000004566	Culverts
<b>13622 TrueNorth Steel</b>	<b>15,115.34</b>			
		4 Transactions		
<b>4988 Viking Industrial Center</b>				
03-303-000-0000-6298	215.88	AITKIN SHOP SUPPLIES 041116	3075978	Shop Maintenance
<b>4988 Viking Industrial Center</b>	<b>215.88</b>			
		1 Transactions		
<b>8279 Winzer Corporation</b>				
03-303-000-0000-6298	459.60	AITKIN SHOP SUPPLIES 040816	5568372	Shop Maintenance
<b>8279 Winzer Corporation</b>	<b>459.60</b>			
		1 Transactions		
<b>5295 Ziegler Inc</b>				
03-303-000-0000-6590	711.60	4 FT CUTTING EDGES 041416	PC190055252	Repair & Maintenance Supplies

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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>
5295	Ziegler Inc		711.60	1 Transactions	
303	DEPT Total:		36,390.64	R&B Highway Maintenance	25 Vendors 52 Transactions
307	DEPT			R&B Capital Infrastructure	
86222	Aitkin Independent Age				
	03-307-000-0000-6230		71.25	AD FOR BID 041316	Printing & Publishing
	03-307-000-0000-6230		71.25	AD FOR BID 041316	Printing & Publishing
86222	Aitkin Independent Age		142.50	2 Transactions	
13982	US STEEL-MINNTAC				
	03-307-000-0000-6362		2,225.00	LAND R- W 042816	PARCEL NO 37 Right Of Way
13982	US STEEL-MINNTAC		2,225.00	1 Transactions	
307	DEPT Total:		2,367.50	R&B Capital Infrastructure	2 Vendors 3 Transactions
3	Fund Total:		39,338.26	Road & Bridge	60 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
400	DEPT			Public Health Department		
8175	Centurylink					
	05-400-440-0410-6250		80.31	Local phone - PH	313645966	Telephone
	05-400-440-0410-6250		15.70	Local phone - HHS/Accting	313645966	Telephone
8175	Centurylink		96.01	2 Transactions		
10185	Centurylink Communications Inc					
	05-400-440-0410-6250		61.97	LD Phone- PH	320146217	Telephone
	05-400-440-0410-6250		0.84	LD Phone- ACCTING	320146217	Telephone
	05-400-440-0410-6250		4.82	LD Phone- HHS	320146217	Telephone
	05-400-440-0410-6250		5.44	TOLL FREE PHONE BILL	320295974	Telephone
10185	Centurylink Communications Inc		73.07	4 Transactions		
1457	CPS Technology Solutions, Inc					
	05-400-440-0410-6300		11.26	May Maintenance	37320	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc		11.26	1 Transactions		
400	<b>DEPT Total:</b>		180.34	<b>Public Health Department</b>	<b>3 Vendors</b>	<b>7 Transactions</b>
420	DEPT			Income Maintenance		
8175	Centurylink					
	05-420-600-4800-6250		89.23	Local phone - IM	313645966	Telephone
	05-420-600-4800-6250		33.37	Local phone - HHS/Accting	313645966	Telephone
	05-420-640-4800-6250		62.46	Local phone - CS	313645966	Telephone
8175	Centurylink		185.06	3 Transactions		
10185	Centurylink Communications Inc					
	05-420-600-4800-6250		105.01	LD Phone- IM	320146217	Telephone
	05-420-600-4800-6250		1.80	LD Phone- ACCTING	320146217	Telephone
	05-420-600-4800-6250		10.23	LD Phone- HHS	320146217	Telephone
	05-420-640-4800-6250		60.10	LD Phone- CS	320146217	Telephone
	05-420-600-4800-6250		11.56	TOLL FREE PHONE BILL	320295974	Telephone
10185	Centurylink Communications Inc		188.70	5 Transactions		
1457	CPS Technology Solutions, Inc					
	05-420-600-4800-6300		23.94	May Maintenance	37320	Maintenance/Service Contracts
	05-420-640-4800-6300		35.20	May Maintenance	37320	Maintenance/Service Contracts
1457	CPS Technology Solutions, Inc		59.14	2 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
420 DEPT Total:		Income Maintenance	3 Vendors	10 Transactions
430 DEPT		Social Services		
8175 Centurylink				
05- 430- 700- 4800- 6250	49.08	Local phone - HHS/Accting	313645966	Telephone
05- 430- 700- 4800- 6250	232.00	Local phone - SS	313645966	Telephone
8175 Centurylink	281.08		2 Transactions	
10185 Centurylink Communications Inc				
05- 430- 700- 4800- 6250	183.53	LD Phone- SS	320146217	Telephone
05- 430- 700- 4800- 6250	2.64	LD Phone- ACCTING	320146217	Telephone
05- 430- 700- 4800- 6250	15.05	LD Phone- HHS	320146217	Telephone
05- 430- 700- 4800- 6250	17.00	TOLL FREE PHONE BILL	320295974	Telephone
10185 Centurylink Communications Inc	218.22		4 Transactions	
1457 CPS Technology Solutions, Inc				
05- 430- 700- 4800- 6300	35.20	May Maintenance	37320	Maintenance/Service Contracts
1457 CPS Technology Solutions, Inc	35.20		1 Transactions	
430 DEPT Total:	534.50	Social Services	3 Vendors	7 Transactions
5 Fund Total:	1,147.74	Health & Human Services		24 Transactions

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Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
921	DEPT			Co. Development		
8175	Centurylink					
	10- 921- 000- 0000- 6250		8.92	Local phone - surveyor	313645966	Telephone
	10- 921- 000- 0000- 6250		8.92	Local phone - GIS	313645966	Telephone
8175	Centurylink		17.84	2 Transactions		
10185	Centurylink Communications Inc					
	10- 921- 000- 0000- 6250		1.96	LD Phone- SURVEYOR	320146217	Telephone
	10- 921- 000- 0000- 6250		4.63	LD Phone- GIS	320146217	Telephone
10185	Centurylink Communications Inc		6.59	2 Transactions		
8612	Veenker/Thomas H					
	10- 921- 000- 0000- 6356		122.00	2 yr surveyor license renewal		License Fees
8612	Veenker/Thomas H		122.00	1 Transactions		
921	DEPT Total:		146.43	Co. Development	3 Vendors	5 Transactions
923	DEPT			Forfeited Tax Sales		
783	Canon Financial Services, Inc					
	10- 923- 000- 0000- 6231		327.05	Lobby copier contract- 022	15969801	Services, Labor, Contracts
783	Canon Financial Services, Inc		327.05	1 Transactions		
8175	Centurylink					
	10- 923- 000- 0000- 6250		71.38	Local phone	313645966	Telephone
8175	Centurylink		71.38	1 Transactions		
10185	Centurylink Communications Inc					
	10- 923- 000- 0000- 6250		9.91	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		9.91	1 Transactions		
1570	Freedom Valu Centers, Inc					
	10- 923- 000- 0000- 6511		443.70	March gas purchases	9423	Gas And Oil
1570	Freedom Valu Centers, Inc		443.70	1 Transactions		
86235	The Office Shop Inc					
	10- 923- 000- 0000- 6405		46.79	Ledger paper	1003446- 0	Office Supplies
	10- 923- 000- 0000- 6405		23.37	Envelopes	284946- 0	Office Supplies
	10- 923- 000- 0000- 6405		46.38	Envelopes	284951- 0	Office Supplies
	10- 923- 000- 0000- 6405		23.37-	Return envelopes	C284946- 0	Office Supplies

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



DKB1  
5/2/16 10:40AM  
10 Trust

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
<u>86235 The Office Shop Inc</u>		<u>93.17</u>	<u>4 Transactions</u>	
923 DEPT Total:		945.21	Forfeited Tax Sales	5 Vendors 8 Transactions
926 DEPT			Law Library	
8175 Centurylink				
10- 926- 000- 0000- 6250		8.92	Local phone	313645966 Telephone
8175 Centurylink		8.92		1 Transactions
5173 THOMSON REUTERS- WEST PUBLISHING				
10- 926- 000- 0000- 6408		654.13	Subscription charges	833810932 Law Books
			03/05/2016 04/04/2016	
5173 THOMSON REUTERS- WEST PUBLISHING		654.13		1 Transactions
926 DEPT Total:		663.05	Law Library	2 Vendors 2 Transactions
10 Fund Total:		1,754.69	Trust	15 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
5/2/16 10:40AM  
11 Forest Development

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
12526	Bixby/James					
	11- 924- 000- 0000- 6330		19.44	FAC Mileage	36@.44	Transportation & Travel
	11- 924- 000- 0000- 6350		35.00	FAC MEETING	4/19/16	Per Diem
12526	Bixby/James		54.44		2 Transactions	
2270	Hoppe/Russell Peter					
	11- 924- 000- 0000- 6330		10.80	FAC Mileage	20@.54	Transportation & Travel
	11- 924- 000- 0000- 6350		35.00	FAC Meeting	4/19/16	Per Diem
2270	Hoppe/Russell Peter		45.80		2 Transactions	
9036	Neary/William F					
	11- 924- 000- 0000- 6350		35.00	FAC Meeting	4/19/16	Per Diem
	11- 924- 000- 0000- 6330		36.72	FAC Mileage	68@.54	Transportation & Travel
9036	Neary/William F		71.72		2 Transactions	
13016	Pedersen/Steven					
	11- 924- 000- 0000- 6350		35.00	FAC Meeting	4/19/16	Per Diem
	11- 924- 000- 0000- 6330		22.68	FAC Mileage	42@.54	Transportation & Travel
13016	Pedersen/Steven		57.68		2 Transactions	
10982	Prt Usa Inc					
	11- 924- 000- 0000- 6273		4,440.00	planting of 2017 trees- seeds	2126270	Timber Improvement
10982	Prt Usa Inc		4,440.00		1 Transactions	
12111	Schmidt/William A.					
	11- 924- 000- 0000- 6330		8.64	FAC Mileage	16@.54	Transportation & Travel
	11- 924- 000- 0000- 6350		35.00	FAC Meeting	4/19/16	Per Diem
12111	Schmidt/William A.		43.64		2 Transactions	
10906	Shipp/Dale					
	11- 924- 000- 0000- 6350		35.00	FAC Meeting	4/19/16	Per Diem
	11- 924- 000- 0000- 6330		21.60	FAC Mileage	40@.54	Transportation & Travel
10906	Shipp/Dale		56.60		2 Transactions	
10017	Tveit/Galen					
	11- 924- 000- 0000- 6350		35.00	FAC Meeting	4/19/16	Per Diem
	11- 924- 000- 0000- 6330		22.68	FAC Mileage	42@.54	Transportation & Travel

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
5/2/16 10:40AM  
11 Forest Development

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10017 Tveit/Galen		57.68	2 Transactions	
924 DEPT Total:		4,827.56	Forest Resource	8 Vendors 15 Transactions
925 DEPT			Reforestation	
90805 Temco				
11-925-000-0000-6590		248.00	fabricate bollard	19898 Repair & Maintenance Supplies
90805 Temco		248.00	1 Transactions	
925 DEPT Total:		248.00	Reforestation	1 Vendors 1 Transactions
11 Fund Total:		5,075.56	Forest Development	16 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
5/2/16 10:40AM  
19 Long Lake Conservation Co

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
521 DEPT		LLCC Administration		
11348 Advance Education Inc				
19- 521- 000- 0000- 6240		750.00 ACCREDATION FEES	74559	Dues/Assoc Fees
19- 521- 000- 0000- 6240		75.00 ePROVE MAINT FEE	74559	Dues/Assoc Fees
11348 Advance Education Inc		825.00		2 Transactions
85003 Aitkin County DAC				
19- 521- 000- 0000- 6231		450.00 CLEANING SERVICE- MARCH	3@150.00	Services, Labor, Contracts
85003 Aitkin County DAC		450.00		1 Transactions
13475 Carlson/Wendie				
19- 521- 000- 0000- 6400		79.23 Candy,envelopes,pencils	11226242625	Commissary Items
13475 Carlson/Wendie		79.23		1 Transactions
3160 Mille Lacs Energy Coop- Albert Lea				
19- 521- 000- 0000- 6254		79.35 Electric- Director's Residence	21- 13- 004- 01	Utilities
19- 521- 000- 0000- 6254		958.56 Electric- Energy Center	27- 13- 005- 02	Utilities
19- 521- 000- 0000- 6254		627.40 Electric- Dining Hall	27- 13- 006- 01	Utilities
19- 521- 000- 0000- 6254		515.43 Electric- North Star Lodge	27- 13- 007- 03	Utilities
19- 521- 000- 0000- 6254		75.41 Electric- Parking Lot	27- 13- 008- 01	Utilities
19- 521- 000- 0000- 6254		94.78 Electric- Staff Residence	27- 13- 009- 01	Utilities
3160 Mille Lacs Energy Coop- Albert Lea		2,350.93		6 Transactions
13465 Sandstrom's				
19- 521- 000- 0000- 6400		343.30 Canteen Candy	997342	Commissary Items
13465 Sandstrom's		343.30		1 Transactions
86235 The Office Shop Inc				
19- 521- 000- 0000- 6405		23.98 Time Cards	284992- 0	Office & Computer Supplies
86235 The Office Shop Inc		23.98		1 Transactions
521 DEPT Total:		4,072.44		LLCC Administration 6 Vendors 12 Transactions
522 DEPT				LLCC Education
9606 Minnesota Deer Hunters Association				
19- 522- 000- 0000- 6416		1,034.40 Forkhorn Ammo	9320	Education Supplies
9606 Minnesota Deer Hunters Association		1,034.40		1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1  
5/2/16 10:40AM  
19 Long Lake Conservation C

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
522 DEPT Total:		1,034.40	LLCC Education	1 Vendors 1 Transactions
523 DEPT			LLCC Food	
5662 McGregor Dairy, Inc				
19- 523- 000- 0000- 6418		182.65	Groceries	25249 Groceries- Students
19- 523- 000- 0000- 6418		148.90	Groceries	25277 Groceries- Students
5662 McGregor Dairy, Inc		331.55		2 Transactions
4761 Sysco Minnesota Inc				
19- 523- 000- 0000- 6418		661.63	Groceries	604140650 Groceries- Students
4761 Sysco Minnesota Inc		661.63		1 Transactions
4968 Upper Lakes Foods, Inc				
19- 523- 000- 0000- 6418		755.72	Groceries	687165- 00 Groceries- Students
19- 523- 000- 0000- 6418		78.00	Groceries	690894- 00 Groceries- Students
19- 523- 000- 0000- 6418		932.18	Groceries	690925- 00 Groceries- Students
19- 523- 000- 0000- 6420		103.49	Supplies	690925- 00 Food Service Supplies
4968 Upper Lakes Foods, Inc		1,869.39		4 Transactions
523 DEPT Total:		2,862.57	LLCC Food	3 Vendors 7 Transactions
524 DEPT			LLCC Maintenance	
88628 Dalco				
19- 524- 000- 0000- 6422		501.17	hand towels,dispenses,air fres	3014958 Janitorial Services/Supplies
88628 Dalco		501.17		1 Transactions
5174 Voss Lighting				
19- 524- 000- 0000- 6590		224.55	bulbs and ballasts	15283447- 00 Repair & Maintenance Supplies
5174 Voss Lighting		224.55		1 Transactions
524 DEPT Total:		725.72	LLCC Maintenance	2 Vendors 2 Transactions
19 Fund Total:		8,695.13	Long Lake Conservation Center	22 Transactions

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



DKB1  
5/2/16 10:40AM  
21 Parks

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
520	DEPT			Parks		
657	Aitkin Glass Service 21- 520- 000- 0000- 6406		90.00	Clear lexan for Aitkin Park	12053	Field Supplies
657	Aitkin Glass Service		90.00	1 Transactions		
10083	Cedarbrook Lumber Comp 21- 520- 000- 0000- 6406		67.97	9x3 1/8 screws	77342	Field Supplies
	21- 520- 000- 0000- 6406		67.97-	9x3 1/8 screws returned	77343	Field Supplies
	21- 520- 000- 0000- 6406		125.93	9x3 screws	77343	Field Supplies
10083	Cedarbrook Lumber Comp		125.93	3 Transactions		
8175	Centurylink 21- 520- 000- 0000- 6250		8.92	Local phone	313645966	Telephone
8175	Centurylink		8.92	1 Transactions		
1701	Forestry Suppliers Inc 21- 520- 000- 0000- 6406		239.33	Safety Supplies	8752320- 00	Field Supplies
1701	Forestry Suppliers Inc		239.33	1 Transactions		
2880	Long Lake Conservation Ctr 21- 520- 000- 0000- 6208		15.00	OHV Training- Mark Jacobs	4/19/16	Training/Education
	21- 520- 000- 0000- 6208		15.00	OHV Training- Chris Johnson	4/19/16	Training/Education
	21- 520- 000- 0000- 6208		15.00	OHV Training- Dustin Goble	4/19/16	Training/Education
2880	Long Lake Conservation Ctr		45.00	3 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea 21- 520- 000- 0000- 6254		37.87	Berglund Park electricity	18- 51- 106- 02	Utilities
3160	Mille Lacs Energy Coop- Albert Lea		37.87	1 Transactions		
3780	Palisade Supersledders Inc. 21- 520- 000- 0000- 6802		7,625.50	GIA payment 3rd benchmark		Trail Grants- State
3780	Palisade Supersledders Inc.		7,625.50	1 Transactions		
3950	Public Utilities 21- 520- 000- 0000- 6254		154.56	Land Dept		Utilities
	21- 520- 000- 0000- 6254		86.57	Mississippi Access		Utilities
	21- 520- 000- 0000- 6254		21.60	Mississippi Access		Utilities
3950	Public Utilities		262.73	3 Transactions		

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



DKB1  
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21 Parks

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
13972 Septic Check		install design BP dump station	106792	Services, Labor, Contracts
21- 520- 000- 0000- 6231				
13972 Septic Check		1 Transactions		
86235 The Office Shop Inc				
21- 520- 000- 0000- 6406		Wipes	1003601- 0	Field Supplies
21- 520- 000- 0000- 6406		Paper towels for campground	1003604- 0	Field Supplies
21- 520- 000- 0000- 6406		Gloves	1003657- 0	Field Supplies
86235 The Office Shop Inc		3 Transactions		
520 DEPT Total:		33,848.11 Parks	10 Vendors	18 Transactions
21 Fund Total:		33,848.11 Parks		18 Transactions
Final Total:		155,598.87	223 Vendors	337 Transactions

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	65,739.38	General Fund
3	39,338.26	Road & Bridge
5	1,147.74	Health & Human Services
10	1,754.69	Trust
11	5,075.56	Forest Development
19	8,695.13	Long Lake Conservation Center
21	33,848.11	Parks
<b>All Funds</b>	<b>155,598.87</b>	<b>Total</b>

Approved by, .....  
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05/03/2016

9:21AM

# Aitkin County

## WARRANT REGISTER



April

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
1459	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	623.99	CLAIMS PAID	01- 044- 904- 0000- 6360	38170624	0
						4/4/16	4/4/16
		<b>Warrant # 1459 Total</b>	<b>623.99</b>	<b>Date 4/6/16</b>			
1460	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431					
			23.94	laptop car charger #222	01- 200- 000- 0000- 6409		0
			575.00	NSA annual conf.regist.#220	01- 200- 003- 0000- 6241		0
						6/24/16	6/29/16
			267.32	Jail Supplies	01- 252- 000- 0000- 6405		0
			8.00	Jail Supplies	01- 252- 252- 0000- 6405		0
			60.00	Spring MEHA Reg.- Leitinger	01- 390- 000- 0000- 6240		0
						5/12/16	5/13/16
			60.00	Spring MEHA Reg.- Neff	01- 390- 000- 0000- 6240		0
						5/12/16	5/13/16
			15.51	Meal/NW Sportshow	01- 700- 909- 0000- 6800		0
						3/30/16	4/3/16
			2.50	LPHA Mtg- Parking	05- 400- 440- 0410- 6330		0
			57.69	Fair Booth- Gold Fish	05- 400- 440- 0410- 6406		0
			85.00	Training- Clinical & Forensic	05- 430- 700- 4800- 6208		0
			85.00	Reg- Advance Forensic Study	05- 430- 700- 4800- 6208		0
			46.00	Parking- MSSA Conf.	05- 430- 700- 4800- 6330		0
			42.00	Parking- MSSA Conf.	05- 430- 700- 4800- 6330		0
			40.00	Parking/MSSA Conf	05- 430- 700- 4800- 6330		0
			670.17	Hotel- MSSA Conf.	05- 430- 700- 4800- 6332		0
			356.06	Hotel- MSSA Conf.	05- 430- 700- 4800- 6332		0
			22.91	Gas/MSSA Conf	05- 430- 700- 4800- 6335		0
			41.95	Meals- MSSA Conf.	05- 430- 700- 4800- 6340		0
			20.16	Meal/MSSA Conf	05- 430- 700- 4800- 6340		0
			70.41	Meals/MSSA Conf	05- 430- 700- 4800- 6340		0
			224.34	Fraudulent charges	10- 923- 000- 0000- 6405		0
			9.54	USPS- Ship Package	19- 521- 000- 0000- 6205		0
			15.00	renewing the countryside- Event	19- 521- 000- 0000- 6230		0
			8.97	Batteries	19- 524- 000- 0000- 6422		0

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			12.43	Batteries/Lightbulbs	19- 524- 000- 0000- 6422		0
			6.10	Parking- Testify on Broadband	01- 052- 000- 0000- 6330	3/23/16	0
		<b>Warrant # 1460 Total</b>	<b>2,826.00</b>	<b>Date 4/7/16</b>			
1461	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			124,612.93	BCBS Nexben Ins.Premium	01- 044- 000- 0000- 6150		0
		<b>Warrant # 1461 Total</b>	<b>124,612.93</b>	<b>Date 4/11/16</b>		<b>4/4/16</b>	<b>4/6/16</b>
1462	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431					
			0.04	March Mortgage Reg	01- 040- 000- 0000- 5081		0
			0.04	March Deed Tax	01- 042- 000- 0000- 5079		0
			18,506.19	March Deed Tax	09- 000- 000- 0000- 2025		0
			12,754.07	March Mortgage Reg	09- 000- 000- 0000- 2026		0
		<b>Warrant # 1462 Total</b>	<b>31,260.34</b>	<b>Date 4/12/16</b>			
1463	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			128.17	LLCC monthly CC Fee	19- 522- 000- 0000- 6217		0
		<b>Warrant # 1463 Total</b>	<b>128.17</b>	<b>Date 4/12/16</b>			
1464	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			19.98	LLCC CC Machine Lease Fee	19- 522- 000- 0000- 6217		0
		<b>Warrant # 1464 Total</b>	<b>19.98</b>	<b>Date 4/12/16</b>			
1465	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			714.50	CLAIMS PAID	01- 044- 904- 0000- 6360	38178326	0
		<b>Warrant # 1465 Total</b>	<b>714.50</b>	<b>Date 4/12/16</b>		<b>4/11/16</b>	<b>4/11/16</b>

# Aitkin County

## WARRANT REGISTER



### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
1466	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 1466 Total</b>	21.98	Monthly CC Fee- Beanstream	19- 522- 000- 0000- 6217		0
			21.98	Date 4/19/16			
1476	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Warrant # 1476 Total</b>	1,161.98	CLAIMS PAID	01- 044- 904- 0000- 6360	38180318	0
			1,161.98	Date 4/20/16		4/18/16	4/18/16
1477	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431					
			172.18	Privacy filter- License Center	01- 040- 021- 0000- 6405		0
			7.99	USB Cable	01- 043- 000- 0000- 6405		0
			39.08	Active Directory:Reference bk	01- 049- 000- 0000- 6208		0
			203.88	Edimax Dual Band Adapter	01- 049- 000- 0000- 6402		0
			2.83	Jack to Headphone Cable	01- 049- 000- 0000- 6402		0
			734.95	NITRO PRO 10X5	01- 090- 000- 0000- 6625		0
			181.63	HEPA Allergen Remover	01- 110- 000- 0000- 6422		0
			60.58	Groceries	01- 252- 000- 0000- 6418		0
			563.70	Prestamped envelopes	01- 252- 252- 0000- 6405		0
			696.14	NW Sportshow expenses	01- 700- 909- 0000- 6800		0
			5.00	Parking- Bridge to Health	05- 400- 450- 0451- 6330		0
			95.34	Hotel/Client Transport	05- 430- 700- 4800- 6332		0
			31.25	Meals/Client Transport	05- 430- 700- 4800- 6340		0
			20.87	Meal/Client Transport	05- 430- 700- 4800- 6340		0
			15.83	Meal/Waiver CM Meeting	05- 430- 700- 4800- 6340		0
			-248.10	reverse Fraudulent Charges	10- 923- 000- 0000- 6405		0
			19.32	file folders, label refills	19- 521- 000- 0000- 6405		0
			302.25	weather station	19- 522- 000- 0000- 6416		0
			214.38	weather station tripod,softwar	19- 522- 000- 0000- 6416		0
			95.65	weather station shelter	19- 522- 000- 0000- 6416		0
			255.50	Framed Photos	19- 522- 000- 0000- 6416		0
			200.00	Lifeguard training	19- 522- 000- 0000- 6430		0

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			30.57	Fuel for Van	19- 524- 000- 0000- 6511		0
			595.00	Reg Fee- MN Cnty Mngrs Institut	01- 052- 000- 0000- 6241	4/12/16	0
			4.00	Parking- MN Mgmt Budget Conf	01- 052- 000- 0000- 6330	4/7/16	0
			216.34	Hotel- VSO Training	01- 120- 000- 0000- 6332	4/7/16	0
			64.99	NITRO PRO 10 UPGRADE	01- 090- 000- 0000- 6625	73613078149	0
			64.99	NITRO PRO 10 UPGRADE	01- 090- 000- 0000- 6625	73613078210	0
		<b>Warrant # 1477 Total</b>	<b>4,646.14</b>	<b>Date 4/21/16</b>			
1478	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			685.85	PARTICIPANT FEES	01- 044- 904- 0000- 6231	1141799	0
						4/5/16	4/5/16
		<b>Warrant # 1478 Total</b>	<b>685.85</b>	<b>Date 4/22/16</b>			
1479	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			2,354.21	CLAIMS PAID	01- 044- 904- 0000- 6360	38185106	0
						4/25/16	4/25/16
		<b>Warrant # 1479 Total</b>	<b>2,354.21</b>	<b>Date 4/27/16</b>			
1480	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			2,486.26	BCBS NEXBEN PREMIUM	01- 044- 000- 0000- 6150	4- 12,19,20,27	0
		<b>Warrant # 1480 Total</b>	<b>2,486.26</b>	<b>Date 4/29/16</b>			
44782	13957	ROTH RV PO BOX 487 DEERWOOD, MN 56444					
			3,243.93	2015 6x10 cargo trailer	03- 308- 000- 0000- 6600		0
		<b>Warrant # 44782 Total</b>	<b>3,243.93</b>	<b>Date 4/12/16</b>			
44783	7028	Town Of Shamrock Treasurer JOHN BRULA PO BOX 2 MCGREGOR, MN 55760- 0000					
			8,813.51	tax abatement pymt- Big Sandy L	13- 943- 000- 0000- 2068		0

DKB1  
05/03/2016

9:21AM

# Aitkin County

## WARRANT REGISTER



### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>		<u>Total</u>		<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
	44783			8,813.51	Date 4/14/16			
44784	13722	Neo Funds by Neopost PO BOX 30193 Tampa, FL 33630-3193						
				4,000.00	POSTAGE	01-044-048-0000-6205	4/12/16	0
				4,000.00	Date 4/22/16			
			<b>Final Total...</b>	<b>187,599.77</b>	<b>71</b>	<b>Transactions</b>		

# Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	141,263.95	General Fund
3	3,243.93	Road & Bridge
5	1,708.14	Health & Human Services
9	31,260.26	State
10	23.76 -	Trust
13	8,813.51	Taxes & Penalties
19	1,333.74	Long Lake Conservation Center
	187,599.77	TOTAL



# Board of County Commissioners Agenda Request

2E  
Agenda Item #

**Requested Meeting Date:** May 10, 2016

**Title of Item:** Annual Brat Sale

<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> Sue Bingham		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  The American Legion requests Board approval to use the Aitkin County Courthouse lawn for the annual brat sale on Friday, May 27, 2016. The brat sale will be held from 11:00 a.m. to 1:00 p.m. with additional time for set-up and tear-down before and after. Proceeds will go to the local Veterans Relief Fund.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Authorization for the American Legion to hold brat sale on the Courthouse lawn on Friday, May 27, 2016 from 11:00 a.m. to 1:00 p.m.		
<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="margin-left: 100px;">Please Explain:</span>		



Aitkin  
County

# Board of County Commissioners Agenda Request

2F  
Agenda Item #

Requested Meeting Date: 5/10/2016

Title of Item: Contract for phone lines - amended

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b>	<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>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Submitted by:</b>		<b>Department:</b>
Steve Bennett		IT
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>		
<p>This is an amended contract to the one the Board authorized me to sign back in February. Inconsistencies among the technical, sales, and billing groups at CenturyLink over PRI items in that contract make it unsuitable as written. These issues have been settled with the PRI line charge and all associated PRI charges grouped into one PRI charge. The old contract rate for this combined charge was \$923.50 per month. The new contract rate is \$1100.00 per month.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
Approve signing the contract.		
<b>Financial Impact:</b>		
Is there a cost associated with this request?		
<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
What is the total cost, with tax and shipping? \$ 1100.00/month		
Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Please Explain:

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

**AITKIN COUNTY**  
**Proposal For CenturyLink ISDN - PRI Services**  
 Proposal Date: 4/12/2016  
 Expire Quote Date: 6/11/2016  
 Customer Copy - Quote #: 16-007024



**Customer Contact Information:**

**Company Name:** AITKIN COUNTY  
**Billing Address:** 209 2ND ST NW RM 202  
**Billing City, State, Zip:** AITKIN MN 56431-1257  
**BAN ID:** 313645966  
**Customer Contact Name:**  
**Customer Contact Phone:**  
**Customer Contact E-mail:**

**Customer Service Location:**

**Primary Location Name:** AITKIN COUNTY  
**Address:** 209 2ND ST NW  
**Site City, State, Zip:** AITKIN MN 56431  
**NPA-NXX:** 218-927  
**On-Site Contact Name:** Steve Bennett  
**Work TN:** 218-927-7373

**Telco Central Office Information:**

**Telco:** EMBARQ Minnesota, Inc.  
**Serving Central Office CLLI:** ATKNMNXADSO  
**Serving Central Office Address:** 03 2ND ST NW  
**Serving Central Office City, State, Zip:** AITKIN MN 56431

**CenturyLink Contact Information:**

**Sales Person:** Robert Hodges [1137775]  
**Email:** robert.hodges@centurylink.com  
**Sales Contact Number:** 877-429-9578  
**Dealer Code:** 1137775

**Engineer:** N/A  
**Email:** N/A  
**Engineer Contact Number:** N/A

**Service Description:**

**Type of Service:** CenturyLink ISDN - PRI Services (Qty: 2)  
**Term Agreement:** 24 month

**Charge Detail:**

Qty	Price Plan	Feature Code	Feature Code Description	MRR	NRR
1	PP2Z3P01	0018	Service Order Charge		\$43.30 \$0.00
1	PP2Z3P01	0238	Premises Visit Charge		\$125.00 \$0.00
2	PP2Z3P01	PRI2Y	ISDN PRI	\$1,100.00	
1	PP2Z3P01	0266	PRI Install Charge		\$250.00 \$0.00
2	PP2Z3P01	Y106	National ISDN-2 Protocol	\$0.00	
<b>TOTAL</b>				<b>\$1,100.00</b>	<b>\$0.00</b>

AITKIN COUNTY  
Proposal For CenturyLink ISDN - PRI Services  
Proposal Date: 4/12/2016  
Expire Quote Date: 6/11/2016  
Customer Copy - Quote #: 16-007024



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Additional Terms and Conditions:

- At [http://about.centurylink.com/legal/rates\\_conditions.html](http://about.centurylink.com/legal/rates_conditions.html), the following information will direct you to the applicable terms and conditions for the Services:  
Entity: EMBARQ Minnesota, Inc.  
Service: CenturyLink ISDN - PRI Services
- The prices quoted apply only to the sites included in the Quote and will not apply if Customer adds, changes or moves site locations. Rates, charges and discounts for Service elements not identified appear in the applicable terms and conditions identified above. Prices do not include taxes or applicable surcharges that CenturyLink may bill Customer. Unless this Quote is incorporated into a signed agreement, it is non-binding. Except for charges described in this Quote, the applicable CenturyLink terms and conditions identified above will control over any inconsistencies or conflicts between the Quote and the terms and conditions.

**Products and Services Agreement**

This Products and Services Agreement ("Agreement") between CENTURYLINK SALES SOLUTIONS, INC., as contracting agent on behalf of the applicable affiliated entities providing the Products and Services ("CenturyLink") and AITKIN COUNTY ("Customer") sets forth the terms and conditions for CenturyLink's provision of those Products and Services to Customer. Electronic signatures on this Agreement will be accepted only in the form and manner prescribed by CenturyLink.

1. **SERVICES.** CenturyLink will sell to Customer the Services listed on the Services List, attached and incorporated by this reference. This Agreement is effective on the date all parties have signed below ("Effective Date") and continues for the longest Order Term listed on the Services List.
2. **PURCHASE ORDERS.** This Agreement controls over any Customer-issued purchase order, and any terms or conditions contained in a Customer-issued purchase order or other Customer ordering document will have no force or effect.
3. **UNIFORM RESOURCE LOCATORS (URLS).** References to URLs in this Agreement include any successor URLs designated by CenturyLink.
4. **ENTITY.** For an interim period until all work is completed to update systems and platforms related to the combination of EMBARQ and CenturyTel, and the acquisition of Qwest, the names EMBARQ and CenturyTel may be used in association with the products and services provided by CenturyLink in this Agreement and Qwest products and services will be sold under a separate agreement.

**AGREED:**

**CENTURYLINK SALES SOLUTIONS, INC.**

**AITKIN COUNTY**

By: \_\_\_\_\_  
 Printed: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

By: \_\_\_\_\_  
 Printed: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Address for Notices:** Sales Administration  
 665 Lexington Avenue  
 Mailstop: OHMANB0107  
 Mansfield, OH 44907

**Customer Address:** 209 2ND ST NW RM 202  
 AITKIN, MN 56431-1257

And if related to a dispute to:  
 CenturyLink  
 Attn: Legal Department  
 1801 California Street, #900  
 Denver, CO 80202  
 Fax: (888) 778-0054

**Address for Notices (if different from above):**

Sales Rep: Robert Hodges  
 Sales Rep Phone:

**SERVICES LIST**

1. **SERVICES.** CenturyLink will provide to Customer those Services identified in the CenturyLink Price Quotes, attached and incorporated by this reference (each, a "Price Quote"). The name of the company providing Services to Customer is listed on each Price Quote. Customer can also locate the name of any CenturyLink local operating company by searching for a NPA-NXX in the first column of the list at [http://www.centurylink.com/tariffs/NPANXX\\_Entity.pdf](http://www.centurylink.com/tariffs/NPANXX_Entity.pdf). The NPA-NXX is a number consisting of an Area Code plus the first three digits of the telephone number. Services are purchased on either a month-to-month basis or for a specific term for the particular Service ordered (each, an "Order Term"), as listed in each Price Quote. Each Order Term begins on the later of the first day of the first billing month after the Effective Date or the date that CenturyLink installs and makes that Service available to Customer. If Customer continues to receive a Service after expiration of the Service's applicable Order Term, CenturyLink will provide that Service on a month-to-month basis at its then-current list pricing and then-current terms and conditions, unless otherwise provided in the service-specific terms and conditions. CenturyLink will make the Services available only after its compliance with any state-specific regulatory filing requirements.

**CenturyLink Price Quote Number(s): 16-007024**

2. **PRICING.**
  - 2.1 **Monthly Recurring Charges ("MRC") or Monthly Recurring Rates ("MRRs").** CenturyLink will charge Customer the MRCs or MRRs for the Services described in each Price Quote. For purposes of this Agreement, MRCs and MRRs have the same meaning and may be used interchangeably.
  - 2.2 **Non-recurring Charges ("NRC") or Non-recurring Rates ("NRRs").** CenturyLink will charge Customer NRCs or NRRs related to the Services described in each Price Quote. For purposes of this Agreement, NRCs and NRRs have the same meaning and may be used interchangeably.
  - 2.3 **Additional Charges.** Rates do not include applicable local, state, or federal taxes, fees, or surcharges that CenturyLink may bill Customer.
  - 2.4 **Additional Payment Requirements.** If Customer is not able to establish a satisfactory credit rating with CenturyLink, CenturyLink, in its sole discretion, may require Customer to submit a deposit or make an advance payment in connection with obtaining or maintaining the Services.
3. **TERMS AND CONDITIONS.** CenturyLink provides Services under the applicable terms and conditions listed and incorporated by reference on each Price Quote. Except for Services provided under Tariffs or Local Terms of Service, in the event of any inconsistencies or conflicts between this Agreement and the applicable terms and conditions, this Agreement will take precedence. CenturyLink may modify its Tariffs or Local Terms of Service from time to time.
4. **TERMINATION.** If Customer gives notice of cancellation or termination, disconnects any portion of a Service or otherwise breaches this Agreement resulting in the termination of a Service prior to the end of the applicable Order Term, termination liability will apply as calculated and set forth in the applicable terms and conditions listed and incorporated by reference on each Price Quote. If no termination liability is specified for Services in these terms and conditions, Customer will be liable for 50% of the monthly payments that would otherwise remain in the applicable Order Term.
5. **RELATED PRODUCT PURCHASES.** Customer may purchase Products related to the Services at the CenturyLink then-current list pricing and subject to the then-current Standard Terms and Conditions for Communications Services, the Equipment Sales Product Annex, and other applicable annexes based on Customer's selection of Products, all as posted to [http://about.centurylink.com/legal/rates\\_conditions.html](http://about.centurylink.com/legal/rates_conditions.html).



**Integrated Block of Time 5000 Minutes  
with PRI Sales Agreement**

**Term Plan**

The term of this Agreement ("Term") is the period of time indicated below commencing upon CenturyLink's acceptance and implementation of this Agreement.

- Two Years
  Three Years
  Five Years

The purpose of this Agreement is to offer pricing for CenturyLink's interstate and intrastate switched long distance and switched inbound toll free services (together, the "Service").

**Eligibility and Restriction**

The Offer Pricing below is available if Customer orders new or renews existing CenturyLink ISDN-PRI Service under a separate agreement with a 2, 3, or 5 year Order Term. The Offer Pricing is limited to one to three ISDN-PRI circuits per Customer (not per Customer location). If Customer fails to meet or maintain the eligibility requirements of this section, CenturyLink will charge Customer standard rates in the Embarq Communications, Inc. Schedule or CenturyTel Long Distance, LLC Service and Pricing Guide, as applicable based on Customer's service location(s). Additional restrictions as outlined in the Offer Pricing section apply. The Offer Pricing may not be combined with any other discounts or pricing for the services referenced in this Agreement.

**Offer Pricing**

The Monthly Charge and Overage Rate Per Minute in the specific row selected by Customer in the below table represent the Offer Pricing. As long as Customer maintains its eligibility, Customer will receive the Offer Pricing associated with the selected Number of ISDN-PRI circuits and Block of Minutes per month during the Term. Unused minutes will not carry over into a following month. The Overage Rate Per Minute in the below table applies for each full minute of each call per month in excess of the Block of Minutes column from the row Customer selected. The Offer Pricing will be effective as of the second full monthly billing cycle following the Effective Date.

Customer's Initials	Number of ISDN-PRI circuits	Monthly Charge	Block of Minutes Domestic Dial-1 and Toll Free	Overage Rate Per Minute	Price Code
	1	\$0	5000	\$0.03	1+: CLD170SP / L170SP TF: CLD170TS / LTF170
	2	\$0	10000	\$0.03	1+: CLD171SP / L171SP TF: CLD171TS / LTF171
	3	\$0	15000	\$0.03	1+: CLD172SP / L172SP TF: CLD172TS / LTF172

Calls are measured and billed in full minute increments. The call rating is rounded to the nearest full cent with a minimum \$0.01 charge for usage.

CenturyLink will charge Customer for feature charges, equipment, calls which are pay-for-use (900, 976, etc.), Operator Services, Directory Assistance and any other charges (including, but not limited to, Carrier Universal Service Charges, National Access Fees and Presubscribed Line Charges) associated with the Service and described in the Terms and Conditions below. All of these charges are in addition to the Monthly Charge and Overage Rate Per Minute listed in the above table.

Toll Free Service is available with this offer. CenturyLink will charge Customer a monthly recurring charge of \$0.99 per toll free number.



CenturyLink™

**Integrated Block of Time 5000 Minutes  
with PRI Sales Agreement**

An International Discount Plan option which provides discounted International direct dialed rates is available for a separate monthly recurring charge under the Embarq Communications, Inc. Schedule or CenturyTel Long Distance, LLC Service and Pricing Guide, as applicable based on Customer's service location(s).

**Terms and Conditions**

- ◆ Services are provided by Embarq Communications, Inc. ("CenturyLink Communications") and/or CenturyTel Long Distance, LLC ("CenturyLink Long Distance") based on Customer's Service location(s). The Standard Terms and Conditions for Communication Services, applicable schedules and tariffs, all located at <http://about.centurylink.com/tariffs>, as amended from time to time, govern the Service and all CenturyLink charges and fees related to the Service. The specific provider for Customer's Service will be identified on the monthly Service invoice.
- ◆ Additional in-state fees and taxes will apply, including a Presubscribed Line Charge, National Access Fee and Carrier Universal Service charge.
- ◆ A per minute surcharge may be applied to calls originating in the U.S. and terminating to a non-U.S. mobile phone number.
- ◆ No alterations to this form are permitted.

**Services**

The undersigned authorizes CenturyLink to act as its primary carrier for the following communication services:

Dial 1 Service

Toll Free

Local Toll (IntraLATA) Service

Telephone numbers are new and not yet assigned; Quantity of numbers

A Letter of Agency is attached for telephone numbers that are currently assigned to another carrier

**Signatures**

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_ Title \_\_\_\_\_  
 Company Name AITKIN COUNTY  
 Company Address 209 2<sup>ND</sup> ST. N.W. AITKIN, MN 56431  
 Billing Address \_\_\_\_\_  
 (if different than above) \_\_\_\_\_  
 Customer Phone 218)927 7313 Customer Tax ID 41-6005749

Authorized CenturyLink  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_ Title \_\_\_\_\_

**Internal Use Only**

Representative \_\_\_\_\_  
 FAX ( ) - \_\_\_\_\_ Phone ( ) - \_\_\_\_\_ E-Mail \_\_\_\_\_



# Board of County Commissioners Agenda Request

2G  
Agenda Item #

Requested Meeting Date: 05/10/16

Title of Item: Auction Vehicles

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

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

<b>Presenter (Name and Title):</b> Undersheriff John Drahota	<b>Estimated Time Needed:</b>
---	-------------------------------

**Summary of Issue:**

The following vehicles have completed the forfeiture process and are ready for public auction via Mid State Auto Auction:

2000 Mitsubishi Eclipse; 179,190 miles  
 2006 Chev Equinox; 109,354 miles  
 1995 Mercury Villager van; unknown miles

Once approved, this information will be posted on the county website.

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

**Recommended Action/Motion:**  
 Authorize sale of vehicles.

**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

2H  
Agenda Item #

Requested Meeting Date: *May 10, 2016*

Title of Item: *Adopt Resolution - Attorney's Office*

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

<b>Submitted by:</b> James P. Ratz	<b>Department:</b> Aitkin County Attorney
---------------------------------------	--

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

**Summary of Issue:**

Authorization of the Resolution Authorizing Signing Authority Allowing Access to Minnesota Government Access (MGA) Accounts for Electronic Court Records and Documents.

**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:

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

**ADOPTED May 10, 2016**

By Commissioner: xx

**20160510-0xx**

**RESOLUTION AUTHORIZING SIGNING AUTHORITY ALLOWING ACCESS TO MINNESOTA GOVERNMENT ACCESS (MGA) ACCOUNTS FOR ELECTRONIC COURT RECORDS AND DOCUMENTS**

**WHEREAS**, the new Minnesota Government Access Accounts, allowing government agencies to view appropriate electronic court records and documents stored in the Minnesota Court Information System for cases in Minnesota district courts, require authorization from the governing body.

**NOW, THEREFORE, BE IT RESOLVED**, the County Board of Aitkin County, Minnesota as follows:

1. Approves and authorizes James P. Ratz, Aitkin County Attorney, to sign the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies.
2. That the Aitkin County Attorney, James P. Ratz, is the designated Authorized Representative for the Aitkin County Attorney's Office. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.
3. To assist the Authorized Representative with the administration of the agreement, Senior Assistant County Attorney Lisa Roggenkamp Rakotz is appointed as the Authorized Representative's designee.
4. That Commissioner Mark Wedel, the Chair of the County Board, and Nathan Burkett, the Board Clerk, are authorized to sign this Resolution.

COUNTY OF AITKIN, STATE OF MINNESOTA

By: Aitkin County Commissioner J. Mark Wedel  
Board Chair

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}

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 10<sup>th</sup> day of May 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10<sup>th</sup> day of May 2016

Nathan Burkett  
County Administrator



# Board of County Commissioners Agenda Request

3A  
Agenda Item #

**Requested Meeting Date:** May 10, 2016

**Title of Item:** 2016 1st Quarter Investment Report

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

<b>Submitted by:</b> Lori Grams	<b>Department:</b> County Treasurer
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<b>Presenter (Name and Title):</b> Lori Grams - County Treasurer	<b>Estimated Time Needed:</b> 10 minutes
---	---

**Summary of Issue:**  
2016 1st Quarter Investment Report

**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:*

## Lori Grams, County Treasurer

Bank #	Bank	Type of Investment	Purchase Date	Maturity Date	Interest Rate	Total
8	Grand Timber Bank	Money Market	-	-	0.15	\$7,560.50
15	Federal Reserve	Bond	4/20/1987	4/1/2017	8.00	\$18.35
104	Magic-General	Money Market	-	-	0.37	\$10,306,157.38
108	Wells Fargo	Money Market	-	-	0.01	\$24,857.90
109	Security State	Checking	-	-	0.05	\$22,616.52
110	Bremer	Checking	-	-	0.01	\$2,011,144.46
111	Bremer Premium Account	Checking	-	-	0.00	\$268,257.19
147	Magic-Ditch 2	Money Market	-	-	0.37	\$12,340.99
148	Magic-Ditch 30	Money Market	-	-	0.37	\$28,028.62
177	Magic-Envir Trust	Money Market	-	-	0.37	\$19,399.01
189	Bremer	Money Market	-	-	0.05	\$1,560,358.84
323	WFA	Money Market	-	-	0.01	\$0.00
363	Security State Bank	Money Market	-	-	0.25	\$850,724.84
414	Magic	Note	3/30/2011	3/8/2018	3.25	\$2,530,876.39
442	WFA	Note	8/28/2012	8/28/2019	1.65	\$2,250,000.00
444	WFA	Note	10/4/2012	10/4/2019	1.72	\$1,000,000.00
446	WFA	Bond	10/3/2012	10/3/2019	1.65	\$2,000,000.00
447	WFA	Bond	10/15/2012	10/15/2019	1.63	\$220,588.24
448	Grand Timber Bank	CD	1/11/2015	1/11/2017	1.25	\$200,000.00
449	WFA	Bond	1/30/2013	1/30/2020	1.64	\$1,000,000.00
450	WFA	Note	2/12/2013	2/12/2020	1.67	\$1,000,000.00
452	WFA	Note	4/17/2013	4/17/2020	1.80	\$1,000,000.00
457	Neighborhood National Bank	CD	2/17/2016	2/17/2017	0.40	\$25,000.00
						\$26,337,929.23

## Unrestricted Funds as of 03/31/16

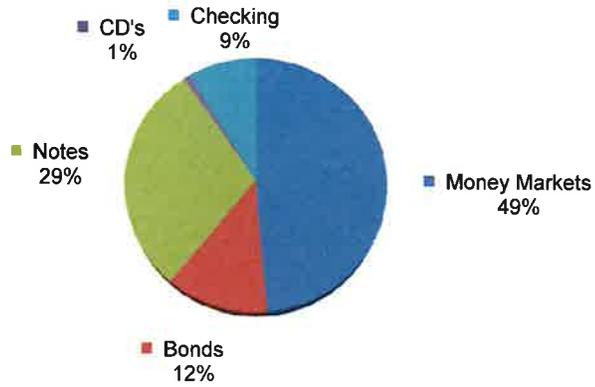
Fund 1-General	\$6,975,096.34
Fund 3-R & B	\$3,476,894.91
Fund 3 #232	\$6,520,148.06
Fund 5-HHS	\$3,768,000.92
	\$20,740,140.23
Fund 3 #232	(\$6,520,148.06)
	\$14,219,992.17

# March 2016

## INVESTMENT PORTFOLIO DIVERSIFICATION

### PORTFOLIO

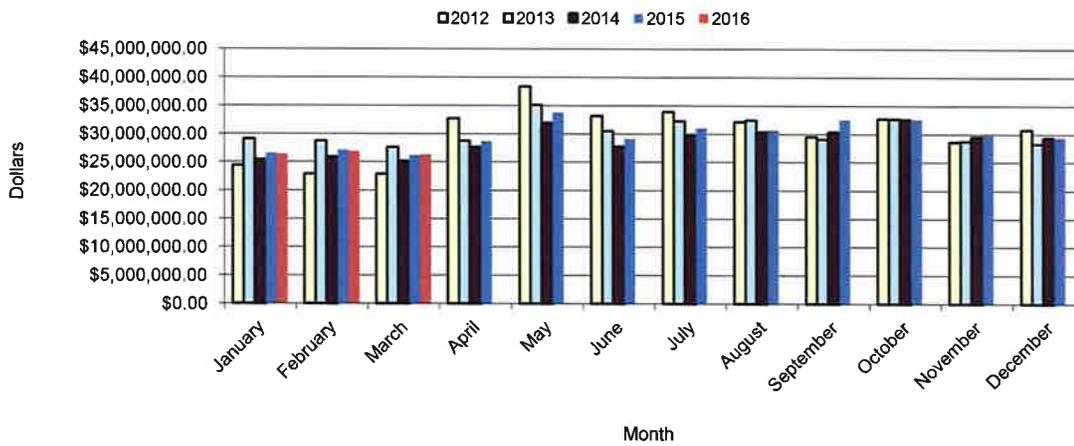
Money Markets	\$12,809,428.08
Bonds	\$3,220,606.59
Notes	\$7,780,876.39
CD's	\$225,000.00
Checking	\$2,302,018.17
<b>Total</b>	<b>\$26,337,929.23</b>



### PORTFOLIO BALANCE

	2012	2013	2014	2015	2016
January	\$24,367,549.40	\$29,088,294.41	\$25,412,093.97	\$26,612,279.57	\$26,392,114.18
February	\$22,873,046.63	\$28,763,352.90	\$25,861,121.83	\$27,155,630.95	\$26,871,160.73
March	\$22,854,934.11	\$27,609,036.85	\$25,149,483.96	\$26,218,443.65	\$26,337,929.23
April	\$32,720,309.44	\$28,787,188.45	\$27,598,300.21	\$28,744,085.23	
May	\$38,314,598.16	\$35,123,488.24	\$31,918,369.74	\$33,856,148.33	
June	\$33,155,604.57	\$30,534,488.26	\$27,734,491.87	\$29,203,774.06	
July	\$33,946,246.47	\$32,269,580.09	\$29,807,467.71	\$31,133,075.27	
August	\$32,141,928.59	\$32,424,958.90	\$30,319,081.32	\$30,827,856.78	
September	\$29,568,924.83	\$29,111,435.84	\$30,375,578.52	\$32,589,735.30	
October	\$32,703,656.18	\$32,689,893.97	\$32,542,627.19	\$32,646,664.14	
November	\$28,619,875.28	\$28,738,753.69	\$29,564,837.09	\$29,937,105.23	
December	\$30,798,195.43	\$28,332,441.56	\$29,375,220.36	\$29,517,788.65	
<b>Average Balance</b>	<b>\$30,172,072.42</b>	<b>\$30,289,409.43</b>	<b>\$28,804,889.48</b>	<b>\$29,870,215.60</b>	<b>\$26,533,734.71</b>

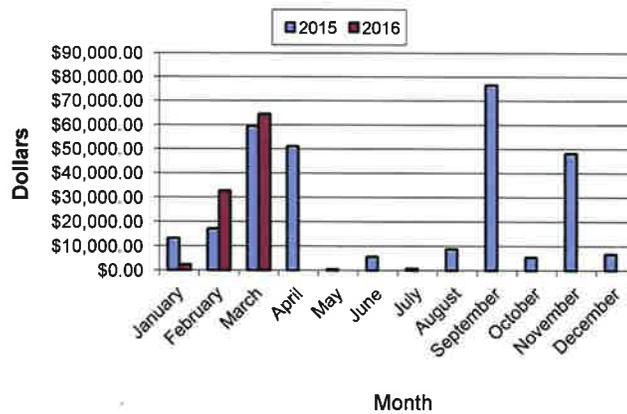
### PORTFOLIO BALANCE



### INTEREST EARNED

	2015	2016
January	\$13,218.32	\$2,253.20
February	\$17,173.38	\$32,633.21
March	\$59,380.97	\$64,489.44
April	\$51,054.69	
May	\$468.57	
June	\$5,590.61	
July	\$735.31	
August	\$8,822.00	
September	\$76,483.42	
October	\$5,283.05	
November	\$48,217.44	
December	\$6,674.55	
<b>Total</b>	<b>\$293,102.31</b>	<b>\$99,375.85</b>

### INTEREST EARNED



### Interest Earned

2014	\$349,429.98
2013	\$314,830.42
2012	\$314,893.06



# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** May 10, 2016

**Title of Item:** Set Public Hearing Date for Amendments to MHP and RCA Ordin

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Terry Neff, Environmental Services Director		<b>Department:</b> Environmental Services
<b>Presenter (Name and Title):</b> Terry Neff, Environmental Services Director		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b>  Requesting to set a public hearing date for proposed amendments to the Mobile Home Park and Recreational Camping Area Ordinance. The proposed amendments will include definitions and regulations for Fish Houses and Fish House Parks. This will provide clarity to our present program on inspections of these facilities and give the resort owners clear direction when they are developing these parks.		
<b>Alternatives, Options, Effects on Others/Comments:</b> Continue to inspect fish houses within resorts without charging a fee. Or regulate as a recreational camping vehicle, bunk house or camper cabin - these have higher site fees.		
<b>Recommended Action/Motion:</b> Recommend setting a public hearing date for the proposed amendments..		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ N/A Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> No fee has been charged for these sites in past years.		

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



**MEMORANDUM**

**DATE:** May 4, 2016

**TO:** Aitkin County Board of Commissioners  
Nathan Burkett, County Administrator

**FROM:** Terry Neff, Environmental Services Director 

**RE:** Set Public Hearing Date for Amendments to the Mobile Home Park and Recreational Camping Areas Ordinance

At the February 9, 2016, Aitkin County Board meeting, I proposed adding a fish house site fee to the Food, Beverage and Lodging (FBL) Fee Schedule. After lengthy discussion, the Board requested that I meet with the resort owners to resolve concerns they had with the proposed amendments and return to the Board at a later date with an agreeable solution. Enclosed are the proposed amendments to the Mobile Home Park (MHP) and Recreational Camping Area (RCA) Ordinance. The Aitkin County Ordinance Committee and the resort owners have reviewed and found the amendments to be satisfactory.

I propose we set a public hearing date for the proposed amendment to the MHP and RCA Ordinance.

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

enclosure

c:\ctybrd\ctybrd2016

# AITKIN COUNTY ORDINANCE REGULATING MANUFACTURED HOME PARKS AND RECREATIONAL CAMPING AREAS

## Section 1.00 Purpose

The purpose of this ordinance is to establish standards for all mobile home parks, and recreational camping areas and fish house parks and to protect the health, safety and general welfare of the people in Aitkin County.

## Section 2.00 Scope

This ordinance shall provide for the licensing and inspection of all mobile home parks, and recreational camping areas and fish house parks; regulation of the design, construction, operation and maintenance of such establishments; and the enforcement of violations of this ordinance.

This ordinance shall be applicable to all manufactured home parks, and recreational camping areas and fish house parks as defined in Minnesota Statutes and in this ordinance, whether or not a license is required pursuant to Minnesota Statutes Chapter 327 and MN Rule 4630.

## Section 3.00 Authority

This ordinance is adopted by the Board pursuant to Minnesota Statutes Chapter 157A.05 and Section 145A.07 which authorizes the Commissioner of Health to enter into a delegation agreement with counties or cities organized under the provisions of to perform all or part of the licensing, inspection and enforcement duties.

## Section 4.00 Definitions

- 4.01 Commercial Planned Unit Developments.** "Commercial planned unit developments" means land uses that provide transient, short-term lodging spaces, rooms, or parcels and their operations are essentially service-oriented. For example: hotel/motel accommodations, resorts, recreational vehicle and camping parks, and other service-oriented activities.
- 4.02 County.** "County" shall mean the County of Aitkin.
- 4.03 County Board.** "County Board" shall mean the Aitkin County Board of Commissioners and its authorized representatives.
- 4.04 Deck.** "Deck" means a horizontal, unenclosed platform with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site and at any point the deck surface extends more than 30 inches above ground.
- 4.05 Department.** "Department" shall mean the Aitkin County Environmental Services Department and its authorized representatives.
- 4.06 Dependent Site.** "Dependent Site" shall mean recreational camping area sites and fish house sites, that do not have sewer connections and are dependent upon a central facility for this utility.
- 4.06A Fish House.** A portable structure built on a chassis with wheels, skids or other means of portability, and is designed to be used as a temporary dwelling for travel, recreational, and/or vacation uses. Fish houses must be licensed with a Minnesota Department of Natural Resources shelter license and moved at least every other year.
- 4.06B Fish House Park.** means any area, whether privately or publicly owned, used on a daily, nightly, weekly, or longer basis for the accommodation of three or more fish houses free

of charge or for compensation. This does not include fish houses being stored in the off season.

- 4.07 Independent Site.** "Independent Site" shall mean recreational camping area sites and fish house sites that are provided with individual sewer connections.
- 4.08 Individual Sewage Treatment System.** "Sewage Treatment System" shall mean a system as described and regulated in the Aitkin County Subsurface Sewage Treatment System Ordinance.
- 4.09 Landing.** "Landing" shall mean the top or bottom of a section of stairway, with or without railings.
- 4.10 Manufactured Home.** "Manufactured Home" means a structure, transportable in one or more sections, which in the traveling mode is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein; except that the term includes any structure which meets all the requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary and complies with the standards established under this ordinance.
- 4.11 Manufactured Home Park.** "Manufactured Home Park" means any site, lot, field or tract of land upon which two or more occupied manufactured homes are located, either free of charge or for compensation and includes any building, structure, tent, vehicle or enclosure used or intended for use as part of the equipment of the manufactured home park.
- The term "manufactured home park" shall not be construed to include manufactured homes, buildings, tents, or other structures temporarily maintained by any individual or company on premises associated with a work project and used exclusively to house labor or other personnel occupied in such work project. It also does not include single family duplex lots that were established in accordance with the Aitkin County Zoning Ordinance.
- 4.12 Person.** "Person" shall mean any individual, firm, partnership, public or private corporation, municipality or other organization, receiver, trustee, assignee or agent, and with respect to acts prohibited or required herein, shall include employees or licensees.
- 4.13 Platform.** "Platform" shall mean a horizontal, unenclosed structure with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site and the platform surface extends less than 30 inches above ground.
- 4.14 Recreational Camping Area.** "Recreational Camping Area" means any area, whether privately or publicly owned, used on a daily, nightly, weekly, or longer basis for the accommodation of three or more tents, or recreational camping vehicles free of charge or for compensation.
- Recreational camping area does not include youth camps, industrial camps, migrant labor camps, as defined in Minnesota Statutes and State Commissioner of Health Rules, United States Forest Service Camps, State Forest Service Camps, State Wildlife Management Areas or state-owned public access areas which are restricted in use to picnicking and boat landing.
- 4.15 Recreational Camping Vehicle.** "Recreational Camping Vehicle" includes the following:
- 4.151** Any vehicular, portable structure built on a chassis, designed to be used as a

temporary dwelling for travel, recreational and vacation uses:

**4.152** Any structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation;

**4.153** Any portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle; or

**4.154** Any folding structure mounted on wheels and designed for travel, recreation and vacation use.

**4.16** **Resort.** "Resort" means a lodging structure located on or near any lake, stream, skiing or hunting area, or any recreational area for convenient access, and held out to the public to be a place where sleeping accommodations are furnished to the public for recreational periods of one day, one week, or longer, and having for rent five or more cottages, rooms, or enclosures.

**4.17** **Sanitary Station.** "Sanitary station" means a facility used for removing and disposing of wastes from recreational vehicle and fish house holding tanks.

**4.18** **Sewer System.** "Sewer system" means pipelines or conduits, pumping stations, and force main, and all other construction, devices, appliances, or appurtenances used for conducting sewage or industrial waste or other wastes to a point of ultimate disposal.

**4.19** **Shoreland.** "Shoreland" means land located within the following distances from public waters: 1,000 feet from the ordinary high water level of a lake, pond, or flowage; 500 feet from the ordinary high water level of the Mississippi River; and 300 feet from a river or stream, or the landward extent of a floodplain designated by ordinance on a river or stream, whichever is greater. The limits of shorelands may be reduced whenever the waters involved are bounded by topographic divides which extend landward from the waters for lesser distances and when approved by the commissioner.

**4.20** **Seasonal Establishment.** "Seasonal Establishment" shall mean any manufactured home park or recreational camping area that operates for a continuous period of six (6) months (183 days) or less during a calendar year.

**4.21** **Year Round Establishment.** "Year Round Establishment" shall mean any manufactured home park or recreational camping area that operates on a year-round basis (in excess of 183 days).

#### **Section 5.00 General Requirements**

**5.01** **Location.** No manufactured home park, or recreational camping area or fish house park shall be so located that drainage from the park or camp area will endanger any water supply. All such parks and camps shall be well drained and no portion of the park or camp shall be located in an area subject to flooding, except that camps may be located in flood plain which has been approved for recreational use. No wastewater from manufactured homes, or recreational camping vehicles or fish houses shall be deposited on the surface of the ground.

**5.02** **Caretaker.** A responsible attendant or caretaker shall be in charge of every manufactured home park, or recreational camping area or fish house park at all times and the duty of said attendant shall be to maintain the park, its facilities and equipment in a clean, orderly and sanitary condition. The caretaker or attendant shall be the owner or operator of the park or camping area or fish house park, or his/her appointed representative.

#### **5.03 Spacing**

- 5.031** No manufactured home shall be parked closer than thirty (30) feet to the side lot lines of a manufactured home park or closer than 10 feet to an internal street or alley or closer than 50 feet from any boundary line abutting upon a public street or highway. Each individual manufactured home site shall abut or face on a driveway, roadway, or clear unoccupied space of not less than 21 feet in width if no parking is allowed or if parking is allowed on one side of the street. The roadway must be 36 feet in width if parking will be allowed on both sides of the street. This space shall have unobstructed access at all times to a public road. There shall be an open space of at least 10 feet between the side of adjacent manufactured homes including their attachments, and at least three feet between manufactured homes when parked end to end. The space between manufactured homes may be used for parking of motor vehicles or other property provided such vehicle or other property be parked at least 10 feet from the nearest adjacent manufactured home position.
- 5.032** All new manufactured home parks constructed after January 1, 1970 shall allot the following minimum site sizes for each manufactured home: 4,000 square feet if sewage from the park is discharged into a soil absorption system; 2,800 square feet if any other acceptable method of sewage disposal is used.
- 5.033** In recreational camping areas and fish house parks, recreational camping vehicles and fish houses shall be separated from each other and from other structures by at least 10 feet.
- 5.034** Any accessory structure such as attached awnings, car ports or individual storage facilities, shall, for the purpose of this separation requirement, be considered to be part of the recreational camping vehicle or fish house. A minimum site size of 2,000 square feet shall be provided for each recreational camping vehicle and/or fish house in camping areas or fish house parks ~~constructed after January 1, 1970.~~ All recreational camping vehicles and/or fish houses shall be located at least 50 feet from any camping area or fish house park property boundary line abutting upon a public street or highway and at least 30 feet from other park property boundary lines. Each individual recreational camping site and/or fish house site shall abut or face on a driveway, roadway, or clear unoccupied space of not less than 14 feet for one way and 24 feet for two way roads. This space shall have unobstructed access at all times to a public road. Parking shall be on individual campsites, individual fish house sites or designated parking areas. There shall be no parking on interior access roads.
- 5.04 Domestic Animals.** No domestic animals or house pets shall be allowed to run at large or commit any nuisances within the limits of a manufactured home park, or recreational camping area or fish house park. Any kennels, pens or other facilities provided for such pets shall be maintained in a sanitary condition at all times. Unless a different number is prescribed by local ordinance or park rule, the maximum number of dogs allowed per manufactured home is two, and the maximum number of cats allowed per

manufactured home is four. In the case of new litters, the above numbers may be exceeded for ten weeks following the birth and only once per manufactured home during a calendar year.

**5.05 Water Supply.**

**5.051** Every manufactured home park, ~~or~~ recreational camping area or fish house park shall obtain a safe, adequate supply of water from a public community water supply system, a public non-community water supply system, or a source of supply and system that is located, constructed and operated in accordance with the provisions of the rules of the Commissioner of Health governing public water supplies (Minn. Rules, parts 4720.0010 to 4720.4600) and wells (Minn. Rules, parts 4725.0100 to 4725.7600).

**5.052** In manufactured home parks, the water supply shall be capable of supplying a minimum of 150 gallons per day per manufactured home, and in recreational camping areas, the water supply shall be capable of supplying 50 gallons per site per day for all sites lacking individual water connections, and 100 gallons per site per day for all spaces provided with individual water connections. In recreational camping areas or fish house parks water from the drinking water supply shall be available within at least 400 feet of every campsite or fish house site.

**5.053** The water piping system shall not be connected with non-potable or questionable water supplies and shall be protected against the hazards of back flow and back siphonage. The system shall be so designed and maintained as to provide a pressure of not less than 20 pounds per square inch under normal operating conditions at service buildings and other locations requiring a potable water supply. In manufactured home parks, ~~and~~ on recreational camping sites and on fish house sites provided with individual water service connections, riser pipes shall be so located and constructed that they will not be damaged by the parking of manufactured homes, ~~or~~ recreational camping vehicles or fish houses. Water riser pipes shall extend at least 4 inches above the ground elevation and the minimum pipe size shall be 3/4 inch. Adequate provisions shall be made to prevent freezing of service lines, valves and riser pipes. If underground stop and waste valves are installed, they shall be at least 10 feet from the nearest buried portion of the sewage system. Water risers on unoccupied sites shall be valved off. There shall be a horizontal distance of at least 10 feet between water and sewer pipes; provided, that where the sewer pipe and the water pipe is constructed of approved material the distance between may be less than 10 feet.

**5.06 Plumbing.** All systems of plumbing in manufactured home parks, ~~and~~ recreational camping areas and fish house parks shall be installed in accordance with the provisions of the rules of the Minnesota Commissioner of Health entitled the Minnesota Plumbing Code (Minn. Rules, parts 4715.0100 to 4715.5600).

**5.07 Toilet, Bathing and Laundry Facilities**

**5.071** In dependent recreational camping areas one or more central buildings equipped with a toilet and bathing facilities shall be provided. The number of fixtures shall be in accordance with the following schedule.

Number of Dependent Sites	Toilets		Urinals	Lavatories		Showers	
	Men	Women	Men	Men	Women	Men	Women
1-15	1	1	1	1	1	1	1
16-30	1	2	1	2	2	1	1
31-45	2	2	1	3	3	1	1
46-60	2	3	2	3	3	2	2
61-80	3	4	2	4	4	2	2
81-100	3	4	2	4	4	2	2
101-130	4	5	3	5	5	3	3
131-160	5	6	3	6	6	4	4
161-190	6	7	3	7	7	4	4
191-220	7	8	4	8	8	5	5
221-250	8	9	4	9	9	5	5
251-280	9	10	4	10	10	6	6
281-310	10	11	5	11	11	6	6

Privies and other toilets not connect to water-carried systems may be used in recreational camping areas and fish house parks when approved by the Department.

**5.072** In recreational camping areas and fish house parks where laundry and bathing facilities are provided, such facilities shall be in buildings that are well constructed, in good repair and have adequate heating and ventilation, good lighting and floors of impervious material sloped to drain. Walls shall be of washable material. There shall be no exposed studs or rafters. Toilet facilities shall not be more than 400 feet from the furthest site to be served and shall be plainly marked according to gender.

**5.073** In conjunction with bathing facilities there shall be provided a dressing area or dressing compartment, the floor of which shall be impervious and well drained. Mats, grids and walkways made of cloth or other absorbent material shall not be used, provided that single service mats may be used.

**5.074** Where clothes drying lines are provided, they shall be located in areas out of regular pedestrian traffic patterns and where they will generally not be a hazard to the safety of the occupants of the camping area and fish house park. No laundry trays, washing machines, dryers or extractors shall be located in any toilet, bath, or dressing room.

Recreational camping areas accommodating recreational camping vehicles having a self-contained liquid waste system with a waste reservoir shall provide a sanitary station for the disposal of wastewater. Such sanitary stations shall be equipped with a 4-inch sewer riser pipe, surrounded at the inlet by a concrete

apron sloped towards the inlet drain, and provided with a suitable hinged cover. A water outlet, with the necessary means to prevent back flow of contamination into the camp water supply system shall be provided to permit periodic wash-down of the immediate adjacent areas. Each recreational camping area accommodating self-contained camping vehicles shall provide sanitary stations in the ratio of 1 sanitary station to 300 recreational camping vehicle sites or fraction thereof. Sanitary stations shall be screened from other activities by visual barriers such as fences, walls or natural growth, and shall be separated from any recreational camping vehicle site by a distance of at least 50 feet. Final disposal of sewage from such sanitary stations shall be by a method acceptable to the Department and the Minnesota Pollution Control Agency.

Accessibility. All new and major remodeling of toilet, bathing and laundry facilities shall cause such facilities to be accessible in accordance with the Minnesota Accessibility Code, Minn. Rules Chapter 1341.

- 5.08 Barbecue Pits, Fireplaces, Stoves and Incinerators.** In manufactured home parks, ~~or~~ recreational camping areas **or fish house parks**, cooking shelters, barbecue pits, fireplaces, and wood burning stoves shall be so located, constructed, and maintained and used as to minimize fire hazards and smoke nuisance both on the property on which used and on neighboring properties. No open fire shall be permitted except in facilities provided. No open fire shall be left unattended. No fuel shall be used or no material burned ~~which~~ that emits dense smoke or objectionable odors.
- 5.09 Insect and Rodent Harborage and Infestation Control.** Manufactured home parks, ~~and~~ recreational camping areas **and fish house parks** shall be maintained free of accumulations of debris or other materials that may provide rodent harborage or breeding places for flies, mosquitoes and other pests. Storage areas shall be so maintained as to prevent rodent harborage. Lumber, pipe and other building materials shall be stored at least one foot above the ground. Areas shall be so maintained as to prevent the growth of ragweed, poison ivy, poison oak, poison sumac and other noxious weeds considered detrimental to health.
- 5.10 Night Lighting.** The walkways, drives and other used portions of manufactured home parks shall be lighted during hours of darkness.
- 5.11 Community Kitchens and Dining Rooms.** When community kitchens and dining rooms are provided, such facilities and equipment shall be maintained in a clean and sanitary condition at all times.
- 5.12 Bottled Gas.** Where bottled gas is used, the container shall be firmly connected to the appliance by tubing of copper or other suitable metallic material. Cylinders containing bottled gas shall not be located within five feet of any manufactured home door, ~~or~~ recreational camping vehicle door **or fish house door**. The container shall not be installed or stored even temporarily inside any manufactured home, ~~or~~ recreational

camping vehicle or fish house. No container may be permitted to stand free, but must be firmly mounted in an upright position.

- 5.13 Fuel Oil Supply Systems.** All piping from outside fuel storage tanks or cylinders to manufactured homes, ~~or~~ recreational camping vehicles or fish houses shall be permanently installed and securely fastened in place. All fuel oil storage tanks or cylinders shall be securely fastened in place and shall not be located inside or beneath any manufactured home, ~~or~~ recreational camping vehicle or fish house or less than five feet from any manufactured home, ~~or~~ recreational vehicle or fish house exit. All fuel oil containers shall be mounted upon a stand or rack constructed of a non-combustible material.
- 5.14 Fire Protection.** Fire protection shall be provided in accordance with the requirements of the State Fire Marshall.
- 5.15 Speed Limit.** The speed limit in a mobile home park, ~~or~~ recreational camping area or fish house park shall not be greater than 10 miles per hour. The speed limit shall be clearly posted throughout the mobile home park, ~~or~~ recreational camping area or fish house park and may be enforced by the municipality in which the park or area is located. A local municipality may, by ordinance, increase the speed limit over 10 miles per hour but not to exceed 30 miles per hour.
- 5.16 Streets and Roadways.** A manufactured home park owner shall maintain streets and roadways in the park so as to permit passage of emergency vehicles and normal residential travel.
- 5.17 Skirting.** All manufactured homes within the park shall be skirted.
- 6.01 License Required.** No person shall operate a manufactured home park, ~~or~~ recreational camping area or fish house park within Aitkin County unless a license for the current year has been obtained pursuant to this ordinance.
- 6.02 Transfer of License.** Only a person who complies with the requirements of this ordinance shall be entitled to receive a license. Licenses shall not be transferable as to person or place.
- 6.03 License Fees.** Fee for licenses issued hereunder shall be those established from time to time by resolution of the County Board. An additional fee shall be charged for each additional service or operation that is separate, distinct or unique from the central or main manufactured home park, ~~or~~ recreational camping area or fish house park.
- 6.04 Application.** The application for such licenses shall be made on forms furnished by the Department and shall set forth the general nature of the business, the location, and other information as the County Board may require. The issuance of such licenses and their maintenance, termination and administration shall be in accordance with and subject to all conditions of the Aitkin County Administrative Procedure Ordinance relative to the general requirements for licenses in Aitkin County.
- 6.05 Seasonal Establishments.** Renewal of licenses for manufactured home parks, ~~and~~ recreational camping areas which operate for a continuous period of six (6) months (183 days) or less shall be issued effective the first day of the establishments operation in the calendar year for which the license is issued. Such renewal license shall expire after the 183rd day from the effective date of the license or on December 31 of the year-that the license was issued, whichever occurs first.

## SECTION 7.00 INSPECTION

- 7.01 Inspection Prior to Approval of Application.** Prior to approval of an application for a license for a new manufactured home park, ~~or~~ recreational camping area or fish house park or for a manufactured home park, ~~or~~ recreational camping area or fish house park that has not previously been licensed by Aitkin County or the Minnesota Department of Health, the Department shall inspect the proposed manufactured home park, ~~or~~ recreational camping area or fish house park to determine compliance with the requirements of this ordinance.
- 7.02 Inspection of Manufactured Home Parks or Recreational Camping Areas.** The Department shall inspect every manufactured home park, ~~and~~ recreational camping area and fish house park as frequently as it may deem necessary to insure compliance with this ordinance, but not less than one complete inspection each 12 months.
- 7.03 Notification of Inspection Results.** The Department shall notify the licensee in writing regarding the results of each inspection. The inspection report shall be delivered to the licensee or the licensee's authorized agent in person or by certified or registered mail. A copy of the inspection report shall be filed with the records of the Department and the Licensee shall maintain a copy for at least 3 years of the date of the last inspection.
- 7.04 Removal and Correction of Violations.** All licensees, owners, or operators of manufactured home parks, ~~or~~ recreational camping areas or fish house parks having received a report giving notification of one or more violations of this ordinance shall correct or remove each violation in a reasonable length of time determined by the Department. The length of time for the correction or removal of each such violation shall be noted on the inspection report. The failure to remove or correct each such violation within the time period noted on the inspection report shall constitute a separate violation of this ordinance for each day the violation exists.

## SECTION 8.00 CONSTRUCTION – PLAN REVIEW

- 8.01 Plan Review.** All persons, who hereafter construct, remodel or convert buildings or facilities for use as manufactured home parks or recreational camping areas, shall submit a complete set of plans and specifications to the Department for review and approval before any construction can begin. The plans and specifications shall show the layout; arrangement; mechanical, plumbing and electrical specifications; construction materials of work areas; and location, size and type of equipment and facilities. The plans must be drawn to scale and must be legible and complete in all details. Plumbing specifications shall be submitted to the ~~Minnesota Department of Health~~ Minnesota Department of Labor and Industry for approval.
- 8.02 Plan Review Fees.** The appropriate fee, as established by resolution of the County Board, shall be submitted at the time construction plans are submitted.
- 8.03 Construction Inspections.** The Department shall inspect the mobile home park, ~~or~~ recreational camping area or fish house park as frequently as it may deem necessary during construction to ensure that construction occurs in conformance with this ordinance.
- 8.04 Building Permits.** A city or town shall not issue a building permit for a mobile home park or recreational camping area or remodeling or alteration permit for such establishment until such plans have the approval of the Department.
- 8.05 Plan Approval.** The Department shall review and approve or not approve the plans and specifications within 30 days of the time a complete set of plans and specifications are

submitted. The Department shall notify the applicant, in writing, of the results of the review.

**8.06 Final Inspection.** The Department shall conduct a final inspection prior to the start of operations and issuance of an approved license. The mobile home park, ~~or~~ recreational camping area **or fish house park** shall be constructed and finished in conformance with the approved plans.

**8.07 Expansion.**

**8.071** An expansion, conversion or change of use of a resort, mobile home park, ~~or~~ recreational camping area **or fish house park** shall be through a Conditional Use Permit through the Aitkin County Planning and Zoning Office. Expansions, conversions or changes in use within Shorelands of Aitkin County shall meet the requirements set forth in Section 7.0 (Commercial Planned Unit Development) of the Aitkin County Shoreland Ordinance.

**8.072** A compliance inspection of all individual sewage treatment systems on the property shall be completed prior to acceptance of an application for a Conditional Use Permit. Any individual sewage treatment systems not in compliance shall be repaired, replaced or otherwise brought into compliance when the Conditional Use Permit is approved or as otherwise agreed upon, in writing, by the Department.

## **9.00 SEWAGE DISPOSAL**

**9.01** All sewage and other water-carried wastes shall be managed in accordance with the Aitkin County **Subsurface** Sewage Treatment System Ordinance.

**9.02** All sewer lines shall be located in trenches of sufficient depth to be free of breakage from traffic, or other movements and shall be installed in accordance with Minnesota Rules Chapter 4715 (Minnesota Plumbing Code).

**9.03** Individual site, sewer connection shall be at least a 4-inch diameter sewer riser pipe. The sewer connections shall consist of one pipeline only without branch fittings. All joints shall be watertight. All materials used for sewer connections shall be corrosive-resistant, nonabsorbent and durable. The inner surface shall be smooth.

**9.04** The sewer riser pipe must be properly capped when a manufactured home, ~~or~~ recreational camping vehicle **or fish house** does not occupy the site. Surface drainage shall be directed away from the riser, the rim of the riser pipe shall extend at least 4 inches above ground elevation.

## **SECTION 10.00 SOLID WASTE**

**10.01** The storage, collection and disposal of refuse and garbage in the manufactured home parks, ~~and~~ recreational camping areas **and fish house parks** shall be so conducted as to create no health hazards, rodent harborage, insect breeding areas, accident or fire hazards, water pollution or air pollution. All refuse and garbage shall be stored in fly-tight, water-tight, rodent proof containers which shall be located convenient to any manufactured home site, provided that, on days of collection plastic garbage and refuse bags may be used for outside storage as long as no nuisance conditions are created. In recreational camping areas **and fish house parks**, garbage and refuse containers shall be provided on the ratio of at least one for every four sites or centrally located facilities

may be provided. Refuse and garbage collection shall be made as often as necessary, but not less frequently than once per week, to prevent nuisance conditions. Final disposal of refuse and garbage shall be accomplished in accordance with the criteria and standards established by the Aitkin County Solid Waste Ordinance.

**10.02 Open Burning.** Open burning of solid waste is prohibited.

#### **SECTION 11.00 REGISTRATION OF GUESTS**

**11.01** Persons operating a recreational camping area or a manufactured home park furnishing overnight accommodations for transient guests, shall provide and keep a guest register. Upon arrival, every guest shall provide the name and home address of all persons in their party, the make of the party's motor vehicle, vehicle registration number, the state the vehicle is registered and other identifying letters or characters appearing on the plate. Such registration shall be kept in an accurate and orderly manner and retained for one year.

**11.02 Guest Registration.** Every person, upon arriving at a recreational camping area or manufactured home park applying for guest accommodations shall furnish the operator or other attendant in charge the information necessary to complete registration.

**11.03 Registration Records, Inspection.** The registration records shall be open to the inspection of all state and local law enforcement officers.

#### **SECTION 12.00 PARK SHELTERS**

**12.01** In the case of manufactured home parks with less than ten manufactured homes, all mobile home park owners shall provide to this Department, a plan for the sheltering or the safe evacuation to a safe place of shelter of the residents of the park in times of severe weather conditions, such as tornadoes, high winds, and floods. The shelter or evacuation plan shall be developed with the assistance and approval of municipality where the park is located and shall be posted at conspicuous locations throughout the park. The park owner shall provide each resident with a copy of the approved shelter or evacuation plan. Nothing in this paragraph requires the Department to review or approve any shelter or evacuation plan developed by the park. Failure of a municipality to approve a plan submitted by a park shall not be grounds for action against the park by the Department if the park has made a good faith effort to develop the plan and obtain municipal approval.

**12.02** All owners of a manufactured home park with ten or more manufactured homes, licensed prior to March 1, 1988 shall provide a safe place of shelter for park residents or a plan for the evacuation of park residents to a safe place of shelter within a reasonable distance of the park for use by park residents in times of severe weather such as tornadoes or high winds. The municipality must approve the shelter or evacuation plan by March 1, 1989.

The municipality may require the park owner to construct a shelter if it determines that a safe place of shelter is not available within a reasonable distance from the park. A copy of the municipal approval and the plan shall be submitted by the park owner to the

Department. The park owner shall provide each resident with a copy of the approved shelter or evacuation plan.

- 12.03** A manufactured home park with ten or more manufactured homes, receiving its initial license after March 1, 1988 must provide an approved storm shelter except those exempted in Minn. Stat. Chapter 327 section 327.20.

#### **SECTION 13.00 VARIANCE.**

In any case where, upon application of responsible persons, the Department finds that by reason of exceptional circumstances the strict enforcement of Section 5.03, Section 5.052 5.05 item B and Sections 5.07, through 5.14 would cause undue hardship and would be unreasonable, impractical or not feasible, the Department in its discretion may permit a variance. The Department shall grant a variance only to these sections according to the procedures set forth in Minnesota Rules, Section 4717.7000 through 4717.7050.

Such variances may be reviewed periodically and rescinded or altered as necessary to protect the public health or eliminate nuisance conditions.

#### **SECTION 14.00 ENFORCEMENT**

- 14.01 Misdemeanor.** The violation of any provision of this ordinance shall be a misdemeanor, and upon conviction thereof, the violator shall be subject to a fine of not more than one-thousand dollars (\$1,000.00) or imprisonment for a term not to exceed 90 days or both. A separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.
- 14.02 Injunction.** In the event of a violation or the threatened violation of any provision of this ordinance, or any provision or condition of a permit issued pursuant to this ordinance, the county in addition to other remedies, may institute appropriate actions or proceedings to prevent, restrain, correct or abate such violation or threatened violation.
- 14.03 Interpretation.** In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the governing body and shall not be deemed a limitation or repeal of any other powers granted by State Statutes.

#### **SECTION 15.00 SEVERABILITY**

If any section, clause, provision or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

#### **SECTION 16.00 SUPREMACY**

When any condition imposed by a provision of this ordinance is either more restrictive or less restrictive than similar conditions imposed by any provision of any other county ordinance or state regulation, the more restrictive conditions shall prevail.

#### **SECTION 17.00 EFFECTIVITY**

This shall be effective upon passage by the County Board and publication according to law.

**Adopted by the Aitkin County Board of Commissioners this \_\_\_ Day of**

\_\_\_\_\_ 2016.

\_\_\_\_\_  
Chairperson  
Aitkin County Board of Commissioners

**ATTEST:**

\_\_\_\_\_  
**Kirk Peysar**  
Aitkin County Auditor

**Effective Date:** \_\_\_\_\_ 2016



# Board of County Commissioners Agenda Request

5A  
Agenda Item #

Requested Meeting Date: May 10, 2016

Title of Item: 2016 Assessment Summary

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

<b>Submitted by:</b> Mike Dangers	<b>Department:</b> County Assessor
--------------------------------------	---------------------------------------

<b>Presenter (Name and Title):</b> Mike Dangers, County Assessor	<b>Estimated Time Needed:</b> 30 Minutes
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**Summary of Issue:**  
This is the overview of the 2016 property assessment in Aitkin County. Please see the memo and attached documents.

**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:*



**OFFICE OF  
AITKIN COUNTY ASSESSOR**  
209 2<sup>nd</sup> ST N.W. Room 111  
AITKIN, MINNESOTA 56431  
Phone: 218/927-7327 – Fax: 218/927-7379  
[assessor@co.aitkin.mn.us](mailto:assessor@co.aitkin.mn.us)

## MEMO

April 19, 2016

To: Board of County Commissioners  
Nathan Burkett, County Administrator

From: Mike Dangers, County Assessor

Re: 2016 Assessment Summary, 2017 Assessment Preview, and Board of Appeal Information

The 2016 property assessment is complete and the were mailed in late March along with the Property Tax Statements. This memo summarizes the attached charts and schedules that describe the changes made this year.

This year has brought the first increase in overall county valuation in several years. Page 4 shows a ten year history of overall estimated market value, net tax capacity, and new construction value. The real estate market appears to be on the upswing with new construction value at the highest level since 2009.

Page 5 gives greater detail of the changes between this year and last year with countywide increases in each category listed except for commercial/industrial. The large increase in apartment valuation is largely due to new construction on an assisted living project in the City of Aitkin. Since there are relatively few apartment buildings in Aitkin County, one project can have a significant impact on overall County values.

The pie chart on Page 6 shows the size of each of the major property types in Aitkin County. This chart has the exact same amounts as last year. Seasonal recreational property leads the way with 40% of the valuation, followed by single family residential property at 33%. The rest of the portions of the pie include rural vacant land at 15%, agricultural productive property at 7%, commercial and industrial property at 3%, and both resort and apartment each coming in at just under 1% of total county valuation.

Page 7 is a collection of several important statistics that the assessors are asked every year. Starting at the top of the page, the number of ad valorem parcels is simply the number of taxable parcels in Aitkin County. This number continues to slowly decline which may just be due to parcel combinations. However, it also points to the fact that fewer new subdivisions and splits are taking place today than in the past. The number of parcels reassessed is how many properties were

physically inspected by the appraisers in that assessment year. The five year valuation cycle is still being maintained in accordance with State Law. The number of CRV's is the total number of property transfers and sales in the County in one year. This shows a large increase from last year which indicates a strengthening market. The total number of homesteads is in a slow decline in both residential and ag areas which may be a result of more thorough verification. It is also likely due to a population growth standstill in recent years.

Continuing on page 7, the number of sustainable forest incentive act (SFIA) acres were reduced this year due to Blandin lands no longer included on the list. If it wasn't for this change, the number of acres would still be increasing. The SFIA, while not administered by the County, plays an important role in lowering the costs of ownership for wooded property. The next four items below the SFIA is average values for various property types in the County which may help you get a better sense for what is typical in our area. Next on the page are the valuation reduction amounts for the disabled veterans' exclusion program. These values have shown their first decline in several years. The final two items are the number of total local board appeals and new tax court appeals each year. These sets of figures continue to decline which is a positive sign from the County's perspective.

Next on Page 8 is the ten year history of the sales ratio study for the residential and seasonal class properties in the County. The sales ratio is a measure of the assessment level of a property when the property sells. A 100% ratio is perfect. We strive to attain a final median ratio in the 90% to 105% range. The chart on the right side of the page says a lot about the market with the dip in the middle years and the continued increase in recent years. The median sales ratios for residential and seasonal property are below 100% but still within State guidelines and typical of counties in our area. Our assessment consistency or COD is still good and better than several past years.

Page 9 shows a detailed view of the sales statistics for the 2016 assessment for the property classes that have at least 6 sales. As you can see by the above 100% ratios on group #21, #23 and #39, we are trending high on smaller land sales. If this trend continues, it may be addressed by a value reduction for the 2017 assessment. The last row on the sheet shows sales statistics for all good sales in the County during this period. The median ratio of 98.4% means that we are about 1.4% lower than full market value as of the January 2016 assessment date.

Pages 10 through 14 are an itemized list of the major changes to the 2016 assessment. There are many changes as in past years, so please look through this carefully. The computer aided mass appraisal or CAMA system allows assessors the ability to make fine changes to very specific property types. Without the computer, many of these changes would be impractical to make.

Page 15 is the acreage schedule for the whole county that includes the base rates for the different land types for each area. This page does not describe the size adjustments for different sizes of land other than the large acreage adjustment which lowers values by about 15% for acreages over 100.

Pages 16 and 17 are a representation of the acreage size table from the smallest to largest acreage amounts. The shaded columns in the middle of the pages show the current size factors with a simple example of high open acreage. This is intended to describe how a land value changes over different acreage amounts.

Page 18 is the Local Board of Appeal and Equalization Schedule. This is also posted on the Aitkin County website under the Assessor page in the appeals section. There are no major changes to the amount or structure of the meetings this year.

The planning for the 2017 assessment has begun and the Assessor's Office will be reassessing the following areas: Ball Bluff Township, Balsam Township, Fleming Township, Hazelton Township, Hill City, Jevne Township, Macville Township, Malmo Township, Palisade City, Turner Township, Unorg 49-27, Unorg 51-22, Unorg 52-24, Unorg 52-25. The work should begin in late May and last until January of next year. For the first time this year, a mailing was sent out to all owners in these areas to notify them of the reassessment. This mailing was included with the Notices of Valuation and Classification.

For the 2012 through 2016 assessments, homestead applications were mailed to most of the reassessment parcels. This was done to update county records since many of the homesteads had applications from 1993. We will no longer be doing this mass mailing of homesteads since all the applications have been updated. We still request all relative homesteads to be updated every other year.

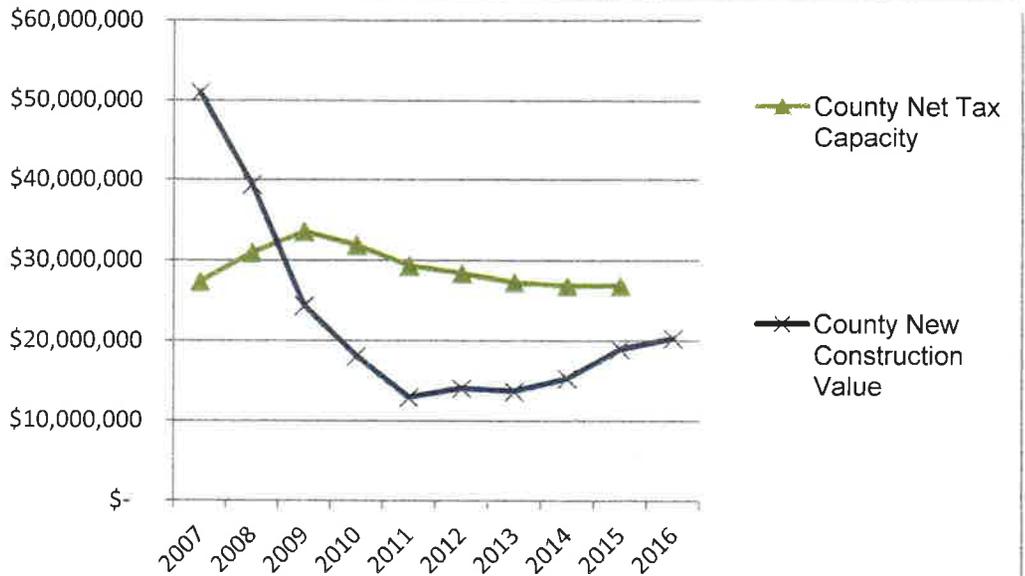
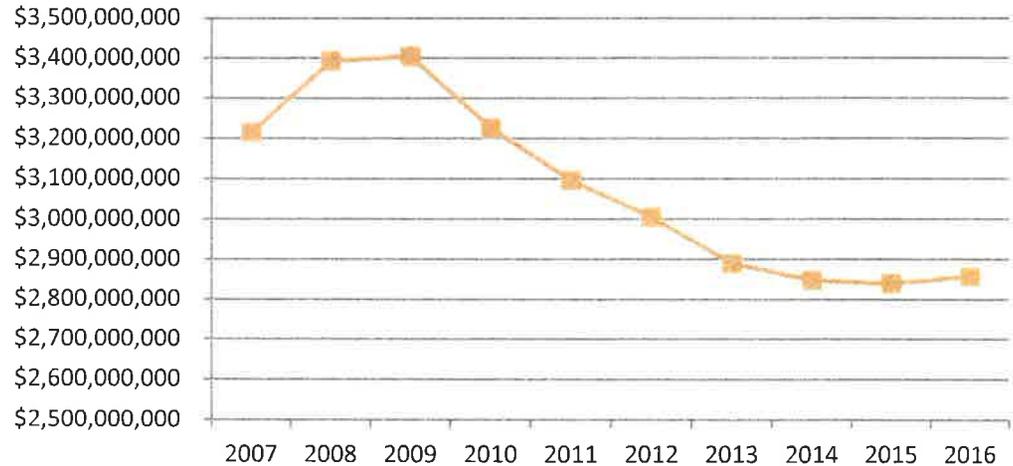
Please contact me if you have any questions.



## Ten Year History of Aitkin County Total Valuation 2007 through 2016 Assessment

Asmt Year	County Estimated Market Value	County Net Tax Capacity	County New Construction Value
2007	\$ 3,214,779,700	\$ 27,322,700	\$ 51,047,300
2008	\$ 3,392,961,700	\$ 30,944,500	\$ 39,393,300
2009	\$ 3,404,731,300	\$ 33,524,200	\$ 24,373,900
2010	\$ 3,225,887,900	\$ 31,863,500	\$ 18,117,600
2011	\$ 3,096,725,100	\$ 29,328,300	\$ 12,918,500
2012	\$ 3,005,641,600	\$ 28,410,400	\$ 14,051,400
2013	\$ 2,890,442,200	\$ 27,273,700	\$ 13,657,200
2014	\$ 2,848,672,500	\$ 26,863,700	\$ 15,297,200
2015	\$ 2,840,753,800	\$ 26,849,478	\$ 18,953,500
2016	\$ 2,857,728,900		\$ 20,302,400

### County Total Estimated Market Value



**Notes:**

Figures taken from the year end abstracts except for 2016 asmt. 2016 asmt data from the spring mini abstract. County Total EMV's from prior years include the state assessed personal property values.



**Countywide Value Changes 2016 Assessment**  
Taxable Property Only

	2015		2016	% Change
Overall Estimated Market Value	\$ 2,813,697,800		\$ 2,857,728,900	1.6%
New Construction Value	\$ 18,953,500		\$ 20,302,400	7.1%
Agricultural Homestead EMV	\$ 231,457,900		\$ 232,027,347	0.2%
Residential EMV	\$ 940,564,500		\$ 956,774,654	1.7%
Seasonal Recreational EMV	\$ 1,126,342,400		\$ 1,134,729,500	0.7%
Commercial/Industrial EMV	\$ 84,681,100		\$ 83,841,500	-1.0%
Apartment EMV	\$ 16,891,800		\$ 18,434,800	9.1%
Green Acres EMV reduction	\$ -		\$ 20,700	

**Notes:**

Apartment value increase largely due to assisted living project in Aitkin City.

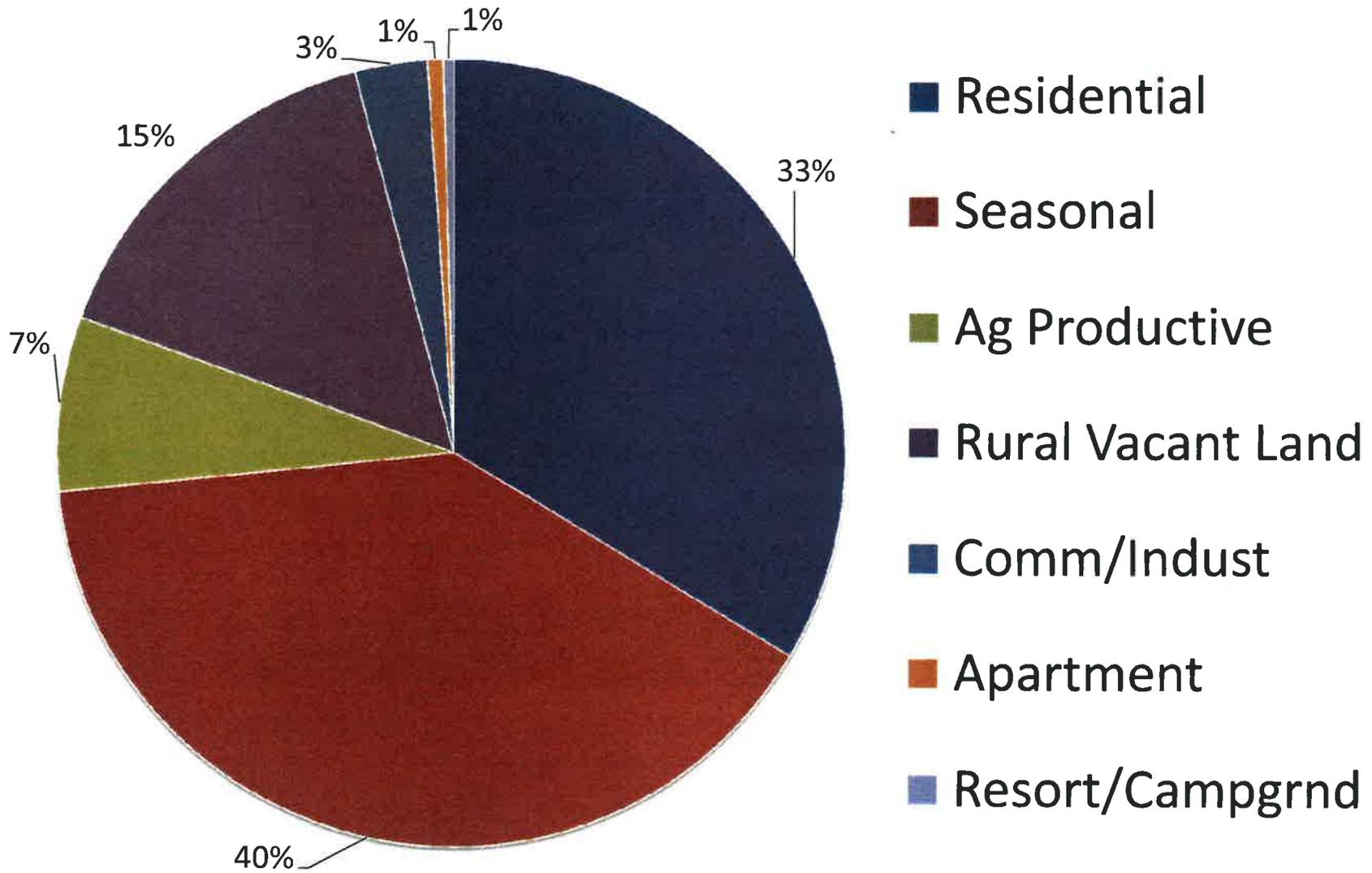
Green Acres provided no value reduction for the 2015 assessment.

All figures above are as of March 25, 2016. A few minor changes were made to the assessment after this report was drafted.

See the letter that accompanies this chart for a discussion of the above data.

Figures taken from the Spring Mini Abstracts

**Aitkin County**  
**2016 Assessment % Share of Estimated Market Value**





**Aitkin County Assessor's Office  
Four Year History of Key Countywide Figures**

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Number of Ad Valorem Parcels	34,205	34,177	34,079	34,064
Taxable Parcels Reassessed	8,174	6,771	5,725	6,725
Number of CRV's (total transactions)	715	774	786	900
Total Residential Homesteads	5,089	5,065	4,982	4,968
Total Ag Homesteads	865	864	840	837
SFIA Enrolled Acres	37,842	39,350	41,362	38,247
Average Residential Homestead Market Value	171,900	166,000	164,600	164,600
Average Agricultural Homestead Market Value	294,000	281,600	283,400	280,900
Average Seasonal Residential Market Value	92,200	92,400	90,500	89,200
Average Commercial/Industrial Market Value	110,300	111,700	119,300	124,416
Total Disabled Veterans Exclusion Value	\$ 12,924,040	\$ 13,856,916	\$ 15,072,666	\$ 14,670,540
Local Board Appeals	216	144	86	75
New Tax Court Appeals	7	11	6	6

**Notes:**

Number of Parcels does not include personal property

There are approx 600 personal property parcels

See the letter that accompanies this chart for a discussion of the above data.

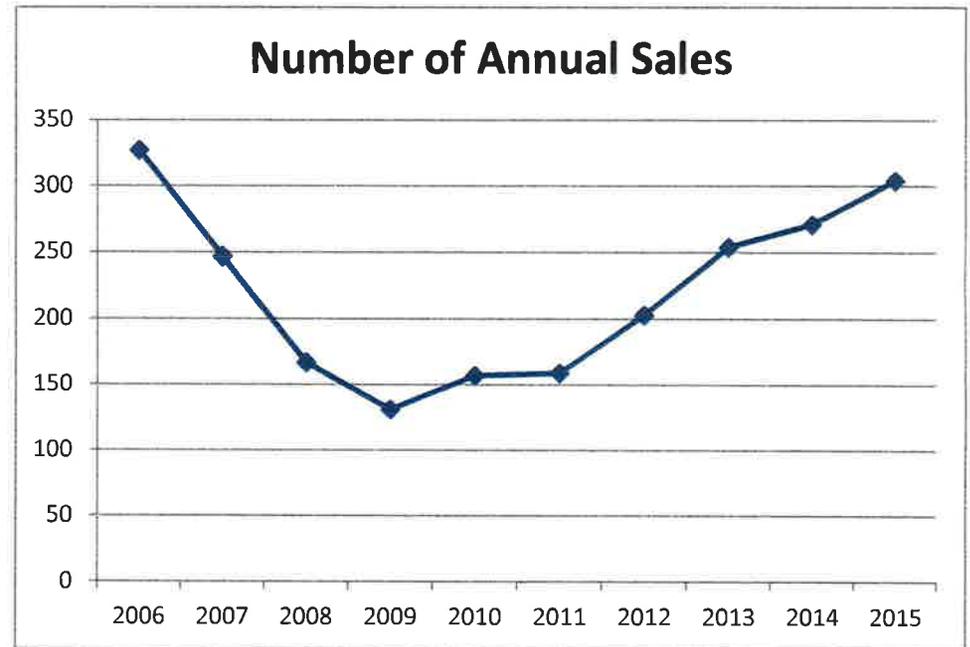
Blandin Land is no longer on the SFIA list otherwise the SFIA figure would continue to increase



## Aitkin County Sales Ratio Study and Assessment Quality Information

### Ten Year History of Residential and Seasonal Improved Sales

Study Year	# of Residential and Seasonal Sales	Residential Median Sales Ratio	Seasonal Median Sales Ratio	Residential COD	Seasonal COD
2006	327	88.1	87.0	18.3	22.3
2007	247	93.1	90.8	19.8	19.8
2008	167	99.4	97.1	17.0	16.7
2009	131	102.7	93.2	13.0	18.6
2010	157	100.9	100.6	13.3	18.7
2011	159	104.4	106.5	13.3	14.9
2012	203	101.0	99.1	15.4	18.7
2013	254	98.0	101.0	14.1	13.1
2014	271	94.5	93.3	14.3	14.2
2015	304	97.1	97.3	14.4	16.3



**Notes:**

Sales Ratio is the assessor's Estimated Market Value divided by the Sale Price of a property.

Median Sales Ratio is the middle ratio in an array of all sales ratios. The closer the median is to 100.0, the more accurate the assessment level.

COD is the Coefficient of Dispersion or a measure of how consistent assessor valuations are with respect to the sale price.

The lower the COD, the greater the assessment quality and consistency.

Factors that help to improve the COD include implementation of a CAMA system, more thorough sales analysis, more thorough physical inspections, and a less volatile market.



**Aitkin County Assessor's Office  
Detailed Sales Ratio Study Data - 2016 Assessment**

Property Group #	Property Type	Median Ratio	COD	PRD	Number of Sales	Median EMV	Median Price
1	Residential Improved	97.10	14.4	1.04	127	\$ 212,700	\$ 219,000
3	Seasonal Improved	97.30	16.3	1.04	177	\$ 68,100	\$ 70,000
6	Commercial Improved	97.10			10	\$ 281,700	\$ 290,000
21	Residential Land Only	105.60			7	\$ 28,500	\$ 27,000
23	Seasonal Land Only	107.80	39.9	1.10	47	\$ 107,800	\$ 100,000
34	Rural Vacant Land Only 34+ Acres	91.80	20.6	1.10	30	\$ 94,000	\$ 102,500
39	Rural Vacant Land Only <34 Acres	109.20			25	\$ 35,300	\$ 35,500
48	Ag Land Only 34+ Acres	94.70			9	\$ 51,500	\$ 48,900
90	Combined Ag Land Only <34 Acres	109.20			27	\$ 28,400	\$ 26,000
91	Combined Res and Seasonal Improved	97.20	15.5	1.04	304	\$ 117,300	\$ 120,750
92	Combined Rural Vacant (34+48)	93.30	19.4	1.08	39	\$ 88,600	\$ 95,000
94	Combined Commercial Industrial Imprv	96.90			11	\$ 259,800	\$ 268,000
95	Combined Ag RVL Imprvd and Bare Land	94.70	21	1.07	43	\$ 56,800	\$ 60,000
99	All Good Sales	98.40	16.1	1.05	443	\$ 132,900	\$ 139,400

**Notes and Definitions:**

Median Ratio is the average relationship between the assessed value and the sale price. 100.00 is a perfect ratio.

COD is the Coefficient of Dispersion. Lower numbers equal greater assessment quality and consistency.

PRD is the Price Related Differential. This statistic shows if low value properties are assessed too high or low in comparison to high value properties. 1.00 is a perfect PRD.

Median EMV is the median or average market value of the set of properties that sold on each line above.

Median Price is the median or average sale price of the set of properties that sold on each line above.

Only good arm's length sales are included on this chart.

# 2016 Assessment Changes List (Final)

Item	Name	Appraiser	Major Changes For Each Area
A	COUNTYWIDE LAND		Increased Zone D land 4.8%.
B	COUNTYWIDE LAND		Increased Zone C land 5.9%.
C	COUNTYWIDE LAND		Decreased Zone B land 5.6%
D	COUNTYWIDE LAND		Increased High Wooded (HWD) land \$100 to \$1750 per acre base rate.
E	COUNTYWIDE LAND		Increased Swamp (SWP) land \$50 to \$500 per acre base rate.
F	COUNTYWIDE LAND		Increased Low Open (LOP) and Low Tillable (LTL) \$100 to \$1250 per acre base rate.
G	COUNTYWIDE LAND		Changed boundaries of Zone A and Zone C to include Unorg 50-25 and Unorg 50-26 in Zone A. This was done because of the good bareland sales of 30 acres or more in these townships.
H	COUNTYWIDE LAND		Increased cell tower site values to \$35,000 per site.
I	COUNTYWIDE LAND		Decreased countywide lake frontage values in size range from 206 through 405 frontage feet by 5%.
J	COUNTYWIDE BUILDING		Increased pole building and steel building base rates 5%.
K	COUNTYWIDE BUILDING		Increased the base rate of D6.5 and higher grade homes by 5%.
L	COUNTYWIDE BUILDING		Began valuing large fuel and oil tanks on commercial and industrial properties per DOR directive.
M	COUNTYWIDE OTHER		Expanded the use of class 200 res non-homestead for vacant residential lots. Also expanded use of class 200 for improved residential non-homestead properties that were previously seasonal under current ownership.
1	AITKIN TWP	TS & DM	No major changes.

# 2016 Assessment Changes List (Final)

Item	Name	Appraiser	Major Changes For Each Area
2	BALL BLUFF	DM	Decreased Little Ball Bluff Lake frontage value by 10.5% to \$425 per foot base. Decreased Vanduse Lake frontage value by 5.6% to \$425 per foot base. River frontage valuation was added to Swan River parcels.
3	BALSAM	DM	No major changes.
4	BEAVER	TS	No major changes.
5	CLARK	TB	No major changes.
6	CORNISH	DM	Decreased Little Ball Bluff Lake frontage value by 10.5% to \$425 per foot base.
7	FARM ISLAND	LT & SW	Decreased Farm Island Township buildings by 5.9%. Increased Farm Island Lake frontage value 10% to \$1650 per foot base. Decreased Spirit Lake frontage value 4.8% to \$1000 per foot base. Decreased Taylor Lake frontage by 7.6% to \$425 per foot base.
8	FLEMING	JH	Decreased Fleming Township buildings by 5.9%.
9	GLEN	JH	Decreased Long Lake frontage value by 6.7% to \$700 per foot base.
10	HAUGEN	TB	<b>Reassessment.</b>
11	HAZELTON	SW & TB	Increased Hazelton Township buildings by 6.3%. Increased Farm Island Lake frontage value 10% to \$1650 per foot base. Increased Big Pine Lake frontage value 10.5% to \$1050 per foot base. Increased Round Lake frontage value 9.5% to \$1150 per foot base. Increased Myr Mar condo land unit values 20%. Decreased Sherwood Forest Improvement values 6.3%.
12	HILL LAKE	JH	No major changes.
13	IDUN	TS	No major changes.
14	JEVNE	DM	Decreased Rock Lake frontage value 5% to \$475 per foot base.
15	KIMBERLY	DM	Decreased Kimberly Township buildings 6.3%.
16	LAKESIDE	TB	No major changes.
17	LEE	TS	Decreased Lee Township buildings 6.3%.
18	LIBBY	TB	Increased Big Sandy Lake frontage value 2.2% to \$1175 per foot base.
19	LOGAN	DM	Decreased Logan Township buildings 5.9%.

# 2016 Assessment Changes List (Final)

Item	Name	Appraiser	Major Changes For Each Area
20	MACVILLE	JH	No major changes.
21	MALMO	LT	No major changes.
22	MCGREGOR TWP	LT	No major changes.
23	MORRISON	LT	Decreased Morrison Township buildings 6.3%.
24	NORDLAND	DM & LT	Decreased Lone Lake frontage value 3.5% to \$1400 per foot base. Decreased Charwood Estates and Woodland Development lots 10% to \$18,000 base.
25	PLINY	TS	No major changes.
26	RICE RIVER	TS	Increased Rice River buildings 8.3%.
27	SALO	SW	No major changes.
28	SEAVEY	TB	No major changes.
29	SHAMROCK	JH, SW, DM, LT	<b>Reassessment.</b> Increased Big Sandy Lake frontage value 2.2% to \$1175 per foot base. Decreased Minnewawa Lake frontage value 2.2% to \$1125 per foot base.
30	SPALDING	TS	No major changes.
31	SPENCER	SW	No major changes.
32	TURNER	TS	Increased Big Sandy Lake frontage value 2.2% to \$1175 per foot base. Added a 20% positive land adjustment to backlots and platted lots east of Big Sandy Camp.
33	VERDON	DM	No major changes.
34	WAGNER	LT	No major changes.
35	WAUKENABO	TS	<b>Reassessment.</b>
36	WEALTHWOOD	JH	No major changes.
37	WHITE PINE	TB	No major changes.

# 2016 Assessment Changes List (Final)

Item	Name	Appraiser	Major Changes For Each Area
38	WILLIAMS	TB	No major changes.
39	WORKMAN	SW	Increased Big Sandy Lake frontage value 2.2% to \$1175 per foot base.
41	MILLWARD	JH	No major changes.
42	UNORG 51-22	DM	No major changes.
43	UNORG 52-22	DM	River frontage valuation was added to Swan River parcels.
44	UNORG 45-24	TB	<b>Reassessment.</b>
45	UNORG 47-24	DM	Decreased Unorg 47-24 buildings by 6.3%.
46	UNORG 52-24	LT	No major changes.
47	UNORG 50-25	TB	<b>Reassessment.</b> Changed land zone to Zone A from Zone C. Effect is a base rate increase of 17.7%.
48	UNORG 51-25	TB	<b>Reassessment.</b> Decreased Unorg 51-25 buildings 5.9%.
49	UNORG 52-25	LT	No major changes.
50	UNORG 50-26	TS	Changed land zone to Zone A from Zone C. Effect is a base rate increase of 17.7%.
51	UNORG 48-27	TB	No major changes.
52	UNORG 49-27	LT	No major changes.
53	UNORG 50-27	TS	No major changes. Was set to go to Zone A but left in Zone C due to no land sales in past 3 years.
54	UNORG 51-27	TB	<b>Reassessment.</b> Decreased Unorg 51-27 buildings 5.9%.
55	UNORG 52-27	TS	No major changes.
56	AITKIN CITY	SW	Decreased the Blackrock residential neighborhood building values by 4.8%. Decreased downtown area commercial land square foot values 20%. Commercial sites stayed the same. Changed codes COMAITCA, COMAITCB, COMAITCC, COMAITCD
57	HILL CITY	TS	Reduced quadna residential land values 11.1%. Reduced quadna residential building values 9.1%

## 2016 Assessment Changes List (Final)

Item	Name	Appraiser	Major Changes For Each Area
58	MCGRATH CITY	TB	<b>Reassessment.</b>
59	MCGREGOR CITY	TS	Increased McGregor City residential buildings 7.1%
60	PALISADE CITY	LT	No major changes.
61	TAMARACK CITY (Current as of 4/12/16)		No major changes.

**Aitkin County Acreage Land Schedule 2016 Assessment (REVISED FINAL)**

<u>Unorg 52-27</u>	<u>Hill Lake</u>	<u>Unorg 52-25</u>	<u>Unorg 52-24</u>	<u>Ball Bluff</u>	<u>Unorg 52-22</u>
<u>Unorg 51-27</u>	<u>Macville</u>	<u>Unorg 51-25</u> GA/RP HWD 1575 1575 LWD 1125 1125 OPN/HPS 1440 1440 LOP/LPS 1125 1125 SWP 450 450 TIL 1440 1370 LTL 1125 1055 SITE 17000	<u>Verdon</u>	<u>Cornish</u>	<u>Unorg 51-22</u>
<u>Unorg 50-27</u>	<u>Unorg 50-26</u>	<u>Unorg 50-25</u>	<u>Libby</u>	<u>Turner</u>	<u>Balsam</u>
<u>Unorg 49-27</u>	<u>Waukenabo</u>	<u>Logan</u>	<u>Workman</u>	<u>Shamrock</u>	<u>Haugen</u>
<u>Unorg 48-27</u>	<u>Morrison</u>	<u>Fleming</u> GA/RP HWD 1750 1750 LWD 1250 1250 OPN/HPS 1600 1600 LOP/LPS 1250 1250 SWP 500 500 TIL 1600 1530 LTL 1250 1180 SITE 17000	<u>Jevne</u>	<u>McGregor</u>	<u>Clark</u>
<u>Aitkin</u>	<u>Spencer</u>	<u>Kimberly</u>	<u>Unorg 47-24</u>	<u>Spalding</u>	<u>Salo</u>
<u>Farm Island</u>	<u>Nordland</u>	<u>Glen</u>	<u>Lee</u>	<u>Rice River</u>	<u>Beaver</u> GA/RP HWD 1490 1490 LWD 1065 1065 OPN/HPS 1360 1360 LOP/LPS 1065 1065 SWP 425 425 TIL 1360 1290 LTL 1065 995 SITE 17000
<u>Hazleton</u> GA/RP HWD 1925 1925 LWD 1375 1375 OPN/HPS 1760 1760 LOP/LPS 1375 1375 SWP 550 550 TIL 1760 1690 LTL 1375 1305 SITE 17000	<u>Weathwood</u>	<u>Malmö</u>	<u>Unorg 45-24</u>	<u>White Pine</u>	<u>Millward</u>
<u>Land Type Definitions:</u> HWD: High Wooded LWD: Low Wooded OPN: High Open Meadow HPS: High Pasture LOP: Low Open Meadow LPS: Low Pasture SWP: Swamp/Waste TIL: High Tillable LTL: Low Tillable/Rice Paddy SITE: Full Building Site Value	<u>Lakeland</u>	<u>Seavey</u>	<u>Pliny</u>		
		<u>Idun</u>	<u>Williams</u>	<u>Warner</u>	

Green Zone C Values →

Blue Zone A Values →

Red Zone B Values →

← Orange Zone D Values

(Access \$1700, Electric \$2550, Septic \$6800, Well \$5950)

Values listed above are per acre values.  
**Green Acres and Rural Preserve program values are listed in the second columns above.**  
 Off public road acreage values are typically 10% less than values listed.  
 Tracts under 31 acres carry a positive size adjustment.  
 Tracts over 100 acres carry a size discount of up to 15%.

(updated 3/14/16)



## Size Factors for all Acreages - 2016 Asmt Land Schedule

Basic valuation formula: (acreage amount X factor X land rate)

Partial acres have a factor in between the factors in this table due to interpolation

Acreage rate of \$1600 per acre high open for example below

Acreage Amount	2016 Size Factor	2016 Asmt Value Example
1	4.26	\$ 6,816
2	4.00	\$ 12,800
3	3.70	\$ 17,760
4	3.34	\$ 21,376
5	2.80	\$ 22,400
6	2.42	\$ 23,232
7	2.14	\$ 23,968
8	1.98	\$ 25,344
9	1.80	\$ 25,920
10	1.75	\$ 28,000
11	1.67	\$ 29,392
12	1.56	\$ 29,952
13	1.49	\$ 30,992
14	1.41	\$ 31,584
15	1.35	\$ 32,400
16	1.31	\$ 33,536
17	1.28	\$ 34,816
18	1.24	\$ 35,712
19	1.19	\$ 36,176
20	1.18	\$ 37,760
21	1.16	\$ 38,976
22	1.15	\$ 40,480
23	1.13	\$ 41,584
24	1.13	\$ 43,392
25	1.10	\$ 44,000
26	1.09	\$ 45,344
27	1.06	\$ 45,792
28	1.05	\$ 47,040
29	1.02	\$ 47,328
30	1.01	\$ 48,480
<b>31 thru 99 no adjustment</b>		
100	0.99	\$ 158,400
101	0.99	\$ 159,984
102	0.98	\$ 159,936
103	0.98	\$ 161,504
104	0.97	\$ 161,408



## Size Factors for all Acreages - 2016 Asmt Land Schedule

Basic valuation formula: (acreage amount X factor X land rate)

Partial acres have a factor in between the factors in this table due to interpolation

Acreage rate of \$1600 per acre high open for example below

Acreage Amount	2016 Size Factor	2016 Asmt Value Example
105	0.97	\$ 162,960
106	0.96	\$ 162,816
107	0.96	\$ 164,352
108	0.95	\$ 164,160
109	0.95	\$ 165,680
110	0.94	\$ 165,440
111	0.94	\$ 166,944
112	0.93	\$ 166,656
113	0.93	\$ 168,144
114	0.92	\$ 167,808
115	0.92	\$ 169,280
116	0.91	\$ 168,896
117	0.91	\$ 170,352
118	0.90	\$ 169,920
119	0.90	\$ 171,360
120	0.89	\$ 170,880
121	0.89	\$ 172,304
122	0.88	\$ 171,776
123	0.88	\$ 173,184
124	0.87	\$ 172,608
125	0.87	\$ 174,000
126	0.86	\$ 173,376
127	0.86	\$ 174,752
128	0.85	\$ 174,080
129	0.85	\$ 175,440
130	0.85	\$ 176,800
131	0.85	\$ 178,160
anything over 131	0.85	

## 2016 Board of Appeal and Equalization Schedule

Date	Twp/City	Meeting Location	Time
Monday 4/18/2016	Cornish Township	Cornish Town Hall	9:00
	Turner Township	Turner Town Hall	11:00
	Jevne Township	Jevne Town Hall	1:00
Tuesday 4/19/2016	Salo Township	Salo Town Hall	9:00
	Spalding Township	Spalding Town Hall	11:00
	Rice River Township	Rice River Town Hall	1:00
Wednesday 4/20/2016	Fleming Township	Fleming Town Hall	9:00
	Kimberly Township	Glen/Kimberly Town Hall	9:00
	Waukenabo Township	Waukenabo Town Hall	11:00
	McGregor Township	McGregor Town Hall	1:00
Thursday 4/21/2016	Lakeside Township	Malmo Community Hall	9:00
	Verdon Township	Verdon Town Hall	9:00
	Ball Bluff Township	Jacobson Fire Hall	11:00
Friday 4/22/2016	Farm Island Township	Farm Island Town Hall	9:00
Monday 4/25/2016	Shamrock Township	Shamrock Town Hall	9:00
Tuesday 4/26/2016	Macville Township	Swatara Town Hall	9:00
	City of Hill City	Hill City Community Room	11:00
	Malmo Township	Malmo Town Hall	1:00
Wednesday 4/27/2016	Wealthwood Township	Wealthwood Town Hall	9:00
	City of McGregor	McGregor City Hall	9:00
	Glen Township	Glen/Kimberly Town Hall	11:00
Thursday 4/28/2016	Nordland Township	Bethlehem Lutheran Church	9:00
	Clark Township	Clark Town Hall	9:00
	Haugen Township	Haugen Town Hall	10:00
Friday 4/29/2016	Morrison Township	Morrison Town Hall	11:00
Monday 5/2/2016	Hazelton Township	Hazelton Town Hall	9:00
	Wagner Township	Wagner Town Hall	10:00
	Spencer Township	Spencer Town Hall	3:00
Tuesday 5/3/2016	Idun Township	Holden Lutheran Church	10:00
	Seavey Township	Seavey Town Hall	11:00
	Williams Township	McGrath Fire Hall	1:00
	White Pine Township	White Pine Town Hall	3:00
Wednesday 5/4/2016	City of Aitkin	Aitkin City Hall	9:00
	Aitkin Township	Aitkin City Hall	1:00
Thursday 5/5/2016	Open Book Meeting	Assessor's Office	9:00 am to 7:00 pm
Tuesday 6/14/2016	County Board of Equalization	County Board Room	Call for Appointment
2016 Reassessments	Shamrock, Waukenabo, Haugen, McGrath City Unorgs 51-27, 51-25, 50-25, 45-24		
Open Book Meetings:	Balsam, Beaver, Lee		
	Libby, Logan, McGrath		
	Millward, Pliny, Palisade		
	Tamarack, all Unorganized.		
	Hill Lake Township		
	Workman Township		



# Board of County Commissioners Agenda Request

6A  
Agenda Item #

**Requested Meeting Date:** May 10, 2016

**Title of Item:** Approve Contract for Conceptual Design Services

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

<b>Submitted by:</b> Nathan Burkett	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator	<b>Estimated Time Needed:</b> 15 min
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**Summary of Issue:**

Please see the attached memo.

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

**Recommended Action/Motion:**

Authorize the County Administrator to engage in a contract with BKV Group of Minneapolis, MN for conceptual design and facilities use assistance in an amount not to exceed \$13,000.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 13,000

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

Dept 111 has financing available for this project.

# AITKIN COUNTY ADMINISTRATION

**Aitkin County Courthouse**  
**Nathan Burkett, Administrator**  
217 Second Street N.W. Room 134  
Aitkin, MN 56431  
218-927-3093  
Fax: 218-927-7374

MEMO TO: Aitkin County Board of Commissioners  
FROM: Nathan Burkett, County Administrator  
DATE: May 5, 2016  
RE: Facilities Committee Recommendation

The Facilities Committee met with and interviewed 4 architectural firms/project manager teams for the purposes of determining suitability to assist Aitkin County with a conceptual design project. The Facilities committee recommends contracting with BKV Group of Minneapolis in an amount not to exceed \$13,000 to complete a project with the following scope:

1. To assist Aitkin County in developing and implementing immediate actions which will improve the security within the courthouse complex, but do not have a structural requirement (i.e. no construction).
2. To review Aitkin County's energy usage and make some recommendations about potential smaller projects which will improve energy efficiency within the County's facilities.
3. To review Aitkin County's current space usage and assist with developing and implementing some potential space adjustments (non-construction or minor remodeling only) that would assist the county to better use existing space.
4. Plan and develop several concepts (up to 6) for the long term facilities needs of the County, including a "one stop shopping" concept to better serve the public. This concept would provide easier access to the County offices, offer improved handicapped access, and provide greater overall convenience to the public.

BKV group has indicated that the project may commence immediately, and we anticipate completion of this project scope within 60 - 90 days. Outcomes will be presented to the full county board.



# Board of County Commissioners Agenda Request

6 B 1  
Agenda Item #

**Requested Meeting Date:** May 10, 2016

**Title of Item:** Community Corrections Budget

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Nathan Burkett, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator		<b>Estimated Time Needed:</b> 10 min
<b>Summary of Issue:</b> In order to fund and operate a probation department for the remainder of 2016, beginning July 1, 2016, the County Board must establish a budget.  The attached is the recommended budget for the remainder of 2016 for the Aitkin County Community Corrections department.  The line item codes may change, but the amounts need board approval.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve 2016 budget for Community Corrections.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 100px;"><i>Please Explain:</i></span>		

FUND	DEPT	PROG	SVC	OBJ	ACCOUNTDESCRIPTION	2016 (orig)	2016 (amm)
1	254	0	0	6823	County Allocation	142,243	71,122
1	257	0	0	5378	CCA Subsidy	-	(132,362)
1	257	0	0	5554	Juvenile Supervision Fee	-	(500)
1	257	0	0	5556	Supervision Fee	-	(13,000)
1	257	0	0	5830	Miscellaneous	-	(2,000)
1	257	0	0	6101	Salaries	-	46,592
1	257	0	0	6108	Meals (Not Overnight)	-	-
1	257	0	0	6124	Medicare-Employer 1.45%	-	676
1	257	0	0	6149	Employer Deduct Contribution-Veba	-	1,500
1	257	0	0	6150	Health Insurance-Employer	-	7,800
1	257	0	0	6152	Life Insurance-Employer	-	60
1	257	0	0	6162	Pera-Dcp 5%	-	3,611
1	257	0	0	6165	Fica	-	2,889
1	257	0	0	6205	Postage	-	850
1	257	0	0	6220	Telephone	-	450
1	257	0	0	6240	Membership Dues	-	-
1	257	0	0	6249	Software License/Fees	-	2,720
1	257	0	0	6402	Computer Supplies & Software (under \$500)	-	1,050
1	257	0	0	6625	Office/Computer Equipment or Furniture	-	15,400
1	257	0	0	6330	Mileage	-	1,600
1	257	0	0	6335	Gas/Vehicle Fuel Charges	-	300
1	257	0	0	6332	Hotel/Motel Lodging	-	1,200
1	257	0	0	6339	Meals (Overnight)	-	100
1	257	0	0	6342	Office Equipment Rental/Contracts	-	2,400
1	257	0	0	6352	Property Casualty Insurance MCIT	-	-
1	257	0	0	6353	Workers Compensation	-	387
1	257	0	0	6405	Office Supplies	-	200
1	257	0	0	6480	Small Furniture (under \$500)	-	500
1	257	251	0	6241	Registration Fees	-	700
1	257	251	0	6268	Staff Training, Education, Development	-	200
1	257	251	0	6330	Mileage	-	300
1	257	251	0	6332	Hotel/Motel Lodging	-	950
1	257	251	0	6335	Gas/Vehicle Fuel Charges	-	300
1	257	251	0	6339	Meals (Overnight)	-	200
1	257	255	0	6101	Salaries	-	32,332
1	257	255	0	6108	Meals (Not Overnight)	-	50
1	257	255	0	6124	Medicare-Employer 1.45%	-	469
1	257	255	0	6149	Employer Deduct Contribution-Veba	-	1,725
1	257	255	0	6150	Health Insurance-Employer	-	8,970
1	257	255	0	6152	Life Insurance-Employer	-	60
1	257	255	0	6162	Pera-Dcp 5%	-	2,506
1	257	255	0	6165	Fica	-	2,005
1	257	255	0	6205	Postage	-	150
1	257	255	0	6220	Telephone	-	450
1	257	255	0	6330	Mileage	-	200
1	257	255	0	6335	Gas/Vehicle Fuel Charges	-	150
1	257	255	0	6353	Workers Compensation	-	268
1	257	255	0	6405	Office Supplies	-	200
1	257	257	0	6101	Salaries	-	112,020
1	257	257	0	6108	Meals (Not Overnight)	-	50
1	257	257	0	6124	Medicare-Employer 1.45%	-	1,624
1	257	257	0	6149	Employer Deduct Contribution-Veba	-	4,775

FUND	DEPT	PROG	SVC	OBJ	ACCOUNTDESCRIPTION	2016 (orig)	2016 (amm)
1	257	257	0	6150	Health Insurance-Employer	-	26,100
1	257	257	0	6152	Life Insurance-Employer	-	60
1	257	257	0	6162	Pera-Dcp 5%	-	8,682
1	257	257	0	6165	Fica	-	6,945
1	257	257	0	6205	Postage	-	650
1	257	257	0	6215	Wireless Communication Services	-	1,200
1	257	257	0	6220	Telephone	-	500
1	257	257	0	6330	Mileage	-	700
1	257	257	0	6335	Gas/Vehicle Fuel Charges	-	500
1	257	257	0	6353	Workers Compensation	-	930
1	257	257	0	6405	Office Supplies	-	600
1	257	22	0	5135	Client Program Fees	-	(5,000)
1	257	22	0	5333	Drug Court Grant	-	(37,861)
1	257	22	0	6101	Salaries	-	32,833
1	257	22	0	6124	Medicare-Employer 1.45%	-	476
1	257	22	0	6149	Employer Deduct Contribution-Veba	-	1,500
1	257	22	0	6150	Health Insurance-Employer	-	7,800
1	257	22	0	6152	Life Insurance-Employer	-	60
1	257	22	0	6162	Pera-Dcp 5%	-	2,545
1	257	22	0	6165	Fica	-	2,036
1	257	22	0	6330	Mileage	-	1,200
1	257	22	0	6335	Gas/Vehicle Fuel Charges	-	500
1	257	22	0	6353	Workers Compensation	-	273
1	257	22	0	6406	Sobriety Crt Expenses	20,000	4,000
1	257	267	0	5333	Sex Offender Polygraph Grant Reimbursement	-	(500)
1	257	267	0	5557	Electronic Monitoring	-	(25,000)
1	257	267	0	5557	Program Fees (Cog, DWC)	-	(1,500)
1	257	267	0	5558	Polygraph Fees	-	500
1	257	267	0	5555	Medical Test	-	(500)
1	257	267	0	6274	Drug Testing Fee	-	2,500
1	257	267	0	6341	Equipment Rental	-	13,000
1	257	267	0	6283	Professional Services	-	2,000
						162,243	231,925

0 Administration  
 251 Training  
 255 Juvenile Services  
 257 Adult Services  
   22 Speciality Court (Drug Court)  
 267 Probation Services



# Board of County Commissioners Agenda Request

6B2  
Agenda Item #

**Requested Meeting Date:** May 10, 2016

**Title of Item:** Community Corrections Staffing Plan

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

<b>Submitted by:</b> Nathan Burkett, County Administrator	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator	<b>Estimated Time Needed:</b> 10 min
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**Summary of Issue:**  
 In order to staff the Aitkin County Community Corrections Department the County Board must approve a staffing plan.  
 The proposed staffing plan is in alignment with the budget proposed to the County Board.  
 The proposed staffing plan has been heard and supported by the Personnel Committee.  
 Proposed Staffing plan  
 1 FTE Probation Director Grade 14  
 5 FTE Probation Agent Grade 10  
 1 FTE Probation Case Aide Grade 4

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

**Recommended Action/Motion:**  
 Approve 2016 staffing authorization for Community Corrections.

**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

683  
Agenda Item #

**Requested Meeting Date:** May 10, 2016

**Title of Item:** Community Corrections Advisory Board

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

<b>Submitted by:</b> Nathan Burkett, County Administrator	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator	<b>Estimated Time Needed:</b> 10 min
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**Summary of Issue:**  
MN Statute 401.08 Requires the county to establish a Community Corrections advisory board composed of "at least nine members, who shall be representative of law enforcement, prosecution, the judiciary, education, corrections, ethnic minorities, the social services, and the lay citizen."  
  
Administration shall make a recommendation regarding the composition of the advisory board at the board meeting including names.

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

**Recommended Action/Motion:**  
Approve establishment of a Corrections Advisory Board and appoint membership.

**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 Board of Commissioners Agenda Request Form

7

Agenda Item #

**Requested Meeting Date:** May 10, 2016

**Title of Item:** Committee Reports

REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Brian Napstad Commissioner Anne Marcotte HHS Director Tom Burke HHS Director Tom Burke Commissioner Laurie Westerlund Commissioner Don Niemi
Aitkin Airport Commission	Monthly	1 <sup>st</sup> Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Napstad
Aitkin County CARE Board			Westerlund
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/Technology	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> Monday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Napstad and Land Cmr Jacobs
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 <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 Fisheries Input Group			Westerlund
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/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
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